

## Board of Management Meeting

**MINUTE OF 1<sup>st</sup> MEETING HELD ON 24 SEPTEMBER 2014 AT 1700 HRS (CoGCB1)**

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

### **CoGCB1-01 Apologies for Absence**

**RECEIVED:** Apologies for absence were received from AB, CM, DM and ETT.

The Chair welcomed members to the first meeting of the new academic session. He informed the Board that following Scottish Executive guidance, the Board now has two student members and welcomed Sanjay Lago and Mark McCafferty to the meeting.

The Chair also emphasised the need to bring the Board up to date with the latest technology and paperless systems. To assist with this, members were provided with ipads and advised that training would be provided as required.

### **CoGCB1-02 Declarations of Interest**

**NOTED:** DB noted a declaration of interest under Item 4 'Banking Facilities'. As this item was not considered contentious, it was agreed that DB would continue to Chair the meeting under this item but would not be involved in any discussion.

**CoGCB1-03 Minute of the Meeting held on 18 June 2014**

**RECEIVED:** Minute of the meeting held on 18 June 2014  
(Paper BoM1-A).

**DECIDED:** To approve the minute.

**MATTERS ARISING**

**Development of College Website**

The development of the new College Website is currently progressing though the procurement process which will be completed by January 2015. The new website is expected to go 'live' by August 2015. Whilst there will be no additional functionality added the current website, the content is being continuously updated. Members noted that a newly refurbished College intranet was launched this week.

**CoGCB1-04 Banking Facilities to the Board of Management**

**RECEIVED:** Annual Update to the Banking Facility (Paper BoM1-B).

**DISCUSSION:** ST advised that in previous years the Clydesdale Bank annual update to the banking facility has been approved by the Principal. However the bank now requires renewal approval by the Board. The terms and conditions of the Facility letter were considered and were agreed. The various limits currently being used were noted.

**DECIDED:** To approve continuation of the current banking facility arrangements with the Clydesdale Bank.

**CoGCB1-05 Health and Safety Update Report**

**RECEIVED:** Health and Safety Update Report to September 2014  
(Paper BoM1-C).

**DISCUSSION:** Members noted that accidents/incidents were down by 29% this year compared to last year and RIDDORS were down by 64%. FS drew particular attention to the fire incident which took place on 15 08 14. The fire was caused by a faulty light fitting which caught fire and fell to the floor setting fire to floor tiles and a chair. A member of staff assessed the situation and used a CO2 extinguisher and put the fire out. This action reduced fire damage and escape of fire/smoke into the corridor. All similar light fittings have been inspected and any failures have been isolated and replacements commissioned. Board members applauded the member of staff on his initiative and decisiveness.

**DECIDED:** That the Principal provide a letter of thanks to the staff member involved in the 15 08 14 fire incident.

That all outstanding fire risk assessment actions are cleared prior to the next Health and Safety Report to the Board.

To provide staff Health and Safety training statistics at the next meeting.

To provide an update on staff health and wellbeing at the next meeting.

*Item 8 was taken at this time. DE left the meeting during discussion.*

**CoGCB1-08 Curriculum and Estates Strategy Update**

**RECEIVED:** Joint Board Briefing Agenda 01 10 14 (Tabled).  
Draft Board of Management Agenda 01 10 14 (Tabled).  
Glasgow Regional College Curriculum Proposal (Tabled).

**DISCUSSION:** The Principal advised that a joint meeting of the three Glasgow Colleges would be held on 01 10 14 to consider the proposal for the Glasgow Region Curriculum from 2015-2020 as proposed by the Glasgow Colleges Strategic Partnership. This was a critical time for decision making and any solution would need to be to the satisfaction of the College as this would affect its financial sustainability going forward. AC confirmed that a proposed Glasgow Colleges' Strategic Plan has been developed which forms a range of Strategic Measures and Enablers under various key themes. The development of a Curriculum Plan has also facilitated an understanding of current performance and areas for development and improvement.

ELT members highlighted the following issues and challenges:

*Staffing*

- Project Implementation Plan is required for courses and staff attached with clear information on who is assigned to the College which may include inefficiencies.
- Formal consultation process will be required with a timetable for staff transfer.
- A Voluntary Severance Scheme will require to be agreed.

*Finance*

- 23 808 funded wSUMs will transfer to CoGC from other Glasgow Colleges and 5 000 wSUMs of additional SFC funded places. In addition 7 466 wSUMs will also be required to be delivered with no additional core SFC grant income. This will result in an additional financial burden to address the difference between this proposal and the new campus business case. Efficiency savings will therefore be required.

*Estates*

- All curriculum is currently matched to location within the new estate. Any modifications may require further investment.
- The service reform agreement for the new estate must be fulfilled.

*Students*

- Impact on students ie course transfers, etc would need to be minimised.
- Clear rationale for course transfer and transition timetable will need to be agreed within a short timeline given the requirement to advertise courses in January 2015.

Members fully recognised the risks and challenges that lay ahead however these proposals were considered a massive step forward. Whilst there were enormous problems to be worked through, they were confident that these could be delivered in a short timescale.

**DECIDED:** To further consider and positively support the proposals at the joint Board meeting on 01 10 14.

To provide a Riverside growth plan at a future meeting.

*JK and FS left the meeting at this time.*

**CoGCB1-06 Reports from Board Committees**

**CoGCB1-06.1 Committee Items for Approval**

**CoGCB1-06.1.1 New Campus Scheme of Delegation**

**RECEIVED:** Revised New Campus Scheme of Delegation (Paper BoM1-D).

**DISCUSSION:** Members considered the revised New Campus Scheme of Delegation and in particular noted the levels of delegated authority to approve costs beyond the approved new campus budget. The revised Scheme was approved by the Finance & Physical Resources Committee on 17 09 14.

**DECIDED:** To approve the revised New Campus Scheme of Delegation.

**CoGCB1-06.1.2 Bring Your Own Device Policy**

**RECEIVED:** Draft copy of the Bring Your Own Device Policy (Paper BoM1-E).

**DISCUSSION:** Members noted that the BYOD Policy has yet to be approved by the Audit Committee.

**DECIDED:** To approve the BYOD Policy. The Policy will be re-submitted to the Audit Committee.

**CoGCB1-06.1.3 Financial Regulations**

**RECEIVED:** Updated Financial Regulations (Paper BoM1-F).

**DISCUSSION:** ST reminded that the Financial Regulations were previously approved by the Audit Committee in May 2014. A new Section 50 has now been added to the approved version to include additional financial approval and monitoring required by the SFC Financial Memorandum. Section 50, Delegated Limits which sets out the delegated limits for categories of expenditure that require SFC approval or annual reportage was considered.

**DECIDED:** To approve the revised Financial Regulations.

**CoGCB1-06.2 Other Items for Approval**

**CoGCB1-06.2.1 Annual Report 2013-14**

**RECEIVED:** Annual Report and Financial Statements 2013-14 (Paper BoM1-G).

**DISCUSSION:** Members noted that the Annual Report and Financial Statements 2013-14 have been reviewed by the Audit Committee and recommended for approval by the Finance and Physical Resources Committee on 17 09 14.

**DECIDED:** To approve the Annual Report which covers the period 01 08 13 – 31 03 14.

**External Audit Annual Report - Additional Item**

**RECEIVED:** Annual External Audit Report to the Board of Management and the Auditor General for Scotland (Additional Paper).

**DISCUSSION:** Members congratulated the management team for this very positive report.

**DECIDED:** To note the report.

**CoGCB1-06.3 Committee Minutes**

**CoGCB1-06.3.1 Audit Committee – 10 09 14**

**RECEIVED:** Draft minute of the Audit Committee meeting held on 10 September 2014 (Paper BoM1-H).

**DECIDED:** To note the draft minute.

**CoGCB1-06.3.2 Finance and Physical Resources Committee Meeting – 17 09 14**

**RECEIVED:** Draft minute of the Finance and Physical Resources Committee meeting held on 17 September 2014 (Tabled).

**DISCUSSION:** Members noted that the Estates Disposal Strategy was agreed with further consideration of a possible caveat within the contract which would restrict possible future uses from commercial competitors. It was also agreed that a 16 month Financial Plan would be provided at the next meeting. A comprehensive NPD Delivery Report was also provided.

**DECIDED:** To note the draft minute.

To provide the Board with an update report on the use of contingency for the New Campus via the Finance and Physical Resources Committee minute.

**Annual Institution Led Review of Quality and Governing Body Statement of Assurance – Additional Item**

**RECEIVED:** Annual Report on Institution-Led Review 2013-14 (Paper BoM1-0)

**DISCUSSION:** Members reviewed the information contained within the report and considered the impact, nature and outcomes from all the College quality lead activities and those by external bodies. The performance indicator figures within the report have yet to be audited by the SFC. Members recognised the important work of the Learning and Teaching Committee and were pleased to note the positive change for early withdrawal, further withdrawal and completed successful figures. College management will continue to meet with curriculum managers to further discuss improvement plans at Performance Review meetings.

**DECIDED:** To note the confirmation of the College's arrangements for the management of quality for signature by the Chair.

**CoGCB1-07 2014-15 Financial Plan**

**RECEIVED:** Update on the 2014-15 Financial Plan (Paper BoM1-J).

**DISCUSSION:** The Financial Plan was reviewed in detail by the Finance and Physical Resources Committee on 17 September 2014. A small projected operating surplus of £84k for 2014-15 was noted. The significant changes resulting in increased tuition fees and an increase in staff costs due to the delivery of additional targeted course growth at Riverside were highlighted.

**DECIDED:** To note the 2014-15 Financial Plan.

*Item 10 was taken at this time.*

**CoGCB1-10 Principal's Report**

**RECEIVED:** Principal's Report (Paper BoM1-K).

**DECIDED:** To note the report.

To provide feedback following the Staff Survey and present an action plan at a future meeting.

**CoGCB1-11 College Secretary's Report**

**RECEIVED:** College Secretary's Report (Paper BoM1-L)

**DISCUSSION:** Members considered, in particular, a proposed change to the Board of Management Order of Business. In order to facilitate discussion of priority matters of business it was proposed that the item 'Minutes of Committees and Sub-Committees' be taken at the end of the Agenda. This was agreed subject to any exceptional business arising, to be presented by the appropriate Committee Convener.

**DECIDED:** To note the report.

To approve the agreed change to the Board of Management Order of Business contained within the Constitution and Articles of Government.

**CoGCB1-12 Lessons Learned from Adam Smith College Publicity**

**DISCUSSION:** Members were reminded of lessons learned following the outcome of the Adam Smith College's review of corporate governance and financial stewardship arrangements. This was fully considered at a previous meeting of the Audit Committee.

**CoGCB1-13 Outcome of Independence Vote**

**DISCUSSION:** There was no discussion under this item. It had been considered appropriate to have this on the agenda in order to discuss the impact on the College had the outcome of the independence vote been 'yes'.

**CoGCB1-14 Risk Management Review**

**RECEIVED:** Risk Management Review (Paper BoM1-M).

**DECIDED:** To note the update on the Senior Management review of strategic organisational risks, in particular the high scoring risks.

**CoGCB1-15 Board Committee Self-Evaluation**

**RECEIVED:** Board Committee Self-evaluation (Paper BoM1-N).

**DECIDED:** To note the self-evaluation pro-forma for use by the Board of Management Committees as approved by the Audit Committee.

*Item 9 was taken.*

**CoGCB1-09 Chair's Remarks**

**DISCUSSION:** The Chair reminded the Board of the work undertaken during the summer period, in particular the opening of the Angola Maritime Centre. He congratulated the Principal and his team on its success. He also highlighted the College's success in Malta and hoped the College would continue to develop these international links. He reminded that Learning and Teaching should continue to be the Board's first priority and thanked staff for the work done on attainment rates. The Chair touched on the Risk Management reviews and considered the Board to be ably supported by the Audit Committee. The recent Audit Report was very positive setting out the priorities of the organisation and considered that the College was in a good place to move forward. The Chair acknowledged that there would be exceptional challenges to come but expressed confidence that the College was well aware of these and was capable of mitigating associated risks.

Due to the increased commitment on Board members' time, it had been agreed that there would be a one day planning event during October and not a residential as previously proposed.



**Any Other Business**

**Board Residential Event**

**DISCUSSION:** The date of the proposed Residential (Planning) Event will be postponed until early November (exact dates to be confirmed).

**International Students**

**DISCUSSION:** SL raised the issue of the UK government having revoked Highly Trusted Status licenses of some Colleges, leaving some international students without placements. The Students' Association are against government action on this issue and he asked for the College's support in this matter.

**DECIDED:** The Principal will further discuss this matter with the SA.

**CoGCB1-16 Date of Next Meeting**

**NOTED:** Board Planning Event – to be confirmed  
Next Full Board Meeting – 10 December 2014

*The meeting closed at 2010 hours.*

Signed \_\_\_\_\_ Chair

Date \_\_\_\_\_

## ANNEX TO THE MINUTE

### ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
CoGCB1-05	<b>H&amp;S Update Report:</b> Provide letter of thanks to staff member involved in fire incident.	PL	ASAP
CoGCB1-05	<b>H&amp;S Update Report:</b> Ensure all outstanding fire risk assessment actions are cleared.	FS	10 12 14
CoGCB1-05	<b>H&amp;S Update Report:</b> Provide H&S Training statistics at the next meeting.	FS	10 12 14
CoGCB1-05	<b>H&amp;S Update Report:</b> Provide update on staff Health and Wellbeing.	JK	10 12 14
CoGCB1-08	<b>Curriculum &amp; Estates Strategy Update:</b> Provide a Riverside growth plan.	AC/ST	10 12 14
CoGCB1-06.1.2	<b>Bring Your Own Device Policy:</b> Re-submit to the Audit Committee.	PC	19 11 14
CoGCB1-06.3.2	<b>Finance &amp; Physical Resources Comm Mtg – 17 09 14:</b> Provide an update report on the use of contingency for the NC via the FPRC minute.	PC/JC	Ongoing
CoGCB1-10	<b>Principal's Report:</b> Provide feedback following the Staff Survey and present action plan.	PL	Future BoM Mtg
AOB	<b>International Students:</b> Further discuss with Students' Association.	PL	ASAP

### PREVIOUS ACTION POINTS

Item	Description	Owner	Target Date
CoGCB7-04	<b>Minute:</b> Members also decided that the Chair should sign off all approved minutes.	PC	Ongoing <b>Complete</b>
CoGCB7-05.2	<b>H&amp;S Annual Report:</b> Speak to FS re: H&S training and information for all staff.	PL	09/14 <b>Complete</b>
CoGCB7-05.3	<b>F&amp;PR Committee:</b> Members, as part of the Residential in September/October, to visit the New Campus building sites.	PL/PC	Planning Event
CoGCB7-08	<b>Culture Presentation:</b> 'World Class' paper to Board meeting in September.	PL	Planning Event
CoGCB7-10	<b>Arts Fund Presentation:</b> AB to work up proposals required. SSEC to champion.	AB	ASAP <b>Complete</b>
CoGCB7-12	<b>Principal's Report:</b> Write to students congratulating them on their success.	PL	ASAP <b>Complete</b>
CoGCB7-12	<b>Principal's Report:</b> Write to WMcC on behalf of Board congratulating on his recent success.	PC	ASAP <b>Complete</b>
CoGCB7-13	<b>College Secretary's Report:</b> Further develop Annual Review.	PC	09/14 <b>Complete</b>
CoGCB7-13	<b>College Secretary's Report:</b> Further develop Self-evaluation process.	PC	09/14 <b>Complete</b>
CoGCB6-04.4	<b>L&amp;T Committee:</b> Consider provision of Audit Reports for Board members on 'Connected'.	PC	ASAP <b>Complete</b>

CoGCB6-05	<b>H&amp;S:</b> Provide written update reports at future Board meetings.	PC/JK	Ongoing <b>Complete</b>
CoGCB6-05	<b>H&amp;S:</b> That the Finance & Physical Resources Committee consider self-insurance cover.	PC/ST	Prior to 04 06 14 <b>Complete</b>
CoGCB6-06	<b>Performance Dashboard:</b> Provide clear spec and options appraisal to FPRC.	AC	Prior to 04 06 14
CoGCB6-06	<b>Development of a New College Website:</b> Progress the purchase through the procurement process.	AC	In Progress
CoGCB6-07	<b>SA Constitution Change:</b> Consider allowing Student Exec to accept sponsorship from businesses at SSEC.	PC/GQ	Prior to 21 05 14 <b>Complete</b>
CoGCB6-11	<b>FE (Performance Levels &amp; Interventions):</b> Consider structure of future agenda items to ensure full coverage of significant items.	PC/PL	Ongoing <b>Complete</b>
CoGCB5-03	<b>Health and Safety:</b> Arrange publication and dissemination of revised fire safety policy.	PC	ASAP
CoGCB4-08	<b>Reports from Board Committees:</b> Commence the process of recruiting one additional full member of the Board.	PRNC	Ongoing