

## Board of Management Meeting

MINUTE OF 5<sup>th</sup> MEETING HELD ON 27 FEBRUARY 2014 AT 1215 HRS (CoGCB5)

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

### CoGCB5-01 Apologies for Absence

**RECEIVED:** Apologies for absence were received from TAS, JG, AM and ETT.

### CoGCB5-02 Declarations of Interest

**NOTED:** That PF declared an interest as a Trustee of the City of Glasgow College Foundation, and that CM declared an interest in relation to determination of tuition fees.

**DECIDED:** That it was not necessary for either PF or CM to withdraw from the meeting for discussion of the business relevant to their declarations, but that they should not take part in decision making by the Board on these matters.

### CoGCB5-03 Health and Safety

**RECEIVED:** Paper on Board responsibilities and reporting arrangements (Paper BoM5-A).

Health and Safety Report, August 2013 – January 2014 (Paper BoM5-B).

Fire Safety Policy Revision (Paper BoM5-C).

**DISCUSSION:** DB suggested that the report on health and safety should be placed at or close to the top of the agenda for each Board meeting.

CK drew attention to the importance of the policy on health and safety covering all the College's campuses, including any located overseas. She also emphasised the value of setting health and safety targets against which performance could be judged.

PL commented that it would be useful for the Board to receive regular briefings on aspects of health and safety.

AB suggested that the College should prepare and publish an annual report on health and safety.

DM said that it had been a positive move for the Finance and Physical Resources Committee to call on the relevant GLQ and Sir Robert McAlpine personnel to give a presentation on health and safety management in connection with the new campus project, and that it was vital to impress on them that this was a matter on which the Board would continue to take a close interest.

**DECIDED:** That the Board should receive a health and safety report at each of its regular meetings, and that this should be placed high on the agenda.

That the Performance, Remuneration and Nominations Committee should carry out a systematic evaluation of the College's health and safety performance on an annual basis, and that an Annual Report on these matters be prepared and published.

That other functional committees of the Board also continue to examine those aspects of health and safety relevant to their areas of responsibility.

That the form of the report covering the period August 2013v to January 2014 be noted and approved, subject to the observation that it should continue to be improved and refined.

That the revised Fire Safety Policy be approved.

**CoGCB5-04 Finance and Physical Resources Committee Report**

**RECEIVED:** Draft Minute of the meeting of the Finance and Physical Resources Committee held on 12 February 2014.

**City of Glasgow College Foundation (FPRC3-04 refers)**

**NOTED:** That the initial Trustees, Peter Finch (PF), Steven Watson (SW) and David Caldwell (DC) had appointed four independent Trustees, Brian Filling, Roderick Livingstone, Alastair Martin and Maire Whitehead, and that following their appointment the Foundation had its full complement of seven Trustees.

That DC had now submitted his resignation as a Trustee, and that PF also intended to stand down as a Trustee during March.

That it was for the Board to make appointments to fill the vacancies arising from the resignations of DC and PF.

**DECIDED:** To appoint Malcolm McCaig as a Trustee of the Foundation to fill the vacancy arising from DC's resignation

To agree that Alastair Carmichael be also appointed a Trustee in the event that another vacancy arose as a result of PF resigning.

**Financial Projection 2013-14 full year (FPRC3-06 refers)**

**DISCUSSION:** It was reported that it would be beneficial to approve a small increase in the voluntary severance budget, the original allocation of £1.5m having now been fully committed. This was to accommodate a small number of late applications where, following interviews, certain staff remained unplaced in the new structure; and to allow payment to be made in lieu of leave to certain staff who were leaving and where granting leave would cause operational difficulties.

**DECIDED:** To approve an increase in the voluntary severance budget on the understanding that the additional sum required was not expected to exceed approximately £30k, and to delegate the detailed approval to the Finance and Physical Resources Committee at its meeting on 19 March 2014..

**Course Fees 2014-15 (FPRC3-09 refers)**

**RECEIVED:** Report proposing substantially increased fees for students from England, Wales and Northern Ireland from 2014-15 (Paper BoM5-E).

**DISCUSSION:** It was explained that the review of these fees was necessary because Colleges no longer received SFC grant support for UK students from outside Scotland.

While accepting the rationale for the increase, members expressed concern about introducing large increases at relatively short notice.

**DECIDED:** To approve the principle of charging a higher fee for UK students from outside Scotland, and to agree that the proposed figure of £2,500 was appropriate for a full-time course (pro rate for part-time), but to delay the introduction of the higher fee to 2015-16.

That students in this group beginning courses of more than 12 months duration in 2014-15 should be advised that the fee would increase significantly in 2015-16.

**RECEIVED:** Oral report from DB on the meetings of the Performance, Remuneration and Nominations Committee held on 17 and 27 February 2014.

**DECIDED:** To endorse the Committee's decisions to approve the voluntary severance arrangement for seven named senior members of staff, to introduce incremental scales for staff holding appointments on Grades 10 and 11, and to make a pay award for 2013-14 of 1% plus £250 to all staff on grades 10 and above, effective from 1 August 2013.

**CoGCB5-06 Steven Watson**

**NOTED:** That Steven Watson, Vice Principal Finance and Planning, would be leaving the College on 31 March 2014 after more than 22 years' service to the College and its predecessors.

**DECIDED:** To record the sincere thanks of the Board of Management to Steven Watson for his outstanding service not only to the College but more widely to the sector and to Scottish public life, and to wish him well for the future.

**CoGCB5-07 Date of Next Meeting**

**NOTED:** That the next meeting of the Board of Management would be held at 1700 hrs on Wednesday 23 April 2014.

The meeting closed at 1330 hrs.

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

Date \_\_\_\_\_

## ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
CoGCB5-03	<b>Health and Safety:</b> 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
CoGCB5-03	<b>Health and Safety:</b> Arrange publication and dissemination of revised fire safety policy.	PC	ASAP
CoGCB5-04	<b>Finance &amp; Physical Resources Committee Report:</b> Arrange installation of Foundation Trustees appointed by Board.	SW / DC	ASAP
CoGCB5-04	<b>Finance &amp; Physical Resources Committee Report:</b> Refer review of voluntary severance budget to FPRC meeting on 19 March.	DC	19 03 14
CoGCB5-04	<b>Finance &amp; Physical Resources Committee Report:</b> 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
CoGCB5-05	<b>Performance, Remuneration &amp; Nominations Committee Report:</b> 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
CoGCB5-05	<b>Performance, Remuneration &amp; Nominations Committee Report:</b> Apply pay increase for 2013-14 for senior staff on Grade 10 and above.	JK / ST	ASAP
CoGCB5-06	<b>Steven Watson:</b> Write to SW conveying the Board's sincere thanks for his outstanding service.	DC	ASAP

## PREVIOUS ACTION POINTS

Item	Description	Owner	Target Date
CoGCB1-01	<b>Matters Arising:</b> Pursue development of a College Trust.	PL/DA	ASAP Ongoing
CoGCB1-02	<b>Strategic Plan 2013-17:</b> Review Board paper template.	DC	ASAP <b>Complete</b>
CoGCB1-02	<b>Future Structure:</b> Further evaluate role of College Secretary.	PL	ASAP Ongoing
CoGCB8-07	<b>Stakeholder Engagement:</b> Consider guests and timing of invitations.	PL/DC	ASAP Ongoing
CoGCB3-05	<b>ONS Reclassification:</b> 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	As per target dates in Table A Ongoing
CoGCB3-05	<b>ONS Reclassification:</b> Take necessary actions to implement additional expenditure	PL/SW	October 2013 – March 2014

	as approved, exercising flexibility as appropriate.		
CoGCB4-05	<b>Draft Regional Outcome Agreement:</b> To consider role of College in the context of ROA.	PL/AC/DC	Ongoing
CoGCB4-06	<b>ONS Reclassification:</b> Contact individuals with potential interest in becoming Trustees of a Foundation.	PL	ASAP <b>Complete</b>
CoGCB4-06	<b>ONS Reclassification:</b> Provide additional nominations for trustees.	ALL	ASAP <b>Complete</b>
CoGCB4-06	<b>ONS Reclassification:</b> Take necessary initial steps to establish Foundation.	SW	ASAP <b>Complete</b>
CoGCB4-08	<b>Reports from Board Committees:</b> Commence the process of recruiting one additional full member of the Board.	PRNC Sub-Comm	In hand
CoGCB4-12 CoGCB4-13	<b>Health &amp; Safety:</b> To consider at next meeting and remain as a standing item.	ALL	Feb 2014 <b>Complete</b>