

Board of Management Meeting

MINUTE OF 6th MEETING HELD ON 23 APRIL 2014 AT 1700 HRS (CoGCB6)

Present	
Douglas Baillie, Chair (DB)	Alan Mackay (AM)
Peter Finch (PF)	Colin McMurray (CM)
Jim Gallacher (JG)	Gavin Quinn (GQ)
Charlie Kaur (CK)	Lesley Woolfries (LW)
Paul Little, Principal (PL)	
In attendance	
Paul Clark, College Secretary	Ann Butcher (Minute)
Apologies for absence	
Tasmina Ahmed-Sheikh (TA)	John MacLeod (JM)
Alisdair Barron (AB)	Debbie McNamara (DM)
David Eaton (DE)	Eric Tottman-Trayner (ETT)

CoGCB6-01 Apologies for Absence

RECEIVED: Apologies for absence were received from TAS, AB, DE, JM, DM and ETT.

The Chair welcomed PC to his first Board meeting in his new role as College Secretary. He further welcomed the return of AM.

CoGCB6-02 Declarations of Interest

NOTED: That there were no declarations of interest.

CoGCB6-03 Minute of the meeting held on 27 February 2014

RECEIVED: Minute of the meeting held on 27 February 2014 (Paper BoM6-A).

DECIDED: To approve the minute.

Matters Arising

Voluntary Severance

NOTED: PL informed members that following completion of College mergers and the subsequent reconstruction of staffing structures, Audit Scotland will undertake a voluntary severance audit for all Scotland's Colleges in the near future.

Julia Henderson Secondment

DISCUSSION: PL advised that following a letter received from the SFC, Julia Henderson's secondment has been proposed to continue for a further one year period.

DECIDED: To approve and additional one year secondment of Julia Henderson.

Regional Outcome Agreement

NOTED: That the final Regional Outcome Agreement was officially signed off by the three Glasgow College Chairs today (23 04 14). The finance allocation has still to be confirmed.

CoGCB6-04 Reports from Board Committees

CoGCB6-04.1 Development Committee

RECEIVED: Minute of the Development Committee meeting held on 3 February 2014 (Paper BoM6-B).

DISCUSSION: The issue regarding the significant reduction in the original cohort of recruits for the Angolan Maritime Training Centre (AMTC) was highlighted. PL was not unduly concerned as the Training Fee contract has been agreed and therefore CoGC would not be financially affected by this reduction. AMTC are currently considering the transfer of the ESSA offshore training centre to their site.

It is anticipated that the Principal will attend the official opening of the AMTC in late May and will be accompanied by Andy Denholm, a journalist from the Herald. The full cost of this trip will be met by Shipping Companies. The recruitment process for Head of Centre is now complete and the position has now been recommended.

DECIDED: To note the minute.

CoGCB6-04.2 Performance, Remuneration & Nominations Committee

RECEIVED: Minute of the Performance, Remuneration and Nominations Committee meeting held on 17 February 2014 (Paper BoM6-C).
Minute of the Performance, Remuneration and Nominations Committee meeting held on 27 February 2014 (Paper BoM6-D).

DISCUSSION: Members were provided with an oral update of the PRNC meeting held on 17 02 14 at the previous Board meeting. A special meeting of the Committee was held on 27 02 14 to address any outstanding issues and members were now satisfied with all outcomes and were assured of the processes involved.

The recruitment for the Board vacancy is ongoing and to date 6 applications have been received. Members were reminded to advise on any other interested applicants as soon as possible.

DECIDED: To note the minute.

CoGCB6-04.3 Audit Committee

RECEIVED: Minute of the Audit Committee meeting held on 5 March 2014 (Paper BoM6-E).

DISCUSSION: CK updated members on discussions. Internal Auditors BDO have been reappointed until 31 March 2015 and the Internal Audit Plan was approved for delivery within the 8-month period ending 31 March 2014 allowing the annual audit report to coincide with the annual report and financial statements for the same period. The Risk Management Cycle was now also aligned with the new financial reporting cycle.

The revised Financial Regulations were approved subject to minor amendments. A policy on procurement authorisation limits and annual report on compensation payments and abandonment of claims will be submitted at future meetings.

Various internal audit reports were also submitted and discussed. The Committee also considered the findings relating to Adam Smith College's corporate governance. A CoGC governance review has been undertaken and a report will be submitted to the Committee at the next meeting.

DECIDED: To note the minute.

CoGCB6-04.4 Learning and Teaching Committee

RECEIVED: Minute of the Learning and Teaching Committee meeting held on 3 December 2013 (Paper BoM 6-F).
Minute of the Learning and Teaching Committee meeting held on 11 March 2014 (Paper BoM6-G).

DISCUSSION: The review of Glasgow Regional College Academic PIs for AY's 2010-11 to 2012-13 was highlighted. Members noted that Glasgow Region falls 4% behind national levels on successful completion rates. The reasons for this have been considered ie early withdrawals and cuts in FE funding; action plans are now in place in order to seek improvement. Evidence has reported that trends for the current year show some improvement in comparison to historical data.

Discussion followed on the provision of relevant Government reports and Technical Bulletins from Audit Scotland.

DECIDED: To note the minute.

That PC consider the provision of Audit Reports to relevant Committees and the governance section on 'Connected'.

CoGCB6-04.5 Finance and Physical Resources Committee

RECEIVED: Minute of the Finance and Physical Resources Committee meeting held on 19 March 2014 (Paper BoM 6-H).

DISCUSSION: PF advised that the 2014-15 Financial Plan was approved however it was noted that some key performance outcome targets have yet to be confirmed, ie wSUMs target. However no fundamental changes are anticipated. It was recognised that avoidance of a deficit budget would be challenging as the surplus for this year is approximately £6k.

Donations to both the CoGC and Scottish Colleges Foundations were agreed at £10.3 m and £11.7 m respectively.

An update on the NPD delivery was provided and progress on both sites remains on target. Agreement on the College Disposal Strategy has now been reached.

The Board was informed that the Committee considered and proposed the procurement of the working engine through GLQ. This was subject to application to the SFC which has been progressed. A response is awaited.

DECIDED: To note the minute.

To approve procurement of the working engine through GLQ, subject to SFC approval.

CoGCB6-04.6 Students, Staff and Equalities Committee

RECEIVED: Minute of the Students, Staff and Equalities Committee meeting held on 26 March 2014 (Paper BoM6-I).

DISCUSSION: GQ updated members on the recent Students' Association elections. Sanjay Lago was elected President with a potential team of 16 members.

Progress on the revised two year pay award negotiations with EIS-FELA is still ongoing.

DECIDED: To note the minute.

To invite the new Student President as an observer, to the next meeting of the Board.

CoGCB6-05 Health and Safety

DISCUSSION: PC reported that the H&S team have an operational plan which is reviewed every few months. A detailed account of all accidents and incidents that occur throughout the College is also held by the H&S team. As at 31 March, 72 minor and 4 significant (RIDDOR reportable) accidents and incidents were recorded in comparison to 102 and 10 respectively for the corresponding period last year. Accidents/incidents are

continually monitored and any noticeable increases will be drawn to the attention of the Board.

DECIDED: To provide written update reports at all future meetings of the Board.

That the Finance & Physical Resources Committee consider self-insurance cover.

CoGCB6-06 Performance Dashboard

RECEIVED: Request for Performance Dashboard (Paper BoM6-J).

DISCUSSION: PL advised members on the rationale for the development of a visual performance monitoring and information intelligence enhancing tool ie Active Performance Dashboard. This visual interactive tool would ensure a high degree of visibility focussed on performance against agreed targets and would be made constantly available to help drive performance improvement. Funding costs would be covered within the capital budget allocation.

Members agreed the positive need for a performance tool which would allow quick identification of 'at risk' students, focussing on early retention and highlighting delivery performance risks. However it was suggested that where possible the tool should be made 'future proof' in terms of possible benchmarking data across all Colleges. It was also suggested that a clear specification and options appraisal should be produced for further consideration prior to progression towards procurement.

DECIDED: To provide a clear specification and options appraisal for submission to the Finance & Physical Resources Committee for further consideration.

Development of a New College Website

RECEIVED: Request for the development of a new College website (Paper BoM6-J1).

DISCUSSION: Members considered the key strategic issues for the proposed comprehensive rebuild and redesign of the current College website.

DECIDED: To progress the purchase through the procurement process.

CoGCB6-07 Students' Association Constitution Change

RECEIVED: Proposed changes of the Students' Association Constitution (Paper BoM6-K).

DISCUSSION: GQ advised members on proposed changes to the SA Constitution.

DECIDED: To agree the following change:

"The President and Vice President(s) will be elected in the elections each year and will serve for one year. Officers can choose to run for a second year in the same post. No officer can serve for more than two years in paid roles within the Students' Association. An individual who has been a Vice President may be elected to another Vice President position, or to the role of President and vice versa."

To defer discussion on allowing the Student Executive to accept sponsorship from businesses, and proposed changes to arrangements for agreeing affiliations with other organisations, to the next meeting of the Students, Staff & Equalities Committee.

CoGCB6-08 Regional Update/Curriculum and Estates Agreement

RECEIVED: Regional Update (Paper BoM6-L).

DISCUSSION: PL provided members with a brief update on Regional issues. A curriculum mapping exercise is currently being undertaken by the Regional Curriculum Review. The first stage of the review will be complete by June with the final version being submitted to the Regional Board for consideration in August.

Interviews for membership on the Regional Board are now complete and proposed membership has been submitted to the Scottish Government for approval. Principals will have a seat on the Board, however it is not yet known if they will have full Board membership or observer status. Full legal power of the Board will commence in August 2014. Members were informed that Henry McLeish will join them at the next meeting in June to provide further update.

The Curriculum and Estates Plan was submitted as Appendix A for consideration. The Agreement sets out how the three Glasgow Colleges and the SFC will work together to develop a plan for the development of the curriculum and use of the estate up to 2020. This Plan has been agreed by all three Glasgow Principals and will be submitted to the Regional Strategic Board for approval. Members recognised that the Plan provides a 'roadmap' in the planning of provision and movement of curriculum across the Glasgow Colleges. Decisions on the portfolio of courses, their locations and how they will be delivered and managed have still to be agreed.

DECISION: To note the update and support the proposed Curriculum and Estates Plan.

CoGCB6-09 Chair's Remarks

DISCUSSION: DB advised members that the current Committee structure in particular Conveners and Vice Conveners will be subject to review. He further informed that PF would be stepping down from his role as Convener of the Finance & Physical Resources Committee and DM would now take on this role. PF will continue to serve on the Board. DB will further discuss this process with individual Conveners in order to move forward with succession planning.

The next Board meeting on 18 June will be followed by dinner, to which Steven Watson will be invited in gratitude for his service. DB encouraged all members to attend.

The Principal and Chair will attend a Partnership Awards Ceremony in London in June where the New Campus Project has been shortlisted for 'Best Accommodation Project'.

CoGCB6-10 Principal's Report

RECEIVED: Principal's Report (Paper BoM6-M).
Leadership and Management Foundation Programme (April – June 2014) (Tabled).

DISCUSSION: The Principal particularly mentioned the success of the New Campus evening reception at the Scottish Parliament. 15 MSPs were in attendance along with key stakeholders, Board and senior staff members.

During his visit to the US with Corporate Development Director, the Principal delivered a keynote speech to the US Congress to open Tartan Day celebrations. The speech was well received and a full copy was submitted as Appendix A. DB congratulated the Principal on his success at this esteemed event.

DECIDED: To note the update report.

To note the Leadership and Management Foundation Programme.

COGCB6-11 FE (Performance Levels and Interventions)

RECEIVED: FE Performance Levels Update (Paper BoM6-N).

DISCUSSION: AC provided members with a brief overview of the FE Academic Performance Indicators. An update on FE Full Time Performance figures was tabled at the meeting. Whilst it was acknowledged that CoGC successful completion rates were below the national average, AC assured that improvements had been made particularly over the past three years and the

outcomes showed an upward trend. Performance Improvement Actions which have been put in place will continue to show significant improvement in 2013-14. These include Academic School Performance Reviews, Course Improvement Action Plans, Staff Development, local interventions and performance roadshows. All academic areas will have plans for the implementation of New Campus New Learning for 2014-15. Performance Reviews will also be taken to a further level. These now involve a two stage intensive process which includes Faculty and High Level Performance Reviews.

DECIDED: To note the update report.

To further consider the structure of future agenda items to ensure full coverage and briefing of significant items.

COGCB6-12 Structure Update

RECEIVED: Structure Update (Paper BoM6-O).

DECIDED: To note the update on the Management Restructuring and associated interim arrangements to December 2014.

COGCB6-13 2014-15 Financial Plan

RECEIVED: 2014-15 Financial Plan (Paper BoM6-P).

DECIDED: To note the 2014-15 Financial Plan which was approved at the Finance and Physical Resources Committee meeting held on 19 March 2014.

COGCB6-14 Commission for Developing Scotland's Young Workforce – Interim Report Findings

RECEIVED: Update on the Commission for Developing Scotland's Young Workforce Interim report (Paper BoM6-Q).

DECIDED: To note the progress being made via the College's key strategic response via the development of Industry Academies.

Any other Notified Business

RECEIVED: Herald Press Release 'College Principal says Sector is Future of Higher Education' (Tabled).

DISCUSSION: Members noted that the article referenced how the College sector should be seen in the market place for the 21st century through comments from the Principal's speech made at the National Tartan Day event in the US. DB commented that this was testimony to the reputation of the Principal and his team.

COGCB6-15 NOTED: That the next meeting would be held on Wednesday 18 June 2014 followed by dinner (venue to be confirmed).

The meeting closed at 1950 hours.

Signed _____ Chair

Date _____

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
CoGCB6-04.4	L&T Committee: Consider provision of Audit Reports for Board members on 'Connected'.	PC	ASAP
CoGCB6-04.6	SSE Committee: Invite S Lago as observer to next meeting of Board.	GQ/PC	Prior to 18 06 14
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

PREVIOUS ACTION POINTS

Item	Description	Owner	Target Date
CoGCB5-03	Health and Safety: Arrange for Board to receive H&S report at every meeting, for PRNC to carry out systematic annual evaluation of College's H&S performance, and for H&S Report to be published annually.	PC	Ongoing Complete
CoGCB5-03	Health and Safety: Arrange publication and dissemination of revised fire safety policy.	PC	ASAP
CoGCB5-04	Finance & Physical Resources Committee Report: Arrange installation of Foundation Trustees appointed by Board.	SW / DC	ASAP Complete
CoGCB5-04	Finance & Physical Resources Committee Report: Refer review of voluntary severance budget to FPRC meeting on 19 March.	DC	19 03 14 Complete
CoGCB5-04	Finance & Physical Resources Committee Report: Apply revised course fees for students from England, Wales & Northern Ireland from 2015-16, and give notice to affected students intending to begin courses in 2014-15 and continuing into 2015-16 that fees would increase significantly in 2015-16.	ST	ASAP Complete
CoGCB5-05	Performance, Remuneration & Nominations Committee Report: Apply Committee decisions endorsed by Board concerning approval of voluntary severance arrangements for named senior staff, and introduction of incremental scales for Grades 10 and 11.	AC/JK	ASAP Complete

CoGCB5-05	Performance, Remuneration & Nominations Committee Report: Apply pay increase for 2013-14 for senior staff on Grade 10 and above.	JK/ST	ASAP Complete
CoGCB5-06	Steven Watson: Write to SW conveying the Board's sincere thanks for his outstanding service.	DC	ASAP Complete
CoGCB1-01	Matters Arising: Pursue development of a College Trust.	PL/DA	ASAP Complete
CoGCB1-02	Strategic Plan 2013-17: Review Board paper template.	DC	ASAP Complete
CoGCB1-02	Future Structure: Further evaluate role of College Secretary.	PL	ASAP Ongoing
CoGCB8-07	Stakeholder Engagement: Consider guests and timing of invitations.	PL/DC	ASAP Ongoing
CoGCB3-05	ONS Reclassification: Take actions as set out in Table A of Paper BoM3-F for the establishment of a Foundation, while continuing to explore other mechanisms for protecting the College's reserves.	PL/SW	Complete
CoGCB3-05	ONS Reclassification: Take necessary actions to implement additional expenditure as approved, exercising flexibility as appropriate.	PL/SW	October 2013 – March 2014 Complete
CoGCB4-05	Draft Regional Outcome Agreement: To consider role of College in the context of ROA.	PL/AC/DC	Ongoing Complete
CoGCB4-08	Reports from Board Committees: Commence the process of recruiting one additional full member of the Board.	PRNC Sub- Comm	Ongoing