

## Board of Management

### Meeting of the Conveners' Committee

#### MINUTE OF THE 1<sup>ST</sup> MEETING OF THE CONVENERS' COMMITTEE HELD ON MONDAY 26 AUGUST 2024 AT 1500 HRS (CC1) VIA MS TEAMS

Present	
Dave Anderson	Ronnie Quinn
Audrey Sullivan	
In attendance	
Drew McGowan (AD Gov & Risk/Minute)	Paul Little
Not Present	
Douglas Baillie (Convener)	Paul Hillard

Item CC1-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Apologies were received from D Baillie. D McGowan asked members to appoint an Acting Convener, as per Section 2.3 of the Standing Orders. The Committee agreed that A Sullivan should chair the meeting in D Baillie's absence.	

Item CC1-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Members made no declarations.	

Item CC1-3.1	Minute of previous meeting held on 26 June 2024	
Paper No: CC1-A	Lead: Convener	Action requested: Approval
Decision/Noted	To approve the minute of the previous meeting, subject to a minor amendment to item CC4-1.	

Item CC1-3.2	Committee Annual Report 2023-24	
Paper No: CC1-B	Lead: D McGowan	Action requested: Approval
Discussion/ Matters Arising	The Committee's Annual Report for the 2023-24 academic year was tabled. Members discussed key business in the previous year, as well as the new Board members and induction arrangements.	
Decision/Noted	To approve the Conveners' Committee Annual Report 2023-24 and table for noting at the next meeting of the Board of Management.	

P Little joined the meeting.

Item CC1-4.1		Draft Board Self-Evaluation 2023-24
Paper No: CC1-C	Lead: D McGowan	Action requested: Discussion/Decision
Discussion/ Matters Arising	<p>The Committee reviewed the draft Board self-evaluation report and welcomed the high levels of satisfaction and improved results on the previous year. Members noted the changes to feedback and the use of AI which had improved the quality of the report. Members also recognised the important contribution made by student Board members and agreed that the Board needs to continue to ensure that the student experience is central to discussion and decision-making.</p> <p>D Anderson and P Little suggested that the draft report would benefit from the context regarding the challenges facing the College and sector, as well as the change in Board membership, over recent years. Members agreed to this suggestion. The Committee agreed to recommend the draft report to the Board for final approval.</p>	
Decision/Noted	To agree to recommend the draft Board Self-Evaluation Report to the Board for final approval, with the agreed amendment.	

Item CC1-4.2		Draft Board Development Plan 2024-25
Paper No: CC1-D	Lead: D McGowan	Action requested: Discussion/Decision
Discussion/ Matters Arising	<p>Members reviewed the draft Board Development Plan for 2024-25 and it was noted that the proposed plan included existing rolling actions as well as new actions as a result of the recent Board self-evaluation and external effectiveness review. During the discussion, P Little highlighted that the Strategic Planning Day in November would be a valuable opportunity to discuss the College's strategic alliances and A Sullivan suggested including a training session on neurodiversity, in addition to deaf awareness.</p>	
Decision/Noted	To agree to recommend the draft Board Development Plan to the Board for final approval, subject to minor amendments.	

Item CC1-4.3		Draft Response to the Consultation on the Review of RSBs
Paper No: CC1-E	Lead: M Cross P Little	Action requested: Discussion
Discussion/ Matters Arising	<p>P Little reminded the Committee that the Minister for Further and Higher Education had recently announced his intention to dissolve the Regional Strategic Bodies (RSBs) in Glasgow and Lanarkshire. He reported that the principals and chairs of the three Glasgow colleges were working together to submit a joint response to the Scottish Government consultation on this matter, which was shared with the Committee for their information and feedback.</p> <p>D Anderson provided an overview of the draft consultation response and the recent discussions with chairs of Glasgow and Lanarkshire colleges. As the new Chair, he shared that he was pleased with the collaborative approach between the colleges and agreement on a future way of working in partnership to serve the region after the RSBs are dissolved. Members welcomed the proposals outlined in the draft consultation</p>	

	response to ensure partnership working between colleges and regional stakeholders. Members noted that the final version would be circulated to the Board members.
Decision/Noted	To discuss the draft consultation response.

<b>Item CC1-4.4</b>	<b>Strategic Risk Review</b>	
Paper No: CC1-F	Lead: D McGowan	Action requested: Discussion/Decision
Discussion/ Matters Arising	<p>The first quarterly review of the Strategic Risk Register and Management Action Plans (MAPs) for the two risks reported to the Committee was tabled for discussion. Members noted that no risk score changes were proposed in this review.</p> <p>Referring to SR26 (Public Health), D McGowan informed the Committee that the World Health Organisation had announced that the upsurge in mpox in a growing number of African countries constituted a public health emergency of international concern. He highlighted that the UK Health Security Agency had confirmed that the risk to the UK remains low and confirmed that the College continues to monitor developments. P Little advised the Committee that planned staff travel to the region with partners was currently under review.</p>	
Decision/Noted	To agree to recommend the Strategic Risk Register and MAPs to the Board for final approval.	

<b>Item CC1-5</b>	<b>Any Other Notified Business</b>	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	To note that no additional business was notified.	

<b>Item CC1-6</b>	<b>Review of Meeting</b>	
Paper No: Verbal	Lead: Convener	Action requested: Note
Decision/Noted	A Sullivan thanked everyone for their attendance and contributions at the first meeting of the Committee in the new academic year, with items being recommended to the Board for further discussion and approval.	

<b>Item CC1-6</b>	<b>Disclosability of Papers</b>	
Paper No: Verbal	Lead: D McGowan	Action requested: Note
Decision/Noted	That the disclosability status of the papers be retained as tabled.	

<b>Item CC1-7</b>	<b>Date of Next Meeting</b>	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Monday 27 January 2025.	

*The meeting closed at 1630 hours.*

## **ANNEX TO THE MINUTE**

### **ACTION POINTS ARISING FROM THE MEETING**

<b>Item</b>	<b>Description</b>	<b>Owner</b>	<b>Target Date</b>
<b>CC1.3.1</b>	Make a minor amendment to section CC4-3.1 of the final minute of the June meeting.	DM	30 August 2024
<b>CC1-3.2</b>	Table the Committee Annual Report for noting at the Board of Management meeting.	DM	2 October 2024
<b>CC1-4.1</b>	Table the Board Self-Evaluation Report for final approval at the Board of Management meeting.	DM	2 October 2024
<b>CC1-4.2</b>	Table the Board Development Plan for final approval at the Board of Management meeting.	DM	2 October 2024