Board of Management

Date of Meeting	Wednesday 25 March 2026
Paper No.	BoM3-I
Agenda Item	5.1.1
Subject of Paper	Conveners Committee Meeting Minute – 26 January 2026
FOISA Status	Non Disclosable
Primary Contact	M Walker, Associate Director of Governance and Risk
Date of production	Janaury 2026
Action	For Noting

1. Recommendations

To note the minute.

CITY OF GLASGOW COLLEGE

Board of Management

Meeting of the Convenors' Committee

MINUTE OF THE 2nd MEETING (CC2) HELD ON MONDAY 26 JANUARY 2026 AT 1500 HRS VIA MICROSOFT TEAMS.

Present	
Charandeep Singh (Convener)	Roderick Gillespie
Chris Deery	Laura Heggie
In Attendance	
John Gribben	Marcus Walker (Minute)
Paul Little	Amy Paterson

Item CC2-1.1	**Weclome and Apologies**	
Paper No:	Lead: Convener	Action requested: Note
	Apologies were received from Nicola Cameron. The Convenor welcomed Amy Paterson, Convenor of the Audit & Assurance Committee, as an attendee.	

Item CC-1.2	**Declaration of Interest**	
Paper No:	Lead: Convener	Action requested: Note
	None.	

Item CC2-2.1	**Minute of Previous Development Committee Meeting held of 25 August 2025**	
Paper No: CC2-A	Lead: Convener	Action requested: Approval
	The Committee APPROVED the minutes of the previous meeting.	

Item CC2-2.2	**College Chancellor**	
Verbal	Lead: P Little	Action requested: Approval
	The Committee NOTED that, in February 2018, the Board of Management had approved a proposal to enhance the College's external profile through the establishment of a College Chancellor role. The Principal advised that although the position remained vacant, it was intended to be undertaken by a high-profile public figure, as previously agreed by the Board. The Committee NOTED that the Chancellor would hold a largely ceremonial role, consistent with similar positions across the higher education sector. Typical duties would include occasional attendance at graduation ceremonies, the conferral of certain academic awards, and acting as a prominent ambassador for the College at both national and international levels. The Principal confirmed that the original Board paper and corresponding minutes were available for Members to review on	

	Admincontrol. The Committee DISCUSSED the continuing validity of the Board's 2018 approval and recent developments regarding a highly suitable prospective candidate. The Committee welcomed reassurance on any related costs or expenditure associated with the ambassadorial role. The Committee AGREED that, given the need to progress with both urgency and confidentiality, it reaffirmed the decision originally taken by the Board in February 2018. The Principal thanked Members and advised that, when appropriate, a written proposal would be brought forward to the Board at a suitable opportunity.

The Principal left the meeting.

Item CC2-2.3	**Homologation - Pay Award for Non-NRPA Employees**	
Verbal	Lead: J Gribben	Action requested: Note
	The Committee NOTED that, as approved via correspondence on 4 December 2025, the Pay Award, and arrears had been processed in line with the NRPA award for support staff, with no deviations. The Committee NOTED that the Performance Development Review (PDR) process for SMT & ELT had been complete for 2024/25 with the Principal acknowledging three members of SMT had exceed the expected performance level. The Committee NOTED that further update will be presented to the next Committee meeting regarding the PDR process for 25/26.	

Vice Principal People & Corporate Support left the meeting

Item CC2-2.4	**Homologation - Non-Executive Recruitment and Appointments / Co-option Procedure**	
Verbal	Lead: M Walker	Action requested: Note
	The Committee NOTED that, as approved via correspondence on 4 December 2025, a recruitment round to appoint two new non-executive Board members with expertise in *either People, HR & OD; ICT & Digital; or ESG* had commenced. The Associate Director of Governance & Risk informed the Committee that the required areas of expertise had been identified following its review of the Non-Executive Members' Skills Matrix. The Committee NOTED that, via correspondence, it had also approved a Non-Executive Recruitment Procedure and a Co-option Procedure to support the appointments process and the creation of a pipeline of prospective Board members.	

Item CC2-2.5	**Board Mentorship Procedure**	
Paper No: CC2-B	Lead: M Walker	Action requested: Approval

	The Committee NOTED the draft Mentorship Procedure, which outlined a formal process to ensure that all Board members were provided with an opportunity to receive peer-to-peer support. The Associate Director of Governance & Risk informed the Committee that the proposed creation of a mentorship programme for all Board members had been positively received by the Board of Management on 10 December 2025. The Committee DISCUSSED the following points in relation to the draft Mentorship Procedure: (i) The need to clarify the expectations of Board members regarding the minimum level of support they could expect from the scheme. (ii) The potential to involve a wider pool of mentors from both internal and external sources. (iii) The option to reshape the procedure into more of a ‘buddy’ scheme. The Committee welcomed the idea of a buddy scheme and AGREED that the Procedure should be developed further to reflect members’ comments. The Committee AGREED that a revised draft of the Procedure should be brought back to its next meeting. The Convenor directed the Associate Director of Governance & Risk to contact the Scottish Chambers of Commerce’s Head of Mentoring and Talent Programme for further guidance on the development of a buddy scheme.

Item CC2-3.1	**Board Development Plan 2025/26**	
Verbal	Lead: M Walker	Action requested: Discuss
	The Committee NOTED a verbal update on the redrafting of the Board Development Plan 2025/26, based on suggestions from the Board of Management. The Committee DISCUSSED progress and AGREED that a draft should be circulated for consideration in advance of the next meeting of the Board of Management. The Convenor advised the Committee that, if required, a short meeting should be held to discuss the Plan prior to its presentation to the Board.	

Item CC2-3.2	**Strategic Risk Review**	
Paper No: CC2-C	Lead: M Walker	Action requested: Discuss
	The Committee NOTED a Q2 strategic risk review update. The Associate Director of Governance & Risk highlighted that, due to changes in staffing, the Q3 strategic review would not be completed until the end of January 2026. The Committee DISCUSSED the Q3 Strategic Risk Review and AGREED that, once completed, the risks associated with the Committee should be circulated to Members for consideration and, if required, approval.	

Item CC2-6	**Any Other Notified Business**	
Paper No:	Lead: Convener	Action requested: Note
	No other business was notified.	

Item CC2-7	**Review of Meeting**

Paper No:	Lead: Convener	Action requested: Note
	The Committee thanked the Convenor for chairing an informative meeting. The Committee AGREED that the Convenor and the Associate Director of Governance & Risk should consider increasing the number of meetings held per year and move away from verbal updates where possible.	

Item CC2-8	Disclosability of Papers	
Paper No:	Lead: M Walker	Action requested: Note
	The Committee NOTED that the disclosability status of papers be retained.	

Item CC2-9	Date of Next Meeting	
Paper No:	Lead: Convener	Action requested: Note
	Date of Next Meeting – Monday 27 April 2026	

Meeting closes 16:20

ACTIONS FROM MEETING

Item	Description	Owner	Progress
CC2-3.1	**Board Development Plan:** The Committee discussed progress and agreed that a draft should be circulated for consideration in advance of the next meeting of the Board of Management	ADGR	Circulated 13.03.26
CC2-3.2	**Strategic Risk Register:** The Committee discussed the Q3 Strategic Risk Review and agreed that, once completed, the risks associated with the Committee should be circulated to Members for consideration and, if required, approval.	ADGR	Circulated 13.03.26
CC2-7	**Number of Meetings**: The Committee agreed that the Convenor and the Associate Director of Governance & Risk should consider increasing the number of meetings held per year and move away from verbal updates where possible.	ADGRE	In-progress.