

## Board of Management

<b>Date of Meeting</b>	<b>Wednesday 2 October 2024</b>
<b>Paper No.</b>	<b>BoM1-K</b>
<b>Agenda Item</b>	<b>8.1</b>
<b>Subject of Paper</b>	<b>Governance Report</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>Drew McGowan Associate Director of Governance and Risk</b>
<b>Date of production</b>	<b>23 September 2024</b>
<b>Action</b>	<b>For Noting</b>

### 1. Recommendations

1.1. To note the update on governance matters in the last quarter.

## **2. Purpose**

- 2.1. To keep members of the Board of Management informed of governance-related matters.

## **3. Consultation**

- 3.1. In progressing the matters outlined in the Governance Report, various colleagues in the College and across the sector have been engaged.

## **4. Key Insights**

- 4.1. Members are asked to note updates on the following matters:

- Board Membership
- Vice Chair and Senior Independent Member
- Trade Union Nominee
- Board Self-Evaluation Report and Development Plan
- Annual Committee Reports
- People & Culture Committee Convener
- CDN Governance Development Programme 2024-25
- Register of Interests
- People & Culture Committee Convener
- Homologation
- Committee Business

## **5. Impact and Implications**

- 5.1. The Governance Report ensures Board members remain informed of key developments and assures them that good governance arrangements remain in place for the Board and its committees.

## **6. Appendices**

**Appendix 1:** Governance Report

## **Governance Report: September 2023**

### **Board Membership**

1. The Board welcomes D Anderson as our new Chair and five new non-executive and student members – A Paterson, C McCarthy, L Heggie, M Ahmad and P Vaker – in the new academic year. Please see the [announcement](#) on the College website for more information.
2. J Green, V Ramos and S Hawes have joined the Board as co-opted committee members.
3. Induction sessions for new Board and co-opted committee members have been facilitated.

### **Vice Chair and Senior Independent Member**

4. D Baillie, Vice Chair and Senior Independent Member, has been on a leave of absence from the Board since May. He has confirmed that he will be returning to Board duties in late October. However, he has decided to step down as the Senior Independent Member at this time and allow another member the opportunity to take up this post. The Board is asked to appoint a new Senior Independent Member at the Board meeting on 2 October.

### **Trade Union Nominee**

5. Further to the discussion at the Board meeting in June, our vacancy for a UNISON trade union member of the Board remains unfilled. D McGowan has been engaging with UNISON's Further Education Branch since May to initiate a new nomination and election process.

### **Board Self-Evaluation Report and Development Plan**

6. The Board Self-Evaluation Report for 2023-24 and Board Development Plan for 2024-25, requirements of the Code of Good Governance, are tabled for discussion and approval at the Board's meeting on 2 October. One approved, both documents will be shared with the Glasgow Colleges' Regional Board and published on the College website.

### **Annual Committee Reports**

7. Each year, annual reports are prepared for each of the Board's committees. Reports for the Audit & Assurance Committee, Conveners' Committee, Finance Committee and Learning, Teaching & Student Experience Committee have been approved at committee-level and are tabled at the Board for noting. Annual reports for the People & Culture Committee and the Development Committee will be considered at their first meetings.

### **Deaf Awareness Session**

8. Board members are invited to attend a deaf awareness session immediately before the Board meeting on 2 October. S Boyle, a lecturer and member of support staff at the College, will facilitate the session, providing an introduction to deaf culture and discussing practices that members can adopt to create a more inclusive environment within the Board.

### **CDN Governance Development Programme 2024-25**

9. The College Development Network has published their development programme the 2024-25 academic year – available [here](#). CDN has expanded the range of training that they offer with an emphasis on self-paced online modules to support members in their Board and

committee roles. The Code of Good Governance requires the College to maintain a log of all training undertaken by Board members and, therefore, members are asked to confirm any training they complete with D McGowan and A Butcher.

## Register of Interests

10. The annual review of the Register of Interests was undertaken in August/September and has now been completed. Members are reminded that the Code of Conduct requires them to update their entry no later than one month after a change in their circumstances. Updates can be made [here](#).

## People & Culture Committee Convener

11. The People & Culture Committee will be asked to appoint a Convener at their next meeting, following a vacancy arising from A Barron stepping down from the Board.

## Homologation

12. In August, in a decision by correspondence, the Board approved recommended membership changes to the Terms of Reference of the Finance Committee, Learning, Teaching & Student Experience Committee and People & Culture Committee. This is tabled for homologation at the Board meeting on 2 October, in accordance with Section 2.6 of the Standing Orders.

## Committee Business

13. The Board receives regular updates from all its committees, with draft minutes being tabled for noting at each quarterly meeting. Below is a summary of key business from the recent committee cycle for the Board to be aware of.

**Audit & Assurance Committee:** Members were informed of a data breach that was required to be reported to the Information Commissioner's Office. It was noted that an investigation had been undertaken and a report was being prepared. An update will be provided at the Committee's next meeting in November.

**Conveners' Committee:** Members reviewed draft Board Self-Evaluation Report and Board Development Plan and agreed to recommend both papers to the Board for approval.

**Development Committee:** The first meeting of the academic year has been rescheduled to 31 October.

**Finance Committee:** Members welcomed the latest financial projection indicating that the College would achieve a small surplus in 2023-24, noting that the figures are subject to change as the year-end accounts are audited and finalised.

**Learning, Teaching & Student Experience Committee:** Members discussed the new Tertiary Quality Enhancement Framework (TQEF) arrangements. The Board will receive a presentation on TQEF at the Board meeting on 2 October.

**People & Culture Committee:** The first meeting of the academic year is scheduled for 30 October.