

Board of Management

Meeting of the Board of Management

MINUTE OF 2nd MEETING HELD ON WEDNESDAY 9 OCTOBER 2019 AT 1700 HRS (BoM2)

Present	
Alisdair Barron (AB) (Chair)	May Miller (MM) (Co-optee)
David Cullen (DC)	Graham Mitchell (GM)
Dylan Duff (DD)	Stuart Patrick (SP)
David Eaton (DE)	Ronnie Quinn (RQ)
Sarah Erskine (SE)	Audrey Sullivan (AS)
Lorna Hamilton (LH)	Lesley Woolfries (LW)
Robyn Lambert (RL)	Rebekah Widdowfield (RW)
Paul Little (PL)	
In attendance	
Paul Clark (PC)	Shona Struthers (SS)
Sheila Lodge (SL)	Cate Wilson (CW)
Will McLeish (WM)	Ann Butcher (Minute)
Apologies for absence	
Jim Gallacher (JG)	Paul Hillard (PH) (Co-optee)
George Galloway (GG)	Karen Kelly (KK)

Item BoM2-1	Apologies for Absence	
Paper No:	Lead: Chair	Action requested: Note
Decision/Noted	Apologies for absence were received from JG, GG and KK.	

Item BoM2-2	Declarations of Interest	
Paper No:	Lead: Chair	Action requested: Note
Decision/Noted	None	

Item BoM2	Colleges Scotland - Update	
Paper No: Presentation	Lead: Chair	Action requested: Note
Discussion/ Matters Arising	<p>SS and WM attended the meeting to provide members with an update on the purpose and aims of Colleges Scotland (CS). She introduced the College Sector Statement of Ambition for 2018-23 and CS Strategic Plan 2019-23 highlighting the four Strategic Aims and how these will be achieved.</p> <p>SS particularly stressed the need to enhance stakeholder engagement and increase intelligence from Colleges as a whole. She encouraged members maximise the impact of Colleges by 'influencing the influencers'</p>	

through increased involvement with political consultation processes to improve the quality of College sector submission, representation on parliamentary committees, pitching key messages on current 'hot' topics with ministers, and attendance at policy conference events to raise the profile and critical work of all Colleges.

AB thanked SS and WM for their attendance and recognised the importance of the work undertaken by CS. He further acknowledged the benefits of working as a collective by tapping into the expertise within Colleges and welcomed further correspondence on nominations.

WM requested feedback on the various CS publications. Members will consider the provision of email consent for circulation of Briefing reports with CS.

Decision/Noted To note the update.

Item BoM2-2 Minute of the Previous Board of Management Meeting held on Wednesday 28 August 2019

Paper No: BoM2-A Lead: Chair Action requested: Approve

Decision/Noted Subject to minor amendment, the minute was approved.

MATTERS ARISING

Colin McMurray will be invited to attend the Annual Board Christmas Dinner.

Item BoM2-2.1 CitySA – Election Schedule Amendment

Paper No: BoM2-B Lead: D Duff Action requested: Approve

Discussion/ Matters Arising DD requested an amendment to the Students' Association (SA) Elections Schedule whereby all students within each Faculty are permitted to elect their Faculty Representatives. He suggested that this amendment would enhance the democracy of the elections as well as bring the Faculty Representative System up to date with corresponding systems within the College.

AB considered that this amendment was a subsection of the Constitution ie a Standing Order and therefore did not require Board approval. PL added that this was a great example of student engagement with the overall democratic process, one which encouraged more students to take part, giving them a better understanding of the process.

Decision/Noted To note and fully endorse the proposed amendment.

Item BoM2-2.3 Strategic Risk Review

Paper No: BoM2-C Lead: P Clark Action requested: Approve

Discussion/ Matters Arising The current status of the highest scoring risks (RAG rated RED) and Risks with significant change to score were considered. The following progress was noted:

Risk 6 – *Negative Impact upon College Reputation* – potential outcomes from internal investigations are ongoing. It was agreed that the Risk Score remain at 15 (RED).

Risk 12 – *Failure of Business Continuity* – Business Recovery Plans for each Faculty have now been developed. The Risk will be further reviewed at the next meeting of the Audit Committee with a proposal to reduce the RAG rating from RED to AMBER.

Risk 25 – *Failure of IT System Security* – the Cyber Essentials+ accreditation has now been achieved. The FPR Committee has agreed to reduce the overall Risk Score to 10 (AMBER).

Decision/Noted

To note and approve the revised Risk Register dated 02 10 19.

Item BoM2-2.1		Student Profile and Performance 2018-19	
Paper No: BoM2-D	Lead: D Dickson/G Plunkett (not in attendance)	Action requested: Discuss	
Discussion/ Matters Arising	<p>PL provided an overview of the profile of student achievements in response to the College access and inclusion strategy. The College continues to identify potential barriers to an individual's participation in education and either eliminate or mitigate these to ensure a fair and equal opportunity to the student experience.</p> <p>The majority of CoGC students fall within the 18-19 age group with levels of study predominantly delivered at HND level however access provision at lower SCQF levels is provided to ensure that some students progress to advanced further study.</p> <p>The College provision by key student groups ie student carers, care experienced, disability, BME and SIMD was particularly discussed. 65.9% of FT FE students and 71.5% of FT HR students complete their qualifications of student despite various challenges with success rates for PT FE and PT HE at 85.5% and 82.2% respectively. The College provides support for students who are often at a disadvantage through the provision of Personal Learning Support Plans and counselling to ensure that they achieve a positive destination.</p> <p>Members raised some concern with regard to the increasing demand for student support including counselling services for mental health and wellbeing. PL confirmed that the College is barely meeting the growing demand with the provision of these services expected to increase.</p>		
Decision/Noted	<ul style="list-style-type: none"> To note the report. To provide a more detailed breakdown of the success outcomes for the key student groups. 		

Item BoM2-3.1		Chair's Remarks	
Paper No: Verbal	Lead: Chair	Action requested:	
Discussion/ Matters Arising	<p>AB updated members on his recent attendance at a meeting with the SFC to provide feedback and review of the Glasgow Colleges Regional Board. All three Glasgow College Chairs were in attendance. It was in general felt that whilst GCRB's coherent provision of fundable education in Glasgow's Colleges engendered increased partnership working and offered the opportunity for rationalisation of service provision, this was not necessarily the optimal solution. It was however recognised that the Regional Board were working to the best of their ability under the agreed legislation but there exists a challenge in demonstrating value for money.</p> <p>AB informed members that there has been some discussion at the Regional Board regarding the future governance structure of colleges in Glasgow. He further advised that the College would continue to work collaboratively with GCRB.</p>		
Decision/Noted	To note the update.		

Item BoM2-3.2		Principals Report	
Paper No: Verbal	Lead: Principal	Action requested: Discuss	
Discussion/ Matters Arising	<p>The Principal reported on the recent Maritime 50 Civic Reception and dinner followed by the successful international Maritime Symposium, an event which is now well established within the Academic Calendar. The Principal reported his continued extensive attendance at various networking events.</p>		
Decision/Noted	To note the report.		

Item BoM2-3.3		Planning Day Review	
Paper No: Verbal	Lead: Chair/Principal	Action requested: Discuss	
Decision/Noted	There was nothing further discussed under this item.		

Item BoM2-4		Any Other Notified Business	
Paper No: Verbal	Lead: Chair	Action requested:	
Decision/Noted	There was no other notified business.		

Item BoM2-4.1		Disclosability of Papers	
Paper No: Verbal	Lead: P Clark	Action requested: Note	
Decision/Noted	Noted		

Item BoM2-5		Date of Next Meeting	
Paper No:	Lead:	Action requested: Note	

Decision/Noted	Parliamentary Reception – Tuesday 29 October 2019 Graduation Ceremony – Monday 25 November 2019 Board of Management Meeting + Annual Christmas Dinner – Wednesday 4 December 2019	

The meeting closed at 1725 hours

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
BoM2-2.1	Student Profile and Performance 2018-19: Provide a more detailed breakdown of the success outcomes for the key student groups.	PC (for DD/GP)	BoM Mtg 04 12 19

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
BoM1-6	TDAP Update: <ul style="list-style-type: none"> Next L&T meeting; SL to expand on financial impact/ business case. Board Members to be invited to be part of TDAP Project. Volunteers: AS, RW and SE 	SL PC/TH/SL	05/11/19 ASAP Complete
BoM1-7	Chair's Remarks: AB/PL to write to CM to thank for his service on the Board of Management.	AB/PL	ASAP Superseded (Item BoM2-2)
BoM1-9	Board Tenures: AB to complete Board member appraisals	AB	2019-20
BoM1-15	Data Protection Audit Update: SL to provide GDPR update in near future.	SL	TBC
BoM6-13.1.1	Accounting Policies: Refer back to next meeting of Audit Committee for final approval.	PC for ST/AS	15 05 19 Complete
	PC to ensure Board member training and development includes 'responsibilities as a charity trustee'.	PC	Ongoing
	A series of Faculty presentations to be incorporated into Board work plans to ensure Board members are fully informed of the College industry related activities.	PC	Ongoing
BoM2-5	Property Disposals/Development Update: Continue to develop a strategy for a regional innovation centre in collaboration with GCRB.	FS	Ongoing
BoM3-15	AONB: Board Member Links with Faculties: Consider reportage process to Board Committees.	PC	Ongoing