

## Board of Management

### Meeting of the Board of Management

**MINUTE OF 2<sup>nd</sup> MEETING (BoM2) HELD ON WEDNESDAY 2 NOVEMBER  
2022 AT 1630 HRS HELD ON RIVERSIDE CAMPUS, CONFERENCE SUITE**

Present	
Alisdair Barron (AB) (Chair)	Paul Little (PL)
Nicola Cameron (NC)	Megan McClellan (MMcC)
David Cullen (DC)	May Miller (MM)
David Eaton (DE)	Graham Mitchell (GM)
Zara Grew (ZG)	Ronnie Quinn (RQ)
Lorna Hamilton (LH)	Audrey Sullivan (AS)
Paul Hillard (PH)	Lesley Woolfries (LW)
Ewart Keep (EK)	Rebekah Widdowfield (RW)
In attendance	
Drew McGowan (DM)	Ann Butcher (Minute)
Apologies	
Stuart Patrick (SP)	

Item BoM2-1	Apologies for Absence	
Paper No: Verbal	Lead: Chair	Action Requested: None
Decision	Apologies were received from SP. DE and RW left the meeting.	

Item BoM2-1	Declarations of Interest	
Paper No: Verbal	Lead: Chair	Action Requested: None
Decision	None.	

Item BoM2-3.1	Minute of the previous Board of Management meeting held on 24 August 2022	
Paper No: BoM2-A	Lead: Chair	Action Requested: Approve
Decision	That subject to one amendment the minute be approved.	
	<p><b>Matters Arising</b> LW drew attention to the outstanding action from a recent meeting of the Performance and Nominations Committee to canvas members on tenures.. DM confirmed that this matter will be progressed shortly, and an update will be tabled at the December meeting of the Board.</p>	

<b>Item BoM2-3.2</b>	<b>Strategic Risk Review</b>	
<b>Paper No: BoM2-B</b>	Lead: P Little (for S Lodge)	Action Requested: Approve
<b>Decision</b>	<ul style="list-style-type: none"> <li>• That the Risk Register as at 13 October be approved.</li> <li>• To note the ongoing review of strategic risks.</li> </ul>	

<b>Item BoM2-3.3</b>	<b>Board Self Evaluation Report</b>	
<b>Paper No: BoM1-D</b>	Lead: D McGowan	Action Requested: Approve
<b>Discussion</b>	<p>Following the Self Evaluation (SE) exercise undertaken during summer 2022, the Board of Management SE Report 2022 was submitted. DM thanked members for participating and reported that the results were broadly comparable with the pre-COVID 2019 evaluation report. Key areas of strength were noted and areas for improvement have been identified and will be addressed. DM advised members that the findings of the self-evaluation would, together with the external evaluation and Board member appraisals, inform the Board Development Plan and the College's continuous improvement work.</p> <p>Minor errors with RAG rating colour coding will be amended and a final version will be made available to members on Admincontrol.</p> <p>It was agreed that appraisal meetings with the Board Chair would be arranged early 2023 which will help inform personal development opportunities.</p>	
<b>Decision</b>	<ul style="list-style-type: none"> <li>• Amend RAG rating colour codes and provide final report to Board on Admincontrol.</li> <li>• Undertake appraisal meetings with Board Chair, early next session.</li> </ul>	

<b>Item BoM2-4.1</b>	<b>Follow Up from Board Planning Event</b>	
<b>Paper No: Verbal</b>	Lead: P Little	Action Requested: Discuss
<b>Discussion</b>	<p>Following discussion at the Planning Event on the continuing process of restructure, it was agreed that a further update will be provided at the December meeting of the Board.</p> <p>It was also agreed that a dashboard, providing an update on progress (ie actual vs planned) for all 19 mitigations would also be provided at the next meeting.</p>	
<b>Decision</b>	To provide an update report on mitigations at the next meeting.	

<b>Item BoM2-4.2</b>	<b>Chair's Remarks</b>	
<b>Paper No: Verbal</b>	Lead: Chair	Action Requested: Discuss
<b>Discussion</b>	AB reported on the recent Memorial Service for Jim Gallacher, attended by over 100 people on City Campus. AB added that the contribution made by	

Jim over the years had helped shape the development of City of Glasgow College. His family and friends were thrilled with the fitting tribute and happy remembrance made to a man who had offered both his expertise and insight to students for the majority of his working life.

AB further updated members on his attendance at external meetings, in particular the recent 'Think the Unthinkable' events run by Colleges Scotland. Chairs, Principals and senior staff representatives from across the sector have met to collectively consider opportunities to help strengthen the sector's position and help drive transformation. Outputs are being developed and will be further discussed with the Scottish Funding Council and Scottish Government.

AB provided a brief update on recent meetings of the Glasgow Colleges' Regional Board.

**Decision**

To note the update.

<b>Item BoM2-4.3</b>	<b>Principal's Report</b>	
<b>Paper No: Verbal</b>	Lead: P Little	Action Requested: Discuss
<b>Discussion</b>	<p>PL reported on forthcoming key dates and events including the Armed Forces covenant agreement; the law symposium (being held today 02 11 22); the Maritime symposium; winter graduation ceremonies and the Board Christmas dinner.</p> <p>PL briefly referenced the independent review of the skills delivery landscape which focuses on the functions and remit of Skills Development Scotland.</p>	
<b>Decision</b>	To note the brief update report.	

<b>Item BoM2-5</b>	<b>Reports from Board Committees</b>	
<b>Item BoM2-5.1</b>	<b>Committee Minutes</b>	
<b>Item BoM2-5.1.1</b>	<b>Audit and Assurance Committee</b>	
<b>Paper No: BoM1-F</b>	Lead: G Mitchell	Action Requested: Note
<b>Decision</b>	<p>To note the minute of the Audit and Assurance Committee meeting held on 6 September 2022.</p> <p>GM reported on the outcome of the Internal Audit reports submitted over session 2020-21 which have demonstrated 'Good' or 'Satisfactory' levels of assurance. These reports provide significant insight on the high level of quality standards and professionalism provided by the College. He encouraged members to read the reports.</p>	

<b>Item BoM2-5.1.2</b>	<b>Finance &amp; Physical Resources Committee</b>	
<b>Paper No:</b>	Lead: L Woolfries	Action Requested: Note

<b>BoM1-F</b>	
<b>Decision</b>	To note the minute of the Finance & Physical Resources Committee meeting held on 14 September 2022.

<b>Item BoM2-5.1.3</b>	<b>Learning &amp; Teaching Committee</b>	
<b>Paper No: BoM1-F</b>	Lead: A Sullivan	Action Requested: Note
<b>Decision</b>	To note the minute of the Learning & Teaching Committee meeting held on 27 September 2022.  AS mentioned the Faculty and Directorate presentations provided at Committee meetings which highlighted the excellent work and contribution made by staff in support of Learning and Teaching. She further reported on her recent visit to the Library and commended the work being undertaken.	

<b>Item BoM2-5.1.4</b>	<b>Performance &amp; Nominations Committee</b>	
	<b>Remuneration Committee</b>	
<b>Paper No: BoM1-F</b>	Lead: L Woolfries	Action Requested: Note
<b>Decision</b>	Minutes of the Performance & Nominations and Remuneration Committee meetings held on 3 October 2022 were not available at the meeting.  LW reported that Board succession planning and recruitment was discussed at PNC and will be followed up by DM. Senior salary pay awards were also considered at the RC meeting.	

<b>Item BoM2-5.1.5</b>	<b>Development Committee</b>	
<b>Paper No: BoM1-F</b>	Lead: L Hamilton	Action Requested: Note
<b>Decision</b>	To note the minute of the Development Committee meeting held on 12 October 2022.	

<b>Item BoM2-6</b>	<b>Any Other Notified Business</b>	
<b>Decision</b>	None.	

<b>Item BoM2-7</b>	<b>Disclosability of Papers</b>	
<b>Decision</b>	That the disclosability status of papers remain unchanged at this time.	

<b>Item BoM2-8</b>	<b>Date of Next Meeting</b>	
<b>Decision</b>	Wednesday 14 December 2022	

*The meeting closed at 1750 hours.*

## ANNEX TO THE MINUTE

### ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
BoM2-3.1 02 11 22	<b>Matters Arising:</b> DM to canvas members re tenures.	DM	ASAP
BoM2-3.3 02 11 22	<b>Board Self Evaluation Report:</b> Amend RAG rating colour codes and provide final report to members.	DM	ASAP
BoM2-3.3 02 11 22	<b>Board Self Evaluation Report:</b> Undertake Chair appraisals <b>with Chair</b> .	ALL	Early 2023
BoM2-3.4 02 11 22	<b>Follow Up from Board Planning Event:</b> Provide update report on restructure and other mitigations including Dashboard.	JFG/PL	BoM 14 12 22

### ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
BoM1-5.2 24 08 22	<b>Financial Challenges &amp; Solutions:</b> Provide a detailed road map and plan of action for mitigations and interventions	PL/JFG	ASAP <b>Complete</b>