

Board of Management Meeting (Part 1)

MINUTE OF 1st MEETING HELD ON 19 SEPTEMBER 2012 AT 1400 HRS (CoGCB1)

Present	
Tasmina Ahmed-Sheikh (TA)	John MacLeod (JM)
Douglas Baillie (DB)	Henry McLeish (HM) (Chair)
Peter Finch (PF)	Colin McMurray (CM)
Jim Gallacher (JG)	Debbie McNamara (DM)
Charlie Kaur (CK)	David Stark (DS)
Paul Little, Principal (PL)	Eric Tottman-Trayner (ETT)
In attendance	
Claire Gallacher (CG)	Shiela Page, HMI Inspector (SP) (Item 5 & 6 only)
Julia Henderson, Board Secretary (JH)	Ann Butcher, Minute Secretary
Apologies for absence	
Alisdair Barron (AB)	Lesley Woolfries (LW)
Robert Morrison (RM)	

CoGCB1-01 Apologies for Absence

DECIDED: To record apologies for absence from AB, RM and LW.

CoGCB1-02 Declarations of Interest

None.

CoGCB1-03 Minute of 8th Meeting held on 13 June 2012

RECEIVED: Minute of the 8th meeting held on 13 06 12 (Paper BoM1-A).

DECIDED: To approve the minute of the meeting.

Minute of 9th Meeting held on 11 July 2012

RECEIVED: Minute of the 9th meeting held on 11 07 12 (Paper BoM1-B).

DECIDED: To approve the minute of the meeting.

CoGCB1-04 Reports from Board Committees

CoGCB1-04a Estates Committee – 23 August 2012

RECEIVED: Minute of the Estates Committee meeting held on 23 08 12 (Paper BoM1-C).

DISCUSSION: DB informed members of the purpose of the meeting which was to receive reportage on the Project Board's approval of the down-selection from 3 to 2 bidders and approval of a critical recommendation with respect to the Mandatory Variant Bid for FM services to the Halls of Residence was noted.

DECIDED: To note the report.

CoGCB1-04b Nominations and Remuneration Committee – 28 August 2012

RECEIVED: Minute of the Nominations and Remuneration Committee meeting held on 28 08 12 (Papers BoM1-D).

DISCUSSION: DM advised that the recent meeting was held to consider the salary structure for the post of Depute Principal and Business Development Director. Both positions are currently being advertised closing on 28 09 12. Leeting panel members were noted as DM, ETT, AB and PL.

DECIDED: To note the report.

CoGCB1-04c Development Committee – 3 September 2012

RECEIVED: Minutes of the Development Committee meeting held on 03 09 12 (Paper BoM1-E).

DISCUSSION: Committee members have now met for their 2nd meeting and are currently being brought up to date with detailed information on both Commercial and International activities. International income projections are specifically being considered as this may have a significant impact on budget. Opportunities to supplement any potential deficit will be considered at the next meeting. TAS commended A Craig for the detailed reports provided. A full business plan for Commercial and International activity will be submitted to the Board in October.

DECIDED: To note the report.

CoGCB1-04d Learning & Teaching Committee – 11 September 2012

RECEIVED: Minutes of the Learning and Teaching Committee held on 11 09 12 (Paper BoM1-F).

DISCUSSION: JG advised members that the recent article on College waiting lists had been discussed by the Committee and a detailed update was provided by the Principal. Further discussion was deferred pending the Principal's Report.

The Government strategy for increased College apprenticeships and work placements had also been discussed. This agenda will be further considered in more depth and will be progressed in a more focussed way. It was suggested that this should also be addressed through

the Glasgow Colleges Strategic Partnership to obtain a Glasgow-wide picture. PL will take this forward.

DECIDED: To note the report.

CoGCB1-04e Finance Committee – 12 September 2012

RECEIVED: Minutes of the Finance Committee held on 12 09 12 (Paper BoM1-G).

DISCUSSION: DB reported in summary that provisional outturn for 2011-12. The College operating surplus of £733 000 compared to the projected operating surplus for the year of £487 000 was noted. This provides an indication that some variables are outwith College control. An operating deficit of £544 000 for 2012-13 is being projected partially due to the impact of loss of income from International and Commercial activities although opportunities to reverse the situation are being considered.

DECIDED: To note the report.

CoGCB1-04f Audit Committee – 17 September 2012

DISCUSSION: JM provided a verbal report from the Audit Committee meeting held on 17 09 12. The meeting was held to discuss various internal audit reports ie IT security Financial Stability and Systems HR and Payroll Integration, Job Evaluation KPIs and Working Together. Some red flags findings were highlighted but are being addressed. No major issues were raised.

DECISION: To note the verbal report.

Sheila Page, HMI Inspector attended the meeting for item 6 only.

CoGCB1-05 Education Scotland Report
CoGCB1-06 Feedback from Education Scotland

DISCUSSION: SP provided the Board with a summary of the key findings from the Education Scotland External Review of the College held from 08-15 05 12. Four clean confidence statements which relate to the key principles of high quality learning, learner engagement and quality culture were provided. 11 strengths were also highlighted and three examples of sector-leading practice were identified. An Action Plan (provided within the Paper) has been developed to address the three main points for action.

John Laird, HMI will visit the College regularly to discuss the report and the actions and an Annual Engagement Visit will follow early next year.

DECIDED: To note the content of the action plan and the mechanisms by which it will be monitored.

To make reference to the Learning & Teaching Committee within the Action Plan.

To provide a letter to all staff members on behalf of the Board of Management acknowledging their hard work, and contribution towards a successful Report.

Items 3 and 5 from the Board of Management Meeting (Part 2) were taken at this time. Items 7, 8 and 9 were deferred to Part 2 held on 20 09 12.

CoGCB1-03 **Principal's Report**
(Part 2)

RECEIVED: Summary of Applicant and Waiting List Data (tabled).

DISCUSSION: Members considered the controversial report contained in The Herald which reported on over 10 000 applicants currently on College waiting lists, the largest of which was CoGC. The Cabinet Secretary's subsequent report insisting that hundreds of college places are still available was also raised.

The Principal informed members that CoGC has received a total of 47 235 applications, of this figure 24 686 were headcount applicants. As at 31 08 12, 8 021 applicants were on a waiting list for a place at CoGC however the College is currently 99.99% full for FT enrolment, over target in FE and is slightly under target in HE.

DECIDED: To obtain a collective capture of data on applications, enrolments and waiting lists for Glasgow.

To consider submitting a request for additional funding for January start courses to the Scottish Government.

DISCUSSION: The Principal updated members on key points within the areas of Finance, Estates, New Campus, Governance, Curriculum and HR. The following issues were particularly noted:

- The new Students Services Centre and Library are almost complete and have been well received by staff and students.
- Following weeks of intensive Competitive Dialogue the New Campus Project had now down selected to two bidders namely BAM and GLQ. The Estates Committee will close dialogue and invite final tenders on 24 10 12. The final design for the new College will be set early December 2012. The preferred bidder will be announced on 24 January 2013. The College is currently proposing to pull back on transition budget to vire funds for FFE and ICT.
- OSCR have now advised that Central College Glasgow and Glasgow College of Nautical Studies have been removed from the Scottish Charity Register.

- The Curriculum and, Commercial and International Strategies are almost complete and will be submitted to relevant Committees.
- The EIS ballot on accepting T&C harmonisation has been delayed. A local or regional ballot has still to be agreed.
- Interest in the posts for Depute Principal and Business Development Director was reported.

The Principal advised the Board on his planned trip overseas with the Chair. It is anticipated that meetings with Embassy Officials/Scottish Society connections will be set to discuss possible sponsorship, setting up alumni networks and student semester exchanges.

**CoGCB1-07
(Part 2)**

City of Glasgow College Board Priorities

DISCUSSION: The Principal advised the Board on his key priorities for the future.

RECEIVED: CoGC Mission, Vision and Values (tabled).

DECIDED: To approve the Mission, Vision and Values subject to rewording of the term 'world class'.

RECEIVED: Strategic Aims and Direction Setting (tabled).

DECIDED: To approve the Strategic Aims, subject to minor amendment.

DISCUSSION: The Principal informed that the various Direction Setting points will lead to the development of a Level 1 Scorecard and subsequently to specific measurable targets within the Level 2, 3 and 4 Scorecards. HM considered that although priorities had not been missed the Strategic Aims and Direction Setting should be used as a starting point for an increased branding exercise. He suggested that 4 or 5 powerful key aims should be developed and translated into distinct practical objectives at working level.

DECIDED: To present updated strategic objectives at the next meeting of the Board.

ANNEX TO THE MINUTES

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
CoGCB1-03	Principal's Report: Obtain a collective capture of data on applications, enrolments and waiting lists for Glasgow.	PL	ASAP
CoGCB1-03	Principal's Report: Submit request for additional funding for January start courses to the Scottish Government.	PL	Jan
CoGCB1-05	Education Scotland Report: Refer to the Learning & Teaching Committee within the Action Plan.	PL	ASAP
CoGCB1-05	Education Scotland Report: Provide letter to all staff on behalf of the BoM acknowledging their contribution towards the Report.	PL	ASAP
CoGCB1-07	City of Glasgow College Board Priorities: To revise the Mission, Vision and Values subject to rewording of the term 'world class'.	PL	ASAP
CoGCB1-07	City of Glasgow College Board Priorities: To present updated strategic objectives at the next meeting.	PL	24 10 12

PREVIOUS ACTION POINTS

Item	Description	Owner	Target Date
CoGCB8-05	Chair's Update: JH to circulate Scotland's Colleges paper to members.	JH	ASAP Complete
CoGCB8-05	Chair's Update: Item on Scotland's Colleges to be added to the September Board Meeting agenda.	JH	19 09 12
CoGCB8-08	Restructure Report: PF to discuss financial implications directly with PL regarding recruitment costs for restructure.	PF/PL	ASAP Complete
CoGCB8-08	Restructure Report: Paper re College Company to be submitted to the next meeting of the Development Committee.	JH/AC	03 09 12
CoGCB8-09	Financial Plan 2012-13: Due to the small operating surplus, monthly reports to be produced for the Finance Committee with red flags for any areas of concern.	SW	Ongoing Complete
CoGCB7-04a	Learning & Teaching Committee – 27 03 12: Submit Employability Strategy to full Board.	JH	13 06 12 Moved to 24 10 12
CoGCB7-04a	Learning & Teaching Committee – 27 03 12: Submit Student Anti-Bullying and Anti-Harassment Policy to SSEC.	JH	ASAP
CoGCB7-04c	Estates Committee – 22 03 12: Seek letter of comfort from the SG regarding acceptance of liability in terms of unitary charge and retained estates.	JH/PL	ASAP Ongoing
CoGCB7-07	City of Glasgow College Approach to	PL	ASAP

	Regionalism: Seek further assurance from the SFC that the guaranteed new build planning figure of 210 000 wSUMs still stands.		Ongoing
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