

Board of Management

Meeting of the Students, Staffing & Equalities Committee

MINUTE OF 1st MEETING HELD ON 2 NOVEMBER 2016 AT 1700 HRS (SSEC1)

Present	
Alisdair Barron (AB) Convenor	Ian Gilmour (IG)
David Eaton (DE)	Jamie-Lee Gooding (JLG)
Paul Little (PL)	Robert Morrison (RM)
George Galloway (GG)	
In attendance	
Paul Clark (PC) Board Secretary	Gillian Plunkett (JP)
Joanna McGillivray (JG)	Stuart Thompson (ST)
Dianne Gallacher (DG)	
Apologies for absence	
Graham Mitchell (GM)	

Item SSEC1-1	Apologies for Absence	
Paper No:	Lead: A Barron	Action requested: Note
Decision/Noted	Apologies were received from GM.	

Item SSEC1-2	Declarations of Interest	
Paper No:	Lead: A Barron	Action requested: Note
Decision/Noted	None	

Item SSEC1-3	Identification of Items to be Discussed Privately	
Paper No:	Lead: A Barron	Action requested: Note
Decision/Noted	None	

Item SSEC1-4	Minute of the Students, Staffing & Equalities held on 18 May 2016	
Paper No: SSEC1-A	Lead: A Barron	Action requested: Approve
Decision/Noted	To approve the minutes of 18 May 2016	

Item SSEC1-5	Committee Annual Report 2015-16	
Paper No: SSEC1-B	Lead: P Clark	Action requested: Approve

Discussion/ Matters Arising	The Committee noted the content of the Committee Annual Report.
Decision/Noted	Noted

Item SSEC1-6	Committee Programme of Work 2016-17	
Paper No: SSEC1-C	Lead: P Clark	Action requested: Approve
Discussion/ Matters Arising	<p>To amend the ToRs:</p> <ul style="list-style-type: none"> • Item 11 to refer to Student Experience • To rearrange items to have students before staff (Action PC) <p>PC & GP to review Programme of Work to reflect new terminology (Action PC & GP).</p> <p>Include in March meeting: Update on the Student Journey (Action PC).</p> <p>Action – to hold the March meeting in the SA premises.</p> <p>Access and Inclusion (including SIMD) and Gender Action Plan to be included in the March meeting</p>	
Decision/Noted	Approve subject to agreed changes.	

Item SSEC1-7	Strategic Risk Review	
Paper No: SSEC1-D	Lead: P Clark	Action requested: Approve
Discussion/ Matters Arising	<p>PC introduced the paper including the Risk Management Action Plans for each of the risks associated with the Committees’s Terms of Reference.</p> <p>GP confirmed that the Corporate Parenting Action Plan has been completed.</p> <p>Item 9 was discussed in detail. Replace the wording of Risk 9 with “Failure to attract, engage and retain suitable staff”. Commentary should include talent management, as well as the L&T Academy (Action PC/ST/HoHR)</p>	
Decision/Noted	Approved	

Item SSEC1-8	Ill Health Retirement	
Paper No: SSEC1-E	Lead:	Action requested: Deferred
Decision/Noted	This item was deferred to a future date.	

Item SSEC1-9	National Pay Bargaining Update	
Paper No: SSEC1-F	Lead: S Thompson	Action requested: Note
Discussion/ Matters Arising	<p>Noted that ST is involved in ACAS discussions.</p> <p>PL updated the Committee with regard to the activities of the Employers’</p>	

	<p>Association in the context of National Bargaining, involving those colleges which have signed to the NRPA. It was noted that PL and AB both sit on the EA.</p> <p>PL reported that a majority of Colleges voted for an increased offer to Unison. PL further reported that the Union had asked for strike pay to be reinstated. No colleges accepted this claim. Further strike action is therefore considered likely.</p> <p>PL and AB provided a summary of the political and economic context for the current industrial relations landscape, highlighting the disparity between the expectations of EIS and Unison, and the economic reality of the current position in the new sector governance structure.</p>
Decision/Noted	Noted

Item SSEC1-10 Student Services Annual Review 2015-16	
Paper No: SSEC1-G	Lead: G Plunkett Action requested: Note
Discussion/ Matters Arising	<p>GP presented the Review which presents information in a new format. The new Directorate outlined in the paper reflects the holistic approach to experience. A diagrammatic representation of the student journey is included. Also highlighted was the figure of 91% for class representatives, with a target of 100%.</p> <p>AB highlighted the powerful nature of personal accounts of hardship faced by some students.</p> <p>Actions: agreed to show images of student reps in the mezzanine area. (Action GP, IG). Agreed to include images relating to the personal nature of student support in the College Annual Report. (Action GP/PC).</p> <p>JM reported that a digital map of the student experience will be developed, including a number of different scenarios to represent the range of student challenges addressed by the College.</p> <p>AB commended the staff involved in delivering the services represented in the report.</p>
Decision/Noted	Noted

Item SSEC1-11 Student Recruitment and Admissions Review 2016	
Paper No: SSEC1-H	Lead: J Plunkett Action requested:
Discussion/ Matters Arising	<p>GP highlighted the activity reported in the Report, which indicates trends in applications across the College Faculties, and some of the initiatives employed to recruit students, e.g. school pupil visits to the College through the session.</p> <p>Pre-enrolment initiatives were noted, included further induction and familiarisation activity.</p> <p>Conversion rates were improved in 2016/17. The Committee noted the</p>

	powerful influence of “word of mouth”. Equalities information under protected characteristics was noted, with no significant deviation noted in overall applications and enrolments, and that these reflected the proportion found in the general population of Glasgow.
Decision/Noted	Noted

Item SSEC1-12	Equality, Diversity & Inclusion Current Priorities & Initiatives Update	
Paper No: SSEC1-I	Lead: S Thompson	Action requested: Note
Discussion/ Matters Arising	In the absence of ST/GB the Committee discussed a number of elements of the paper, including the need to ensure people of any religious faith are made to feel welcome in the College.	
Decision/Noted	Noted	

Item SSEC1-13	Students’ Association Update	
Paper No: SSEC1-J	Lead: I Gilmour/ Jamie-Lee Gooding	Action requested: Note
Discussion/ Matters Arising	<p>IG indicated that much of the report was included in the update provided to the Board of Management at the planning day on 13th October. IG identified various highlights such as class representation levels, election participation, Fresher’s Week, Sports Coaching, and the development of the SA Strategic Plan.</p> <p>IG reported that efforts are being made to extend the number of sports societies available to CoGC students. IG also reported on partnership arrangements with other providers.</p>	
Decision/Noted	<p>Noted.</p> <p>Action: Students’ Association papers to be higher on the agenda. (Action PC).</p>	

Item SSEC1-14	Student Experience Strategy	
Paper No: SSEC1-K	Lead: J McGillivray/ G Plunkett	Action requested: Note
Discussion/ Matters Arising	<p>JM updated members on the development of the Student Experience Strategy, noting the ambition to take City Learning to the next level. The development timeline includes a launch at the One City event in May 2017, with a 3-year phased rollout thereafter.</p> <p>The Strategy will feed into operational plans and individual plans.</p> <p>The provision of good value food outlets was discussed, and the value pricing of the College’s own market was noted.</p>	
Decision/Noted	Noted	

Item SSEC1-15		Staff HR Metrics Quarterly Report	
Paper No: SSEC1-L	Lead: S Thompson	Action requested:	
Discussion/ Matters Arising	PL highlighted the staff age profile, indicating a potential issue with succession planning, given the high proportion of staff in the 51-55 and 56-60 age groups.		
Decision/Noted	Noted		

		Disclosability of Papers	
Paper No:	Lead: P Clark	Action requested:	
Decision/Noted	No change to the status of papers noted.		

Item SSEC1-16		Any Other Notified Business	
Paper No:	Lead:	Action requested: Note	
Discussion/ Matters Arising	Action: PC to invite members of the College Foundation and the Art Foundation to the Board Christmas Dinner on 7 th December.		
Decision/Noted	Noted		

Item SSEC1-15		Date of Next Meeting	
Paper No:	Lead: A Barron	Action requested: Note	
Decision/Noted	Wednesday 15 March 2017		

Convener's Signature _____

Date _____

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
SSEC1-13	SA Update: Students' Association papers to be higher on the agenda.	PC	Ongoing

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
SSEC3-4	ToRs: Revise as agreed and submit to BoM for approval.	PC	15 06 18 Complete
SSEC3-7	CitySA Annual Report: Meet with CitySA executives to update budget summary.	ST/IG/RS	ASAP Complete
SSEC3-13	HR Metrics Report: Provide additional information as agreed.	JK	Next mtg of SSEC Complete
SSEC2-7	Students' Association Constitution: Consider feedback and resubmit for approval.	SA	18 05 16 Ongoing
SSEC2-9	Draft Equality Mainstreaming Report: Submit final draft for approval.	GB/JK	18 05 16 Complete
SSEC1-5	Committee Programme of Work: Include additional standing items and circulate prior to next meeting.	SSEC	09 03 16 Complete
SSEC1-11	Learning Support Annual Report: Report to Committee on extent of hearing loops in new campus.	JC	09 03 16
SSEC1-14	AONB: Update business case for additional positions.	PL/JK	ASAP Complete