

Board of Management

Meeting of the Performance and Nominations Committee

**MINUTE OF THE 1st MEETING HELD ON MONDAY 1 OCTOBER 2018 AT 1700 HRS (PNC1)
AT CITY CAMPUS**

Present	
Jim Gallacher (JG)	Lesley Woolfries (LW) (Convener)
Karen Kelly (KK)	Paul Little (PL) (Principal)
In attendance	
Paul Clark (PC) (College Secretary/Minute)	
Apologies for absence	
Alisdair Barron (AB)	George Black (GB)

Item PNC1-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Apologies were received from AB and GB.	

Item PNC1-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	None received	

Item PNC1-3	Minute of the Performance, Remuneration & Nominations Committee meeting held on 30 04 18	
Paper No: PNC1-A	Lead: Convener	Action requested: Approve
Discussion/ Matters Arising	<p>The Committee agreed a number of amendments to the wording of items PRNC3-3, and PRNC3-7.</p> <p>PL updated the Committee on the current position regarding the lease of the Charles Oakley Building to the GSA. KK referred to the update provided by F Samara at the last FPRC. The Committee considered a number of possible outcomes emerging from the current position.</p>	
Decision/Noted	Approved	

Item PNC1-4	Minute of the Performance & Nominations Committee meeting held on 04 07 18	
Paper No: PNC1-B	Lead: Convener	Action requested: Approve
Discussion/ Matters Arising	Noted and agreed.	
Decision/Noted	Approved.	

Item PNC1-5	Committee Annual Report 2017-18	
Paper No: PNC1-C	Lead: Convener	Action requested: Approve
Discussion/ Matters Arising	<p>The Committee considered the suggested deletion of item 4 in the ToRs ref senior staff performance, as it duplicated a similar responsibility within the Remuneration Committee ToRs. This was agreed.</p> <p>One change was agreed, i.e. to change the Leadership Reorganisation header to refer to Voluntary Severance.</p>	
Decision/Noted	Action: PC to amend Annual Report as above. Approved	

Item PNC1-6	Committee Programme of Work 2018-19	
Paper No: PNC1-D	Lead: Convener	Action requested: Approve
Discussion/ Matters Arising	<p>It was noted that the College's Education Scotland Evaluation Report and Enhancement Plan will be presented to the Committee in January. However this will no longer be an annual item, but will in future be less frequent with more visits from Education Scotland.</p> <p>Include Board recruitment in Programme of Work as required.</p>	
Decision/Noted	Action: PC to amend Programme of Work. Approved.	

Item PNC1-7	Board Recruitment	
Paper No: Verbal	Lead: Convener	Action requested: Discuss
Discussion/ Matters Arising	<p>PC updated the Committee regarding the election of the Support Staff Board member, and the current position with regard to BoM recruitment. PC reported on contact with Changing the Chemistry. Members reflected positively on the Board Diversity joint regional event.</p> <p>The Committee recognised the need to prioritise Board diversity , and agreed to include it as a discussion theme for the BoM Planning Day.</p>	
Decision/Noted	Action: PC to include Board Diversity as a discussion topic at Planning Day.	

Item PNC1-8		Faculty Performance	
Paper No: Presentation	Lead: Convener	Action requested: Discuss	
Discussion/ Matters Arising	<p>DD introduced information relating to performance measures, highlighting faculty targets to 2021. A series of initiatives and corresponding outcomes were introduced, relating these to the responsibilities within the new structure. This reportage is overseen by VP Student Experience.</p> <p>The current position was illustrated via a RAG rating: Green indicating on target, Amber within 5% of target, and Red – indicating a variance requiring attention. DD invited the Committee to comment upon the usefulness of the current version of the dashboard.</p> <p>The Committee noted the value of peer observation, which is a voluntary approach.</p>		
Decision/Noted	Noted.		

Item PNC1-9		College Performance Academic Year 2017-18	
Paper No: PNC1-E	Lead: Convener	Action requested: Discuss	
Discussion/ Matters Arising	<p>DD referred to College performance 2017-18 in context, which has been largely maintained in comparison to academic year 2016/17. The performance figures were highlighted in the context of progress since merger. The figures relating to student success show significant long-term improvement across all modes, with full-time HE successful completion showing a 12% increase since 2009/10, and full-time FE showing a 21% increase since 2009/10. Part-time figures show a comparable increase.</p> <p>The changes in the proportion of students by mode of study since 2011/12 was outlined:</p> <p>Students by mode 2011/12: FTHE – 38% PTHE – 9% FTFE – 20% PTFE – 33%</p> <p>Students by mode 2017/18: FTHE – 37% PTHE – 8% FTFE – 15% PTFE – 40%</p> <p>DD pointed to the change in the funding model illustrating with an example of one PTFE student, who successfully left to pursue a career. Some current provision, now categorised as part-time FE, was previously categorised as Full Time FE</p> <p>The Principal indicated the probable priorities of CoGC reflecting the need for ever-greater flexibility of provision, and responding to student need and demand. The Principal also referred to the planned positive impact of the current leadership reorganisation.</p>		

The Committee noted current trends in demand, and the College's need to maintain a balance of provision. DD indicated the growth areas by mode/level since 2011.

The key points in Faculty and College Performance were reported as:

- College Performance in full time education is on a par with academic year 2016/17; With reference to the sector in Scotland, in 2016/17 the College was placed number 3 for FTHE, in PTHE number 2, FTFE number 4 and PTFE number 2.
- Faculty performance in part time education is overall strong.
- Faculty performance in full time education has been largely maintained.

The Convener highlighted the strategic considerations emerging from this reportage.

Decision/Noted Performance Improvement plan agreed.

Item PNC1-10		Strategic Risk Review	
Paper No: PNC1-F	Lead: Convener	Action requested: Note	
Discussion/ Matters Arising	PL highlighted the need to focus upon Business Continuity Planning (BCP). PC referred to the External Review of BCP and resultant recommendations. The Committee endorsed the proposal to engage with an external consultant to progress a full business impact analysis, and other issues highlighted by the external review of BCP.		
Decision/Noted	Noted		

Item PNC1-11		Any Other Notified Business	
Paper No:	Lead:	Action requested:	
Decision/Noted	None		

Item PNC1-12		Date of Next Meeting	
Paper No:	Lead:	Action requested: Note	
Decision/Noted	Monday 14 January 2019		

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
PNC1-5	Committee Annual Report 2017-18: Amend as agreed.	PC	ASAP
PNC1-6	Programme of Work: Amend as agreed.	PC	ASAP
PNC1-7	Board Recruitment: Include Board Diversity as discussion topic at Planning Day.	PC	For 10 10 18

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
PRNC3-3	Minute of PRNC 15 01 18: To hold separate Remuneration Committee consecutively with Performance & Nominations Committee.	PC	ASAP Complete
PRNC3-3	Minute of PRNC 15 01 18: Create separate ToRs.	PC	ASAP Complete
PRNC3-6	Performance Action Group: Provide visual representation of Faculty performance.	DD	Next Mtg Complete
PRNC3-8	Governance of Strategy Delivery: Invite Board members interest in joining the Project Impact Group.	PC	ASAP Complete
PRNC3-11	Board Members Periods of Tenure: Forward all indications of future intent from Board members to Chair and Convener.	PC	ASAP Complete
PRNC3-13	Principal's Performance Review: Inform GCRB Chair of the Principal's remuneration arrangements.	AB	ASAP Complete
PRNC3-13	Principal's Performance Review: Instruct HR to implement Principal's remuneration arrangements as approved once above action is complete.	AB/LW	ASAP Complete
PRNC2-6	Self Evaluation Report: Board Committees & Conveners: Check absence rates + review Committee memberships.	PC/AB	Ongoing Complete