

Board of Management Meeting

MINUTE OF 2nd MEETING HELD ON 10 DECEMBER 2014 AT 1700 HRS (CoGCB2)

Present	
Douglas Baillie, Chair (DB)	Paul Little, Principal (PL)
Alisdair Barron (AB)	Alan Mackay (AM)
David Eaton (DE)	John Macleod (JM)
Peter Finch (PF)	Mark McCafferty (MM)
Jim Gallacher (JG)	Debbie McNamara (DM)
Sanjay Lago (SL)	Lesley Woolfries (LW)
In attendance	
Paul Clark, College Secretary	Iain Marley (IM)
Janis Carson, Vice Principal (JC)	Fares Samara, Exec Director (FS)
Alex Craig, Depute Principal (AC)	Ann Butcher (Minute)
Apologies for absence	
Tasmina Ahmed-Sheikh (TA)	Colin McMurray (CM)
Charlie Kaur (CK)	Eric Tottman-Trayner (ETT)

CoGCB2-01 Apologies for Absence

RECEIVED: Apologies for absence were received from CK and CM.

CoGCB2-02 Declarations of Interest

NOTED: That there were no Declarations of Interest.

Item 12.1.2 was taken at this time.

CoGCB2-12.1.2 Disposal Strategy Programme

RECEIVED: Disposal Strategy and Budget (Paper BoM2-K).

DISCUSSION: DM informed the Board that the Strategy and Budget was submitted to the Finance & Physical Resources Committee meeting on 26 11 14. There were two main issues of concern raised, i.e. achievement of best value, and the proposed restriction on future educational use which proved contrary to SFC's Financial Memorandum. Both issues were fully considered by the Committee, and it was recognised that the restriction of approval for future FE use would be doubtful, given that the CoGC option appraisal was rejected by the SFC. Best value also favoured student accommodation. The Committee was also content that any costs would be recouped from the proceeds. The Committee recommended approval by the full Board.

The Board fully considered the recommendation and recognised that any potential risks would be proactively managed.

DECIDED: To approve commencement of the disposal process.

IM left the meeting.

CoGCB2-03.1 Minute of the Meeting held on 24 September 2014

RECEIVED: Minute of the meeting held on 24 September 2014 (Paper BoM2-A).

DECIDED: To approve the minute subject to minor amendment.

MATTERS ARISING

Riverside Growth Plan

DECIDED: To circulate copy to wider Board.

Contingency for NC

NOTED: That the New Campus contingency was reported as 2.2 m at November 2014. Any monies drawn down are reported to the Finance and Physical Resources Committee.

Performance Dashboard

NOTED: That the tender process is now complete and the contract was awarded to Dynistics. The software has been installed and technical training is ongoing for delivery in January 2015.

CoGCB2-03.2 Minute of the Meeting held on 1 October 2014

RECEIVED: Minute of the meeting held on 1 October 2014 (Paper BoM2-B).

DECIDED: To approve the minute subject to minor amendment.

CoGCB2-03.3 Minute of the Meeting held on 6 November 2014

RECEIVED: Minute of the meeting held on 6 November 2014 (Paper BoM2-C).

DECIDED: To approve the minute subject to minor amendment.

MATTERS ARISING

NOTED: That a letter has been sent to A Brown, Chair, SFC expressing concern that CoGC has yet to be given a specific funding allocation for 2015-16 to honour the SFC's guarantee of the necessary core funding for 210 000 wSUMs. This has become a matter of urgency as the

College will be liable to meet its contracted unitary charge commitments of £550k for the 2015-16 academic year in approximately 35 weeks.

Items 4 and 11 were taken at this time.

CoGCB2-04 Regional Outcome Agreement
CoGCB2-11 GCSP Consultation

RECEIVED: Regional Outcome Agreement (ROA) 2015-16
 (Paper BoM2-D).
 GCSP Consultation (Paper BoM2-I).
 Initial Findings of GCSP: Regional Curriculum and Estates
 Consultation (Additional Paper BoM2-T).

DISCUSSION: AC advised members on the progress made by the
 Glasgow Colleges in developing the draft ROA for session
 2015-16. The current draft is the 2nd year of a three year
 outcome agreement planning period and session 2015-16
 is primarily a restatement of priorities and targets set out in
 the 2014-17 outcome agreement, as approved by the three
 Glasgow College Boards and the SFC. Some significant
 changes to the content and processes for the 2015-16
 ROA were highlighted - in particular the draft now responds
 to the most recent Ministerial Guidance received. The
 specific focus of the Curriculum and Estates Review i.e.
 ‘Right Learning in the Right Place’ has also been
 considered. The final ROA will contain specific targets for
 individual Colleges, which will provide the basis for the
 Region’s allocation of funding to the assigned Colleges.

The Board was very supportive of the Curriculum and Estates Project, and viewed the proposals within the Vision for College Learning in Glasgow 2015-2020 as a very positive response to the identified needs of stakeholders - national, regional, and local. The proposals were seen by the Board as an excellent collective response by the College sector in Glasgow, to the challenge of providing ‘Right Provision in the Right Place’, maximising the ‘Glasgow Colleges’ estate in the best interests of employers, the economy, and learners.

However, the Board was very concerned over the indeterminate timescale, and the potential for further slippage, taking into account the Board’s responsibility for overseeing the completion and migration to the new Riverside Campus building with its range of specialist learning and teaching facilities and equipment. The Board recognised the significant risks associated with under-utilisation of this major new building on the Riverside, which opens in 35 weeks. The Board expressed a commitment to ensure that this milestone opening is widely perceived as a major success for the Glasgow College sector, for the City, and for Scotland.

DECIDED: To endorse the draft ROA for 2015-16.

To agree to delegate to the Principal the authority to endorse the submission of the ROA for session 2015-16 to the SFC by the Regional Board, provided that only minor changes are made to the draft version.

To agree to delegate to the Chair authority to endorse submission of the draft ROA for session 2015-16, in the event that significant changes are made to the draft.

To request that the Principal share this report with College staff and officials of recognised trade unions.

To note the initial findings of the GCSP Regional Curriculum and Estates consultation and report the Board's concerns at the next meeting of the Regional Board.

CoGCB2-05 Risk Management Review

RECEIVED: Update review of Strategic Organisational Risks (Paper BoM2-E).

DISCUSSION: Members were informed that two risks scores had been identified for reduction and were endorsed by the Audit Committee ie Risk 8 '*Failure to Achieve Improved Performance*' (score reduced from 4 to 3 - remains Green) and Risk 10 '*Negative Impact of Statutory Compliance Failure*' (score reduced from 6 to 3 - changed from Amber to Green). The two high scoring risks which were also identified ie Risk 15 '*Failure to achieve operating surplus via control of costs and achievement of income targets*' and Risk 18 '*Failure to agree with SFC a transition plan to deliver 210 000 wSUMs*' were presented, and the updated mitigations and commentary were noted.

DECIDED: To note the report.

To commend PC on the presentation and clear articulation on the assessment and monitoring of the Strategic Risks.

CoGCB2-06 Board Planning Day: Report

RECEIVED: Board Planning Day Report (Paper BoM2-F)

DISCUSSION: The summary of the key issues and consideration from the Board Planning Day on 06 12 14 were highlighted. Members were reassured that new targets would be set for 2014-15 and that all Strategic Aims will be reviewed. The Strategic Plan will also be adjusted to align with the Glasgow Colleges Regional Board Strategic Plan and the ROA.

DECIDED: To note the report.

Items 7 and 8 were deferred until later in the meeting.

CoGCB2-07 Health and Safety Update Report

RECEIVED: Health and Safety Update Report (Paper BoM2-G).

DISCUSSION: FS provided an update on the accidents/incidents which were up by 25% for the period 01 08 – 30 11 14 in comparison to the same period last year. This was mainly due to slips/trips/falls and glass/sharps handling. Members raised some concern over the increase in violence/aggression but were reassured that all incidents were followed up with diligence. The number of outstanding medium fire risk assessment actions were also highlighted however a number of these actions have been completed and await update from Estates.

DECIDED: To note the report.

To provide a more comprehensive report at future meetings.

CoGCB2-08 Annual Review 2013-14

RECEIVED: Final version of the published College Annual Review 2013-14 (Paper BoM2-H).

DISCUSSION: Members were impressed with the preparation and delivery of this excellent published document and praised PC for his work in developing and progressing the Review.

DECIDED: To ensure the document is used as a marketing tool and is circulated to commercial and academic stakeholders.

CoGCB2-12 Reports from Board Committees

CoGCB2-12.1 Committee Items for Approval

CoGCB2-12.1.1 Audit Committee Annual Report 2013-14

RECEIVED: Audit Committee Annual Report 2013-14 (Paper BoM2-J).

NOTED: The drop in attendance levels.

DECIDED: To approve the Report.

To ensure the JM is updated as the primary contact.

CoGCB2-12.1.2 Applications to City of Glasgow College Foundation

RECEIVED: Clarification on applications to the City of Glasgow College (CoGC) Foundation (Paper BoM2-L).

DISCUSSION: Members noted the guidance, criteria and governance around any proposed applications to the CoGC Foundation. All applications must be sponsored by a member of SMT for discussion and consideration by ELT. ELT then may authorise applications which fall within the delegated expenditure limits as approved by the BoM. These would then be noted to the Finance & Physical Resources Committee (F&PRC) and thereafter the full BoM. Any applications which exceed authorised limits would be presented to the F&PRC for approval prior to progression.

DECIDED: To approve the recommended approval process for applications to the College Foundation with the proviso that for a short period (ie one year) all applications be submitted to the F&PRC for final endorsement. (n.b. minute requires confirmation).

CoGCB2-12.2 Committee Minutes

CoGCB-12.2.1 Learning & Teaching Committee

RECEIVED: Minute of the meeting held on 7 October 2014 (Paper BoM2-M).

NOTED: That J Laird, HMI will visit the College on 18 12 14 to review the excellent work being undertaken in relation to embedding NCNL into the curriculum and how the College's success is measured. This is in light of the excellent progress made with KPIs and will be used as a case study for the wider sector.

DECIDED: To note the minute.

CoBCB-12.2.2 Development Committee

RECEIVED: Minute of the meeting held on 3 November 2014 (Paper BoM2-O).

DECIDED: To note the minute.

CoGCB-12.2.3 Students, Staff & Equalities Committee

RECEIVED: Minute of the meeting held on 12 November 2014 (Paper BoM2-P).

NOTED: That the College was shortlisted in two categories at the HR Network Scotland National Awards 2014.

The achievements of the Diversity and Equality Team led by G Brewster were commended

DECIDED: To note the minute.

CoGCB-12.2.4 Audit Committee

RECEIVED: Minute of the meeting held on 19 November 2014 (Paper BoM2-Q).

NOTED: The excellent work undertaken by the Student Records team following the review of the College's student data returns. No recommendations, nor adjustments of errors were made as a result of the review, which was considered exceptional.

DECIDED: To note the minute.

CoGCB-12.2.5 Finance & Physical Resources Committee

RECEIVED: Minute of the meeting held on 26 November 2014 (Paper BoM2-R).

NOTED: That discussion around the new Estates is now focussed on infrastructure and transition projects and regular updates will be provided.

That the acceleration of completion of the Hall of Residence is now being formalised and progressed.

That installation of the Working Ship's Engine Room is now critical and a decision will be reached in January/February 2015.

DECIDED: To note the minute.

CoGCB-12.2.6 Performance, Nominations & Remuneration Committee

RECEIVED: Minute of the meeting held on 1 December 2014 (Paper BoM2-S).

NOTED: That Board Tenure extensions for DB and LW will be sought from the Glasgow Colleges Regional Board.

That consideration of Senior Staff remuneration packages are ongoing.

That the Board Committee Restructure is under consideration.

That PL will further discuss the secondment of J Henderson with H McLeish.

DECIDED: To note the minute.

Items 7 and 8 were taken.

CoGCB2-07 Chair's Remarks

DISCUSSION: The Chair considered that 2014 had been an exceptional year of activity and focus. The Board had been consulted on and had approved many different issues, which had been exceptionally well executed. He wished to record the excellent work done within the College and thanked Board members for driving issues forward. He considered the College and Board as a whole to be a role model for moving forward through interaction with the Executive Leadership Team.

The challenge for 2015 would be to reflect on what members would personally like to bring to future Committees, and he encouraged feedback on which Committee members would like to become involved. He wanted members to be more interactive with not only staff and students within the College, but within the Region as a whole. He expressed his thanks to everyone for such a remarkable year.

CoGCB2-08 Principal's Remarks

DISCUSSION: The Principal viewed the huge challenges ahead in particular the various migration issues which would need to be addressed and the ongoing collaboration with the Glasgow Region. He considered that the College was fortunate to have such pioneering staff and Board members. He reminded that the next 12 months would be a significant period of transition within Glasgow and stressed that the College would need to keep repeating its ongoing success and continue to raise its brand awareness in order to create a World Class College.

CoGCB2-14 Date of Next Meeting

NOTED: Residential – 25-26 February 2015.
Board of Management Meeting – 20 April 2015

The meeting closed at 1900 hours.

Signed _____ Chair

Date _____

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
CoGCB2-03.1	Matters Arising - Riverside Growth Plan: Circulate copy to wider Board.	PC	ASAP
CoGCB2-04 CoGCB2-11	Regional Outcome Agreement: GCSP Consultation: Share report with College staff and officials of recognised trade unions.	PL/AC	ASAP
CoGCB2-04 CoGCB2-11	Regional Outcome Agreement: GCSP Consultation: Report Board's concerns re initial findings of the GCSP Regional Curriculum & Estates consultation.	DB	Next Mtg of Regional Board
CoGCB2-07	Health & Safety Update Report: Provide a more comprehensive report.	FS	20 04 15
CoGCB2-08	Annual Review 2013-14: Circulate to commercial and academic stakeholders.	PC	ASAP

PREVIOUS ACTION POINTS

Item	Description	Owner	Target Date
CoGCB1-05	H&S Update Report: Provide letter of thanks to staff member involved in fire incident.	PL	ASAP Complete
CoGCB1-05	H&S Update Report: Ensure all outstanding fire risk assessment actions are cleared.	FS	10 12 14 Complete
CoGCB1-05	H&S Update Report: Provide H&S Training statistics at the next meeting.	FS	10 12 14 Complete
CoGCB1-05	H&S Update Report: Provide update on staff Health and Wellbeing.	JK	10 12 14 Complete
CoGCB1-08	Curriculum & Estates Strategy Update: Provide a Riverside growth plan.	AC/ST	10 12 14 Complete
CoGCB1-06.1.2	Bring Your Own Device Policy: Re-submit to the Audit Committee.	PC	19 11 14 Complete
CoGCB1-06.3.2	Finance & Physical Resources Comm Mtg – 17 09 14: Provide an update report on the use of contingency for the NC via the FPRC minute.	PC/JC	Ongoing
CoGCB1-10	Principal's Report: Provide feedback following the Staff Survey and present action plan.	PL	Future BoM Mtg
AOB	International Students: Further discuss with Students' Association.	PL	ASAP Complete
CoGCB7-05.3	F&PR Committee: Members, as part of the Residential in September/October, to visit the New Campus building sites.	PL/PC	Planning Event Complete
CoGCB7-08	Culture Presentation: 'World Class' paper to Board meeting in September.	PL	Planning Event Complete
CoGCB6-06	Performance Dashboard: Provide clear spec and options appraisal to FPRC.	AC	Complete

Item	Description	Owner	Target Date
CoGCB6-06	Development of a New College Website: Progress the purchase through the procurement process.	AC	Complete
CoGCB5-03	Health and Safety: Arrange publication and dissemination of revised fire safety policy.	PC	ASAP Complete
CoGCB4-08	Reports from Board Committees: Commence the process of recruiting one additional full member of the Board.	PRNC	Ongoing Complete