

Board of Management

Meeting of the Performance and Nominations Committee

MINUTE OF THE 3rd MEETING HELD ON MONDAY 14 JANUARY 2019 AT 1700 HRS
(PNC3) AT CITY CAMPUS

Present	
Alisdair Barron (AB)	Paul Little (PL) (Principal)
George Black (GB)	Colin McMurray (CM) (Teleconference)
Jim Gallacher (JG)	Lesley Woolfries (LW) (Convener)
Karen Kelly (KK)	
In attendance	
Paul Clark (PC) (College Secretary/Minute)	Douglas Dickson (DD)
Apologies for absence	

Item PNC3-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	None received. CM to teleconference.	

Item PNC3-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	None	

Item PNC3-3	Minute of the Performance & Nominations Committee meeting held on 28 11 18	
Paper No: PNC3-A	Lead: Convener	Action requested: Approve
Discussion/ Matters Arising	The minutes were accepted as a true and accurate record. PC reported on the commission of Board Pins/Brooches, including prices for the three variants. It was confirmed that 5 examples of each should be purchased as quoted.	
Decision/Noted	Approved.	

Item PNC3-4	Review of Board Recruitment Process	
Paper No: Verbal	Lead: Convener	Action requested: Approve
Discussion/ Matters Arising	PC reported on progress regarding the current BoM recruitment. It was noted that there was a good balance of female and male applicants to	

date. Recruitment circulation. PC reported on meetings with prospective candidates. The Committee noted the short film featuring two female CoGC Board members, that features on the College website, encouraging less experienced potential Board members to apply.

Applications close on Friday 18th, with shortlisting at the end of January. There will be student representation on the shortlisting panel.

Decision/Noted

The Committee agreed the approach taken in the recruitment process.

Item PNC3-5		College Performance Improvement Measures	
Paper No: PNC3-B	Lead: D Dickson	Action requested: Note	
Discussion/ Matters Arising	<p>DD stated that this report should be seen alongside the Evaluative Report and Enhancement Plan.</p> <p>All courses are reviewed and rated according to performance. Initially each Faculty is invited to review their portfolios, then a panel is convened, including the VP Student Experience. Each faculty review is scrutinised with an analysis of PIs, recruitment, and financial considerations.</p> <p>Courses that have had issues over a 3-year period are identified, and placed under further monitoring via a performance action group, to ensure that improvements are being driven. Courses and faculties are provided with targets for evaluation.</p> <p>JG requested detail of the links with targets in the Regional Outcome Agreement (ROA). DD indicated that ROA targets are included in the review of faculty improvement targets. It was agreed to make this more explicit. PL reported on the process of setting ROA targets, with CoGC input. PL reflected that the CoGC targets are more ambitious than those of the other colleges, which have more strategic emphasis upon social need than challenging targets. AB referred to a prolonged discussion at Chairs and Principal's meeting, at which the ambitious CoGC targets were discussed. It was noted that CoGC PIs raise the regional average.</p> <p>JG also raised the issue of SQA updating of courses and the impact of delays to this process upon the CoGC curriculum. DD outlined the difficulties with FT HE due to the reliance upon fixed frameworks, whereas with FE there is greater flexibility. DD outlined the timescale involved in implementing change, which is lengthy. PL described the need for review and change in the context of industry relevance. AB pointed to the need to offer the best available qualification, rather than working within an out of date framework.</p> <p>However, PL highlighted that in the maritime sector, there is an appreciation of the value of traditional learning, which is difficult to change. CM confirmed that there is a degree of frustration among schools over their ability to change the curriculum to ensure qualifications are fit for purpose. JG suggested that, longer term, pressure be brought to bear (e.g. via Colleges Scotland) to change the SQA model, within which courses are designed.</p> <p>PL referred to the new Learning Enhancement Committee at the SFC, which may provide a vehicle for prompting change.</p>		

	<p>AB suggested that CoGC and Edinburgh College might together lobby for change.</p> <p>LW requested reference to ROA in future, and more horizon scanning regarding more useful qualifications, which are more “fit for purpose”.</p>
Decision/Noted	<p>Actions:</p> <p>DD to make explicit reference to ROA in review of Faculty Improvement targets.</p> <p>PL to consider strategies for change to enable the updating of courses.</p>

Item PNC3-6		Strategic Risk Review	
Paper No: PNC3-C	Lead: P Clark	Action requested: Note	
Discussion/ Matters Arising	<p>PC reported on key Risk Management Action Plan updates. With reference to the risks associated with Brexit, PL suggested that the interests of colleges should be represented in Brussels via a college sector delegation. PL highlighted the European funding and match funding which is currently made available to the sector, and its potential impact upon students.</p> <p>PL reported on additional resources allocated to cyber security in response to a query from CM re cyber essentials accreditation delay.</p>		
Decision/Noted	Action: Agreed to include Brexit session at February BOM Planning Day on 13 February. (PC).		

Item PNC3-7		National Bargaining Update	
Paper No: PNC3-D	Lead: P Little	Action requested: Note	
Discussion/ Matters Arising	<p>PL introduced the paper, and reported on latest developments, including the current EIS industrial action. PL provided further context and an interpretation of how the position may develop. Members discussed the impact of the EIS demands and actions upon the College and sectoral financial position, and the impact upon the student experience.</p>		
Decision/Noted	Noted		

Item PNC3-8		Committee Terms of Reference	
Paper No: PNC3-E	Lead: P Clark	Action requested: Note	
Discussion/ Matters Arising			
Decision/Noted	Noted and agreed.		

Item PNC3-9		Any Other Notified business	
Paper No: Verbal	Lead: Convener	Action requested: Approve	
Discussion/ Matters Arising	None		
Decision/Noted			

Item PNC3-10	Disclosability of Papers	
Paper No: Verbal	Lead: Convener	Action requested: Discuss
Discussion/ Matters Arising	The disclosability status of papers to remain unchanged.	
Decision/Noted		

Item PNC3-11	Date of Next Meeting	
Paper No:	Lead:	Action requested: Note
Decision/Noted	Monday 29 April 2019	

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
Item PNC3-5	Make explicit reference to ROA in review of faculty targets	DD	29.04.19
Item PNC3-5	Consider strategies for enabling updating of courses	PL	29.04.19
Item PNC3-6	Include strategic discussion on Brexit at Board Planning Day on 13 th February	PC	13.02.19

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
Item PNC2-4	Progress Board appointments	PC	14.01.19 Complete
Item PNC2-5	Progress Board member appraisals	AB	14.01.19 Complete
Item PNC2-6	Clarify proposed amendment to Regional MoU	PC	ASAP Complete
Item PNC2-6	Progress commission of BoM Pins/Brooches	PC	14.01.19 Complete