

## Board of Management

### Meeting of the Conveners' Committee

#### MINUTE OF THE 2<sup>nd</sup> MEETING OF THE CONVENERS' COMMITTEE HELD ON MONDAY 27 JANUARY 2025 AT 1500 HRS (CC2) VIA MS TEAMS

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

Item CC2-1	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 R Quinn should chair the meeting in D Baillie's absence.	

Item CC2-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Members made no declarations.	

Item CC2-3.1	Minute of previous meeting held on 26 August 2024	
Paper No: CC2-A	Lead: Convener	Action requested: Approval
Decision/Noted	To approve the minute of the previous meeting and note that all actions were complete.	

Item CC2-4.1	Board Recruitment and Succession Planning	
Paper No: CC2-B	Lead: D McGowan	Action requested: Discussion/Decision
Discussion/ Matters Arising	<p>D McGowan provided an overview of the draft plans for Board recruitment for two new non-executive members and the proposed timescales for the Committee's consideration.</p> <p>Following a discussion, the Committee were content to approve the process and the vacancies to be advertised. Members also agreed to minor amendments to the person specification and confirmed that the</p>	

following skills and experience would be desirable in this recruitment round:

- Estates and property, particularly construction
- Finance, accountancy and procurement
- Fundraising and philanthropy
- ICT and digital, particularly artificial intelligence

The Committee also agreed to the following appointments to the shortlisting and selection panels:

Shortlisting Panel	Selection Panel
D Baillie, Vice Chair and Panel Chair	D Baillie, Vice Chair and Panel Chair
L Heggie, Non-Executive Board Member	D Anderson, Chair of the Board
C McCarthy, Student Board Member	M McClellan, Trade Union Board Member
P Vaker, Student Board Member	C Munro, Independent Panel Member
D Mackeen, Staff Board Member	
C Munro, Independent Panel Member	

On a separate succession planning matter, D Anderson advised members that he intended to stand down from the City of Glasgow Ltd Board of Directors now that he was the Chair of the Board of Management. Members agreed that a replacement for D Anderson should be identified and considered for appointment at the next Board of Management meeting on 26 March 2025.

#### Decision/Noted

To approve the proposed round of recruitment for two non-executive members to serve terms of four years.

To agree on the desirable skills and experience in this recruitment round and minor amendments to the person specification.

To appoint shortlisting and selection panels.

To identify a replacement for D Anderson on the CGI Ltd Board and table for Board of Management approval.

Item CC2-4.2	Draft Board Member Extension Requests	
Paper No: CC2-C	Lead: D McGowan	Action requested: Discussion/Decision
Discussion/ Matters Arising	D McGowan tabled the draft term extension requests for E Keep and N Cameron as their first terms on the Board come to an end in June 2025. D Anderson advised the Committee that he had completed annual reviews with both members. He was happy to recommend them for second terms as they make a valued contribution to the Board and its committees. Members were content to approve the extension request to be submitted to the Glasgow Colleges' Regional Board.	
Decision/Noted	To approve the submission of a four-year term extension request for E Keep and N Cameron to the GCRB.	

Item CC2-4.3		Board and Committee Planning
Paper No: CC2-D	Lead: D McGowan	Action requested: Discussion
Discussion/ Matters Arising	<p>D McGowan tabled the newly prepared forward plans for 2024-25 and 2025-26 for the Committee's review, highlighting the items for the next Board of Management meeting in March and sessions for the Board Development Day in April. Members noted that committees would still review and approve their own schedules of business each year.</p> <p>D Anderson welcomed the new paper. He explained to members that he felt that the Committee would benefit from regular review of the planned business of the Board and committees, providing an opportunity to shape the agendas and ensure discussion on important, emerging matters.</p> <p>P Little noted that the GCRB would be dissolved at the end of the current academic year and highlighted that it would be important for the Board to be aware of the development of the Glasgow Leadership Group which will coordinate work between Glasgow's three colleges.</p>	
Decision/Noted	To review the planned business of the Board and committees for 2024-25 and 2025-26.	

Item CC2-4.4		Depute Principal Recruitment Update
Paper No: Verbal	Lead: D McGowan	Action requested: Discussion/Decision
Discussion/ Matters Arising	<p>P Little provided a verbal update to the Committee on the recruitment of a new Depute Principal &amp; Chief Operating Officer. He confirmed that the College was being supported by Aspen, the executive search agency, and that the post was extensively advertised in December and January. Members noted that shortlisting would take place in February and interviews would be held in March. Confirmation of the appointment will be shared with the Board at its meeting at the end of March.</p>	
Decision/Noted	To note the update.	

Item CC2-5		Any Other Notified Business
Paper No:	Lead: Convener	Action requested: Note
Discussion/ Matters Arising	<p>P Little updated the Committee on the College's response to Storm Eowyn. He advised members that, following the red weather warning issued by the Met Office, he declared a Level 2 incident, activated the new Incident Management Plan and instructed Silver Command to convene on 23 January.</p> <p>The decision was taken to close the College on 24 January and actions were undertaken to communicate this news, make arrangements for online learning and working from home and secure the College's buildings. Staff and students travelling in Germany were also supported and he was happy to confirm all were back in Scotland safely. The College re-opened on 27 January, with minor damage to external equipment, fixtures and fittings being repaired.</p>	
Decision/Noted	To note the update.	

Item CC2-6		Review of Meeting
Paper No: Verbal	Lead: Convener	Action requested: Note
Decision/Noted	R Quinn recapped the Committee's discussions and decision-making. Members agreed that Board recruitment and extensions should be highlighted to the Board in the quarterly Governance Report.	

Item CC2-7		Disclosability of Papers
Paper No: Verbal	Lead: D McGowan	Action requested: Note
Decision/Noted	That the disclosability status of the papers be retained as tabled.	

Item CC2-7		Date of Next Meeting
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Monday 28 April 2025.	

*The meeting closed at 1600 hours.*

## **ANNEX TO THE MINUTE**

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

<b>Item</b>	<b>Description</b>	<b>Owner</b>	<b>Target Date</b>
	None		

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

<b>Item</b>	<b>Description</b>	<b>Owner</b>	<b>Target Date</b>
<b>CC1.3.1</b> 26 08 24	Make a minor amendment to section CC4-3.1 of the final minute of the June meeting.	DM	<b>Complete</b> 30 August 2024
<b>CC1-3.2</b> 26 08 24	Table the Committee Annual Report for noting at the Board of Management meeting.	DM	<b>Complete</b> 2 October 2024
<b>CC1-4.1</b> 26 08 24	Table the Board Self-Evaluation Report for final approval at the Board of Management meeting.	DM	<b>Complete</b> 2 October 2024
<b>CC1-4.2</b> 26 08 24	Table the Board Development Plan for final approval at the Board of Management meeting.	DM	<b>Complete</b> 2 October 2024