

Board of Management

Meeting of the Development Committee

MINUTE OF 2nd MEETING HELD ON WEDNESDAY 23 JANUARY 2019 AT 1700 HRS (DC2)

Present	
George Black (GB) (Convener)	Karen Kelly (KK)
George Galloway (GG)	Paul Little (PL) (Items 7-15)
In attendance	
Paul Clark (PC)	Stuart Thompson (ST)
Roy Gardner (RG)	Ann Butcher (Minute)
Apologies for absence	
None	

Item DC2-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	There were no apologies. S Patrick was not in attendance.	

Item DC2-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	GG declared an interest under Item 7.	

Item DC2-3	Minute of the Development Committee meeting held on 31 October 2018	
Paper No: DC2-A	Lead: Convener	Action requested: Approve
Decision/Noted	The minute was approved.	

Item DC2-4	Committee Terms of Reference	
Paper No: DC2-B	Lead: P Clark	Action requested: Approve
Discussion/ Matters Arising	The Committee reviewed their current Terms of Reference. No amendments were proposed.	
Decision/Noted	That the current Terms of Reference be endorsed.	

Item DC2-5	Corporate Development Strategy Targets/Outcomes	
Paper No: DC2-C	Lead: P Clark	Action requested: Approve
Discussion/	RG reminded that some targets have already been exceeded. These have	

Matters Arising	<p>now been re-examined and the proposed new targets to 2020 have been made more ambitious. He provided the Committee with a detailed overview of each revised target set within the Corporate Development Strategy.</p> <p>KK queried the overall difference in income targets in comparison with Performance against Targets paper (DC2-D). RG advised that the targets provided within the Outturn paper do not include International income hence the difference in reportage.</p> <p>PC confirmed that revised targets/outturns for all Strategies will be resubmitted at the next Planning Day during February.</p>
Decision/Noted	To endorse the revised 2020 targets for the Corporate Development Strategy.

Item DC2-6	Performance against Targets (Commercial & International)	
Paper No: DC2-D	Lead: R Gardner	Action requested: Discuss
Discussion/ Matters Arising	<p>RG provided a review on progress made towards Commercial and International income targets.</p> <p>The commercial activity achieved to date (within the Student Recruitment Plan) has now been split into 4 Faculties in line with the reorganisation. The projection to the end of July was noted as £3.8 m which indicates that the project target will be exceeded by 8%.</p> <p>As mentioned under item DC2-5, it was agreed that all other income ie accommodation, catering, retail outlets etc should be included as a separate table within the report. This will provide a clear picture of all income sources. Members noted the full breakdown on diversity of income provided within Risk MAP 16 (Paper DC2-I).</p> <p>The income from International Student Recruitment, which is projecting 14% over the projected target and the various details regarding the value of tenders and proposals for secured, active and withdrawn business undertaken to January 2019 were noted. ST confirmed that whilst the set targets were being met and are consistent with the agreed College budget, these targets must be stretched in line with inflation and to ensure overall growth.</p> <p>Discussion then focussed on Risk 16 (Failure to maximise income via diversification). The Commercial and Overseas projected fee income (as reported within paper DC2-D) was noted along with all other commercial income. The overall trend in commercial and overseas income shows a steady increase from 2014-15 to 2016-17 with a dip during 2017-18 and rising again during 2017-19.</p> <p>GB considered that whilst the small growth was positive, members needed to be assured that the College is moving in the right direction. KK also added that advice on the reasons why targets have not been met (as per 2017-18) would also be helpful. It was suggested that this should be more aligned to overall College long term financial planning report based on pessimistic, realistic and optimistic assumptions in line with the Strategy targets and outcomes. This was agreed.</p>	

Decision/Noted	<ul style="list-style-type: none"> To provide a revised format Performance against Target Report as agreed. To note the update report.
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PL arrived during the following discussion.

Item DC2-7	Flexible Workforce Development Fund Update (FWDF)	
Paper No: DC2-E	Lead: R Gardner	Action requested: Discuss
Discussion/ Matters Arising	RG updated members on the FWDF activity for the 2017-18 and 2018-19 funding allocations. A financial overview for 2017-18 which highlighted the total number of courses, value, trainees and training hours undertaken was provided. 83 applications have been received for 2018-19 with projected income noted as £874k. It is anticipated that the College will exceed its current funding allocation and will seek additional funding from GCRB for 2019-20.	
Decision/Noted	To note the Flexible Workforce Development Fund progress to date.	

Item DC2-8	International Projects Update	
Paper No: DC2-F	Lead: R Gardiner	Action requested: Discuss
Discussion/ Matters Arising	<p>RG advised on the following key international development activities:</p> <ul style="list-style-type: none"> Zhejiang Technical Institute of Economics, China have increased the current exchange activity in 2019 with 2 additional cohorts of Teacher Training and 1 new cohort of students being delivered by July. Vocational workshops continue to be run at the Management Development Institute of Singapore. The proposed 16 week teacher training contract through TVET UK has been successfully secured. Collaboration with Hong Kong's Vocational Training Council continues with an exchange programme being undertaken later this year. Negotiations with the EMAC Investment Group, Dubai are ongoing with plans for the roll out of vocational programmes being refined. The partnership with Batam Tourism Polytechnic, Indonesia continues with further discussion on the delivery of Supply Chain and Logistics provision being considered. A similar model is being delivered to staff in the Maritime College 2, Vietnam. Discussions to deliver hospitality programmes with Global City Innovative College, Philippines are ongoing. 5 students from Anne Arundel Community College, USA have applied to study at CoGC in autumn 2019. The 4th Atlantic Cup will take place during July. 	
Decision/Noted	To note the update report.	

Item DC2-9	Cash Handling Report	
Paper No: Verbal	Lead: R Gardiner	Action requested: Discuss
Decision/Noted	This item was not taken.	

Item DC2-10	International Travel Costs v Benefits Update	
Paper No: DC2-G	Lead: R Gardner	Action requested: Note
Discussion/ Matters Arising	The report on international travel undertaken by College staff from October 2018 – mid January 2019 was submitted. RG provided a brief overview of the current and planned activity.	
Decision/Noted	To note the update report.	

Item DC2-11	STEM and Innovation	
Paper No: DC2-H	Lead: R Gardner	Action requested: Note
Discussion/ Matters Arising	Members noted the summary of Innovation and Applied Research activity being undertaken during 2018-19. RG provided an outline of the Innovation and STEM activity dashboard which provides an overview of the various projects, progress to date and total project value. The same format is being considered for all international projects. It was suggested that this be incorporated within the main College dashboard.	
Decision/Noted	To note various innovation and applied research projects.	

Item DC2-12	Strategic Risk Review	
Paper No: DC2-I	Lead: P Clark	Action requested: Discuss
Discussion/ Matters Arising	Members reviewed the updated Risk MAPs for Risk 6 (Negative Impact upon College Reputation) and Risk 7 (Failure to achieve improved business development performance with stakeholders). The current Risk Scores (AMBER) were agreed.	
	Discussion on Risk 16 (Failure to maximise income via diversification) was undertaken earlier. The revised risk score of 12 (AMBER) was agreed.	
Decision/Noted	To update relevant risks as agreed.	

Item DC2-13	Any Other Notified Business	
Paper No:	Lead:	Action requested: Note
Decision/Noted	None.	

Item DC2-14	Disclosability of Papers	
Paper No:	Lead:	Action requested: Note
Decision/Noted	It was agreed that the disclosability status of papers as described on respective cover sheets be retained.	

Item DC2-15	Date of Next Meeting	
Paper No:	Lead:	Action requested: Note

Meeting closed at 6.35 pm.

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
DC2-6	Performance against Targets (C&I): Provide a revised format report as agreed.	RG/ST	17 04 19

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
DC1-6	Corporate Development Strategy: Update initiatives for approval at next meeting.	RG	23 01 19 Complete
DC1-7	Corporate Development Outturns Report 2017-18: Update in line with agreed initiatives.	RG	23 01 19 Complete
DC1-9	International Project Update: Consider international travel training from ISOS.	RG	ASAP Complete
DC1-9	International Project Update: Raise cash payment issue via Risk MAP.	RG/PC	ASAP Complete
DC1-12	STEM and Innovation: Include as a standing item.	RG	Ongoing Complete
DC1-13	IA Report – Business Development/International Activities: Include course participant variance analysis within a future report.	RG	Ongoing
DC1-14	Strategic Risk Review: Update risks as agreed.	PC	ASAP Complete
DC3-7	International Projects Update: Consider additional international projects discussion session.	PC/RG	To be agreed Complete
DC3-7	International Projects Update: Provide an outline international activity business case.	RG	Ongoing
DC3-7	International Projects Update: Provide an international activity brochure/leaflet.	RG	Ongoing
DC3-10	International Travel Costs v Benefits Update: Provide an account of current and planned trips at each meeting with an additional annual breakdown of costs, income received and anticipated income. Accurate predictions of potential benefits to be included.	RG	Ongoing Complete