

Board of Management

Meeting of the Development Committee

MINUTE OF 1st MEETING HELD ON MONDAY 3 OCTOBER 2016 AT 1730 HRS (DC1)

Present	
George Black (GB)	Karen Kelly (KK)
George Galloway (GG)	Paul Little (PL)
Joseph Hughes (JH)	Lesley Woolfries (LW) Convener
In attendance	
Paul Clark (PC)	Steven Murray (SM)
Roy Gardner (RG)	Ann Butcher (Minute)
Apologies for absence	
Stuart Patrick (SP)	

Item DC1-1	Apologies for Absence	
Paper No:	Lead: L Woolfries	Action requested: Note
Decision/Noted	Apologies were received from SP. LW welcomed JH to his first meeting of the Committee.	

Item DC1-2	Declarations of Interest	
Paper No:	Lead: L Woolfries	Action requested: Note
Decision/Noted	None.	

Item 7 was taken at this time.

Item DC1-7	Industry Academies Progression	
Paper No:	Lead: L Woolfries	Action requested: Note
Discussion/ Matters Arising	<p>SM provided the Committee with an overview of the Industry Academy activities within the Faculty of Business. Current entrepreneurial and innovating partnerships with business partners and schools were highlighted. Real time learning solutions are being developed in partnership with external organisations and it is hoped to provide future-proof professional training.</p> <p>Members thanked SM for his presentation and recognised the improvements made to the learning experience of students through the IA model.</p>	
Decision/Noted	It was agreed that a presentation from the Creative Industries Industry Academy Curriculum Head would be provided at the next meeting. Action: PC/Sandra Gunn	

SM left the meeting at this time.

Item DC1-3	Minute of the Development Committee meeting held on 18 April 2016	
Paper No: DC1-A	Lead: L Woolfries	Action requested: Approve
Decision/Noted	That the minute be approved subject to one minor amendment.	

	Matters Arising	
Paper No:	Lead: L Woolfries	Action requested: Note
Decision/Noted	<p>Retail Unit Phase 1 Operational Model RG confirmed that the Retail Unit Phase 1 is now complete. All units are now open and are fully operational. LW noted the ongoing requirement for submission of all business cases for approval by the Committee.</p>	

Item DC1-4	Committee Annual Report 2015-16	
Paper No: DC1-B	Lead: P Clark	Action requested: Note
Discussion/ Matters Arising	<p>The high-level review of the activities of the Development Committee throughout 2015-16 were reviewed. GB raised some concern in particular the international project with Nigeria. RG confirmed that whilst the College wished to respond to market demand, any unnecessary risks to the College's reputation would not be taken. He further affirmed that the contract with Nigeria LNG Limited was for the provision of consultancy services in Glasgow.</p> <p>RG confirmed that all recommendations arising from the UKVI investigation have now been addressed.</p>	
Decision/Noted	To approve the Committee Annual Report 2015-16.	

Item DC1-5	Committee Programme of Work 2016-17	
Paper No: DC1-C	Lead: P Clark	Action requested: Note
Discussion/ Matters Arising	<p>Members reviewed the Programme of Work 2016-17. For the purposes of this Committee, it was agreed that a review of Strategic Risks would be undertaken at all meetings.</p>	
Decision/Noted	To approve the Programme of Work 2016-17 subject to agreed amendment.	

Item DC1-6		Strategic Risk Review	
Paper No: DC1-D	Lead: P Clark	Action requested: Approve	
Discussion/ Matters Arising	<p>A full review of the strategic risks including the change to a 5x5 matrix has now been undertaken and the strategic risks relating to the Committee's remit were reviewed.</p> <p>It was agreed that the likelihood and impact of Risk 9 – '<i>Failure to recruit, retain and develop suitable staff</i>' be increased to 4x4 which would change the risk score to Red. This will be further reviewed at the next meeting of the Students, Staff and Equalities Committee.</p>		
Decision/Noted	<ul style="list-style-type: none"> To agree a reviewed risk score under Risk 9 for further review by the SSEC. To agree current risk scores and RAG ratings relating to the remit of the Committee. 		

Item DC1-8		Corporate Development Strategy	
Paper No: DC1-E	Lead: A Craig/R Gardner	Action requested: Discuss	
Discussion/ Matters Arising	<p>RG provided a review of the new approaches and strategic themes within the Corporate Development Strategy 2016-2021. The Committee noted that the update includes details of the 8 new Strategic Priorities and timelines. New Academy hubs, programmes and courses have been introduced with the opening of the new City Campus. Plans to develop the College's international footprint to include delivery of in-country provision and short courses in Glasgow are being considered.</p> <p>Discussion followed on the requirement to publish financial information within the document. It was suggested whilst this information should continue to be provided to the Committee, any financial activity be removed before publication. It was also noted that whilst this was a 5 year rolling strategy, any new areas of innovation will be incorporated and the Strategy be updated annually. RG confirmed that all financial information would be submitted within separate corporate development business cases at key stages for approval.</p>		
Decision/Noted	<ul style="list-style-type: none"> To note the content of the report. To provide a final draft Corporate Development Strategy at the next meeting for approval. 		

Item DC1-9		Report on Performance against Targets (Commercial & International)	
Paper No: DC1-F	Lead: R Gardner	Action requested: Discuss	
Discussion/ Matters	RG provided a review on the progress made towards Commercial		

Arising	<p>and International income targets for the two-month period August to September 2016. The commercial fee income projection to the end of 2017 is currently forecast to generate a 14% surplus. The income from international activity is forecasting a surplus of 4%. Members were reassured by the commercial income figures to date and congratulated all staff involved. S Thompson and RG continue to meet with Faculties to further consider additional activities including evening and weekend activity.</p> <p>The current secured income of tenders and proposals undertaken by the corporate team and Faculties to September 2016 was noted as £124 437. This equates to an overall surplus of 17% for all commercial activity to the end of July 2017. The breakdown of secured and active activity was noted. LW commended the team on the excellent conversion rates. It was agreed that a trend analysis of conversion rates since merger be provided.</p>
Decision/Noted	<ul style="list-style-type: none"> • To note the update report. • To provide a trend analysis of conversion rates since merger.

Item DC1-10	International Projects Update	
Paper No: DC1-G	Lead: R Gardner	Action requested: Discuss
Discussion/ Matters Arising	<p>RG provided the Committee with an update on the key International Project activity currently being undertaken by the College. He drew particular attention to the proposed partnership with Dubai Maritime City Authority (DMCA). The College was invited to provide a presentation on current Maritime capabilities in May with a further presentation provided by a senior delegation in June 2016. DMCA have subsequently requested that the College submit a proposal to scope the operational management of a new World Class College in Dubai. Discussions are at an early stage and any project business case proposals will be submitted to the Committee at a future date. An update will be provided at the next meeting.</p> <p>RG further updated members on his recent visit to the Zhejiang Technical Institute of Economics (ZJTIE). The College is currently providing successful delivery of the Certificate in Supply Chain Logistics with additional students being enrolled onto the College Procurement course. Extension of this current partnership to include teaching onto Advanced Diploma with the Management Development Institute of Singapore (MDIS) is currently being investigated.</p> <p>PL advised that the College is also exploring opportunities with North Island College, Canada. An MOU has been agreed with the delivery of a range of courses being considered.</p>	
Decision/Noted	To note the update report.	

Item DC1-11	Business Diversification Update
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Paper No: DC1-H	Lead: R Gardner	Action requested: Discuss
Discussion/ Matters Arising	<p>RG updated members on the Commercial Hub model in line with Business Diversification plans. Short course bookings from the Faculty of Nautical Studies have now been transferred to City Enterprises and are now responsible for all nautical short courses and senior marine bookings for the Faculty with income at end of July almost £2.2m.</p> <p>The VP Student Experience is currently exploring additional areas across each Faculty which would also benefit from this approach.</p>	
Decision/Noted	<p>To note the update report. To provide a further update at the next meeting.</p>	

Item DC1-12	International Travel Costs v Benefits Update	
Paper No: DC1-I	Lead: R Gardner	Action requested: Note
Discussion/ Matters Arising	<p>The report on all international travel undertaken by College staff between April – September 2016 was submitted and the review of costs against benefits was noted.</p>	
Decision/Noted	<p>To note the report. To include conversion rates within the report.</p>	

Item DC1-13	Any Other Notified Business	
Paper No:	Lead:	Action requested: Note
Decision/Noted	<p>EFQM Excellence Awards PL advised that City of Glasgow College has achieved the European Award for Sustaining Outstanding Results (2016) at this year's European Foundation for Quality Management (EFQM) Excellence Awards held in Milan.</p> <p>Gala Launch All board members have been invited to attend the Gala Launch on Thursday 27 October 2016. PL welcomed members to attend.</p>	

Item DC1-14	Disclosability of Papers	
Paper No:	Lead:	Action requested: Note
Decision/Noted	<p>To note that papers DC1-A, DC1-E, DC1-F, DC1-G, DC1-H and DC1-I were non-disclosable.</p>	

Item DC1-15	Date of Next Meeting	
Paper No:	Lead:	Action requested: Note
Decision/Noted	Monday 6 February 2016	

Meeting closed at 6.55 pm.

Convener's Signature _____

Date _____

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
DC1-7	Industry Academies Progression: Provide presentation from CH IA, Creative Industries.		
DC1-4	Strategic Risk Review: Review risk score under Risk 9 for further consideration at next meeting of SSEC.	PC	SSEC mtg
DC1-5	Corporate Development Strategy: Provide final draft for approval at next meeting.	RG	06 02 16
DC1-9	Report on Performance against Targets (C&I): Provide trend analysis of conversion rates since merger.	RG	06 02 16
DC1-11	Business Diversification Update: Provide update at next meeting.	RG	06 02 16
DC1-12	International Travel Costs v Benefits Update: Include conversion rates within report.	RG	06 02 16

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
DC3-3	Industry Academy Presentation: To provide a presentation on Industry Academies at next meetings of DC + LTC.	RG/PC	Next Meetings Dates TBC Complete
DC3-4	Strategic Risk Review: Update 'Date of Last Review'.	PC	ASAP Complete
DC3-5	Corporate Development Strategy: Update and provide additional financial information and timelines.	AC/RG	Next Meeting Date TBC Complete
DC3-7	Retail Unit Phase 1: Ensure all business models are submitted to the Committee for approval	AC/RG	As appropriate Complete
DC3-9	International Projects Update: Ensure all business cases are submitted to the Committee as appropriate.	AC/RG	As appropriate Closed
DC3-10	Business Diversification Update: Provide an update at the next meeting.	RG	Next Meeting Date TBC Complete
DC3-11	International Travel Costs v Benefits Update: Review the format of the report as agreed.	RG	Next Meeting Date TBC Complete
DC3-12	College (Private Training) Company: Submit proposals.	AC/RG	Next Meeting Date TBC Complete