

Board of Management

Meeting of the Performance and Nominations Committee

MINUTE OF THE 5th MEETING HELD ON MONDAY 26 APRIL 2021 AT 1500 HRS
(PNC5) VIA MS TEAMS VC

Present	
Lesley Woolfries (LW) (Convener)	Paul Little (PL) (Principal)
Alisdair Barron (AB) (Board Chair)	Graham Mitchell (GM)
	Audrey Sullivan (AS)
In attendance	
Paul Clark (PC) (College Secretary/Minute)	Jon Gray (JG)
Absent	

Item PNC5-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Apologies were received from K Kelly	

Item PNC5-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	None declared	

Item PNC5-3.1	Minute of the Performance & Nominations Committee meeting held on 18 January 2021	
Paper No: PNC5-A	Lead: Convener	Action requested: Approve
Discussion/ Matters Arising	No amendments suggested.	
Decision/Noted	Approved	

Item PNC5-3.2	Revised Paper Template and Guidance	
Paper No: PNC5-B	Lead: Paul Clark	Action requested: Approve
Discussion/ Matters Arising	PC presented a revised template and guidance for SMT/Board papers. The Committee considered the best options for inclusion and titling of the Content section. It was agreed to change this	

	section title to “Key Insights”
Decision/Noted	Action: Revise Paper template as agreed; PC, asap.

Item PNC5-4.1	Principal’s Report
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Paper No: Verbal	Lead: Paul Little, Principal	Action requested: Discuss
Discussion/ Matters Arising	<p>The Principal outlined ongoing discussions with the GCRB Chair and Executive Director regarding regional options for Glasgow’s Colleges. Among considerations were the performance of the College across the widening access agenda, being representative of the Glasgow Community as a whole, as well as being the principal college provider of Higher Education.</p> <p>PL also reported on his input to the SAGE committee as part of his involvement with UCL. No other College in the UK has had such input.</p> <p>Regarding strike action, participation has reduced from 62 to 52% over 4 days of action. The Principal indicated that there is a possibility of successful resolution to end the action.</p> <p>PL reported that there were fewer students than expected today. It is thought that this is temporary, and a consequence of the strike action.</p> <p>PL also reported on meetings with College staff teams, and the invitation to discuss and consider hybrid working arrangements.</p> <p>Lateral flow tests for Covid will be made available to staff returning to campus.</p> <p>An external engagement paper will be coming to the Board.</p> <p>PL also reported on the Staff engagement survey, Cop26 arrangements, and that admissions/offer numbers are holding up for 2021-22.</p>	
Decision/Noted	Noted	

Item PNC5-4.2	Committee Terms of Reference Update
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Paper No: PNC5-C	Lead: Paul Clark	Action requested: Discuss
Discussion/ Matters Arising	Amendment at paragraph 11 agreed. The Principal confirmed that the College had benefitted from the role of PNC as described.	
Decision/Noted	Approved. Action: amend as agreed.	

Item PNC5-4.3		Board Recruitment	
Paper No: Verbal	Lead: Paul Clark	Action requested: Discuss	
Discussion/ Matters Arising	PC updated the Committee regarding the progress of shortlisting applications for interview. It was noted that the field of applicants was again gender-balanced, but also more diverse than in recent recruitment processes.		
Decision/Noted	noted		

Item PNC5-5.1		Interim Withdrawal Performance Indicators	
Paper No: PNC5-D	Lead: Jon Gray	Action requested: Note	
Discussion/ Matters Arising	PL indicated that any shortcomings in terms of PI were not beyond the College's ability to address, and was pleased to note that withdrawals were less than might have been expected.		
Decision/Noted	Noted		

Item PNC5-5.2		SPSO Annual Complaint Handling Report 2019-20	
Paper No: PNC5-E	Lead: Jon Gray	Action requested: Note	
Discussion/ Matters Arising	The trend of complaints declining in recent years was noted.		
Decision/Noted	Noted. Action - PC to follow up the reference to "data breach" with Jon Gray. Email response to be circulated to PNC by email. Asap.		

Item PNC5-5.3		External Scrutiny of College Performance	
Paper No: PNC5-F	Lead: Jon Gray	Action requested: Note	
Discussion/ Matters Arising	The Principal reported on the possible timescale for EFQM assessment.		
Decision/Noted	Noted		

Item PNC5-6		Any Other Notified Business	
Paper No: Verbal	Lead: Convener	Action requested:	
Discussion/ Matters Arising	Agreed to progress an informal Board meeting (coffee morning/ lunchtime meeting)		
	AB reported on the intention to review the Board Committee remit and structure. PC to prepare a paper for the full Board.		
Decision/Noted	Action: PC to send out Doodle Poll for two dates and different times.		



Principal's report to be continued short-term as a standing item (through the period of immediate Covid management).

Item PNC5-7		Disclosability of Papers	
Paper No: Verbal	Lead: Convener	Action requested: Note	
Discussion/ Matters Arising	Unchanged from existing status.		
Decision/Noted	Noted		

Item PNC5-8		Date of Next Meeting	
Paper No:	Lead: Convener	Action requested: Note	
Decision/Noted	Wednesday 11 August 2021		

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
PNC5-3.2	Amend paper template as agreed	PC	ASAP
PNC5-4.2	Amend ToRs as proposed	PC	16.06.21
PNC5-5.2	Follow up Complaint handling query with J. Gray.	PC	ASAP
PNC5-6	Offer two dates/times for Board informal meeting	PC	16.06.21
PNC5-6	Retain Principal's Report on PNC agenda	PC	Ongoing

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
PNC4-3.1	CGI Business Case and Checklist to Devt Committee, Board, PNC as per meetings Calendar.	PC/RG	As per Calendar to 26.04.21 Ongoing
PNC4-3.1	Reschedule Board anti-racism session	PC	TBC
PNC4-3.2	Amend Terms of Reference as agreed	PC	26.04.21 Complete
PNC4-3.4	Locate paper PNC4-D on Admincontrol for reference of Board members	PC	ASAP Complete
PNC4-4.1	Develop a Fair Progression Statement at the Board Planning Day	JG/PC	10.02.21 TBC
PNC4-4.6	PC to progress focused Board recruitment. 28.04.21.	PC/LW	28.04.21 Ongoing
PNC1-4.6	Develop narrative to Workforce Planning Report	JGribben	21.09.20 Ongoing