

Board of Management

Meeting of the Board of Management

MINUTE OF 4th MEETING HELD ON WEDNESDAY 12 FEBRUARY 2020 AT 1530 HRS
(BoM4)

| Present | |
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| Alisdair Barron (AB) (Chair) | May Miller (MM) (Co-optee) |
| Dylan Duff (DD) | Graham Mitchell (GM) |
| David Eaton (DE) | Stuart Patrick (SP) |
| George Galloway (GG) | Ronnie Quinn (RQ) |
| Lorna Hamilton (LH) | Audrey Sullivan (AS) |
| Paul Hillard (PH) | Lesley Woolfries (LW) |
| Karen Kelly (KK) | Rebekah Widdowfield (RW) |
| Paul Little (PL) | |
| In attendance | |
| Paul Clark (PC) | Ann Butcher (Minute) |
| Apologies for absence | |
| David Cullen (DC) | Jim Gallacher (JG) |
| Sarah Erskine (SE) | Robyn Lambert (RL) |

| Item BoM4-1 | Apologies for Absence | |
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| Paper No: | Lead: Chair | Action requested: Note |
| Decision/Noted | Apologies for absence were received from DC, SE, JG and RL. | |

| Item BoM4-2 | Declarations of Interest | |
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| Paper No: | Lead: Chair | Action requested: Note |
| Decision/Noted | tbc | |

| Item BoM4-3.1 | Minute of the Previous Board of Management Meeting held on Wednesday 4 December 2019 | |
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| Paper No: BoM3-A | Lead: Chair | Action requested: Approve |
| Decision/Noted | That the minute be approved. There were no Matters Arising. | |

| Item BoM4-3.2 | Strategic Risk Register | |
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| Paper No: BoM3-C | Lead: P Clark | Action requested: Approve |
| Discussion/ Matters Arising | PC confirmed that a full review of strategic risks is currently underway involving Risk owners and appropriate Board Committees. No significant | |

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| | changes to Risk MAPs and risk scores were raised and the updated Risk Register was approved. |
| | The trend analysis of risk scores currently illustrates a reduction of the average risk score from June 2019. |
| Decision/Noted | To note and approve the revised Risk Register dated 05 02 20. |

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| Item BoM4-4.1 | Planning Day Reflections | |
| Paper No: BoM3-C | Lead: P Clark | Action requested: Approve |
| Decision/Noted | There was no further discussion under this item. | |

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| Item BoM4-5.1 | Honorary Fellowship | |
| Paper No: BoM3-C | Lead: Principal | Action requested: Approve |
| Discussion/ Matters Arising | <p>A proposal paper on formalising the creation of Honorary Fellowships at the College was submitted and endorsed at the last meeting of PNC. Members agreed the need to formalise the criteria and nomination process and subject to the addition of a removal procedure (e.g. should the College Values and/or Code of Conduct be breached), the proposal was agreed. Completion of an EIA will also be considered.</p> <p>Whilst recognising that Fellowships are awarded on merit and skills base criteria, RW requested that an overall balance in diversity, in particular gender, be considered when conferring a College Fellowship. A more proactive approach was also to be undertaken in identifying potential fellows.</p> | |
| Decision/Noted | To approve the award process for Honorary Fellowships pending amendment as agreed. | |

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| Item BoM4-5.2 | Board Appraisals | |
| Paper No: BoM3-C | Lead: P Clark | Action requested: Approve |
| Decision/Noted | The Board appraisal process is currently ongoing. Excellent participation by all members was acknowledged. | |

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| Item BoM4-5.3 | External Board Effectiveness Review | |
| Paper No: BoM3-D | Lead: P Clark | Action requested: Approve |
| Discussion/ Matters Arising | The procurement of an external facilitator is ongoing with a draft scope for the invitation to tender being reviewed. Approval of the preferred bidder will be submitted at the PNC for endorsement. | |
| Decision/Noted | To note the update report. | |

| Item BoM4-6 | Any Other Notified Business | |
|---------------------|--|------------------------|
| Paper No: Verbal | Lead: Principal | Action requested: Note |
| Decision/Noted | <p>Education Scotland PL update members on the feedback received following the Education Scotland Progress visit held this week. A verbal report on their findings has been provided with the overall evaluation being excellent with practice worthy of dissemination. A final written report will be available from the end of March and will be shared with Board members.</p> <p>Fraud Investigation PL provided a brief update on the ongoing fraud investigation with a full report being submitted at the next meeting of the Audit Committee.</p> <p>Staff Update The position of Performance and Improvement Director will be advertised at the end of this month. The Associate Director of Innovation and STEM has recently resigned and a redistribution of duties for this area is currently being considered.</p> | |

| Item BoM4-7 | Disclosability of Papers | |
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| Paper No: Verbal | Lead: P Clark | Action requested: Note |
| Decision/Noted | That the disclosability status of papers remain unchanged. | |

| Item BoM4-8 | Date of Next Meeting | |
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| Paper No: | Lead: | Action requested: Note |
| Decision/Noted | Date of Next Meeting – Wednesday 11 March 2020 | |

The meeting closed at 1630 hours

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

| Item | Description | Owner | Target Date |
|------|-------------|-------|-------------|
| | None | | |

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

| Item | Description | Owner | Target Date |
|------------|---|----------------|-----------------------------|
| BoM3-6.1.1 | Annual Procurement Report: Seek legal advice on information disclosed within relevant College documentation. | PC | ASAP Complete |
| BoM3-6.1.1 | Annual Procurement Report: Review detail required under Section 9. | ST | ASAP Complete |
| BoM3-4.4 | Board Member Appraisal: Circulate appraisal pro forma for completion and return. | PC/ALL | ASAP Complete |
| BoM2-2.1 | Student Profile and Performance 2018-19: Provide a more detailed breakdown of the success outcomes for the key student groups. | PC (for DD/GP) | BoM Mtg 04 12 19 |
| BoM1-6 | TDAP Update: <ul style="list-style-type: none"> Next L&T meeting; SL to expand on financial impact/ business case. | SL | 05/11/19 Complete |
| BoM1-9 | Board Tenures: AB to complete Board member appraisals | AB | 2019-20 Complete |
| BoM1-15 | Data Protection Audit Update: SL to provide GDPR update in near future. | SL | TBC Complete |
| | PC to ensure Board member training and development includes 'responsibilities as a charity trustee'. | PC | Ongoing |
| | A series of Faculty presentations to be incorporated into Board work plans to ensure Board members are fully informed of the College industry related activities. | PC | Ongoing |
| BoM2-5 | Property Disposals/Development Update: Continue to develop a strategy for a regional innovation centre in collaboration with GCRB. | FS | Ongoing |
| BoM3-15 | AONB: Board Member Links with Faculties: Consider reportage process to Board Committees. | PC | Ongoing |