Board of Management

Date of Meeting	**Wednesday 1 October 2025**
Paper No.	**BoM1-J**
Agenda Item	**5.2.1**
Subject of Paper	**Conveners Committee Meeting Minute – 25 August 2025**
FOISA Status	**Non Disclosable**
Primary Contact	**R Francis, Thorntons Law LLP, Governance Support**
Date of production	**September 2025**
Action	**For Noting**

1. Recommendations

To note the minute.

Convener to Review

Board of Management

Meeting of the Conveners' Committee

MINUTE OF THE 1ST MEETING OF THE CONVENERS' COMMITTEE HELD ON MONDAY 25 AUGUST 2025 AT 1500 HRS (CC1) VIA MS TEAMS

Present	
Charandeep Singh (Convener)	Chris Deery
Roddy Gillespie	Laura Heggie
In attendance	
Drew McGowan (AD Gov & Risk/Minute)	John Gribben
Apologies	
Paul Little	

Item CC1-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Apologies were received from P Little. The Committee was advised by D McGowan that the convenerships of the Development Committee and Learning, Teaching & Student Experience Committee were currently vacant and that appointments would be made at their first meetings of the academic year.	

Item CC1-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Members made no declarations.	

Item CC1-3.1	Minute of previous meeting held on 28 April 2025	
Paper No: CC1-A	Lead: Convener	Action requested: Decision
Decision/Noted	To approve the minute of the previous meeting.	

The Committee agreed to take item 4.1 next.

Item CC1-4.1	Pay Award for Non-NRPA Staff Update	
Paper No: Verbal	Lead: J Gribben	Action requested: Discussion
Discussion/ Matters Arising	J Gribben advised the Committee that national collective bargaining covers the majority of lecturing and support staff, but not a small group of senior staff, known as non-National Recognition and Procedure Agreement (non-NRPA) staff. The terms and conditions for non-NRPA	

	staff are determined by the Board and delegated to the Conveners' Committee. At its previous meeting on 24 April 2025, the Committee agreed to defer consideration of the non-NRPA staff pay award for 2025-26 until the conclusion of National Joint Negotiating Committee (NJNC) negotiations. J Gribben reported that negotiations were progressing well and required only confirmation of financial support from the Scottish Government to conclude. This confirmation was taking longer than expected, delaying trade union balloting of support staff. The Committee welcomed the update and discussed the reasons for the delay and any impact on staff sentiment. J Gribben advised that the likely cause was the parliamentary recess and expressed confidence that the matter would be resolved once the recess ended later this month. He also noted that the 2025-26 negotiations were significantly more advanced than in previous years and were therefore not negatively affecting staff sentiment. Members noted the previous decision to hold an extraordinary meeting to consider the non-NRPA staff pay award once national bargaining had concluded fully. J Gribben also took the opportunity to advise the Committee that the Personal Development Review (PDR) is currently in progress and all outcomes, which are a decision for the Principal, would be reported with a paper to the Committee at the earliest opportunity.
Decision/Noted	To note the verbal update and previous decision defer consideration of senior staff pay award for 2025-26 until the NJNC negotiations conclude.

Item CC1-3.2	**Committee Annual Report 2024-25**	
Paper No: CC1-B	Lead: D McGowan	Action requested: Decision
Discussion/ Matters Arising	The Committee's Annual Report for the 2024-25 academic year was tabled. Members discussed key business and attendance in the previous year and whether the meeting frequency was sufficient. D McGowan advised new members that previous members had found the frequency and business to be proportionate and noted that extraordinary meetings could be called where required rather than scheduled in advance.	
Decision/Noted	To approve the Conveners' Committee Annual Report 2024-25 and table for noting at the next meeting of the Board of Management.	

Item CC1-3.3	**Fellowship Nomination**	
Paper No: CC1-C	Lead: P Little	Action requested: Decision
Discussion/ Matters Arising	P Little submitted a nomination for D Anderson to receive a Fellowship for the Committee's consideration. In P Little's absence, D McGowan presented the paper. He advised that the Principal may nominate up to two individuals per year, and that D Anderson had been selected in recognition of his valued contribution to the corporate good of the College during a period of change for the Board and the College's transition to a regional college following the dissolution of the Glasgow Colleges' Regional Board (GCRB).	

	Members highlighted their experience of D Anderson providing effective leadership and strong support for the Board and the College and unanimously expressed their endorsement of the nomination. The Committee also wished to recognise D Anderson's 30 years' experience in senior roles in skills, economic development and urban regeneration in Scotland and across the UK, in addition to his voluntary work with a homelessness charity. Members noted that the Fellowship would be conferred at the graduation ceremony in November 2025. The Committee noted that the Board had delegated the responsibility for Fellowship nominations to it in June 2024 and that the current process was established in 2020. Members agreed to review the process at the meeting scheduled for January 2026.
Decision/Noted	To approve the Fellowship nomination for D Anderson for his valued contribution to the corporate good of the College. To agree to review the College's Fellowship nomination process at the Committee's next scheduled meeting.

Item CC1-4.2	**Draft Board Self-Evaluation 2024-25**	
Paper No: CC1-D	Lead: D McGowan	Action requested: Discussion
Discussion/ Matters Arising	D McGowan presented the draft Board's self-evaluation report for 2024-25 and confirmed that 94% participated in the annual exercise. He highlighted that the report had been improved with the addition of a scorecard that tracked satisfaction levels across all measures over four academic years. The Committee welcomed that the Board had recorded its highest levels of satisfaction with the College's governance and compliance with the Code of Good Governance to date. Members noted that measures in the Relationships and Collaboration section scored highly at 74–76% but were the lowest of all measures and agreed to continue this discussion under the next item on the Board Development Plan. Members also recognised the important contribution of student Board members and welcomed the high satisfaction rates and valuable feedback on ensuring they are best supported, including by meeting them in their own spaces.	
Decision/Noted	To agree to recommend the draft Board self-evaluation report for 2024-25 to the Board for final approval.	

Item CC1-4.3	**Draft Board Development Plan 2025-26**	
Paper No: CC1-E	Lead: D McGowan	Action requested: Discussion
Discussion/ Matters Arising	D McGowan presented the draft Board Development Plan for 2025-26. The Committee welcomed how the plan was clearly aligned with the findings and feedback from the draft Board self-evaluation report. Members also welcomed planned work on developing a Board Briefing for all staff to communicate the Board's work, as well as training sessions on Board member roles and responsibilities.	

	Building on the previous item, the Committee's discussion focused on stakeholder engagement, ensuring Board members can add value and that this is captured without straying into operational activity. Members emphasised that day-to-day roles and responsibilities should remain a priority, and that a balance should be maintained between a structured framework and more organic approaches. Members also considered reformatting the plan from next year, either by including only new actions or by listing recurring actions separately.
Decision/Noted	To agree to recommend the draft Board Development Plan for 2025-26 to the Board for final approval.

Item CC1-4.4	**Strategic Risk Review**	
Paper No: CC1-F	Lead: D McGowan	Action requested: Discussion
Discussion/ Matters Arising	The first quarterly review of the Strategic Risk Register and Management Action Plan (MAP) for the one risk reported to the Committee was tabled for discussion. D McGowan recommended a minor reduction to the score of SR5 from 9 to 6 in light of the dissolution of the GCRB and the College's transition to a regional college. The Committee was content with this recommended change. Members discussed the recent governance changes and, noting the several new members recently appointed, agreed that the next Board meeting should include a discussion on the implications, benefits and challenges of these changes. D McGowan confirmed that he would share this feedback with the Principal.	
Decision/Noted	To agree to recommend the Strategic Risk Register and MAPs to the Board for final approval. To request that the change in the College's designation be discussed at the next meeting of the Board.	

Item CC1-4.5	**Board and Committee Planning**	
Paper No: CC1-G	Lead: D McGowan	Action requested: Discussion
Discussion/ Matters Arising	The Committee reviewed the Board's forward plans for 2025-26 and 2026-27. D McGowan highlighted that the international branch campus scoping study would be tabled at the Board in October, and that the Riverside Innovation Centre business case would be reviewed by the Development Committee in October 2025 before being presented to the Board for final approval in December 2025.	
Decision/Noted	To review the planned business of the Board and committees for 2025-26 and 2026-27.	

Item CC1-5	**Any Other Notified Business**	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	To note that no additional business was notified.	

Item CC1-6	Review of Meeting	
Paper No: Verbal	Lead: Convener	Action requested: Note
Decision/Noted	C Singh thanked everyone for their attendance and contributions at the first meeting of the Committee in the new academic year.	

Item CC1-7	Disclosability of Papers	
Paper No: Verbal	Lead: D McGowan	Action requested: Note
Decision/Noted	That the disclosability status of the papers be retained as tabled.	

Item CC1-8	Date of Next Meeting	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	To note that the next scheduled meeting will take place on Monday 26 January 2026, with an extraordinary meeting expected before then.	

The meeting closed at 1630 hours.

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
CC1-3.3	**Fellowship Nomination:** Review the College's Fellowship nomination process at the next scheduled meeting.	ADGR	26 January 2026
CC1-4.4	**Strategic Risk Review:** Discuss the change in the College's designation at the next meeting of the Board	C Deery P Little	2 October 2025

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
CC3-3.2	**Non-NRPA Staff Pay Award:** Consider the 2025-26 pay award for non-NRPA staff after the NJNC negotiations conclude.	J Gribben	TBC
CC3-3.3	**Principal's Remuneration:** Write to the Chair of the GCRB to inform her of the Committee's decision regarding the Principal's remuneration.	D Anderson	**Complete** 9 May 2025
CC3-3.4	**Schedule of Meetings:** Table the agreed schedule of meetings for the Board's approval.	D McGowan	**Complete** 18 June 2025
CC3-4.1	**Terms of Reference:** Table the agreed amendments to the Committee's ToR for the Board's approval.	D McGowan	**Complete** 18 June 2025
CC3-4.2	**Board Development Plan:** To raise Board member external engagement and advocacy at the Board meeting.	D Anderson	**Superseded** 18 June 2025
CC3-4.4	**Strategic Risk Review:** To recommend the removal of SR26 (Public Health) from the Strategic Risk Register.	D McGowan	**Complete** 18 June 2025