

Draft Minute of Board Meeting held on Monday 21 June 2021

Present	
Paul Buchanan (Vice-Chair)	Caroline MacDonald
Alisdair Barron	Sheila Meikle
Moira Connolly	Maureen McKenna
Lesley Garrick (item 13 onwards)	David Newall
Alastair Milloy	Ian Patrick
Clare Ireland	Sissa Rasmussen
Nicolas Garcia	Jackie Russell
Ed McGrachan	
In Attendance	
Martin Boyle (Executive Director)	Paul Little (Principal CoGC)
Frances Curran (EIS FELA)	Wendy Odedina (Executive Assistant)
Penny Davis (Board Secretary)	Derek Smeall (Principal GKC)
Lauren McLaren (Student President GKC)	Jon Vincent (Principal GCC)
Jim Godfrey (Finance and Resources Director)	Bernadette Savage (COGC Student President elect)
Breea Keenan (Communications Lead)	
Apologies	
Dave Brown	Janie McCusker (Chair)
Michael Cullen	Chris Greenshields (Unison)

1. Introduction

Paper No: Verbal

1.1 Discussion

The Vice-Chair informed member that the Chair of the Board was unable to attend the meeting due to extenuating circumstances and he would therefore chair the meeting.

On behalf of the Chair, the Vice-Chair thanked members, attendees and observers for their dedication and hard work through the 2020-21 academic session and for rising to the challenges faced this year through the pandemic.

He noted that this is the final board meeting for Nicolas Garcia and Sissa Rasmussen before their time on the board, and as Student Presidents for their colleges, comes to an end. He put on record the Board's sincere thanks for their work and commitment. He noted that Lauren McLaren has been re-elected as President at Glasgow Kelvin College and we look forward to engaging with her again next year alongside the new Student Presidents from City of Glasgow College and Glasgow Clyde College.

The Vice-Chair noted that this was also the last meeting for three non-executive board members – Caroline MacDonald, Maureen McKenna and Lesley Garrick. He put on record the Board's thanks for their time, contributions and work on behalf of GCRB.

2. Apologies

Paper No: Verbal

2.1 Discussion

Apologies were received for Janie McCusker, Dave Brown, Michael Cullen and Chris Greenshields.

3. Declarations of Interest

Paper No: Verbal

3.1 Discussion

The Chair notified members that it is each member's personal responsibility to indicate to the Chair at any time during the meeting if they have, or may be perceived as having, a conflict of interest under any item on the agenda.

The college chairs and principals noted an interest in the funding matters to be discussed under items 11 and 14.

4. Chair's Business

Paper No: BM8-A

4.1 Discussion

The Vice-Chair spoke to paper BM8-A which presented two recommendations for approval on behalf of the Chair pertaining to the appointment of a new Chair of the Performance and Resources Committee and also recommendations for the appointment of new non-executive board members following the conclusion of the interview process.

4.2 Decision

The Board:

- **approved** the appointment of Moira Connolly as Chair of the Performance & Resources Committee from 1 August 2021;
- **approved** the appointment of the following as Non-Executive Members of GCRB, for four years from 1 August 2021, **subject to Ministerial approval**.
 - Helyn Thornbury Gould
 - Des McNulty
 - Paul Smart

5. Executive Director's Update

Paper No: Verbal

5.1 Discussion

The Executive Director provided verbal report to the board reflecting on the challenges and achievements of working through an extraordinary academic year.

He put on note his personal thanks to the non-executive board members leaving the board and also the two student members.

He thanked Chairs and Principals for their engagement through the year noting that he and the Chair had attended each of the assigned colleges' last board meetings.

The Executive Director informed the board that the post holder of the Environmental Sustainability Manager had resigned due to another job opportunity and that he has put plans in place to reappoint as soon as possible.

He finally thanked the GCRB staff for their work throughout the 2020-21 academic year.

6. Minute of Board Meeting held on 19 April 2021

Paper No: BM8-B

6.1 Decision

The minute of the meeting held on 19 April 2021 was agreed as an accurate record.

7. Matters Arising

Paper No: BM8-C

7.1 Discussion

The Executive Director presented the matters arising paper.

7.2 Decision

The board **noted** the Action Monitoring Log.

8. Review of Coherent Provision and Sustainability of the Glasgow College Region

Paper No: BM8-D

8.1 Discussion

The Executive Director presented the report seeking formal approval from the board to move towards an external options appraisal process. He noted that phase 1 and 2 have been delivered internally and a phase 3 paper will be developed to set out the various options and sub-options for the external appraisal process.

He referred members to the project initiation document attached to the report which would be taken forward to the procurement process if approved.

The board discussed the timescales within the report noting that this was too tight and indicated they would like to see this extended.

The board discussed the specification in terms of flexibility for alternative options to be considered should these arise through the external work. They also discussed the need for engagement with GCRB and colleges.

8.2 Decision

The Board:

- **noted** progress towards delivery of the current phase of the review;
- **approved** progression towards completion of the Options Appraisal phase of work, with associated processes and a revised extended timeline; and
- **approved** an allocation of GCRB funding to review activity, and **approved** delegation of use to GCRB Chair and Executive Director in line with Project Initiation Document.

9. Risk Register

Paper No: BM8-E

9.1 Discussion

The Executive Director presented the GCRB risk register noting some suggested amendments to risk scores.

9.2 Decision

The Board **noted** the position of the current Risk Register and **approved** the recommended changes to the GCRB Risk Register.

10. Outcome Agreement 2021-22

Paper No: BM8-F

10.1 Discussion

The Executive Director presented the Outcome Agreement 2021-22 explaining that this is a work in progress document as guidance is still awaited from the SFC.

10.2 Decision

The board **discussed** and **noted** the contents of this progress report and **agreed** to amend the section on deferred students further to recent clarifications received on this matter.

11. Final Funding Allocations 2021-22

Paper No: BM8-G

11.1 Discussion

The Finance and Resources Director presented the paper noting a small number of changes from the indicative allocation that the Board approved at its last meeting. He noted that consultation has taken place with college colleagues and the proposed allocation is recommended by the Performance and Resources Committee.

11.2 Decision

The Board:

- **noted** the final funding allocations for 2021-22 that were issued by the Scottish Funding Council (SFC) on 27 May 2021;
- **noted** that the final regional allocations for 2021-22 were considered by the GCRB Performance and Resources Committee on 9 June 2021 and recommended to the Board for approval; and
- **approved** the final regional allocations for 2021-22, and in particular the changes to the indicative allocations.

12. Draft Board Development Plan 2021-22

Paper No: BM8-H

12.1 Discussion

The Board Secretary presented the draft board development plan for 2021-22 noting that the format of the plan differs from previous years further to the incorporation of recommendations from the external effectiveness review. She noted that whilst the board approve the plan, it is intended that the Nominations and Remuneration Committee would continue to monitor progress.

She explained that the recommendations relating to and HR strategy and Learning and Teaching Committee from the external effectiveness review have been included in the plan within the context of the regional review process and that these matters will be brought by the Chair to the Board at a suitable juncture in the future.

12.2 Decision

The board **approved** the revised format and content of its Development Plan for 2021-22.

13. Board Business Report

Paper No: BM8-I

13.1 Discussion

The Executive Director provided an overview of the report which he explained is in response to the primary recommendation from the external effectiveness review. He noted that the report provides a proposed format utilising the existing GCRB strategy, however this would be updated in due course to reflect the revised GCRB strategy.

The Board welcomed the format and the proposed intention to report against the Board's high level targets. They cautioned that it may not be necessary to report at every meeting and the report should be kept under review with regard to its format, frequency and effectiveness moving forward.

13.2 Decision

The Board:

- **agreed** the proposed format for the potential business report for introduction to board activity at the appropriate stage; and
- **agreed** the proposed amendments to board papers for introduction to board and committee activity at the appropriate stage.

14. Recommendations from P&R Committee

Paper No: BM8-J

14.1 Discussion

The Chair of the Performance and Resources Committee presented the paper with two recommendations for approval.

The first related to the transfer of funding between the Programme for Action and GCRB running costs budget as detailed in the paper and minutes of the committee.

The second she noted pertains to a change to the GCRB scheme of delegation to allow decisions on funding matters that are non-contentious to be made by the Chair, in conjunction with the Chair of the Performance and Resources Committee and Executive Director.

14.2 Decision

The Board:

- **approved** a transfer of £25,000 from the Programme of Action Budget to the Running Costs Budget for 2020-21, with reference to item 10 of the Committee minutes.

- **approved** the recommended approaches set out under section 4 of the paper for inclusion in the Scheme of Delegation, with reference to item 14 of the Committee minutes.

15. Recommendations from N&R Committee

Paper No: BM8-K

15.1 Discussion

The Chair of Glasgow Kelvin College and City of Glasgow College declared an interest in this item.

The Chair of the Nominations and Remuneration Committee presented the paper outlining recommendation relating to the appointment and extensions of board members of two of the assigned colleges.

15.2 Decision

The board **approved** recommendations agreed by the Nominations and Remuneration Committee at its meeting on 27 May 2021 as follows:

- to extend the appointments of the following non-executive members of Glasgow Kelvin College Board for four years from 1 August 2021.
 - Rob Doyle
 - John Hogg
 - Deborah Thomson
- to appoint a new non-executive member to Glasgow Kelvin College Board for four years from 1 August 2021 as follows.
 - Dermot Grenham
- to appoint new non-executive members to the City of Glasgow College Board for four years from 1 July 2021 as follows.
 - Nicola Cameron
 - Ewart Keep

16. Board Calendar 2021-22 and Use of Virtual Meetings

Paper No: BM8-L

16.1 Discussion

The Board Secretary presented the Board Calendar for 2021-22 highlighting the strategic planning day on 13 September 2021.

She noted the intention to continue the use of virtual meeting for the time-being noting this would be kept under review in line with Government restrictions.

16.2 Decision

The Board:

- **approved** the calendar of meetings for 2021-22; and
- **noted** the current status of arrangements to hold Board and committee meetings virtually.

17. Colleges Scotland Statement of Ambition

Paper No: BM8-M

17.1 Discussion

The Vice Chair presented the paper asking for comments from members for feedback to Colleges Scotland.

The board discussed the percentage of the delivery of higher education which the Executive Director explained refers to qualifications.

17.2 Discussion

The Board:

- **noted** and **welcomed** the opportunity to comment on the draft Colleges Scotland Statement of Ambition document; and
- **agreed** feedback to be submitted to Colleges Scotland on the draft Colleges Scotland Statement of Ambition document.

18. Glasgow Colleges Regional Student Executive

Paper No: Verbal

18.1 Discussion

The three student presidents presented their final update to the board noting the final activities they had been undertaking to ensure a smooth handover to the new post holders.

They noted that they had enjoyed their time with GCRB feeling that their voices and viewpoints were welcomed and heard. They wished to put on record their thanks to the Board, Chair of the Board, Executive Director and Executive Assistant.

18.2 Decision

The Board **noted** the report and thanked the students for their hard work, enthusiasm and contributions through the year.

19. Committee Minutes

Paper No: BM8-N, BM8-O, BM8-P

19.1 Decision

The board **noted** the minutes of the committees.

20. Communications Update

Paper No: BM8-Q

20.1 Decision

The board **noted** the communications update.

21. Use of Delegated Authority

Paper No: BM8-R

21.1 Decision

The board **noted** the paper on use of delegated authority.

22. Long Term Agenda

Paper No: BM8-S

22.1 Decision

The board **agreed** the long term agenda.

23. Review of Disclosable Status

Paper No: Verbal

23.1 Decision

The Board Secretary confirmed the following papers as non-disclosable:

- BM8-A: Chair's Business
- BM8-D: Review of Coherent Provision and Sustainability of the Glasgow College Region
- BM8-E: Risk Register
- BM8-G: Final Funding Allocation
- BM8-I: Board Business Report
- BM8K: Recommendations from N&R Committee
- BM8-M: Colleges Scotland Statement of Ambition
- BM8-N: Draft Minute Audit Committee
- BM8-O: Draft Minute N&R Committee

24. Date of Next Meeting

Paper No: Verbal

24.1 Decision

The date of the next meeting was confirmed as Monday 13 September for the strategic planning day.