

## Board of Management

### Meeting of the Board of Management

**MINUTE OF 7<sup>th</sup> MEETING (BoM7) HELD ON WEDNESDAY 14 JUNE 2023 AT  
1600 HRS VIA MS TEAMS**

<b>Present</b>	
Alisdair Barron (AB) (Chair)	Megan McClellan (MMcC)
Nicola Cameron (NC)	Graham Mitchell (GM)
David Cullen (DC)	Ronnie Quinn (RQ)
Lorna Hamilton (LH)	Audrey Sullivan (AS)
Thora Hands (TH)	Josh Taylor (JT)
Paul Hillard (PH)	Rebekah Widdowfield (RW)
Ewart Keep (EK)	Lesley Woolfries (LW)
Paul Little (PL)	
<b>In attendance</b>	
Mark Drummond (MD)	Drew McGowan (DM)
John Gribben (JFG)	Sheila Lodge (SL)
Ann Butcher (Minute)	
<b>Apologies</b>	
May Miller (MM)	Stuart Patrick (SP)

<b>Item BoM7-1</b>	<b>Apologies for Absence</b>	
<b>Paper No:</b> Verbal	Lead: Chair	Action Requested: None
<b>Decision</b>	Apologies were received from MM and SP.	

<b>Item BoM7-2</b>	<b>Declarations of Interest</b>	
<b>Paper No:</b> Verbal	Lead: Chair	Action Requested: None
<b>Decision</b>	PL and MMcC declared a connection under item 4.4 as they are employees of the College. TH declared an interest under items 4.4 and 4.5. SL noted a personal interest under item 4.4.	

*Approval of item 3.1 was deferred pending discussion under item 4.5. Item 3.2 was taken.*

<b>Item BoM7-3.2</b>	<b>Minute of the previous Board of Management meeting held on 2 May 2023</b>	
<b>Paper No:</b> BoM7-B	Lead: Chair	Action Requested: None
<b>Decision</b>	That the minute be approved.	

<b>Item BoM7-3.3</b>		<b>Draft Budget 2023-24</b>	
<b>Paper No: BoM7-C</b>	Lead: M Drummond	Action Requested: Approve	
<b>Discussion</b>	<p>MD presented a summary of the proposed budget for 2023-24. Whilst £6m of improvements have been successfully implemented there are still £6m worth of budgetary improvement activities to be implemented to progress towards financial sustainability. The baseline budget projection currently forecasts circa £8m potential deficit and a projected negative year-end cash balance.</p> <p>MD added that it is anticipated that a negative cash position would occur in Q4 2023-24, triggering the need for the College to call forward future funding from the Scottish Funding Council (SFC) which would be accompanied by a further larger and more urgent recovery plan. Implementing the proposed £6m of budgetary improvements from this current projected position would reduce the deficit to circa £2m and retain a positive cash balance throughout 2023-24; however, however, he explained, this will still provide limited headroom.</p> <p>The key baseline income and expenditure assumptions, sensitivities, and dependencies in delivering the proposed budget were highlighted. Attention was particularly drawn to the assumed cumulative (2-year) pay award. This increase in rate of pay represents additional cost pressure and together with cash flat funding (and a deficit starting position) is a significant contributing factor to the requirement to implement significant reductions in staffing levels.</p> <p>AB expressed his thanks to MD for his invaluable contributions, particularly given the current financial challenges and wished him success in his new role.</p>		
<b>Decision</b>	<ul style="list-style-type: none"> <li>To note the key assumptions, sensitivities, and dependencies in delivering the proposed budget.</li> <li>To approve the draft College budget proposed for 2023/24 with a deficit of c£2m.</li> </ul>		

*Item 3.5 was taken.*

<b>Item BoM7-3.5</b>		<b>Standing Orders, Scheme of Delegation and Terms of Reference</b>	
<b>Paper No: BoM7-D</b>	Lead: D McGowan	Action Requested: Approve	
<b>Discussion</b>	<p>DM tabled the Terms of Reference for the new committee structure for approval effective from 1 August 2023 and proposed the removal of the Art Foundation from the structure. The Standing Orders and Scheme of Delegation, with minor amendments, were also tabled for approval.</p>		
<b>Decision</b>	<ul style="list-style-type: none"> <li>To approve minor amendments to the Standing Orders, effective immediately.</li> <li>To approve minor amendments to the Scheme of Delegation, effective immediately.</li> <li>To approve Terms of Reference for the Board's Committees, effective from 1 August 2023, which will replace all previous Terms of Reference.</li> <li>To approve the removal of the Art Foundation from the Board's Committee structure, effective from 1 August 2023.</li> </ul>		

<b>Item BoM7-3.6</b>	<b>Board of Management and Committee Schedule for AY 2023-24</b>	
Paper No: BoM7-E	Lead: D McGowan	Action Requested: Approve
Discussion	The proposed schedule for the Board of Management and its committees for AY 2023-24, as recommended by the Performance & Nominations Committee were submitted for review.	
Decision	To approve the schedule for AY 2023-24.	

<b>Item BoM7-3.7</b>	<b>Strategic Risk Review</b>	
Paper No: BoM7-F	Lead: D McGowan	Action Requested: Approve
Discussion	<p>DM presented the outcome of the latest quarterly risk review conducted with risk owners and reported to relevant committees. The agreed risk score changes (Risks 3, 11 and 20) and the merger of Risk 8 and 13 were highlighted. Members considered recommended risk score changes proposed by the Students, Staff &amp; Equalities Committee to Risks 9 and 14 which were approved. The high-scoring risks (7, 15, 16 and 26) were also noted.</p> <p>DM highlighted that the Strategic Risk Register and Management Action Plans will be refreshed over the summer break. A small amendment to the risk score matrix, adding a 'critical' risk category for scores of 25, was also proposed and approved.</p>	
Decision	<ul style="list-style-type: none"> <li>• To approve proposed score changes to risks 9 and 14 and the Strategic Risk Register as of 6 June 2023.</li> <li>• To note the Management Action Plans for high-scoring risks 7, 15, 16 and 26.</li> <li>• To approve a minor amendment to the risk score matrix, adding a critical risk score category for scores of 25.</li> </ul>	

<b>Item BoM7-4.1</b>	<b>Students' Association Update</b>	
Paper No: BoM7-G	Lead: M McClellan/J Taylor	Action Requested: Discuss
Discussion	<p>MMcC provided an overview of the key areas of work undertaken by the Students' Association (SA) during block three:</p> <ul style="list-style-type: none"> <li>• The SA in collaboration with the Student Engagement Team delivered two successful events for students between April and June.</li> <li>• A Sports Fayre took place on 2 &amp; 3 May on both Campuses as part of the SA inclusive sports campaign. The event involved external partners such as Movement Park, Glasgow Raptors and Disability Sport Glasgow.</li> <li>• The SA annual summit was held on 25 May featuring a showcase of the SA's work for AY 2022-23. Student Awards took place during the summit, with 70 high quality nominations received from both staff and students. An overview of the winners was provided.</li> <li>• Whilst several successful campaigns and events have been completed, various ongoing initiatives including the LGBT Youth</li> </ul>	

Scotland Gold Charter work, community pantry, sensory space development, trans inclusion, and inclusive sports work will continue during AY 2023-24.

- Three motions were submitted at the 2023 Annual General Meeting (AGM), and most are currently in progress. The motions involved the development of a student app, enhancement of inclusive sports opportunities and a focus on celebrating and supporting neurodivergent students.

MMcC highlighted that despite the challenges faced throughout the year, it had been a productive period for learning. She expressed her thanks to the SA staff team for their invaluable support, which contributed to the successful completion of various projects. Additionally, she acknowledged the ongoing success of the SA being recognised with various awards throughout the year. MMcC also made mention of the great support received from SMT members and the College Secretary.

On behalf of the Board, AB thanked the SA for their continued support, noting that the Team had once again surpassed the achievements of the previous year. He personally extended his thanks to MMcC and JT for their outstanding contributions, acknowledging the difference they had made. He greatly appreciated their dedication and hard work, offering references and wishing them success in the future.

**Decision**

To note the update report.

**Item BoM7-4.2**

**Chair’s Remarks**

Paper No:  
Verbal

Lead: A Barron

Action Requested: Discuss

**Discussion**

AB provided an update on his active involvement in attending Colleges Scotland Negotiation Committee meetings and engaging in discussions at a sector-level. Notably, he participated in meetings with College Employers Scotland, chairs and principals with Graeme Dey, Minister for Higher and Further Education, which had been highly informative.

AB also mentioned the impending departure of several Board members who have made significant contributions to the Board’s work and the College’s overall success. He acknowledged the invaluable contributions of LW, GM, MMcC, DC and RW, expressing his gratitude for their valuable insights.

While the process of appointing new members had attracted a considerable number of high-calibre applicants, AB announced the approved appointment of C Singh, D Anderson, D Baillie and R Gillespie as new non-executive members. L Subido will also be joining as the new Student President member and S McDowall has been recently elected as the support staff member of the Board.

Candidates were also invited to interview for co-opted committee positions. Following these interviews, S Breckenridge was recommended for appointment as a co-opted member of the Development Committee – and approved by the Board under the new Terms of Reference

AB drew members’ attention to the EIS-FELA demonstration held earlier in the day and informed them that photos of non-executive Board

	members were displayed under a 'Wall of Shame' banner on Cathedral Street, which he considered to be inappropriate and intimidating. These were also shared on the EIS-FELA Twitter feed. While respecting the rights of EIS-FELA members to strike and their freedom of expression, AB expressed concern about the nature of the demonstration. He apologised to members who were singled out and assured them that he would address this matter with the EIS-FELA branch.
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<b>Decision</b>	To note the update report.
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*Item 3.4 was taken.*

<b>Item BoM7-3.4</b>	<b>Appointment of Vice Chair &amp; Senior Independent Member</b>	
Paper No: Verbal	Lead: D McGowan	Action Requested: Approve
Discussion	Board members were reminded that, as LW was stepping down from the Board, the appointment of a new Vice Chair and a Senior Independent Member was required. AB said that DM would email Board members to invite expressions of interest for the positions.	
Decision	To agree that DM would invite expressions of interest from Board members for the Vice Chair and Senior Independent Member roles.	

<b>Item BoM7-4.3</b>	<b>Principal's Report</b>	
Paper No: Verbal	Lead: Principal	Action Requested: Discuss
Discussion	<p>PL added his thanks to the outgoing members for their dedicated service to the Board. He acknowledged their valuable advice and counsel, which they had generously provided over the years. He recognised the time they invested in Committees and their attendance at special events. As alumni of the College, he encouraged them to maintain contact.</p> <p>Acknowledging the upcoming summer break and the impact of the national EIS-FELA Actions Short of Strike Action being experienced across the sector, PL reassured members that no students would be disadvantaged, and that appropriate measures and contingencies are being put in place to ensure completion of coursework and a smooth academic resulting process. PL provided further advice regarding an ongoing issue, noting that it had led to student anxiety due to staff actively encouraging student participation in pickets. To address this concern, he confirmed, the staff Code of Conduct was under review.</p> <p>The following key matters were also highlighted:</p> <ul style="list-style-type: none"> <li>• First choice applications are 9% higher than this time last year with the largest increase in the Nautical and STEM Faculty.</li> <li>• A recent visit by the Secretary of Transport and the announcement that Ukrainian refugees have been granted the right to access Merchant Navy Scholarships.</li> <li>• The summer school will begin on 18 June. The College is expected to host 869 students.</li> <li>• The SFC credit target for 2023-24 is 157,800, a 10% reduction from last year.</li> </ul>	

- G Plunkett retired on 2 June and Derek Robertson assumed the role of Director of Student Experience on 5 June.
- The new Student President's (Leo Subido) role will commence on 3 July.
- Interviews for the new Chief Financial Officer will be held on 27 June.
- Following completion of the SFC National Student Survey, the College has positively increased the response rate from 26% last year to 46%. At the same time, student satisfaction has increased from 79% to 85%.
- The SFC has shared sector course completion data for last year and the strict adherence to regional lockdowns has had a negative impact on FE outcomes, whereby just 52% of FE learners successfully completed their course, below the sector average of 59%.
- The College remains actively involved in and supportive of the Think the Unthinkable events. PL advised on the four transformational themes of outputs and associated asks for change within the sector.
- Updates on the principles outlined in the Withers and Hayward reviews, as well as the forthcoming reform in the tertiary sector delivery were provided.
- Positive implications of the Shipbuilding Taskforce report were highlighted.
- The Summer Graduation Ceremony will be held on 22 June. Rear Admiral Jude Terry will be the Guest of Honour. Members were encouraged to attend.

**Decision**

To note the update report.

**Item BoM7-4.4**

**Organisational Change Progress Report**

Paper No:  
BoM7-H

Lead: Principal

Action Requested: Discuss

**Discussion**

The Board considered a progress report on organisational change tabled by the Executive Leadership Team (ELT) following the Board's decision to approve a consultation on compulsory redundancies on 2 May 2023. Alternative proposals prepared by the EIS-FELA branch were also included within the paper for the Board's consideration.

Board members reviewed the EIS-FELA proposals. It was noted that the EIS-FELA branch proposed extending the consultation period, setting up working groups, restructuring the Senior Management Team (SMT), ELT and Corporate Development, reducing SMT/ELT and Corporate Development staff salaries by 20% and reviewing/ceasing non-essential expenditure.

SL highlighted to members that the alternative proposals were shared by EIS-FELA on day 40 of the 45-day consultation period. The Board were informed that ELT and SMT had thoroughly discussed the EIS-FELA proposals at a meeting earlier in the day. She confirmed that the consensus view of the proposals was that they lacked sufficient merit and would be unlikely to yield the level of savings required.

Members were informed that a delay in the consultation process until after the summer break would result in additional costs of circa £1.3m which would be equivalent to the loss of an additional 20 full-time equivalent (FTE) positions. PL further emphasised that an additional delay would not

only result in further job losses but would also intensify staff anxiety and potentially worsen the existing deficit.

SL explained that all staff members had the opportunity to contribute to the business plans as they were derived from the annual quality cycle conducted this year. During this process, decisions regarding course closures and reductions in cohorts were considered. Business cases were developed to ensure that staffing aligned with the necessary credit delivery requirements.

Before accepting TH's request to contribute to the discussion, AB reminded her that she had declared an interest in this item. TH suggested that having an EIS-FELA representative or full-time official to present the alternative proposals to the Board would have been beneficial, providing a more rounded perspective. She considered the extension period reasonable. TH also said she found the way the Chair and Principal speak about trade unions during meetings to be unhelpful, stating that it did not improve industrial relations or help present a balanced view. As a Board member, she encouraged thorough consideration of the proposals presented by EIS-FELA.

DC referred to his extensive experience with the College's performance reviews and planning since 2005. He assured members that the latest reviews, which the business cases were based on, had never been more detailed or thorough. DC said that he had reviewed all papers, from both the ELT and the EIS-FELA, and concluded that there were no persuasive arguments to delay. The alternative proposals, he said, did not address the cut to teaching credits or the inflationary pressures – which indicated a misunderstanding about how to manage the College on the part of EIS-FELA.

Referring to TH's earlier remarks, PL highlighted the College's preservation of Trade Union Education, commitment to upholding the Fair Work principles and provision of trade union facility time to enable representatives to support their members. He said that this track record should provide reassurance to members. PL also stated that he did not consider the alternative measures proposed to be viable.

RQ expressed his sincere hope that he had misunderstood any suggestion indicating that he or his colleagues had neglected to consider or carefully review the submissions provided by EIS-FELA. He emphasised that such inferences were entirely incorrect. On behalf of himself and all Board members, RQ confirmed that he had diligently read and examined the proposals received, regardless of whether a full-time representative had been present or not.

LH highlighted that the Board had been considering the College's financial position over a number of years. She stated that members take their role and responsibilities seriously and to suggest otherwise does the Board a discredit. She strongly believed that delaying the consultation process would only prolong the difficulties and further jeopardise the College's financial situation. However, she expressed openness to hearing innovative ideas that could be implemented alongside the current process without causing additional delays. LH confirmed that she had thoroughly read and understood all papers tabled and supported the current course of action the College was taking.

RW reminded members that the Board has statutory duties to fulfil and, while it was right to consider alternatives, she expressed concern about extending the consultation period which could increase the risks for the College. She also said it was right that trade unions were treated with respect but reminded members that this must be reciprocated.

DC said that the ELT had clearly considered alternative suggestions through the consultation process. SL assured members that the College remained open to considering any additional credible ideas and suggestions and expressed her intention to continue engaging with trade unions even after the consultation period had concluded.

MMcC expressed concern about the narrative of the EIS-FELA alternative proposals that it would save 100 jobs, to the cost of staff in Corporate Development.

TH said that the Board has a responsibility to foster positive employee relations. She expressed concern that the discussion surrounding the alternative EIS-FELA proposals had been coloured by comments related to industrial action...

GM said members should be mindful that the Board had to sign the annual report and accounts at the year-end, which contains statements on long-term sustainability and going concern. He expressed concern about potential additional costs of delay and the possibility of receiving negative comments from both the College's internal and external auditors. GM said he firmly did not believe Board would be discharging its duties as a public body and charity correctly if it chose to delay and incur additional costs and risks.

Following a discussion on organisational change and the EIS-FELA alternative proposals, members agreed the College should proceed with the proposals previously proposed by the ELT and approved by the Board. Members also agreed that the College's trade unions and staff should be encouraged to continue to participate in the consultation and submit suggestions as part of that process for the consideration of the ELT, consistent with the Scheme of Delegation.

PL expressed concern regarding TH's contribution during the discussion which he believed was a conflict of interest. He asked DM to reflect on this matter. DM said he was happy to reflect on any matter the Board deemed necessary. He reminded the Board that declarations of interest were a personal responsibility for each member, as outlined in the Code of Conduct, and outlined the role of the Standards Officer to support the Board and liaise with the Standards Commission.

#### Decision

- To agree that the College proceed with the organisational change proposals previously proposed by the ELT and approved by the Board.
- To agree that trade unions and staff should be encouraged to continue to participate in the consultation process and submit suggestions for consideration of the ELT.

*MD, JFG and SL left the meeting.*



Paper No: BoM7-I	Lead: G Mitchell	Action Requested: Discuss
Discussion	<p>The Board were advised that a complaint concerning the Board’s meeting on 22 February 2023 had been received. GM had facilitated the process and a report outlining the complaint, process and outcomes was submitted for consideration.</p> <p>Following meetings with several Board members, GM said it was clear that understanding of the complaint issue had varied and that members’ use of language, comments and opinions could easily be misunderstood and hence misinterpreted. It was also clear that positions and discussions should never be personalised, and members should always choose their comments carefully and thoughtfully. While there should always be robust and at times strong opinions expressed these should be kept in context, respecting each other’s views and opinions.</p> <p>On balance, it was felt that the comments made on 22 February were not intended to be directed in the way they were perceived; however, the Board must be conscious that the Code of Conduct is clear on treating everyone with respect and courtesy and that it is a member’s own personal responsibility to adhere to the Code.</p> <p>It was determined that the issue raised on 22 February by a Board member was not mentioned as a complaint but was raised as a matter of awareness regarding a situation that had taken place and had formed part of an update report.</p> <p>As a result of the subsequent complaint, several actions were recommended including drafting a Complaint Policy for the Board, providing refresher sessions on the role of a Board member, their duties and responsibilities and the Code of Conduct including development of a refreshed induction process. Increased engagement and interactions between the Board and College students, lecturing/support staff, members of SMT/ELT, trade unions and other groups will also be facilitated.</p> <p>Considering the issues raised through the complaint, members also noted that the draft minute of the meeting on 22 February had been amended as recommended. GM reminded members that the way minutes are drafted are not, and have never been, a verbatim record. Instead, he said, they provide an overview of the Board’s discussions and decisions.</p> <p>In conclusion, GM hoped that this matter opened a conversation on Board relations and interactions as well as the Board Development Plan. He further hoped this brought the complaint to a satisfactory conclusion. However, should a member feel that the Code of Conduct has been breached in any circumstance, GM reminded the Board that a complaint can be made to the Commissioner for Ethical Standards in Public Life should that be felt necessary.</p> <p>AB thanked GM for considering the issues with openness and impartiality, as well as providing a detailed report and recommendations. AB, having chaired the meeting on 22 February, offered a sincere apology to all members of the Board for any offence or misunderstanding unintendedly caused during the discussion or, indeed, from his own contribution.</p>	

**Decision**

- To note the Complaint Report and recommendations.
- To provide Board members with a refresher session on the Code of Conduct.

*Item 3.2 was taken.*

**Item BoM7-3.2 Minute of the previous Board Meeting held on 2 May 2023**

Paper No: BoM7-B	Lead: Chair	Action Requested: Approve
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Decision	That the revised minute be approved.	
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**Item BoM7-5.1 Governance Report**

Paper No: BoM7-J	Lead: D McGowan	Action Requested: Note
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Decision	To note the governance-related matters since the last meeting	
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**Item BoM7-5.2 Withers Review of the Skills Delivery Landscape**

Paper No: BoM7-K	Lead: M Cross (not in attendance)	Action Requested: Note
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Decision	To note the Withers Review of Scotland's post-16 learning infrastructure, including the strengths and opportunities in Scotland's College sector and the three recommendations for the Scottish Government.	
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**Item BoM7-6 Reports from Board Committees****Item BoM7-6.1 Committee Items for Approval****Item BoM7-6.1.1 Student Partnership Agreement**

Paper No: BoM7-L	Lead: M McClellan/J Taylor	Action Requested: Approve
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Decision	To approve the Student Partnership Agreement as endorsed by the Students, Staff & Equalities Committee on 17 May 2023.	
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**Item BoM7-6.1.2 CitySA Strategic Plan 2023-28**

Paper No: BoM7-M	Lead: M McClellan/J Taylor	Action Requested: Approve
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Decision	To approve the CitySA Strategic Plan 2023-28 as endorsed by the Students, Staff & Equalities Committee on 17 May 2023.	
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**Item BoM7-6.1.3 CitySA Impact Report 2022-23**

Paper No: BoM7-N	Lead: M McClellan/J Taylor	Action Requested: Approve
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Decision	To approve the CitySA Impact Report 2022-23 as endorsed by the Students, Staff & Equalities Committee on 17 May 2023.	
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**Item BoM7-6.1.4 Laptop Loan Scheme**

Paper No: BoM7-O	Lead: R Quinn	Action Requested: Approve
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<b>Discussion</b>	<p>RQ updated the Board on the recommendations made by the Finance &amp; Physical Resources Committee (FPRC) on 31 May 2023. A full update regarding the current level of debt resulting from the non-return of student loan laptops had been provided. Taking account of the depreciated value of the laptops and recognising that all possible actions had been exhausted, the Committee acknowledged the small likelihood of recovery of laptops and recommended against involving a debt collection agency and to write off the bad debt. The Committee further deliberated on the ongoing viability of the loan scheme and agreed that the scheme be discontinued at the end of the 2022-23 academic year. It was noted that students could still be supported through hardship funding if deemed eligible.</p> <p>Following the decision made at the FPRC meeting, MMcC suggested a modification to the current scheme which would allow students from the lowest Scottish Index of Multiple Deprivation areas to access Chromebook devices. PL acknowledged the suggestion and assured MMcC that it would be taken into consideration as the College looks to support students a different way.</p>
<b>Decision</b>	<ul style="list-style-type: none"> <li>• To write-off the student loan laptop debt in the financial statements.</li> <li>• To agree that the laptop loan scheme be discontinued at the end of AY 2022-23.</li> </ul>

<b>Item BoM7-6.2</b>	<b>Committee Items for Noting</b>	
<b>Item BoM7-6.2.1</b>	<b>Qobolak – Phase 2</b>	
<b>Paper No: BoM7-P</b>	Lead: L Hamilton	Action Requested: Note
<b>Discussion</b>	LH reported on the full discussion at the Development Committee meeting held on 18 May. Following the circulation of a revised costing model to Committee members, a decision was taken by correspondence to approve that the College undertake Phase 2 of the work with Qobolak.	
<b>Decision</b>	To note the update report.	

<b>Item BoM7-6.3</b>	<b>Committee Minutes</b>	
<b>Item BoM7-6.3.1</b>	<b>Performance &amp; Nominations Committee (PNC)</b>	
<b>Paper No: BoM7-Q &amp; BOM7-R</b>	Lead: L Woolfries	Action Requested: Note
<b>Decision</b>	To note the minutes of the PNC meetings held on 24 April and the additional meeting on 6 June 2023 which was held to provide members with an update on the organisational change and financial position.	

<b>Item BoM7-6.3.2</b>	<b>Remuneration Committee (RC)</b>	
<b>Paper No: BoM7-S &amp; BOM7-T</b>	Lead: L Woolfries	Action Requested: Note
<b>Decision</b>	To note the minutes of the RC meetings held on 24 April and additional meeting held on 6 June 2023.	

<b>Item BoM7-6.3.3</b>	<b>Learning &amp; Teaching Committee (LTC)</b>	
Paper No: BoM7-U	Lead: A Sullivan	Action Requested: Note
Decision	To note the minute of the LTC meeting held on 11 May 2023.	

<b>Item BoM7-6.3.4</b>	<b>Students, Staff &amp; Equalities Committee (SSEC)</b>	
Paper No: BoM7-V	Lead: A Barron	Action Requested: Note
Decision	To note the minute of the SSEC meeting held on 17 May 2023.	

<b>Item BoM7-6.3.5</b>	<b>Development Committee (DC)</b>	
Paper No: BoM7-W	Lead: L Hamilton	Action Requested: Note
Decision	To note the minute of the DC meeting held on 18 May 2023.	

<b>Item BoM7-6.3.6</b>	<b>Audit &amp; Assurance Committee (AAC)</b>	
Paper No: BoM7-X & BoM7-Y	Lead: G Mitchell	Action Requested: Note
Discussion	<p>GM reported on the outcome of the AAC's discussion on recovering funds fraudulently obtained by a former employee. An update had been provided by Thorntons on the likely outcome of proceeding with civil action and the financial risks, merits and prospects of success had been considered. The AAC recommended that the College should not take further action to recover funds from the ex-employee.</p> <p>GM further advised the Board of the special meeting of the AAC to consider the recommendations in the internal audit report on the breach of the Financial Memorandum. The internal auditors identified three breaches. All recommendations made have been accepted by the ELT and an update on completion of actions will be provided at the first meeting of the AAC in session 2023-24.</p> <p>Members noted that PL had apologised to the Committee for the College's shortcomings in this matter. He had acknowledged the importance that the College do the right thing and do things right and confirmed that lessons have been learned. He further reassured the Board that all actions will be addressed.</p>	
Decision	<ul style="list-style-type: none"> <li>To agree that no further action be taken to recover funds from the ex-employee.</li> <li>To note the update report on the breach of Financial Memorandum.</li> <li>To note the minutes of the AAC meetings held on 23 May and 12 June 2023.</li> </ul>	

<b>Item BoM7-6.3.7</b>	<b>Finance &amp; Physical Resources Committee</b>	
Paper No: BoM7-Z	Lead: R Quinn	Action Requested: Note
Decision	<ul style="list-style-type: none"> <li>To note the minute of the FPRC meeting held on 31 May 2023.</li> </ul>	



- To note the Charles Oakley Building Update that will now be under the remit of the Development Committee.

<b>Item BoM7-7</b>	<b>Any Other Notified Business</b>
Decision	None

<b>Item BoM7-8</b>	<b>Disclosability of Papers</b>
Decision	That the disclosability status of papers remain unchanged at this time.

<b>Item BoM7-9</b>	<b>Date of Next Meeting</b>
Decision	Wednesday 4 October 2023

*The meeting closed at 1905 hours.*

## ANNEX TO THE MINUTE

### ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
BoM7-3.4 14 06 23	<b>Appointment of VC &amp; SIM:</b> Consider expressing interest in roles.	Board members	ASAP
BoM7-4.5 14 06 23	<b>Complaint Report:</b> Provide Board members with a refresher session on the Code of Conduct.	DM	ASAP
BoM7-6.1.4 14 06 23	<b>Laptop Loan Scheme:</b> Write-off the student loan laptop debt in the financial statements. To discontinue the loan laptop scheme at the end of AY 2022-23.	MD/BA	ASAP

### ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
BoM6-3.2 02 05 23	<b>College Restructuring Proposals:</b> To commence recruitment of a new Chief Financial Officer.	PL	ASAP <b>Complete</b>
BoM6-3.2 02 05 23	<b>College Restructuring Proposals:</b> To commence consultation to right size the College.	PL/ELT/ SMT	04 05 23 <b>Complete</b>
BoM5-3.1 04 04 23	<b>Previous Minute:</b> Defer approval.	DM	Ongoing <b>Complete</b>