

Board of Management Meeting

MINUTE OF 7th MEETING HELD ON 18 JUNE 2014 AT 1700 HRS (CoGC7)

Present	
Douglas Baillie, Chair (DB)	Alan Mackay (AM)
Alisdair Barron (AB)	Colin McMurray (CM)
Peter Finch (PF)	Gavin Quinn (GQ)
Jim Gallacher (JG)	Eric Tottman-Trayner (ETT)
Charlie Kaur (CK)	Lesley Woolfries (LW)
Paul Little, Principal (PL)	
In attendance	
Rt Hon Henry McLeish (HMCL)	Paul Clark, College Secretary
Julia Henderson (JH)	Claire Gallacher (Minute)
Sanjit Lago (SL)	
Apologies for absence	
Tasmina Ahmed-Sheikh (TA)	John Macleod (JM)
Debbie McNamara (DM)	

CoGCB7-01 Apologies for Absence

RECEIVED: Apologies for absence were received from TAS (close family bereavement), JM and DM.

The Chair welcomed HMCL, JH and SL. He also congratulated GQ in his new post with the College as Student Engagement Officer. He further welcomed CG to the meeting. CG to act as minute taker at this meeting due to absence of Ann Butcher (close family bereavement). DB will represent the Board at the funeral on 20 June.

CoGCB7-02 Declarations of Interest

NOTED: PL noted a declaration of interest for the PRNC Committee minute.

CoGCB7-03 Glasgow Colleges' Regional Board Update (specifically on Roadmap)

DISCUSSION: HMCL expressed his condolences for both AB and TAS. He also thanked PL and DB for the evening's hospitality.

HMCL stated that he intended to meet with the other 2 Boards. He stated that the Regional Board had now been established. Criteria for Fundable Body status – SFC making progress. He emphasised the Glasgow-wide strategy and approach and thanked all the Principals, as well as Deputes, for their continued support.

HMCL outlined some key issues:

- Estates – problematic. People need reminding of the £200M state of the art campus in the centre of Glasgow (one of the top 5 UK cities) with good transport links;
- Curriculum (although this is a different issue);
- Priority is Glasgow. Requirement for a City of Glasgow Estates Plan as well as a comprehensive Admissions Plan;
- Governance – system needs to be worldclass;
- Improve relationship with staff and Trade Unions;
- School, College, University continuum;
- Woods Commission;
- Work more with businesses.

HMCL stated that he wanted the staffing of GCRB to be the leanest, fittest and least bureaucratic and to achieve this maximum cooperation is need from the colleges.
Commitment to working together for the right reasons.

NOTED: Members noted the New Campus flythrough presentation.

CoGCB7-04 Minute of the meeting held on 23 April 2014

RECEIVED: Minute of the meeting held on 23 April 2014 (Paper BoM7-A).

DECIDED: To approve the minute. Members also decided that the Chair should sign off all approved minutes.

CoGCB7-05 Reports from Board Committees

CoGCB7-05.1 Committee Items for Approval

RECEIVED: Student Support Funds Policy (Paper BoM7-B).

DISCUSSION: Policy has been endorsed by the Students, Staff and Equalities Committee. PL stated that the Policy is available on the Intranet and Student Services as well as FDs, and CHs.

DECIDED: Approved.

CoGCB7-05.2 Other Items for Approval

RECEIVED: Health & Safety Annual Report (Paper BoM7-C).

DISCUSSION: The Chair stressed the importance of H&S to the Board – an important priority. PC provided members with an update on current activity re H&S. PL stated that H&S has been moved under 'Infrastructure' within the new College structure. PL also reported that the Infrastructure Director had carried out a Fire Safety inspection of all buildings following the recent fire incident at GSA. No issues to report.

DECIDED: Approved.

The Chair asked PL to speak to FS re: H&S training and information for all staff.

RECEIVED: Calendar of Meetings 2014-15 (Paper BoM7-D).

DISCUSSION: PC informed members that the Calendar had to be changed as a result of ONS reclassification.

DECIDED: Approved.

CoGCB7-05.3 Committee Minutes

RECEIVED: **Learning & Teaching Committee**
Minute of the Meeting held on 6 May 2014 (Paper BoM7-E).

DISCUSSION: The Chair stated that L&T was the most important priority and added that there should always be a L&T item within the discussion section.

DECIDED: To note the minute.

RECEIVED: **Development Committee**
Minute of the Meeting held on 12 May 2014 (Paper BoM7-F).

DECIDED: To note the minute.

RECEIVED: **Students, Staff & Equalities Committee**
Minute of the Meeting held on 21 May 2014 (Paper BoM7-G).

DISCUSSION: GQ distributed the Students' Association Annual Report 2013-14. He also informed members of the launch of the Alumni Association for graduating students.

DECIDED: To note the minute.

RECEIVED: **Audit Committee**
Minute of the Meeting held on 28 May 2014 (Paper BoM7-H).

DISCUSSION: Imperative to use local suppliers, local economy and social enterprise.

DECIDED: To note the minute.

RECEIVED: **Finance & Physical Resources Committee**
Minute of the Meeting held on 4 June 2014 (Paper BoM7-I).

DISCUSSION: Members, as part of the Residential in September/October, to visit the New Campus building sites.

DECIDED: To note the minute.

RECEIVED: **Performance, Remuneration & Nominations Committee**
Minute of the Meeting held on 9 June 2014 (Paper BoM7-J).

DISCUSSION: Interviews in respect of the current vacancies on the Board will take place on 2 July.

DECIDED: To note the minute.

Chair and Committee discussed and accepted the proposal for both the Principal and Depute to attend Harvard courses in respect of leadership development as well as any related expenditure.

CoGCB7-06 Governance Review

RECEIVED: Governance Review (Paper BoM7-K).

DISCUSSION: PC advised members that SMT had considered the format and approval of the Board papers. Members then discussed the process.

DECIDED: Approved. If, however, there are exceptional circumstances these should be communicated to the Chair. To be reviewed after 6 months.

CoGCB7-08 Culture Presentation

DISCUSSION: PL stated that no other college in Scotland has CPD on the scale of COGC. PL outlined the presentation and pack for Board members. He commented that vision is delivered through values. He commended ELT/SMT for work on Culture and thanked them for their attendance at various staff events.

DECIDED: Paper on "World Class" to go to the Board meeting in September.

NOTED: Board members noted the presentation. PL thanked Board members for their attendance at College events and noted that staff welcomed this.

CoGCB7-09 New Campus Update

RECEIVED: New fly-through presentation of City and Riverside sites.

NOTED: Board members noted the presentation and PL advised that it would be improved upon and presented to staff at an event for all staff in August.

CoGCB7-10 Arts Fund Presentation

DISCUSSION: AB introduced Frank Docherty and advised that he was a member of the College's new Arts Foundation. Artwork would be all kinds of artwork and not just pictures.

DECIDED: SSE Committee to champion this initiative and AB to work up proposals as to what was required.

NOTED: It was noted that Frank Docherty had donated one of his paintings to the College and that it would be displayed at dinner following the meeting.

CoGCB7-11 Chair's Remarks

Deferred to dinner afterwards due to time constraints.

CoGCB7-12 Principal's Report

RECEIVED: Principal's Report (Paper BoM7-M).

DISCUSSION: PL reminded members that the Summer Graduation would take place on 26 June 2014 and that there would be an academic procession, which he encouraged members to attend. PL and his team were commended for the sterling work they had done in contributing to the Commonwealth Games.

DECIDED: PL to write to students congratulating them on their success. PC to write to W McCurrach on behalf of the Board congratulating him on his recent success.

CoGCB7-13 College Secretary's Report

RECEIVED: College Secretary's Report (Paper BoM7-N).

DISCUSSION: There was discussion surrounding the items referred to in the paper.

DECIDED: Agreed that the Annual Review be further developed and brought to the September Board meeting.
Agreed to adopt the Model Code of Conduct as outlined.
Agreed the further development of a self-evaluation process for the Board and that PC should meet Convenor to discuss Approved College Risk Register

Items for Information

CoGCB7-14 – 2013-14 Financial Performance

CoGCB7-15 – City of Glasgow College Tartan

CoGCB7-16 – Items for Board of Management Information

CoGCB7-17 – Students' Association Annual Report 2013-14

CoGCB7-18 Date of Next Meeting

NOTED: That the next meeting of the Board of Management would be confirmed by PC.

The meeting closed at 1940 hours.

Signed _____ Chair

Date _____

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
CoGCB7-04	Minute: Members also decided that the Chair should sign off all approved minutes.	PC	Ongoing
CoGCB7-05.2	H&S Annual Report: Speak to FS re: H&S training and information for all staff.	PL	09/14
CoGCB7-05.3	F&PR Committee: Members, as part of the Residential in September/October, to visit the New Campus building sites.	PL/PC	Sept/Oct
CoGCB7-08	Culture Presentation: 'World Class' paper to Board meeting in September.	PL	09/14
CoGCB7-10	Arts Fund Presentation: AB to work up proposals required. SSEC to champion.	AB	ASAP
CoGCB7-12	Principal's Report: Write to students congratulating them on their success.	PL	ASAP
CoGCB7-12	Principal's Report: Write to WMcC on behalf of Board congratulating on his recent success.	PC	ASAP
CoGCB7-13	College Secretary's Report: Further develop Annual Review.	PC	09/14
CoGCB7-13	College Secretary's Report: Further develop Self-evaluation process.	PC	09/14

PREVIOUS ACTION POINTS

Item	Description	Owner	Target Date
CoGCB6-04.4	L&T Committee: Consider provision of Audit Reports for Board members on 'Connected'.	PC	ASAP
CoGCB6-05	H&S: Provide written update reports at future Board meetings.	PC/JK	Ongoing
CoGCB6-05	H&S: That the Finance & Physical Resources Committee consider self-insurance cover.	PC/ST	Prior to 04 06 14
CoGCB6-06	Performance Dashboard: Provide clear spec and options appraisal to FPRC.	AC	Prior to 04 06 14
CoGCB6-06	Development of a New College Website: Progress the purchase through the procurement process.	AC	ASAP
CoGCB6-07	SA Constitution Change: Consider allowing Student Exec to accept sponsorship from businesses at SSEC.	PC/GQ	Prior to 21 05 14
CoGCB6-11	FE (Performance Levels & Interventions): Consider structure of future agenda items to ensure full coverage of significant items.	PC/PL	Ongoing
CoGCB5-03	Health and Safety: Arrange publication and dissemination of revised fire safety policy.	PC	ASAP
CoGCB4-08	Reports from Board Committees: Commence the process of recruiting one additional full member of the Board.	PRNC	Ongoing