

Board of Management Meeting

MINUTE OF THE 4th MEETING HELD ON 22 APRIL 2015 AT 1700 HRS (CoGCB4)

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

CoGCB4-01 Apologies for Absence

RECEIVED: Apologies for absence were received from TAS, CK, PL, SL and ETT.

CoGCB4-02 Declarations of Interest

NOTED: No interests were declared.

Item 6 was taken at this time.

CoGCB4-06 National Bargaining Update

RECEIVED: National Bargaining Update Report (Paper BoM4-D).

DISCUSSED: JK updated members on recent National Bargaining developments. The National Joint Negotiating Committee – College Staff (NJNC) have undertaken 9 meetings with current focus on agreeing a pay award for 2014-15. Support and Lecturing staff pay claims have been submitted however management representatives have responded that these claims are not financially viable and have further confirmed that no money is available to offer any settlement.

A draft National Recognition and Procedure Agreement (NRPA) has been approved by the Board of Colleges Scotland however this requires approval by individual College Boards of Management before it becomes effective and binding within each College. Prior to College Board consideration and sign off of the NRPA, additional information will be provided by Colleges Scotland. This will allow a more informed decision.

DECIDED: JK will keep the Board apprised on developments.

To note the report.

Items B4 9.1.1, 9.1.2 and 9.1.4 were taken.

CoGCB4.09.1.1

Equality Mainstreaming Report

RECEIVED: Equality Mainstreaming Report (Paper BoM4-F).

DISCUSSION: GB confirmed that the report was also submitted and endorsed for approval by the Students, Staff & Equalities Committee. Whilst it was recognised that the report was created in order to fulfil all College obligations with respect to Specific Duties of the Equality Act 2010, it was suggested that a more summarised synopsis with indicators should be provided. It was suggested that if possible, the information also be provided on the College Dashboard on Connected.

DECIDED: That the Report be approved as presented.

That members provide any additional feedback to JK and PC.

CoGCB4.09.1.2

Progress in Achieving Equality Outcomes

RECEIVED: Progress in Achieving Equality Outcomes Report 2015 (Paper BoM4-G).

DISCUSSION: The Plan and summary of progress in achieving Equality Outcomes was noted by members. The Board commended GB and his team for the excellent work undertaken in producing these reports.

DECIDED: To approve the Report.

Staff Survey

DISCUSSION: JK updated members on the Staff Survey. Outcomes from Part 1 were previously shared with the Board and an info graphic detailing outcomes following completion of Part 2 (which focussed on employee health and wellbeing) is being produced. Survey results have been raised for discussion and feedback through staff focus groups and outcomes will be communicated to staff at the end of April.

DECIDED: To provide a Staff Survey Outcome paper for noting at the next meeting of the Board.

CoGCB4.09.1.4

Voluntary Severance Policy

RECEIVED: Voluntary Severance Policy (Paper BoM4-I).

DISCUSSION: The Board was advised that a Voluntary Severance (VS) Policy was required following a recent external audit recommendation. A draft Policy had been circulated to the Students, Staff & Equalities Committee and was subsequently recommended for approval.

Members noted that the VS Scheme which was agreed at restructure was currently still in place. However JM raised concern with regard to re-implementation of the Scheme without Board consent. Whilst it was recognised that ELT had responsibility to implement the Scheme up to an agreed value it was considered that any proposed use of the existing Scheme must have prior approval of the full Board. Use of the existing Scheme should also be referenced under Point 2 of the VS Policy.

DECIDED: That the Voluntary Severance Policy be approved in principle, subject to further clarification on use of the VS Scheme under Point 2 - ie to include 'The Board of Management has approved the VS Scheme with terms which it reviews periodically'.

That the Board be advised prior to implementation of the VS Policy and Scheme. Further clarification on devolution to the SSEC will be sought.

JK and GB left the meeting at this time.

CoGCB4-03 Minute of the Meeting held on 25 February 2015

RECEIVED: Minute of the meeting held on 25 February 2015 (Paper BoM4-A).

DECIDED: To approve the minute.

MATTERS ARISING

Board Development

NOTED: That a Board Development/Induction Event is being progressed for June 2015.

CoGCB4-04 Code of Good Governance

RECEIVED: Code of Good Governance for Scotland's Colleges (Paper BoM4-B).

NOTED: That all Colleges in Scotland are required to comply with the Code as a condition of grant funding and was considered fully consistent with and supportive of the Colleges values.

DECIDED: To adopt formally the Code of Good Governance for Scotland's Colleges.

CoGCB4-05 Constitution Review

RECEIVED: Constitution Review Update Report (Paper BoM4-C).

DISCUSSION: PC provided the Board with an update on the current position with regard to the review of the College constitution. The Post-16 Act 2013 transition arrangements and ministerial guidance has effectively rendered all College constitutions obsolete as of August 2014. Following discussions with other Glasgow Colleges, a collaborative approach has been agreed and discussions are currently ongoing. In addition to adoption of the Code of Good Governance, the Board considered Schedule 2 of the 1992 Act as amended by the 2013 Act to be a key element of the College Constitution and Articles of Government.

DECIDED: To endorse Schedule 2 to the 1992 Act as amended by the 2013 Act as a core element of the College's articles of governance.

CoGCB4-07 Chair's Remarks

NOTED: The Chair updated members on the following issues:

- This year's 'One City' development event will be held on Thursday 11 June. All members were encouraged to attend.
- Invitations to the Summer Graduation Ceremony on Monday 22 June have been circulated. Members will confirm attendance.
- CitySA's Presidential Elections are ongoing. DB was pleased with Board interaction with students and invited members to participate in the forthcoming Student President Handover Ceremony on 25 June.
- The Riverside Campus will open on 17 August. The official opening is being planned.
- DB and DM will be interviewed for the Scottish Government Gateway Review during early June.
- DB advised on his attendance at a recent ROA event where Angela Constance advised on her vision for the

future for improved education and further commitment to widening access.

- Martin Fairbairn will undertake the role of temporary Chief Executive for the Regional Board. The Regional Board office will now be located within CoGC City Campus.

CoGCB4-08 Health and Safety Report Update

RECEIVED: Health and Safety Report Update (Paper BoM4-E).

DECIDED: To note the report.

CoGCB4-09 Reports from Board Committees

CoGCB4-09.1 Committee Items for Approval

CoGCB4-09.1.3 Bring Your Own Device Policy

RECEIVED: Bring Your Own Device (BYOD) Policy (Paper BoM4-H).

DISCUSSION: The further revised BYOD Policy which was recommended for approval by the Audit Committee was considered by members. Whilst it was recognised that the BYOD Policy was required to ensure that standards of information security are not compromised, members were concerned on how this would be controlled and monitored and requested further clarification on how this would be enforced in practice.

DECIDED: To approve the Policy in principle.

To invite FS to attend the next meeting of the Board to provide further clarification on the control and monitoring of the BYOD Policy.

CoGC09.02 Committee Items for Information

CoGC09.2.1 Board Tenures and Succession Planning

NOTED: PC reminded the Board that the Board Tenures and Succession Planning papers were submitted at the last meeting and consideration will be given to providing Board Development during June 2015. He further advised that current members who step down from the Board will be encouraged to act as Ambassadors for the College, and may be asked to assist in Board member development during the transition period.

CoGC09.2.2 Board Recruitment

NOTED: PC informed that 25 enquiries were received and 19 applications were submitted. 8 applicants have been taken forward for interview which will be held on 29 April and 6 May. 3 new Board members will be recruited with 2

(possibly 3) co-optees, to fill current vacancies and plan for succession.. Proposed new members must be approved by the Glasgow Colleges Regional Board, Nominations Committee, as the new legislation required GCRB to appoint College Board members (via a delegated recruitment and recommendation process). Prospective new members will be invited to attend the next full meeting of the Board as observers.

JM confirmed that he will step down from the Board following the 17 June meeting.

CoGCB4-09.3 Committee Minutes

CoGCB4-09.3.1 Audit Committee

RECEIVED: Draft minute of the meeting held on 4 March 2015 (Paper BoM4-J).

DECIDED: To note the minute.

CoGCB4-09.3.2 Learning and Teaching Committee

RECEIVED: Draft minute of the meeting held on 10 March 2015 (Paper BoM4-K).

DISCUSSION: JG confirmed that a productive meeting with Skills Development Scotland had now been undertaken to further discuss College involvement in advanced apprenticeships. JG has been invited to attend the next meeting of the Academic Board.

DB advised on his attendance at this meeting and encouraged all members to consider attendance at any Committee meeting as an observer, with the agreement of the relevant Convener.

DECIDED: To not the minute.

CoGCB4-09.3.3 Finance & Physical Resources Committee

RECEIVED: Draft minute of the meeting held on 18 March 2015 (Paper BoM4-L).

DECIDED: PF provided members with a review of the meeting. Members raised the issue of the proposed development of a Hotel School within the Charles Oakley building. Whilst it was considered that innovation and enterprise should not be discouraged, it was felt that any such proposal should be submitted in a more detailed and structured manner.

To note the minute.

SFC Funding Update

RECEIVED: SFC Funding Update (Paper tabled)

NOTED: The updated grant offer from the SFC for 2015-16. The additional SFC ESF funding offered will provide approximately £346k of additional grant with only an additional 500 wSUMs to be delivered. ELT considered that this offer compensates for the lower original SFC grant offer and was considered deliverable.

CoGCB4-09.3.4 Students, Staff & Equalities Committee

RECEIVED: Draft minute of the meeting held on 25 March 2015 (Paper BoM4-M).

DECIDED: To note the minute.

CoGCB4-09.3.5 Performance, Remuneration & Nominations Committee

RECEIVED: Draft minute of the meeting held on 13 April 2015 (Paper BoM4-N Tabled).

NOTED: That the review of Senior Staff Remuneration is ongoing.

Any Other Notified Business

Common Application System

NOTED: A common application system for all Glasgow learning opportunities is being developed. The benefits of an integrated application were highlighted however the development of a single portal has raised various challenges which are being addressed.

CoGCB4-10 Date of Next Meeting

NOTED: Wednesday 17 June 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
CoGCB4.09.1.1	Equality Mainstreaming Report: Provide feedback to JK and PC.	ALL	ASAP
	Staff Survey: Provide Staff Survey Outcome paper.	JK	17 06 15
CoGCB4.09.1.4	Voluntary Severance Policy: Clarify use of the VS Scheme under Point 2.	JK	ASAP
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

PREVIOUS ACTION POINTS

Item	Description	Owner	Target Date
CoGCB3-03	Matters Arising – Regional Curriculum and Estates Consultation: Provide response to points raised by EIS.	AC	ASAP Complete
CoGCB3-03	Matters Arising – Board Development: Advance Board Development and progress use of video conferencing.	PC	ASAP Complete
CoGCB3-05	Chair’s Remarks: Provide feedback on required CPD to PC.	ALL	ASAP Complete
CoGCB3-07	Health & Safety Report Update: Clarify figures on Page 4.	PC/PL	ASAP Complete
CoGCB2-08	Annual Review 2013-14: Circulate to commercial and academic stakeholders.	PC	Ongoing Complete
CoGCB1-10	Principal’s Report: Provide feedback following the Staff Survey and present action plan.	PL	Future BoM Mtg Complete