

Board of Management

Meeting of the Board of Management

MINUTE OF 2nd MEETING HELD ON WEDNESDAY 10 OCTOBER 2018 AT 1530 HRS
(BoM2)

Present	
Alisdair Barron (AB) (Chair)	Paul Little (PL)
George Black (GB)	Colin McMurray (CM)
David Eaton (DE)	George McVerry (GMcV)
Jim Gallacher (JG)	Graham Mitchell (GM)
George Galloway (GG)	Anne Peters (AP)
Tracey Howe (TH)	Alex Robertson (AR)
Milea Leone (ML)	Lesley Woolfries (LW)
In attendance	
Paul Clark (PC)	Fares Samara (FS) (Item 4 only)
Jo Maguire (JM) (Item 5 only)	Ann Butcher (Minute)
Apologies for absence	
Karen Kelly (KK)	Eric Tottman-Trayner (ETT)
Stuart Patrick (SP)	

Item BoM2-1	Apologies for Absence	
Paper No:	Lead: Chair	Action requested: Note
Decision/Noted	Apologies for absence were received from KK, SP and ETT.	

Item BoM2-2	Declarations of Interest	
Paper No:	Lead: Chair	Action requested: Note
Decision/Noted	TH declared an interest under item BoM2-5, as her son is currently studying at the Glasgow School of Art (GSA), School of Architecture. LW also declared an interest under item BoM2-5, as an alumna of the GSA School of Architecture.	

Item BoM2-3	Minute of the Previous Board of Management Meeting held on Wednesday 22 August	
Paper No: BoM2-A	Lead: Chair	Action requested: Approve
Decision/Noted	That subject to one minor amendment, the minute be approved.	

Item 5 was taken at this time.

Item BoM2-5		Property Disposals/Development Update	
Paper No: BoM2-C	Lead: F Samara	Action requested: Discuss	
Discussion/ Matters Arising	<p>FS updated members on the disposal and development of NHS and CoB sites.</p> <p>North Hanover Street (NHS) A deposit of £1.5 m (portion of the £10.8 m) has now been received in a joint account with the balance to be paid when the sale concludes (June-Dec 2019). The move of the existing contract to provide telecom services (EE/Vodafone) from NHS to COB is being finalised. Arrangements to ensure that the telecom contracts are terminated appropriately were outlined.</p> <p>Charles Oakley Building (COB) FS referred to the agreement to lease COB to the Glasgow School of Art (GSA). The offer of a 5-year lease for occupation by the School of Architecture had been accepted with authority also being received from the SFC to lease part or all of the COB to GSA (following terms of a full cost recovery). A licence to occupy was granted on 24 08 18 and a refurbishment programme was subsequently undertaken by GSA, utilising AKP Scotland Ltd. These modifications as now largely complete.</p> <p>FS advised the Board of an incident involving the failure of a window mechanism at CoB, during the period covered by the license to occupy by AKP. Members were reassured that no one was injured. It was noted that the license to occupy also provided the handover of legal responsibility for COB to AKP.</p> <p>FS further reported that the College has received no confirmation of the GSA's intent to pursue the lease agreement and that, for the moment, negotiations have ceased. FS summarised 3 current options for the COB site ie Repurpose (develop), Lease (GSA) and Dispose.</p> <p>GM enquired as to the liability for the costs of any damages to COB with respect to current improvement works. Also, in terms of the commercial lease, GM enquired as to any dilapidation agreement included under the licence to occupy? He further queried the responsibility of insurance liability.</p> <p>FS confirmed that a dilapidation notice was signed under the Heads of Terms agreement through negotiations with Gardiner Theobald. The five year lease included arrangements to ensure that the fabric of the building is maintained. He considered that the insurance liability was the responsibility of AKP, which FS would confirm.</p> <p>GM added that all liabilities and insurance responsibilities would need to be affirmed should GSA wish to terminate their licence agreement.</p> <p>GB considered that the current position was unsatisfactory particularly considering the money spent on refurbishing the building. The College had also put on hold its own proposal to repurpose and develop the existing building to create a research and innovation centre. GB emphasised the importance of seeking legal advice with regard to</p>		

responsibility for the refurbishment spend.

LW considered that the licence to occupy was a lighter version of a formal contract, and that the College should now reaffirm its position, and provide a full business case for the proposed new development of CoB. LW further added that clarity on the insurance position should be found within the construction contract.

FS agreed the need to terminate the license via a deed of renunciation and that assurance would be sought with respect to reinstatement of any expenditure.

Discussion followed on the Board's original recommendation to repurpose the COB facility to match changes in curriculum demand, which focussed on innovation. Members supported the original proposal to develop a full business case for a new innovation and knowledge exchange centre for submission to the SFC. It was also recognised that GCRB should also be fully informed of the College's intentions to deliver and expand its current curriculum as planned prior to the proposal to assist GSA with accommodation at CoB. JG further proposed the development of a regional innovation centre. Members supported this collaborative approach.

Decision/Noted

- To note the progress with respect to the disposal of NHS site.
- To seek clarification from GSA on their intentions to lease COB and, depending on the outcome, consider progressing a deed of renunciation.
- To continue to develop a strategy for a regional innovation centre in collaboration with GCRB.

FS left the meeting at this time. Item 4 was taken.

Item BoM2-4		Evaluative Report and Enhancement Plan	
Paper No: BoM2-B	Lead: D Dickson	Action requested: Approve	
Discussion/ Matters Arising	<p>DD advised on the requirement to submit an Evaluative Report and Enhancement Plan to the SFC and Education Scotland (ES) by 31 10 18. The Evaluative Report provides a review of CoGC's provision and services against quality indicators within the ES framework and Action Plan, and the College's plan for improvement for 2018-19. These were reviewed. DD added that all aspects of the report have been provided in line with the quality arrangements guidance with one addition ie the provision of areas of good practice. A formal pre-endorsement meeting is scheduled with SFC and ES on 15 10 18 with formal endorsement likely during November.</p> <p>TH commended the report however suggested that clarity on the range and level of programmes within the areas of good practice should be provided. This was agreed. Recurring detail on staff and student engagement will also be included.</p>		
Decision/Noted	<ul style="list-style-type: none"> • To endorse the Evaluative Report and Enhancement Plan for Academic Year 2017-18. 		

DD left the meeting at this time.

Item BoM2-6		Students' Association (SA) Update	
Paper No: BoM2-D	Lead: M Leone	Action requested: Discuss	
Discussion/ Matters Arising	<p>ML provided members with the following update on Students' Association activities:</p> <ul style="list-style-type: none"> • 804 class representatives have now been elected. Positive feedback has been received following welcome meetings. • 36 new ideas have been posted on MyVoice. A new topic has recently been launched. • The various society and sports programmes are well attended. 6 new societies have been formed this session. • 2 Green Impact Projects – City Habitat and City Goes Green are being progressed. • The SA are working towards the Healthy Body Healthy Mind 5+ Award. • The Student Mental Health Agreement has now been agreed. Various activities relating to Mental Health and Wellbeing are being considered with input from both the SA and College staff. • Various activities including world Mental Health Day, Black History Month and SA on Campus have been undertaken. • This year's Fresher's Fair was very successful with approximately 7341 and 1246 students attending City and Riverside Campuses respectively. The various highlights were noted. • The new SA Website will be launched during November. 		
Decision/Noted	To note the update report.		

Item BoM2-7		Leadership Reorganisation Update	
Paper No: Verbal	Lead: P Little	Action requested: Discuss	
Discussion/ Matters Arising	<p>PL advised that over 40 collective and 150 1:1 consultation have been undertaken since February 2018. The consultation process is now complete.</p> <p>2 Dean, 13 Associate Dean and 2 Associate Directors have now been appointed with recruitment and interview arrangements ongoing for outstanding positions. 23 existing Curriculum Heads (CH) have been assimilated into new roles with 53 CH roles now advertised internally. Outcomes of CH interviews will be announced by the end of October. Further 1:1 interviews will be held with any Senior Lecturers who have been unsuccessful in their application for the role of CH.</p> <p>Interviews for the new IT Director are now complete with the appointee joining the College in December. Recruitment for the Head of Performance, Learning Support and Inclusion management is underway.</p> <p>A Leadership Reorganisation update will be circulated to staff this week. Appropriate update information will also be communicated to students.</p>		
Decision/Noted	To note the update report.		

Item BoM2-8		National Bargaining Update	
Paper No: BoM2-F	Lead: Chair	Action requested: ~Discuss	
Discussion/ Matters Arising	<p>ST updated the Committee on the recent progress in the teaching and support staff national bargaining negotiations.</p> <p>Teaching Staff EIS members have rejected the Employers Association (EA) cost of living pay award and have requested an award which would mean that the top of the unpromoted lecturer scale would move from £41 026 to £45 526 on 01 04 19 resulting in a further 15.7% increase in addition to the 9% through harmonisation. This request would cost the sector an additional £60 m over the 3 year period.</p> <p>Following recent meetings with both the EIS and EA, the Deputy First Minister and Cabinet Secretary for Education and Skills has emphasised that as the principal funder of the sector, any settlement would have to be affordable for Colleges and for the Scottish Government.</p> <p>Support Staff A 2 year cost of living pay award and core terms and conditions has been accepted by support staff unions. The main focus for discussion will now be on the implementation of job evaluation.</p>		
Decision/Noted	To note the update report.		

Item BoM2-10		Chair's Remarks	
Paper No: Verbal	Lead: Chair	Action requested: Discuss	
Decision/Noted	There was nothing further to report under Chair's remarks.		

Item BoM2-11		Principal's Report	
Paper No: Verbal	Lead: P Little	Action requested: Discuss	
Discussion/ Matters Arising	<p>PL advised that first choice applications still currently stand at 20 000 with a huge variation in demand across courses. The process is closely monitored with potential to increase January start enrolments. It is anticipated that the College will deliver the SFC 2018-19 credit target of 180 036. It was also noted that leaver destinations are moving in a more positive direction in comparison with previous years.</p> <p>Members noted that Willie McCurrach will receive his OBE on 11 10 18 for Services to Education in the Hospitality Industry. They commended this well-deserved recognition.</p> <p>PL further highlighted his key appointments and visits including the Head of Royal Fleet Auxiliary, the Head of the General Teaching Council Scotland, Lord Lyon and the UK Shipping Minister. Cabinet Secretary Richard Lochhead will also visit the Students' Association tomorrow (11 10 18).</p>		

	<p>The following student achievements were also noted:</p> <ul style="list-style-type: none"> • College MN Cadets attended a ceremony in George Square to mark the MN Memorial Day. • A BA Photography student was one of this year's winners of the Portrait of Britain competition. • Team UK also returned from EuroSkills 2018 with one of CoGC's students winning a medallion of excellence in Cookery. WorldSkills UK will be held on 15-17 11 18. • 5 HND Professional Cookery students won the prestigious Atlantic Cup trophy for the third time in a row.
Decision/Noted	To note the update report.

Item BoM2-12	Strategic Risk Review	
Paper No: BoM2-G	Lead: P Clark	Action requested: Note
Decision/Noted	To note the update report.	

Item BoM2-13	Board Recruitment	
Paper No: Verbal	Lead: P Clark	Action requested: Note
Discussion/ Matters Arising	PC referred to earlier deliberations in relation to increasing diversity of Board membership which will be a key consideration during the current recruitment process.	
Decision/Noted	To note the update.	

Item BoM2-14	BRE Post Occupancy Evaluation Report	
Paper No: BoM2-H	Lead:	Action requested: Note
Discussion/ Matters Arising	<p>The BRE Post Occupancy Evaluation Report, which consists of 2 parts, an Operational Review and a Functional Performance Review, was submitted for review. The Report provides an extensive review of the project documentation and follows up with building observations and extensive perception surveys.</p> <p>Members noted that <i>'initial BRE review activities and user feedback confirm that the building is not only performing well from an operational standpoint, but also provides a healthy, productive and happy learning and working environment – already going some way to demonstrating value for investment and delivery against the full business case objectives'</i>.</p>	
Decision/Noted	To note the report.	

Item BoM2-15	GCRB Briefing	
Paper No: BoM2-I	Lead: P Clark	Action requested: Note
Decision/Noted	To note the Glasgow Region update for Board members.	

Item BoM2-16	Reports from Board Committees	
Item BoM2-16.1	Committee Minutes	
Item BoM2-16.1.1	Students, Staff & Equalities Committee	
Paper Nos: BoM2-J	Lead: Convener	Action requested: Note
Decision/Noted	To note the draft minute of the Special Students, Staff and Equalities Committee meeting held on 28 August 2018. In relation to the Leadership Reorganisation, AB restated that whilst acknowledging the concerns of teaching staff, and recognising the overall effect of change on staff lives, the Board had to consider the ongoing financial stability and quality of the Learning and Teaching environment. AB expressed the hope that, in future, management and TU representatives would work even better together to improve learning opportunities and the student experience.	

Item BoM2-16.1.2	Learning & Teaching Committee	
Paper Nos: BoM2-K	Lead: Convener	Action requested: Note
Decision/Noted	To note the draft minute of the Learning and Teaching Committee meeting held on 5 September 2018.	

Item BoM2-16.1.3	Audit Committee	
Paper Nos: BoM2-L	Lead: Convener	Action requested: Note
Decision/Noted	To note the draft minute of the of the Audit Committee meeting held on 12 September 2018.	

Item BoM2-16.1.4	Finance & Physical Resources Committee	
Paper Nos: BoM2-M	Lead: Convener	Action requested: Note
Decision/Noted	To note the draft minute of the Finance and Physical Resources Committee meeting held on 26 September 2018.	

Item BoM2-16.1.5	Performance & Nomination Committee	
Paper Nos: BoM2-N	Lead: Convener	Action requested: Note
Decision/Noted	To note the draft minute of the Performance and Nominations Committee meeting held on 1 October 2018.	

Item BoM2-16.1.6	Remuneration Committee	
Paper Nos: BoM2-O	Lead: Convener	Action requested: Note
Decision/Noted	To note the draft minute of the Remuneration Committee held on 1 October 2018.	

Item BoM2-17		Any Other Notified Business	
Paper No:	Lead: Convener	Action requested: Note	
Decision/Noted	None.		

Item BoM2-18		Disclosability of Papers	
Paper No: Verbal	Lead: P Clark	Action requested: Note	
Decision/Noted	That the disclosability status of the papers from this meeting remain as stated at this point.		

Item BoM2-19		Date of Next Meeting	
Paper No:	Lead: Convener	Action requested: Note	
Decision/Noted	Wednesday 5 December 2018		
	Key Date: Winter Graduation Ceremony – 26 November 2018		

Item 9 was taken.

Item BoM2-9		Planning Day Review	
Paper No:	Lead: Convener	Action requested: Note	
Decision/Noted	PL summarised the overall College strategic positioning as outlined and discussed at the Board Planning Day, i.e. that the College should not be identified as an “FE College” but that CoGC has a unique position as a College HE provider – a Supercollege . PL emphasised the need to maintain a lead influencing position in the sector. The College needs to increase its collaboration partnerships with other institutions both within the UK and internationally.		

The meeting closed at 1830 hours

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
BoM2-5	Property Disposals/Development Update: Seek clarification from GSA on their intentions to lease COB and further consider progressing a deed of renunciation.	FS	ASAP
BoM2-5	Property Disposals/Development Update: Continue to develop a strategy for a regional innovation centre in collaboration with GCRB.	FS	ASAP

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
BoM1-5	Leadership Reorganisation Update: Hold special meeting of SSEC to meet with EIS officials.	AB/PC	ASAP Complete
BoM1-5	Leadership Reorganisation Update: Provide update report at the next meeting of the Board.	PL/PC	10 10 18 Complete
BoM6-17.3.2	LTC: Invite Karen Corbett to Planning Event.	PC	Ongoing Deferred
BoM3-15	AONB: Board Member Links with Faculties: Consider reportage process to Board Committees.	PC	Ongoing
BoM2-7	Board Member Appraisals: Members to complete and return appraisal forms.	ALL	Ongoing
BoM6-3	Matters Arising: Provide update paper on FM between Regional Strategic Body and Assigned College.	ST	Ongoing
BoM5-7	College Equality Statutory Reports: Circulate link to the online ED&I tutorial.	PC	Ongoing