

Board of Management Meeting

MINUTE OF 3rd MEETING HELD ON 25 FEBRUARY 2015 AT 1700 HRS (CoGCB3)

Present	
Douglas Baillie, Chair (DB)	Paul Little, Principal (PL)
Alisdair Barron (AB)	Alan Mackay (AM)
David Eaton (DE)	John Macleod (JM)
Peter Finch (PF)	Mark McCafferty (MM)
Jim Gallacher (JG)	Debbie McNamara (DM)
Charlie Kaur (CK)	Lesley Woolfries (LW)
Sanjay Lago (SL)	
In attendance	
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)	Eric Tottman-Trayner (ETT)
Colin McMurray (CM)	

CoGCB3-01 Apologies for Absence

RECEIVED: Apologies for absence were received from TAS, CM and ETT.

CoGCB3-02 Declarations of Interest

NOTED: DE declared an interest under item CoGC3-09.1.1 'Impact of Implementing the Regional Outcome Agreement and Regional Curriculum and Estates Action Plan', specifically the approval of the Curriculum and Estates Action Plan for Glasgow.

CoGCB3-03 Minute of the Meeting held on 10 December 2014

RECEIVED: Minute of the meeting held on 10 December 2014 (Paper BoM3-A).

DECIDED: To approve the minute.

MATTERS ARISING

Regional Curriculum and Estates Consultation

DECIDED: To provide a response on the points raised by the EIS resulting from the Regional Curriculum and Estates Consultation.

Board Development

DECIDED: To advance Board development and progress use of teleconferencing.

CoGCB3-04 Matters Arising from Residential Event

There were no matters arising from the Residential Event not already on the Agenda.

CoGCB3-05 Chair's Remarks

NOTED: DB informed members that the Principal's application for Harvard has now been accepted and a programme of work to support ELT in his absence is being developed. He assured that robust leadership would be maintained and that College business would continue as usual.

DECIDED: That Board members provide feedback on required Continuous Professional Development to PC.

ST entered the meeting at this time.

CoGCB3-06 Principal's Report

NOTED: The Principal referred to his presentation the previous evening, and his aspiration for the College to gain World Class status. There was nothing further to report at this time.

CoGCB3-07 Health and Safety Report Update

RECEIVED: Health and Safety Report Update (Paper BoM3-B).

DECIDED: To note the report.

To clarify Fire Risk Assessment figures on Page 4.

CoGCB3-08 Riverside Growth

RECEIVED: Riverside Growth Plan (Paper BoM3-C).

DECIDED: To note the report.

Reports from Board Committees

CoGCB3-09.1 Committee Items for Approval

CoGCB3-09.1.1 Impact of Implementing the Regional Outcome Agreement and Regional Curriculum and Estates Action Plan

- RECEIVED:** Paper BoM3-D:
- Regional Outcome Agreement Summary Version
 - Curriculum and Estates Action Plan for Glasgow
 - City of Glasgow College Funding Plans
 - City of Glasgow College Growth Plans
- DISCUSSION:** AC advised that CoGC has now produced a detailed 3 year Curriculum Plan for the College which correlates to the finalised Regional Outcome Agreement and Curriculum and Estates Action and Implementation Plan. This was developed to provide the Board with assurance regarding the regionally agreed position for CoGC and to provide confirmation that 210 000 wSUMs will be achieved by 2019-20. AC further highlighted in detail the impact and implications of the Plan.
- ST informed the Board that the key target of 210 000 wSUMs would be reached over a series of transitional moves. The bulk of this change will be front loaded with an additional 21 000 wSUMs beyond the 2014-15 target of 174 933 expected in 2015-16. A further 17 000 wSUMs is expected in 2016-17 with smaller amounts in the subsequent two academic years.
- There followed some discussion on the allocation of SFC teaching grant allocations for 2015-16 and implementation of the new credit model which may have an impact on the level of funding provided. This is currently being agreed between the 3 Glasgow Colleges however it was stressed that an allocation of approximately £30m to CoGC would be required in order to achieve the Curriculum Plan for the College.
- DECIDED:** To approve the Regional Outcome Agreement.
- To approve the Curriculum and Estates Action Plan subject to ratification of any resulting Voluntary Severance being funded by the Scottish Funding Council.
- To note the assumptions made within the CoGC Funding Plans and approve on the basis that a suitable compromise agreement on funding - ie an allocation of approximately £30m - would be reached.
- To note the CoGC Growth Plan.

CoGCB3-09.1.2 College Course Fees 2015-16

RECEIVED: College Course Fees 2015-16 (Paper BoM3-E).

DISCUSSION: Members were advised that the Finance & Physical Resources Committee had recommended approval of the course fee rates for 2015-16 which includes the introduction of a higher course fee rate for students studying at the College who have residency in other parts of the UK. The proposed fee for students from the Rest of the UK (RUK) was noted as £2 500 for a full time course. This fee is almost double the existing full time courses fee; however it was noted that this is still not equivalent to the total SFC grant and course fee of approximately £3 200.

DECIDED: To approve the course fee rates for 2015-16 including the higher course fee rate for RUK students.

Committee Items for Information

CoGCB3-09.2.1 Board Tenures and Succession Planning

RECEIVED: Board Tenures and Succession Planning (Paper BoM3-F).

DISCUSSION: PC advised members on the current position of the Board regarding tenures and transition period requirements to July 2016. Board members currently in position will continue in office until 31 July 2015 (or until their period of expiry). A further 12 month tenure may be granted up to a maximum of two years from 1 August 2014 for the Chair and non-executive Board members. Student members remain unaffected and staff members periods of tenure conclude on 31 July 2015.

DB and LW tenures concluded in January 2105 however the Glasgow Colleges Regional Board (GCRB) has subsequently agreed to extend their periods of office to July 2016. All other Board members have indicated their desire to continue to serve on the Board until the end of the transition period with some members wishing to continue beyond that time.

The Performance, Remuneration and Nominations Committee have agreed a Succession Plan and an Appointments Group which includes an independent person. It has been agreed to proceed with the process of recruiting up to 3 new Board members and 2 co-options.

DECIDED: To note the report.

CoGCB3-09.3 Committee Minutes

CoGCB3-09.3.1 Development Committee

- RECEIVED:** Draft minute of the meeting held on 9 February 2015 (Paper BoM3-G).
- NOTED:** The Principal will meet with the executive of AMTC to resolve the financial requests in terms of the reduction in management fee. The matter is ongoing.
- DECIDED:** To note the minute.

CoGCB3-09.3.2 Finance & Physical resources Committee

- RECEIVED:** Draft minute of the meeting held on 11 February 2015 (Paper BoM3-H).
- DECIDED:** To note the minute.

CoGCB3-09.3.3 Performance, Nominations and Remuneration Committee

- RECEIVED:** Draft minute of the meeting held on 16 February 2015 (Paper BoM3-I).
- DECIDED:** That the minute be non disclosable, subject to Committee approval.
- To note the minute.

Any Other Notified Business

Board of Management Committees

- DISCUSSION:** DB confirmed that the Board structure is currently being reviewed in particular the Development Committee which may be merged with the Performance Committee. Membership will also be reconsidered after recruitment of new Board members, one of which will be development focussed.

He further proposed that due to his increased commitment to the Regional Board, he would step back from his current Committee memberships and would in future attend on an ad hoc basis. This was agreed.

DB thanked the Principal and the Executive for providing high quality briefings which enabled appropriate decision making. He further recorded his thanks to all Board members for their productive contribution at the Strategic Planning residential event.

The meeting closed at 1630 hours.

Signed _____ Chair

Date _____

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
CoGCB3-03	Matters Arising – Regional Curriculum and Estates Consultation: Provide response to points raised by EIS.	AC	ASAP
CoGCB3-03	Matters Arising – Board Development: Advance Board Development and progress use of video conferencing.	PC	ASAP
CoGCB3-05	Chair’s Remarks: Provide feedback on required CPD to PC.	ALL	ASAP
CoGCB3-07	Health & Safety Report Update: Clarify figures on Page 4.	PC/PL	ASAP

PREVIOUS ACTION POINTS

Item	Description	Owner	Target Date
CoGCB2-03.1	Matters Arising - Riverside Growth Plan: Circulate copy to wider Board.	PC	ASAP Complete
CoGCB2-04 CoGCB2-11	Regional Outcome Agreement: GCSP Consultation: Share report with College staff and officials of recognised trade unions.	PL/AC	ASAP Complete
CoGCB2-04 CoGCB2-11	Regional Outcome Agreement: GCSP Consultation: Report Board’s concerns re initial findings of the GCSP Regional Curriculum & Estates consultation.	DB	Next Mtg of Regional Board Complete
CoGCB2-07	Health & Safety Update Report: Provide a more comprehensive report.	FS	20 04 15 Complete
CoGCB2-08	Annual Review 2013-14: Circulate to commercial and academic stakeholders.	PC	ASAP Ongoing
CoGCB1-06.3.2	Finance & Physical Resources Comm Mtg – 17 09 14: Provide an update report on the use of contingency for the NC via the FPRC minute.	PC/JC	Ongoing Complete
CoGCB1-10	Principal’s Report: Provide feedback following the Staff Survey and present action plan.	PL	Future BoM Mtg