



Board of Management Meeting

MINUTE OF THE 5th MEETING HELD ON 17 JUNE 2015 AT 1700 HRS (CoGCB5)

Present	
Douglas Baillie, Chair (DB)	Paul Little, Principal (PL)
Alisdair Barron (AB)	John Macleod (JM)
Charlie Kaur (CK)	Colin McMurray (CM)
David Eaton (DE)	Debbie McNamara (DM)
Peter Finch (PF)	Eric Tottman-Trayner (ETT)
Sanjay Lago (SL)	Lesley Woolfries (LW)
George Black (GB)	Frances McKinlay (FM)
Karen Kelly (KK)	Graham Mitchell (GM)
In attendance	
Paul Clark, College Secretary	Judy Keir, Executive Director
Alex Craig, Depute Principal (AC)	Stuart Patrick (SP)
George Galloway (GG)	Fares Samara, Executive Director (FS)
Ian Gilmour (IG)	Stuart Thompson, Executive Director (ST)
Ann Butcher (Minute)	
Apologies for absence	
Jim Gallacher (JG)	Robert Morrison (RM)
Alan Mackay (AM)	

CoGCB5-01 Welcome to New Board Members

NOTED: The Chair welcomed new members and co-optees George Black, George Galloway, Ian Gilmour, Karen Kelly, Frances McKinlay, Graham Mitchell and Stuart Patrick.

CoGCB5-02 Apologies for Absence

RECEIVED: Apologies for absence were received from JG, AM and RM.

CoGCB5-03 Declarations of Interest

NOTED: No interests were declared.

CoGCB5-04 Minute of the Meeting held on 22 April 2015

RECEIVED: Minute of the meeting held on 22 April 2015 (Paper BoM5-A).

DECIDED: To approve the minute.

MATTERS ARISING

Conference Facilities

NOTED: FS confirmed that both Teleconference and Video Conference facilities are available in the new Boardroom.

CoGCB5-05 Health and Safety Annual Report

RECEIVED: Health and Safety Annual Report August 2014 – May 2015 (Paper BoM5-B).

DISCUSSION: FS provided the Board with a brief review of the report on matters relating to Health and Safety for Session 2014-15. The following issues were particularly highlighted:

Accident Reporting: The accident statistics were reviewed and members suggested that it would be useful to provide a brief description of all accidents within the breakdown. Systems to improve reportage were also suggested. The rate of accident/incidents was also considered high and members requested that a more proactive approach should be encouraged to mitigate incidents.

Risk Assessments: A comprehensive review of available risk assessments has been undertaken in preparation for the New Campus. Assessor training will initially be delivered by Braeside Services for Faculties at Riverside Campus with a target of completing generic assessments prior to occupancy. A more proactive approach for all future risk assessments will be developed and adopted.

Fire Safety: 253 of the 278 outstanding actions are now complete. All High Category actions have now been cleared. All remaining outstanding actions have been carried forward to the Fire Risk Assessment 2015 Action Plan however it was noted that 9 are currently for Riverside buildings which are due to close and will not be carried forward.

First Aid: Members raised concern with regard to the lack of first aiders at Dornoch Street.

The Board were reassured that Health and Safety matters relating to Human Resources were separately considered by the Students, Staff and Equalities Committee.

DECIDED: That in future, the Health and Safety Annual Report be submitted to the Finance & Physical Resources Committee for endorsement prior to full approval by the Board.

That a description of all Accidents be provided. Accident Reporting Statistics will also be benchmarked and a trend analysis will be provided in future reports.

That the Finance & Physical Resources Committee further consider proactive measures to reduce accident/incidents.

That B Ahern provide an update on outstanding Risk Assessments at the next meeting of the Finance & Physical Resources Committee.

To address the lack of first-aiders in place within Dornoch Street as a matter of urgency.

To approve the Health and Safety Annual Report 2014-15.

CoGCB5-06 Calendar of Meetings

RECEIVED: Board of Management Draft Calendar 2015-16 (Paper BoM5-C).

DISCUSSION: The draft schedule of Board of Management and Board Committee meetings for 2015-16 was prepared with reference to the Glasgow Colleges Regional Board Calendar of Meetings and takes into account the requirement of approvals and submissions in relation to various planning, reporting, and approval cycles. The cycle of Board Committee meetings preceding full Board meetings and the days and times were noted. These have been carried forward from 2014-15 but may be revised dependent on members' circumstances and commitments.

DECIDED: To approve the Calendar 2015-16.

CoGCB5-07 Board Committee Structure 2015-16

RECEIVED: Board Committee Structure 2015-16 (Tabled)

DISCUSSION: PC provided a review of proposed membership of the Board Committees for 2015-16. The six-committee structure now includes a number of new members, thereby increasing membership numbers. The changes in Conveners and Vice-Conveners were highlighted.

DECIDED: To note the membership of Board Committees for 2015-16.

CoGCB5-08 Board Evaluation Report

RECEIVED: Summary report of the evaluation of the Board of Management (Paper BoM5-D).

DISCUSSION: PC advised that the evaluation of the Board was undertaken in recognition of the Code of Good Governance and was structured around the new International Framework: Good Governance in the Public Sector, which

provides a set of seven principles for good governance. The 87% response rate was noted. The RAG rated evaluation results were reviewed by members along with the key findings outlined within the report. These will be used to inform induction and development of Board members. Individual Board member evaluations will be completed shortly.

DECIDED: That the effectiveness and improved actions be considered by the Performance, Remuneration and Nominations Committee.

To approve the report subject to minor amendments.

CoGCB5-09 Bring Your Own Device Policy

DISCUSSION: FS informed the Board of the controls in place to monitor the 'Bring Your Own Device Policy'. Whilst control from a technical viewpoint was difficult, guidance and advisory support is provided to reduce vulnerability. The need to understand the various risks and mitigations involved and to further clarify access of personal data were highlighted.

DECIDED: That FS further discuss this matter with CM and update the Policy for further consideration.

CoGCB5-10 National Bargaining Update

RECEIVED: National Bargaining Update and Draft Recognition and Procedure Agreement (NRPA) (Paper BoM5-E).

DISCUSSION: JK provided the Board with an update on the developments with regard to the National Joint Negotiating Committee – College Staff (NJNC) and the NRPA. She reminded the Board that the draft NRPA has been signed off by NJNC management and has been approved by the Board of Colleges Scotland and College Principals. The Glasgow Colleges Regional Board is also encouraging Colleges to commit to this draft.

It was previously agreed that prior to individual Boards reviewing and signing off the document, further additional information would require to be negotiated ie to clarify the 'line in the sand' with regard to negotiations and the requirement for the Scottish Government to set up a 'Workforce for the Future'. The Chair of the NJNC will ask the Cabinet Secretary that a Committee be set up to progress the issue of a workforce for the future.

Information in relation to the 2014-15 pay offer has been provided by Colleges Scotland.

The Board noted that the issue with regard to the charitable status question is still outstanding, and clarification will be

circulated once Colleges Scotland has discussed the matter with their lawyers.

Members recognised the importance of signing the draft NRPA to ensure continuation of national bargaining and to move forward in offering a financially viable pay award for 2014-15.

DECIDED: To further clarify the wording under Point 5 'Agreements Reached' which appears to be contradictory.

That the draft NRPA is approved subject to Colleges Scotland's clarification on charitable status.

That the mandate for signature be delegated to the Chair and Vice Chair following receipt of Colleges Scotland advice.

CoGCB5-11 Voluntary Severance Update

DISCUSSION: JK advised that the point of concern with regard to the Voluntary Severance (VS) Policy had now been amended and the revised Policy was approved by AB. This will be forwarded on to both EIS and UNISON for consultation prior to implementation.

JK further informed that the draft Regional Voluntary Severance Scheme was considered at the last meeting of the Students, Staff and Equalities Committee. Whilst it was recognised that the Scheme was beneficial to staff, it was agreed that the Scheme could only be implemented if funding was made available from the Scottish Funding Council (SFC). Other issues of concern, ie the requirement for comparability with civil servant VS schemes and adoption by the GCRB, were also raised and approval was deferred until these matters were resolved. JK has subsequently sought guidance from M Fairbairn, GCRB and was advised that the same Scheme would need to be adopted by individual Colleges as separate employers. He also advised that in terms of civil servant VS schemes the word 'comparable' would not necessarily mean identical.

Members considered that although they did not wish any delay to be detrimental to potential members of staff who could potentially be considered for VS under the Regional Scheme, the Scheme would still require to be approved by the SFC.

DECIDED: To provide confirmation of funding from the SFC prior to adoption of the proposed Regional VS Scheme.

CoGCB5-12 Staff Survey Outcome Report

RECEIVED: 'You Said, We Did Booklet' (Paper BoM5-F).

DISCUSSION: JK informed that staff were surveyed in September 2014 in two parts, Part 1 covered employment and Diversity & Equality and Part 2 covered Healthy Working Lives. Results of both surveys highlighted key areas for improvement. Focus groups were undertaken throughout February and March 2015 and feedback on areas for improvement was provided. The Change, Culture and Communication Group is continuing to push forward improvements within the areas highlighted. Areas of concern will be highlighted at the next meeting of the Students, Staff & Equalities Committee.

DB acknowledged the quality of the staff survey approach at CoGC which was also recognised by the GCRB.

DECIDED: To note the report.

CoGCB5-13 Chair's Remarks

NOTED: The Chair updated members on the following issues:

- Henry McLeish has now resigned as Chair of the GCRB and Ali Jarvis is interim Chair. Martin Fairbairn is interim Chief Officer. This permanent role has been advertised and recruitment is ongoing. The role of Chair will be considered over the coming months.
- Two Glasgow Region College student members who had previously resigned have now returned and the 3rd student representative (from CoGC) is Chair of the Executive Committee. Change to the current legislation which would allow all 3 student representatives to serve on the Board is being sought.
- The Gateway Review is now complete and the feedback advice provides approval for entrance to the new Riverside Campus on 17 August, with some areas for improvement having been identified.
- DB was delighted to welcome AC and PL back from their Harvard training courses in London and the United States respectively. He paid credit to AC and senior colleagues for ensuring that the College agenda was maintained in the Principal's absence.

CoGCB5-14 Principal's Remarks

NOTED: The Principal officially welcomed the new members of the Board to their first meeting. He thanked the Board for his recent professional development investment at Harvard and advised that would reflect on the skills learned with the Executive Team. He also reported on the following matters:

- Migration to Riverside Campus will take place in 60 days. The move to City Campus is on track.
- 19,751 applications have been received for next Academic Year.
- The allocation of SFC capital/estates maintenance grant has yet to be agreed.
- The UKVI licence is ongoing however permission to issue conditional acceptance statements has not been granted. This is still in discussion.
- Commercial revenue continues to increase.
- In terms of Quality, CoGC is ranked 3rd in Scotland and 4th in the UK.
- The Summer Graduation Ceremony will be held on 22 June in the Glasgow Cathedral. The Winter Graduation Ceremonies will be held on 23 November.
- The Cabinet Secretary has now agreed the Topping Out date on 24 August. The formal opening of the Riverside Campus has not year been confirmed.

CoGCB5-15 2014-15 Financial Projection

RECEIVED: Updated Financial Projection for 2014-15 (Paper BoM5-G).

DECIDED: To note the report.

CoGCB5-16 Industry Academies and NCNL Update

RECEIVED: Progress report on Industry Academies and New Campus, New Learning (NCNL) (Paper BoM5-H).

DECIDED: To note the report.

CoGCB5-17 Reports from Board Committees

CoGCB5-17.1 Committee Items for Approval

CoGCB5-17.1.1 Property Disposals Programme

RECEIVED: Property Disposals Programme Report (Paper BoM5-I).

DISCUSSION: DM reported that the results of the evaluation of legal offers for 'Simple' Properties had been presented at the last meeting of the Finance and Physical Resources Committee. The rationale for the preferred bidder appointments had been considered in detail and the proposed appointments for preferred bidders for 'Simple' properties were recommended for approval. This was subject to clarification on the claim for reversionary interest of the title of Florence Street.

It was also proposed that a special joint meeting of the Board and PRNC be convened on 30 June to receive recommendations for the preferred bidders for 'Complex' properties.

The results were reviewed by members.

DECIDED: To approve the proposed preferred bidder appointments for 'Simple' properties and grant authority to the Principal (or his nominated deputy) to conclude all necessary legal arrangements to conclude the sales. This would be subject to clarification on the claim for reversionary interest of the title of Florence Street.

To convene a special joint meeting of the Board and PRNC on 30 June to receive a report recommending preferred bidder appointments for NHS and 300 Cathedral Street (Charles Oakley Building) properties.

PL and FS left the meeting during the following discussion.

CoGCB5-17.1.2 Financial Budget 2015-16

RECEIVED: Financial Budget for 2015-16 (Paper BoM5-J).

DISCUSSION: DM advised that the Financial Budget for 2015-16 was reviewed in detail at the last meeting of the FPRC and was recommended for approval subject to agreement on the allocation of SFC capital/estates maintenance and SFC student support grants within the Glasgow region. A decision on these will be agreed by July 2015.

The proposed budget was further reviewed and members requested further clarity with regard to dialogue with College/Sector Foundations. ST confirmed that the majority of the Foundation funding had already been received and an approved payment profile had been agreed.

The need for a clear growth strategy for Commercial and International activities was also stressed. This will be considered by the FPRC and Development Committee.

DECIDED: To approve the Financial Budget for 2015-16, subject to agreement on the allocation of SFC capital/estates maintenance and SFC student support grants within the Glasgow region.

CoGCB5-17.2 Committee Items for Information

CoGCB5-17.2.1 Students' Association Annual Report

RECEIVED: Students' Association Annual Report (Paper BoM5-K).

DISCUSSION: SL provided the Board with a brief review of the activities undertaken by the Students' Association throughout the year. DB commended the report as an exemplar and thanked all those involved in the production.

DECIDED: To note the report.

CoGCB5.17.2.2 Election/Nominations to Board of Management

NOTED: Appointment of the following Board members was noted:

- George Black
- David Eaton (re-elected Lecturing Staff Member)
- George Galloway (Co-opted via Committee)
- Ian Gilmour (Student President)
- Karen Kelly
- Frances McKinlay
- Graham Mitchell
- Robert Morrison (Support Staff Member)
- Stuart Patrick (Co-opted via Committee)
- Ruta Simonyte (Student Vice-President).

CoGCB5-17.3 Committee Minutes

CoGCB5-17.3.1 Learning and Teaching Committee

RECEIVED: Draft minute of the meeting held on 5 May 2015 (Paper BoM5-L).

DISCUSSION: JG advised that Faculty Directors provided presentations on Industry Academies and NCNL which provided clarity on progress to date and direction of travel going forward.

DECIDED: To note the minute.

CoGCB5-17.3.2

Students, Staff and Equalities Committee

RECEIVED: Draft minute of the meeting held on 20 May 2015 (Paper BoM5-M).

DECIDED: To note the minute.

CoGCB5-17.3.3

Audit Committee

RECEIVED: Draft minute of the meeting held on 27 May 2015 (Paper BoM5-N).

DECIDED: To note the minute.

CoGCB5-17.3.4

Performance, Remuneration & Nominations Committee + Development Committee

RECEIVED: Draft minute of the meeting held on 2 June 2015 (Paper BoM5-O).

DECIDED: To note the minute.

CoGCB5-17.3.5

Finance & Physical Resources Committee

RECEIVED: Draft minute of the meeting held on 3 June 2015 (Paper BoM5-P).

DECIDED: To note the minute.

Any other Competent Business

Board Member Retirement

DB thanked SL and MM for their role on the Board as Student Members. He also thanked AM for his contribution as Support Staff member.

DB commended both TAS and JM who were retiring from the Board for their work and guidance provided over the years.

CoGCB5-18 Date of Next Meeting

NOTED: Wednesday 30 September 2015

The meeting closed at 1935 hours.

Signed _____ Chair

Date _____

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
CoGCB5-05	H&S Annual Report: Submit to FPRC prior to BoM.	FS/PC	2016
CoGCB5-05	H&S Annual Report: Provide description of accidents and trend analysis within report.	FS	2016
CoGCB5-05	H&S Annual Report: Consider proactive measures to reduce accidents/incidents.	FS	FPRC 09 09 15
CoGCB5-05	H&S Annual Report: B Ahern to provide presentation on Risk Assessments.	FS	FPRC 09 09 15
	H&S Annual Report: Address lack of first aid arrangements within Dornoch Street.	FS	FPRC 09 09 15
CoGCB5-06	Board Evaluation Report: Consider improved actions.	PC	PRNC 24 08 15
CoGCB5-09	Bring Your Own Device Policy: Discuss and update Policy for further consideration.	FS/CM	30 09 15
CoGCB5-10	National Bargaining Update: Clarify wording under Point 5.	JK	30 09 15
CoGCB5-10	Voluntary Severance Update: Seek confirmation of funding from SFC.	JK	30 09 15
CoGCB5-17.1.1	Property Disposals Programme: Seek clarification on the claim for reversionary interest of the title of Florence Street.	JS/IM	FPRC 09 09 15
CoGCB5-17.1.1	Property Disposals Programme: Convene special meeting to consider 'Complex' appointments.	PC	30 06 15
CoGCB5-17.1.2	Financial Budget 2015-16: Clarify agreement on the allocation of SFC capital/estates maintenance and SFC student support grants within Glasgow Region.	ST	FPRC 09 09 15

PREVIOUS ACTION POINTS

Item	Description	Owner	Target Date
CoGCB4.09.1.1	Equality Mainstreaming Report: Provide feedback to JK and PC.	ALL	ASAP Complete
	Staff Survey: Provide Staff Survey Outcome paper.	JK	17 06 15 Complete
CoGCB4.09.1.4	Voluntary Severance Policy: Clarify use of the VS Scheme under Point 2.	JK	ASAP Complete
CoGCB4-09.1.3	BYOD Policy: FS to attend next meeting to provide further clarification on the control and monitoring of the BYOD Policy.	PC/FS	17 06 15 Superseded