

Board of Management

Meeting of the Board of Management

MINUTE OF 6th MEETING HELD ON 15 JUNE 2016 AT 1700 HRS (BoM6)

Present	
Alisdair Barron (AB) (Chair)	Colin McMurray (CM)
George Black (GB)	Debbie McNamara (DM)
David Eaton (DE)	Graham Mitchell (GM)
Peter Finch (PF)	Robert Morrison (RM)
Jim Gallacher (JM)	Stuart Patrick (SP)
Charlie Kaur (CK)	Ruta Simonyte (RS)
Karen Kelly (KK)	Eric Tottman-Trayner (ETT)
Paul Little (PL)	Lesley Woolfries (LW)
In attendance	
Paul Clark (PC)	Shane Thomas; CitySA VP L&T
Stuart Thompson (ST)	Ann Butcher (Minute)
Apologies for absence	
George Galloway (GG)	Frances McKinlay (FM)
Ian Gilmour (IG)	

Item BoM6-1	Apologies for Absence	
Paper No:	Lead: A Barron	Action requested: Note
Decision/Noted	Apologies for absence were received from GG, IG and FM.	

Item BoM6-2	Declarations of Interest	
Paper No:	Lead: A Barron	Action requested: Note
Decision/Noted	PC declared a potential interest in item 11 (Paper BoM6-H), Revised Code of Good Governance Consultation, given the prominence given to the Secretary to the Board role in the revised Code.	

Item BoM6-3	Minute of the previous Board meeting held on 6 April 2016	
Paper No: BoM6-A	Lead: A Barron	Action requested: Approve
Decision/Noted	The minute was approved.	

Matters Arising		
Paper No:	Lead: A Barron	Action requested: Note
Decision/Noted	PL reported that Robin Ashton had been appointed as Executive Director of Glasgow Colleges' Regional Board.	

Items 10 and 17.1.1 were taken at this time.

Item BoM6-10		Education Scotland – Student Excellence Report	
Paper No:	Lead: R Simonyte	Action requested: Discuss	
Discussion/ Matters Arising	<p>Shane Thomas (CitySA Vice President, Learning and Teaching) presented the report of the Education Scotland review of the College (2016) from the students' perspective. This presentation is in a navigable easily accessible electronic format, with embedded videos. The presentation will be made available via social media.</p> <p>The presentation highlighted key areas that were found to work well, including a finding that over 90% of students' progress to further learning, apprenticeships or employment, and the same proportion describe a sense of pride in being part of the College. A few areas to improve were highlighted, including routine reflection on classroom practice by teaching staff. The students report also highlighted student successful completion rates well above sector average.</p> <p>ST requested that the report be published on the College website. This was agreed.</p> <p>RS confirmed that the report will be included in the CitySA Annual Report.</p>		
Decision/Noted	<ul style="list-style-type: none"> • Presentation to be uploaded to the College website; • AB commended the ST's successful tenure as VP L&T. 		

Item BoM6-17		Reports from Board Committees	
BoM6-17.1		Committee Items for Noting/Information	
BoM6-17.1.1		Students' Association Annual Report	
Paper No: BoM6-L	Lead: R Simonyte	Action requested: Note	
	<p>RS introduced the CitySA Annual Report, which reported a successful year for CitySA. Among the highlights were the Freshers' Fair, feature themed months, and the Inspire Conference with 200 class reps and various guest speakers. The Board commended the CitySA Executive Team for a very successful year.</p>		
Decision/Noted	To note the CitySA Annual Report 2015-16.		

Item BoM6-4		Strategic Risk Review	
Paper No: BoM6-B	Lead: P Clark	Action requested: Approve	
	<p>PC presented the Strategic Risk Review, with a particular focus upon high-scoring risks. The board agreed the extension of a 5x5 risk score matrix across all strategic risks, as piloted with some Finance Risks.</p>		
Decision/Noted	<ul style="list-style-type: none"> • 5x5 Risk Score matrix to be implemented. • Risk Register of 01 June 2016 approved. 		

Item BoM6-5		Calendar of Meetings 2016-17	
Paper No: BoM6-C	Lead: P Clark	Action requested: Approve	
Discussion/ Matters Arising	PC presented the draft Board of Management Calendar. The schedule of dates was approved subject to one change: that the spring Board meeting be moved forward two weeks to avoid the spring holiday fortnight.		
Decision/Noted	To approve the Calendar of Meetings 2016-17 subject to the agreed amendment.		

Item BoM6-6		Committee Terms of Reference Review	
Paper No: BoM6-D	Lead: P Clark	Action requested: Discuss	
Decision/Noted	That the revised Terms of Reference of Board Committees be agreed.		

Item BoM6-7		Financial Memorandum (FM) between Regional Strategic body and Assigned College	
Paper No: BoM6-E	Lead: S Thompson	Action requested: Approve	
Discussion/ Matters Arising	<p>ST advised that the FM between GCRB and the 3 Glasgow Colleges was based on a draft provided by the SFC, with amendments based on feedback from the Colleges in discussion with SFC. The FM will be effective from 1 August 2016. Members raised concern with regard to Point 20, in particular the reference to the College's Chief Executive Officer (CEO) being accountable directly to the individual College governing body, and also directly to the Regional Strategic Body's Chief Officer.</p> <p>Whilst the need for accountability was understood it was suggested that this should be at Regional Board level - ie the College CEO should be accountable to the College Governing Body rather than the Regional Strategic Body Chief Officer. Concerns were also raised with regard to the reference to politically sensitive decision-making.</p>		
Decision/Noted	<ul style="list-style-type: none"> To submit revised wording for Point 20 and feedback to Regional Board/SFC. To request further guidance on "politically sensitive" decision making. 		

Item BoM6-8		Financial Plan (Budget) 2016-17	
Paper No: BoM6-F	Lead: S Thompson	Action requested: Approve	
Discussion/ Matters Arising	<p>A draft copy of the Glasgow College Regional Outcome Agreement Funding 2016-17 and additional narrative were tabled at the meeting. ST advised that the proposed budget fully incorporates the impact of the increased activity resulting from the implementation of the Curriculum for Glasgow plan. In addition, allocations for SFC funded growth have been added alongside the agreed efficiency related delivery required by CoGC. Final credit funding allocations have then been determined based on curriculum and price band profiles. It was noted that there remains disagreement from Glasgow Clyde College regarding the value of notional fees and split of efficiencies. The Board also noted the current disparity between the draft</p>		

Regional Model and a counter proposal by Clyde College.

ST further emphasised that the draft funding agreement handles both the projections and price groups of the Regional colleges differently. The proposed revised Price Groups would lead to a £74 000 reduction in allocation for CoGC. The grant application proposal would also result in a greater capital reduction of £152 000. This would result in a cumulative reduction of £226 000 for CoGC, in addition to the deficit of £512 000 as currently projected in the latest draft Financial Plan (below).

It was noted that discussions between GCRB and the 3 Glasgow Colleges are ongoing, which aim to agree a model and funding allocation by the end of June. The Board agreed that the proposed funding settlement would have a significant negative impact on the College's operating position.

The Board noted that the draft Financial Plan 2016-17 with a current projected deficit budget of £512k had been presented to the recent FPRC meeting and this draft plan was further considered by the Board. Members expressed their disappointment with the proposed reduced funding to CoGC which would prevent them from meeting their planned strategic priorities and commitment to the 2015-2020 Curriculum Plan.

The Board were unable to approve the Financial Plan, given the projected deficit and uncertainties in respect of grant funding, and requested that a contingency budget be prepared. It was noted that such a budget may necessitate cuts to key areas impacting upon students. However it was noted that this action may be required in order to reach a balanced budget.

Decision/Noted

- To authorise the College Executive to explore other income opportunities and cost saving plans to aim for a balanced budget by the end of July 2016.
- To authorise the College Executive to work with GCRB and the other Glasgow Colleges to achieve a positive agreement on the allocation of the SFC funding across Glasgow.

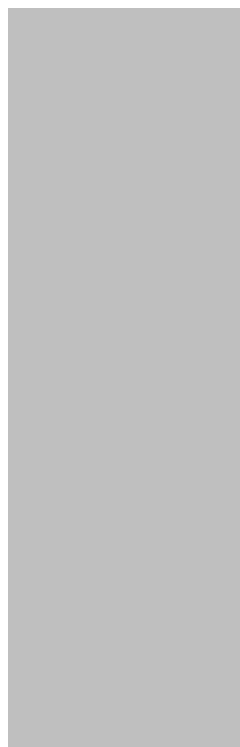
Item BoM6-9		Board Self Evaluation	
Paper No: BoM6-G	Lead: P Clark	Action requested: Discuss	
Discussion/ Matters Arising	PC provided a review of the Board Self Evaluation Report which was based on Board member scoring and comments relating to the seven principles of good governance in the International Framework of Good Governance. The key findings were reviewed and will be used to inform planning and delivery of Board integration and further development. Individual Board member appraisal is currently underway and guidelines for an external evaluation of the Board will be provided later in 2016.		
	Members noted that administration of future Board meetings would move towards paper reduction. Hard and electronic copies of all papers will be provided at the next full Board meeting as an interim measure. It was noted that in future hard copies will only be provided by exception.		
	PC also pointed to the requirement to publish all Board and Board Committee papers on the College website in accordance with the Code of Good Governance, and that Audit Scotland will be conducting a sector-wide		

	audit of compliance with the Code in the Autumn.
Decision/Noted	<ul style="list-style-type: none"> To approve the report. To consider additional training on Value for Money issues. To publish all Board and Committee agendas, minutes and disclosable papers on the College website.

Item BoM6-11		Revised Code of Good Governance Consultation	
Paper No: BoM6-H	Lead: P Clark	Action requested: Discuss	
Discussion/ Matters Arising	<p>The revised Code of Good Governance was considered. The main changes and additions were highlighted and discussed. PC confirmed that members' concerns regarding the extensive level of scrutiny applied to individual Board members had been fed back to the Task Group (via the Task Group Chair, Hugh Hall) and the SFC. PL also advised that following a discussion with the SFC, they confirmed that they fully appreciated the volunteer nature of College Board members and they did not intentionally wish to expose any risk to their reputation.</p> <p>Members were encouraged to provide individual online responses to the Consultation by 17 June.</p>		
Decision/Noted	To note the revised Code of Good Governance.		

Item BoM6-12		Chair's Remarks	
Paper No:	Lead: A Barron	Action requested: Discuss	
Decision/Noted	There was nothing further to report at this time.		

Item BoM6-13		Principal's Report	
Paper No:	Lead: P Little	Action requested: Discuss	
Discussion/ Matters Arising	<p>The Principal updated members on the following matters:</p> <ul style="list-style-type: none"> - A student from CoGC will join Team UK at the EuroSkills 2016 in Gothenburg. - A CoGC student has received a UK Cadet Officer award. - A College student who had been deported has now returned to the UK. The College is assisting him back into studies. - CoGC has hosted an ESOL conference with over 100 delegates in attendance. - The College has received positive endorsements from the Lord Provost and various parliamentary parties. - The Principal was recently interviewed on STV Live at 5. The interview reflected on the historic importance of the NHS building. A maritime documentary is currently being produced for September 2016. - Over 5 000 people have visited the Riverside Campus since November 2015. Further visits from the European Investment Bank and Strategy Committee of the European Council of Quality are also being planned. - The City Campus Time Capsule event on 7 June was attended by John Swinney who has subsequently submitted a letter of support for the College. - The CoGC Summer Graduation Ceremony is being held on 23 June at 		



- Glasgow Cathedral. Board members have been invited to attend.
- City Campus is on schedule to open by August 2016. The various migration challenges have been recognised and are being addressed with appropriate plans in place.
- The opening of City Campus will officially launch on 26/27 October. International and Maritime Symposiums will be held over the course of both days with a Gala being planned on the evening of 27 October.
- A copy of the Strategic Business Case (SBC) for New Campus 2 was circulated at the meeting. The SBC will be submitted to the SFC.
- Two senior members of staff have resigned and will be leaving the College during the summer period. The challenge in replacing exceptional staff members was recognised.

RS provided some feedback relating to the student graduation ceremonies. She emphasised some student concerns regarding the awarding of Fellowships which appeared to distract from the celebration of student achievements. The Principal understood their concerns, however emphasised that this was only a small part of the ceremony and it was not unusual for honorary doctorates/fellowships to be awarded at such events. He did however provide assurance that this issue would not undermine the celebration of student success.

Decision/Noted To note the update report.

Item BoM6-14 Employers’ Association Remit and Schedule of Meetings

Paper No BoM6-I	Lead: P Little	Action requested: Note
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**Discussion/
Matters Arising** PL and AB will represent the College on the Employers’ Association.

Decision/Noted To note the remit and schedule of meetings.

Item BoM6-15 Vice Principal Recruitment Update

Paper No: BoM6-J	Lead: P Little	Action requested: Note
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**Discussion/
Matters Arising** Interviews for Vice Principal Student Experience will be held on 16 June 2016.

Decision/Noted To note the update report.

Item BoM6-16 Health and Safety Annual Report

Paper No: BoM6-K	Lead: P Little	Action requested: Note
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**Discussion/
Matters Arising** The Health & Safety Annual Report covering period 1 July 2015 – 30 April 2016 was noted. A full Annual Report for session 2015-16 will be provided to the Board at its first meeting in session 2016-17 for approval, when the final quarterly report for 2015-16 will be completed.

Decision/Noted To note the quarterly report.

BoM6-17.2	Committee Minutes	
BoM6-17.2.1	Development Committee	
Paper No: BoM6-M	Lead:	Action requested: Note
Decision/Noted	To note the minute of the Development Committee meeting held on 18 April 2016.	

BoM6-17.2.2	Learning and Teaching Committee	
Paper No: BoM6-N	Lead:	Action requested: Note
Decision/Noted	To note the minute of the Learning and Teaching Committee meetings held on 3 May 2016.	

BoM6-17.2.3	Performance, Remuneration and Nominations Committee	
Paper No: BoM6-O	Lead:	Action requested: Note
Decision/Noted	To note the minute of the Performance, Remuneration and Nominations Committee meeting held on 9 May 2016.	

BoM6-17.2.4	Students, Staff and Equalities Committee	
Paper No: BoM6-P	Lead:	Action requested: Note
Decision/Noted	To note the minute of the Students, Staff and Equalities Committee meeting held on 18 May 2016.	

BoM6-17.2.5	Audit Committee	
Paper No: BoM6-Q	Lead:	Action requested: Note
Decision/Noted	To note the minute of the Audit Committee meeting held on 25 May 2016.	

BoM6-17.2.6	Finance and Physical Resources Committee	
Paper No: BoM6-R	Lead:	Action requested: Note
Decision/Noted	To note the minute of the Finance and Physical Resources Committee meeting held on 1 June 2016.	

AONB		
Paper No:	Lead:	Action requested: Note
Decision/Noted	AB paid tribute to PF, DM, and CK for their contribution to the Board, recognising their significant contribution to the College over the years. AB emphasised that the contribution made by these members to the business and ultimate success of the College included the creation of a new learning and teaching environment for future generations of students.	

BoM6-18		
Date of Next Meeting		
Paper No:	Lead:	Action requested: Note
Decision/Noted	Wednesday 31 August 2016	

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
BoM6-10	Education Scotland – Student Excellence Report: Upload on College website.	IG/RS/ST	ASAP
BoM6-4	Strategic Risk Review: Implement 5x5 risk score matrix.	PC	ASAP
BoM6-5	Calendar of Meetings: Update as agreed.	PC	ASAP
BoM6-7	FM between Regional Strategic Body and Assigned College: Submit revised wording for Point 20 and feedback to Regional Board/SFC.	ST	ASAP
BoM6-7	FM between Regional Strategic Body and Assigned College: Request further guidance on politically sensitive decision making.	ST	ASAP
BoM6-8	Financial Plan 2016-17: Explore other income opportunities and cost saving plans to aim for a break even budget.	ELT	Urgent
BoM6-8	Financial Plan 2016-17: Work with GCRB and Glasgow Colleges to achieve a positive agreement on the allocation of the SFC funding across Glasgow.	ELT	Urgent
BoM6-9	Board Self Evaluation: Consider additional training on VFM issues.	PC	Ongoing
BoM6-9	Board Self Evaluation: Publish all Board and Committee agendas, minutes and disclosable papers on the College website.	PC	Ongoing

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
BoM5-6	College Government Task Group Report: Feedback members' concerns.	PC	ASAP Complete
BoM1-8	Auditor General Section 22 Report: Coatbridge College: - Review recent Audit Scotland Reports particularly in relation to VS. - Provide the Board with training on VS at the next Planning Event in October.	PC	Ongoing Complete
CoGCB5-05	H&S Annual Report: Consider proactive measures to reduce accidents/incidents.	FS	FPRC 09 09 15 Ongoing
CoGCB5-05	H&S Annual Report: B Ahern to provide presentation on Risk Assessments.	FS	FPRC 09 09 15 Closed
CoGCB5-05	H&S Annual Report: Address lack of first aid arrangements within Dornoch Street.	FS	FPRC 09 09 15 Ongoing
CoGCB5-17.1.1	Property Disposals Programme: Seek clarification on the claim for reversionary interest of the title of Florence Street.	JS/IM	FPRC 09 09 15 Ongoing