

## Board of Management

### Meeting of the Board of Management

MINUTE OF 1<sup>st</sup> MEETING HELD ON 30 SEPTEMBER 2015 AT 1700 HRS (BoM1)

Present	
Douglas Baillie (Chair) (DB)	Charlie Kaur (CK)
David Eaton (DE)	Paul Little (PL)
Jim Gallacher (JM)	Colin McMurray (CM)
George Black (GB)	Debbie McNamara (DM)
Graham Mitchell (GM)	Robert Morrison (RM)
Ian Gilmour (IG)	Ruta Simonyte
Karen Kelly (KK)	Lesley Woolfries
In attendance	
Janis Carson (JC)	Judy Keir (JK)
Paul Clark (PC)	Stuart Thompson (ST)
Alex Craig (AC)	
Ali Jarvis (AJ); Interim Chair, GCRB	Ann Butcher (Minute)
Apologies for absence	
Alisdair Barron (AB)	George Galloway (GG)
Peter Finch (PF)	Stuart Patrick (SP)
Frances McKinlay (FM)	Eric Tottman-Trayner (ETT)

Item BoM1-1	Apologies for Absence	
Paper No:	Lead: D Baillie	Action requested: Note
Decision/Noted	Apologies for absence were received from AB, PF, FM, GG, SP and ETT.	

Item BoM1-2	Declarations of Interest	
Paper No:	Lead: D Baillie	Action requested: Note
Decision/Noted	There were no Declarations of Interest.	

Item BoM1-3	Glasgow Colleges Regional Board	
Paper No:	Lead: Ali Jarvis	Action requested: Note
Discussion/ Matters Arising	<p>AJ, Interim Chair, Glasgow Colleges Regional Board, thanked the Board for inviting her to attend the meeting. She considered that whilst there had been great challenges in securing the provision of Higher and Further Education in Glasgow's Colleges she fully recognised the diversity of mission for individual Colleges and also their synergies and similarities. She wished to establish systems and processes to allow the Regional Board to build solid relationships with Glasgow Colleges. DB added that CoGC Board was supportive of the Regional perspective and would continue to collaborate with partner Colleges within Glasgow. Members also noted that IG was now a full member of the GCRB.</p>	

<b>BoM1-6</b>	<b>Voluntary Severance Update &amp; Use of Settlement Agreement</b>	
Paper No: BoM1-B	Lead: J Keir	Action requested: Approve
Discussion/ Matters Arising	<p>JK advised that whilst individual employers must have separate severance policies, an overall regional policy has now been agreed to ensure parity particularly in light of realignment of the regional curriculum.</p> <p>She further advised that Colleges Scotland have suggested that the use of Settlement Agreements should be discontinued. This is currently under consultation and feedback has been provided. In the interim, JK recommended that CoGC continue to use Settlement Agreements for termination of staff via Voluntary Severance (VS).</p> <p>Members were further informed that Kelvin College had received an exemption from the Scottish Funding Council (SFC) to continue use of Settlement Agreements for staff leaving via VS.</p>	
Decision/Noted	The Board proposed that CoGC should also request an exemption. JK will pursue this matter with the SFC. It was agreed that the Chair be provided with delegated authority to approve the continued use of Settlement Agreements following feedback from the SFC.	

<b>BoM1-7</b>	<b>National Pay Bargaining</b>	
Paper No: BoM1-C	Lead: J Keir	Action requested: Discuss
Discussion/ Matters Arising	<p>JK reminded that CoGC had agreed to sign the draft National Recognition &amp; Procedures Agreement (NRPA) pending information from Colleges Scotland regarding charitable status. This has now been received and advice on this agreement has been passed to Colleges Scotland. Physical sign off has not yet been undertaken as one other College within the Region has requested further reassurance and it was subsequently agreed that this should be signed collectively.</p> <p>AJ informed that whilst the Region was fully committed to national pay bargaining, this would need to be financially viable for all Colleges.</p>	
Decision/Noted	It was agreed that the Chair and Principal be given delegated authority to sign this off pending collective agreement across the sector.	

<b>BoM1-7</b>	<b>Minute of the previous Board of Management meeting held on 17 June 2015</b>	
Paper No: BoM1-A	Lead: D Baillie	Action requested: Approve
Decision/Noted	That subject to one minor amendment, the minute be approved.	

*JK left the meeting.*

<b>BoM1-5</b>	<b>Health and Safety Reporting Approach</b>	
Paper No:	Lead:	Action requested: Note
Discussion/ Matters Arising	It was noted that a revised Health and Safety Reporting Approach was reported at the last meeting of the FPRC and appropriate actions to address outstanding risk assessments are being taken. DM confirmed that the new	

	<p>approach was a positive step forward and the Committee welcomed this new direction. The proposal is still evolving and the FPRC will continue to monitor its progress.</p> <p>Reportage following operational risk assessment of the Riverside Campus will be provided to the FPRC.</p>
<b>Decision/Noted</b>	To note the update.

	<b>Property Disposal Programme</b>	
<b>Paper No:</b>	Lead: J Carson	Action requested: Note
<b>Discussion/ Matters Arising</b>	<p><b>Property Disposal Programme</b></p> <p>In response to a Board member's enquiry, JC advised that the College was now reaching the end of the bidder process for both NHS and CoB buildings. Discrepancies within the NHS title information are being addressed. Conclusion of the Florence Street contract is still delayed due to the reversionary interest claim. Full details will be reported to the FPRC.</p>	
<b>Decision/Noted</b>	To note the update.	

	<b>BoM1-8 Auditor General Section 22 Report: Coatbridge College</b>	
<b>Paper No:</b> BoM1-D	Lead: P Clark	Action requested: Discuss
<b>Discussion/ Matters Arising</b>	<p>PC updated members on the Auditor General Section 22 report on governance at Coatbridge College which relates to severance arrangements for 33 members of staff including large payments being made to seven members of staff including the Principal. This matter has received negative publicity with associated reputational damage. The Auditor General's Key Findings and Conclusions were reviewed by members. The lack of transparency and reportage to relevant Committees was particularly highlighted and the importance of ensuring good use of public money and the provision of a clear audit trail was recognised.</p> <p>DB encouraged members to ensure that they fully understood all decisions being made by the Board, and to challenge any areas of concern in order to ensure good governance. Members were reminded that while governance responsibility lies with the Principal and Board, the Government have the right to challenge any decisions being made by the Board.</p> <p>Some concern was raised over previous decisions having been made within legacy Colleges, particularly in terms of VS arrangements agreed by predecessor Boards of Management, and the possible reputational impact this might have on City of Glasgow College.</p>	
<b>Decision/Noted</b>	<p>Members agreed:</p> <ul style="list-style-type: none"> <li>- That all information and decisions, particularly in respect of payments/pay increases to senior staff, will be fully documented in the PRNC minutes.</li> <li>- That to enable effective decision making, members will be made fully aware of any relevant policies and procedures in place.</li> <li>- That PC/JK will ensure that the recently agreed VS Policy is fully reviewed by relevant Committees.</li> </ul>	

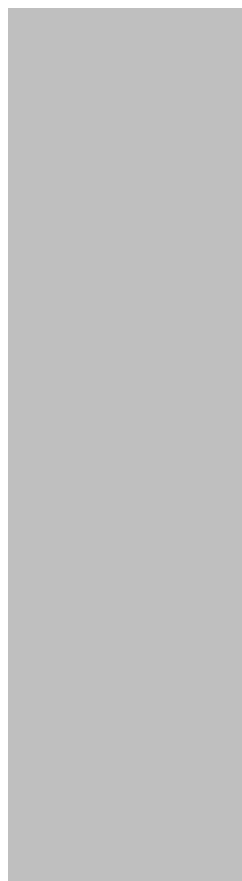
- That any considerations raised in recent Audit Scotland reports particularly in relation to VS, will be reviewed to ensure that any recommendations made are being fully addressed.
- That the PRNC Convener is to be independent of the Chair and the Principal.
- To provide the Board with training on VS matters at the next Planning Event in October.

<b>BoM1-9</b>	<b>Migration to Riverside Report</b>	
Paper No: BoM1-E	Lead: J Carson	Action requested: Discuss
Decision/Noted	The update on the migration to Riverside Campus and summary of handover and migration activities were noted.	

<b>BoM1-10</b>	<b>5 Year Reflections Report</b>	
Paper No: BoM1-F	Lead: P Little	Action requested: Discuss
Discussion/ Matters Arising	<p>Additional Financial information was tabled at the meeting and will be included within the final report.</p> <p>The Principal advised that the report was produced in order to reflect on what the College set out to achieve at the time of Merger, and to fully review the achievements made against the strategic aims provided within the College Strategic Plan 2013-17. This report is an early draft, highlighting College progress, which will serve as a platform to inform future strategic planning. A fully designed and corporate document will be presented at the next Planning Event on 29 October 2015. Any comments and feedback from members were welcomed.</p>	
Decision/Noted	To note the report.	

*Item 12 was taken at this time.*

<b>BoM1-12</b>	<b>Principal's Report</b>	
Paper No:	Lead: P Little	Action requested: Discuss
Discussion/ Matters Arising	<p>The Principal provided an update report with reference to the College Strategic Priorities. The following matters were noted:</p> <p><i>Priorities 1 and 2</i></p> <ul style="list-style-type: none"> <li>- Performance and attainment statistics for 2014-15 will be finalised this week and it is anticipated that trends will continue to rise. Provisional figures indicate the following improvements since 2013-14 FT HE 74% to 76%, FT FE 70% to 72%: PT HE 75% to 77% and PT FE 72% to 82%.</li> <li>- A range of examples of excellent practice have been sighted within the recent Education Scotland Annual Engagement Report; in particular the use of community projects for learning in construction.</li> <li>- Mikaela Wright won the Medallion of Excellence at Worldskills, Sao Paulo, Brazil for Confectionery and Patisserie. The College will continue to motivate and inspire students to aim higher and extend their vocational excellence.</li> </ul>	



*Priority 3*

- The College has attained various awards and accreditations with the most recent being finalists at the Business Insider Awards for Public Sector Employer of the Year and Health and Well Being Initiative and for the HR Network (Scotland) National Awards for Learning and Development Award of the Year.
- The College continues to extend its reputation nationally and internationally with ongoing developments in Malta, South America, China and Milan.

*Priority 4*

- The College continues to fully support the City Region and Glasgow Colleges Regional Board.

*Priorities 5 and 6*

- Development of the College dashboard for Board members will continue.
- The College ensures systematic review corporate risks.
- With an expected increase in growth, the concept of a Vice Principal for Learning and Teaching (to include Learning Experience) will be revisited. This will be considered by relevant Committees.

The Principal further advised on his recent trip to the Zhejiang Technical Institute of Economics (ZITIE). The management and launch of a new Supply Chain Programme was discussed and is being progressed.

**Decision/Noted**

To note the report.

That AC consider the development of partnership links for international student exchange on an individual basis.

<b>BoM1-13 College Secretary's Report</b>	
<b>Paper No:</b> BoM1-G	Lead: P Clark      Action requested: Discuss
<b>Discussion/ Matters Arising</b>	<p>PC briefed members on a number of key issues and the following matters were noted:</p> <ul style="list-style-type: none"> <li>- The draft Annual Report was submitted for information, and is due for final approval in December.</li> <li>- The College Risk Register with High Scoring Risks and relevant Risk Management Action Plans were also submitted. A full risk review will be undertaken before the next meeting of the Board.</li> <li>- The Board recruitment plan was noted. The PRNC will further consider the skills gaps and recruitment processes.</li> <li>- The Board Evaluation Report, as presented to the Board in June 2015, was noted with follow-up actions. These actions informed the content of the Board Development event on 30<sup>th</sup> June. This will also inform the schedule of the Board Planning Day on 29 October 2015, especially regarding financial matters, consideration of Value for Money, and alignment of strategic planning and sustainability,.</li> </ul>
<b>Decision/Noted</b>	To note the report recommendations.

<b>BoM1-14</b>	<b>2015-16 Financial Budget</b>	
Paper No: BoM1-H	Lead: S Thompson	Action requested: Note
Decision/Noted	To note the Financial Budget 2015-16 which was approved at the FPRC on 9 September 2015.	

<b>BoM1-15</b>	<b>Board of Management Calendar 2015-16</b>	
Paper No: BoM1-I	Lead: P Clark	Action requested: Note
Decision/Noted	To note the revised Calendar of Meetings for 2015-16.	

<b>BoM1-16</b>	<b>Reports from Board Committees</b>	
<b>BoM1-16.1</b>	<b>Committee Items for Approval</b>	
<b>BoM1-16.1.1</b>	<b>Finance and Physical Resources Committee – Revised Terms of Reference</b>	
Paper No: BoM1-J	Lead: P Clark	Action requested: Approve
Decision/Noted	To approve the revised Terms of Reference for the FPRC to include ‘receive and approve applications to the College and Sector Foundations’.	

<b>BoM1-16.2</b>	<b>Committee Items for Discussion</b>	
<b>BoM1-16.2.1</b>	<b>Angolan Maritime Training Centre (AMTC)</b>	
Paper No:	Lead: P Little	Action requested: Discuss
Discussion/ Matters Arising	PL advised that the current College management fee for the AMTC is still outstanding, however the College continues to honour this contract. This matter has been further discussed with Northern Marine and Stena and it was subsequently agreed to serve appropriate notice to terminate this contract. Concerns for the welfare of Head of Centre and the increased difficulty in obtaining visas for staff were also raised. The matter will be further considered at the next meeting of the Development Committee.	
Decision/Noted	PL will alert appropriate Committees on any issues of concern.	

*CK and CM left the meeting during the following discussion.*

<b>BoM1-16.2.2</b>	<b>Potential Partnership with Institute of Tourism, Malta</b>	
Paper No:	Lead: P Little	Action requested: Discuss
Discussion/ Matters Arising	The feasibility of a potential partnership with the Institute of Tourism in Malta is still being investigated.	
Decision/Noted	A full written report will be submitted at the next meeting of the Development Committee on 2 November.	

<b>BoM1-16.2.3</b>	<b>SFC Funding Update</b>	
Paper No: BoM1-K	Lead: S Thompson	Action requested: Discuss
Discussion/	The Scottish Government Letter of Guidance to Scottish Funding Council:	

<b>Matters Arising</b>	Academic Year 2016-17 dated 10 September was tabled at the meeting.  ST advised that the final grant allocation letter from the Scottish Funding Council (SFC) was received on 2 September. This was subsequently presented at the FPRC on 9 September. The split in allocation of SFC capital/estates maintenance and student support grants was considered unfavourable for CoGC, as no recognition of the reallocation or growth for 15-16 had been taken into account. It was agreed that the Principal challenge this unfair distribution, and a copy of the letter sent to the SFC on 18 September highlighting these concerns, was provided. A response has yet to be received.
<b>Decision/Noted</b>	That the Board be provided with an overview on the principles of the SFC funding mechanisms will be provided at the Board Planning Event on 29 October.

<b>BoM1-16.3</b>	<b>Committee Items for Information</b>	
<b>BoM1-16.3.1</b>	<b>Education Scotland: AEV and External Review</b>	
<b>Paper No: BoM1-L</b>	Lead:	Action requested: Note
<b>Discussion/ Matters Arising</b>	A full Education Scotland Review will take place during January 2016.	
<b>Decision/Noted</b>	To note the excellent report.	

<b>BoM1-16.4</b>	<b>Committee Minutes</b>	
<b>BoM1-16.4.1</b>	<b>Performance, Remuneration and Nominations Committee</b>	
<b>Paper No: BoM1-M BoM1-N BoM1-O</b>	Lead:	Action requested: Note
<b>Decision/Noted</b>	To note the minutes of the PRNC meetings held on 30 June 2015, 7 July 2015 and 24 August 2015.	

<b>BoM1-16.4.2</b>	<b>Audit Committee</b>	
<b>Paper No: BoM1-P</b>	Lead:	Action requested: Note
<b>Decision/Noted</b>	To note the minute of the Audit Committee meeting held on 2 September 2015.	

<b>BoM1-16.4.3</b>	<b>Learning and Teaching Committee</b>	
<b>Paper No:</b>	Lead:	Action requested: Note
<b>Decision/Noted</b>	To note that the minute of the Learning and Teaching Committee meeting held on 8 September 2015 had yet to be submitted.	

<b>BoM1-16.4.4</b>	<b>Finance &amp; Physical Resources Committee</b>	
<b>Paper No:</b>	Lead:	Action requested: Note
<b>Decision/Noted</b>	To note the minute of the FPRC meeting held on 9 September 2015.	

<b>BoM1-17</b>	<b>Dates to Note</b>	
<b>Paper No:</b>	Lead:	Action requested: Note
<b>Decision/Noted</b>	Planning Event – 29 October 2015 Board of Management Meeting – 16 December 2015 Riverside Campus Official Launch with First Minister – 26 October 2015 Winter Graduation Ceremonies – 23 November 2015	

<b>BoM1-11</b>	<b>Chair's Remarks</b>	
<b>Paper No:</b>	Lead: D Baillie	Action requested: Note
<b>Discussion/ Matters Arising</b>	<p>DB advised that it was with regret that he announced his resignation as Chair and Member of City of Glasgow College Board, effective from 31 October. This decision was a direct result of a change in his day-to-day business commitments, which meant that he was now unable to commit sufficient time to undertake this role.</p> <p>He advised that he had been privileged to experience personal and professional fellowship from many dedicated people in the College and across the wider College sector. He intimated that he owed huge gratitude to the Board and Convenors for their support and commitment over the years, and also to the Executive Leadership Team who brought exceptional professionalism and energy to their roles. He thanked them for their support and encouragement. He further thanked P Clark for his diligent approach which had been a huge professional influence and he fully appreciated his dedication and service. He finally thanked the Principal for his vision, insight and courage and considered that by example, he had driven the College to ever greater levels of achievement and success.</p> <p>He was sure that the College would continue to be a guiding light in the sector across Scotland and beyond.</p> <p>DB further stated that he had consulted with the Regional Board, Principal Little and Vice Chair A Barron, with regard to an interim Chair arrangement. Following this consultation DB proposed that A Barron fulfil the role of Chair on an interim basis, with a timescale for the appointment of a new Chair to be agreed by the Board. This proposal was received with assent by the Board.</p>	

*The meeting closed at 1930 hours.*

Chair's Signature \_\_\_\_\_

Date \_\_\_\_\_



## ANNEX TO THE MINUTE

### ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
BoM1-6	<b>VS Update &amp; Use of Settlement Agreement:</b> Request an exemption from SFC to continue use of Settlement Agreements for staff leaving via VS.	JK	ASAP
BoM1-8	<b>Auditor General Section 22 Report: Coatbridge College:</b>  <ul style="list-style-type: none"> <li>- Ensure all information particularly in respect of payments/pay increases to senior staff will be fully documented in the PRNC minutes.</li> <li>- Ensure members are aware of any relevant policies and procedures in place.</li> <li>- Ensure that the recently agreed VS Policy is fully reviewed by relevant Committees.</li> <li>- Review recent Audit Scotland Reports particularly in relation to VS.</li> <li>- Provide the Board with training on VS at the next Planning Event in October.</li> </ul>	PC PC/JK PC/JK PC PC/JK	Ongoing Ongoing ASAP ASAP 29 10 15
BoM1-12	<b>Principal's Report:</b> Consider international student exchange on an individual basis.	AC	<b>ASAP</b>
BoM1-16.2.2	<b>Potential Partnership with Institute of Tourism, Malta:</b> Provide full written report at next meeting of Development Committee.	AC/PC	<b>02 11 15</b>
BoM1-16.2.3	<b>SFC Funding Update:</b> Provide overview on the principles of SFC funding mechanisms.	ST/PC	<b>29 10 15</b>

### ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
CoGCB5-05	<b>H&amp;S Annual Report:</b> Submit to FPRC prior to BoM.	FS/PC	2016 <b>Complete</b>
CoGCB5-05	<b>H&amp;S Annual Report:</b> Provide description of accidents and trend analysis within report.	FS	2016 <b>Complete</b>
CoGCB5-05	<b>H&amp;S Annual Report:</b> Consider proactive measures to reduce accidents/incidents.	FS	FPRC 09 09 15 <b>Ongoing</b>
CoGCB5-05	<b>H&amp;S Annual Report:</b> B Ahern to provide presentation on Risk Assessments.	FS	FPRC 09 09 15 <b>Ongoing</b>
	<b>H&amp;S Annual Report:</b> Address lack of first aid arrangements within Dornoch Street.	FS	FPRC 09 09 15 <b>Ongoing</b>
CoGCB5-06	<b>Board Evaluation Report:</b> Consider improved actions.	PC	<b>Complete</b>

CoGCB5-09	<b>Bring Your Own Device Policy:</b> Discuss and update Policy for further consideration.	FS/CM	30 09 15 <b>Ongoing</b>
CoGCB5-10	<b>National Bargaining Update:</b> Clarify wording under Point 5.	JK	30 09 15 <b>Complete</b>
CoGCB5-10	<b>Voluntary Severance Update:</b> Seek confirmation of funding from SFC.	JK	30 09 15 <b>Complete</b>
CoGCB5-17.1.1	<b>Property Disposals Programme:</b> Seek clarification on the claim for reversionary interest of the title of Florence Street.	JS/IM	FPRC 09 09 15 <b>Ongoing</b>
CoGCB5-17.1.1	<b>Property Disposals Programme:</b> Convene special meeting to consider 'Complex' appointments.	PC	<b>Complete</b>
CoGCB5-17.1.2	<b>Financial Budget 2015-16:</b> Clarify agreement on the allocation of SFC capital/estates maintenance and SFC student support grants within Glasgow Region.	ST	FPRC 09 09 15 <b>Complete</b>