

Draft Minute of Board Meeting held on Monday 29 October 2018

Present	
Janie McCusker (Chair)	Maureen McKenna
Alisdair Barron	Alastair Milloy
Paul Buchanan	Charlie Montgomery
Lesley Garrick	David Newall
Edward McGrachan	Ian Patrick
Shaun McLaughlin	Jackie Russell
Caroline MacDonald	Mike Ward
In Attendance	
Robin Ashton (Executive Director)	Paul Little (Principal CoGC)
Penny Davis (Board Secretary)	Jon Vincent (Principal GCC)
Jim Godfrey (Finance & Resources Director)	Milea Leone (Student President CoGC)
Wendy Odedina (Executive Assistant)	Mark Wilson (Boardpacks, item 15 only)
Apologies	
Moira Connolly	Karolina Gasiorowska
Michael Cullen	Clare Ireland
	Alan Sherry (Principal, GKC)

1. Introduction

Paper No: Verbal

1.1 Discussion

The Chair welcomed members and attendees to the meeting.

The Chair noted that the support staff board member had not been able to attend GCRB meetings for some time and GCRB had been asked to consider if another member of support staff could attend, as an attendee, in these circumstances.

The Board noted that they would be open to this proposal subject to an appropriate process being put in place and requested the Board Secretary to take the matter forward.

2. Apologies

Paper No: Verbal

2.1 Discussion

Apologies were received for Moira Connolly, Michael Cullen, Karolina Gasiorowska and Clare Ireland.

It was noted that Alan Sherry was attending the Glasgow Economic Partnership for Growth meeting to ensure representation from the region.

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.

4. Chair's Business

Paper No: Verbal

4.1 Discussion

The Chair noted the following meetings she had undertaken since the last board meeting:

Internal:

- Meetings with all board members as part of their annual performance appraisal;
- New teaching staff board member Charlie Montgomery;
- Board Strategic Development Day;
- Joint Boards' Development Event themed on Diversity;
- Committee Chairs meetings;
- Board Committee Meetings;
- Assigned College Chairs and Principals.

External:

- John Kemp, SFC Interim Chief Executive;
- Aileen McKechnie, Director of Advanced Learning and Science, Scottish Government;
- Colleges Scotland Board and operational meetings;
- Regional Chairs meeting;
- Joint Colleges Scotland and CDN board event;
- Glasgow Community Planning Partnership Board meetings;
- Institute of Directors;
- Ministerial Visit from Richard Lochhead MSP.

The Chair noted the highly positive feedback received from the Minister for Further Education, Higher Education and Science following his visit to the Glasgow College Region.

5. Minute of Board Meeting held on 18 June 2018

Paper No: BM1-A

5.1 Decision

The minute of the Board meeting on 18 June 2018 was **agreed** as an accurate record.

6. Matters Arising

Paper No: BM1-B

6.1 Discussion

The Executive Director presented the matters arising paper noting progress on actions from previous Board meetings.

Following a request for clarification, the Executive Director confirmed the governance process for consideration of any regional estates proposals. Alastair Milloy temporarily left the meeting for discussion of this matter.

6.2 Decision

The Board **noted** the matters arising paper.

7. Glasgow City Council – School Leaver Progression and Attainment

Paper No: Presentation

7.1 Discussion

Maureen McKenna, in her role as Director of Education at Glasgow City Council, delivered a presentation to the Board on Glasgow's school leaver progression and attainment. She outlined the unique context of Glasgow, partnership working with the college sector, employers and Skills Development Scotland and priorities moving forward.

7.2 Decision

The Board **discussed** themes arising from the presentation and the contribution, challenges and opportunities for colleges.

The Board **noted** the presentation and thanked Maureen McKenna for her input.

8. Risk Register

Paper No: BM1-C

8.1 Discussion

The Executive Director presented the risk register which he noted is considered at every meeting of the Board.

He outlined three risks proposed for a reduction in risk score and explained the rationale.

8.2 Decision

The Board:

- **considered** the risk register and summary of related activity from July to October;

- **discussed** the three key risks identified;
- **consider** the suggested changes to the evaluation of these risks and **agreed** to **amend** risks 3 and 13 however leave risk 6 at the current score; and
- **agreed** that the Audit Committee should consider a process for the review of the current risk register.

9. Minute of Audit Committee on 2 October 2018

Paper No: BM1-D

9.1 Discussion

The Chair of the Audit Committee presented the draft minute of the meeting of 2 October 2018.

9.2 Decision

The Board **noted** the report.

9. Annual Review of Systems of Internal Control

Paper No: BM1-E

9.3 Discussion

The Finance and Resources Director presented the Annual Review of Systems of Internal Control which he noted had been considered by the Audit Committee and recommended for approval by the Board. He explained that the report provides the Board with assurance on its processes and contributes towards the annual accounts.

The Chair of the Audit Committee noted that the External Auditor had noted the report as excellent practice which is not seen very often in the sector.

9.4 Decision

The Board **approved** the Annual Review of the Systems of Internal Control.

9. Audit Scotland Review of Scotland's Colleges

Paper No: BM1-F

9.5 Discussion

The Executive Director provided an overview of the report which he noted had been considered in-depth at the Audit Committee. He noted that this was the first time that regional strategic bodies had been specifically reviewed and outlined the progress that has been made in the Glasgow region since the fieldwork for this report took place.

9.6 Decision

The Board:

- **considered** the report; and
- **endorsed** the actions taken by GCRB in response to the report recommendations for GCRB and the colleges.

10. Minute of the Performance and Resources Committee 26 September 2018

Paper No: BM1-G

10.1 Discussion

The Chair of the Performance and Resources Committee presented the minute of the Committee meeting of 26 September 2018.

10.2 Decision

The Board **noted** the report.

10. Capital Funding 2018-19

Paper No: BM1-H

10.3 Discussion

The Chair of the Performance and Resources Committee outlined the proposed reallocation of capital funding for 2018-19.

10.4 Decision

The Board **agreed** to allocate an additional £681k of capital funding to Glasgow Clyde College to address further 'high priority' works identified within the national condition survey.

11. Minute of Nominations and Remuneration Committee on 4 October 2018

Paper No: BM1-I

11.1 Discussion

The Chair of the Nominations and Remuneration Committee presented the minute of the Committee meeting on 4 October 2018.

11.2 Decision

The Board **noted** the report.

11. GCRB Contractors

Paper No: BM1-J

11.3 Discussion

The Board Secretary declared an interest in the item and temporarily left the meeting at this stage.

The Chair of the Nominations and Remuneration Committee provided an overview of the paper outlining the Committee's consideration of the matter.

The Board discussed additional employment costs, pension liabilities and risks in relation to tax implications.

11.4 Decision

The Board **agreed in principle** to the proposal that GCRB regularises the work undertaken by contractors within the GCRB staffing structure.

It was **agreed** to delegate authority to the Chair of the Board to ensure that the revised staffing structure is within the existing GCRB budget.

The Board Secretary re-joined the meeting at this point.

11. Board Evaluation

Paper No: BM1-K

11.5 Discussion

The Board Secretary provided an overview of the report noting the revised timetable for Board Evaluation activities.

11.6 Decision

The Board **agreed** the schedule of self-evaluation activities.

12. 2017-18 Regional Outcome Agreement Evaluation

Paper No: BM1-L

12.1 Discussion

The Executive Director presented the report which he noted is submitted to the Board for approval and onward submission to the SFC.

He noted that the report overall is positive, highlighting attainment and student satisfaction as matters to keep under review moving forward.

12.2 Decision

The Board:

- **considered** and **discussed** the evaluation of progress towards the achievement of targets and goals set out within the Glasgow Regional Outcome Agreement for 2017-18; and
- **approved** the report for submission to the Scottish Funding Council by October 31, 2018.

13. Development of 2019-20 Regional Outcome Agreement

Paper No: BM1-M

13.1 Discussion

The Executive Director provided an overview of the paper which he noted provides the Board with proposed priorities areas for the work of the Glasgow College Region for academic year 2019-20.

He noted that draft targets and narrative information for the ROA will be provided to the Performance and Resources Committee at its December meeting.

The Board discussed the proposed priority areas and the importance of college boards being fully involved in the ROA process.

13.2 Decision

The Board:

- **noted** the Scottish Funding Council (SFC) Guidance for the development of 2019-20 College Outcome Agreements; and
- **considered** and **agreed** the outline plan for the development of the 2019-20 Glasgow Regional Outcome Agreement.

14. GCRB Scheme of Delegation

Paper No: BM1-N

14.1 Discussion

The Board Secretary presented the paper which she noted suggests amendments to the GCRB Scheme of Delegation in line with the model scheme for the sector.

She explained that the second stage of the review of the scheme will be for Committees to consider any suggested delegations as part of their annual review processes in December.

14.2 Decision

The Board **approved** the proposed revisions to the scheme.

15. Introduction of Online Board Paper System

Paper No: BM1-O

15.1 Discussion

The representative from Boardpacks delivered a presentation to the Board on the Boardpacks online board paper system outlining the functionality and security aspects.

The Board Secretary presented an accompanying paper outlining costs.

15.2 Decision

The Board **considered** the BoardPacks presentation and financial information provided and **agreed** to proceed with the introduction of the proposed system.

16. Regional Collaboration Update

Paper No: BM1-P

16.1 Discussion

The Executive Director provided an update on collaborative work being undertaken across the region. He outlined the year 2 objectives for regional leads and noted that 3 new regional leads have been appointed.

16.2 Decision

The Board **considered** the report on regional collaborative activity and **endorsed** the evidence it provides of progress towards the achievement of regional strategic goals.

17. Enterprise and Skills Board Strategic Plan

Paper No: BM1-Q

17.1 Discussion

The Executive Director presented the report noting the importance and relevance of the Enterprise and Skills Board plan in relation to the ambitions of the GCRB.

He referred to the joint development work GCRB is undertaking with SFC and SDS and noted that it his recommendation that the Board supports the implementation of this strategic plan.

17.2 Decision

The Board **considered** the Enterprise and Skills Strategic Plan and **discussed** its potential impact on regional working and strategic .

The Board **agreed** to support implementation of the plan.

18. Skills Development Scotland Regional Skills Assessment

Paper No: BM1-R

18.1 Discussion

The Executive Director provided an overview of the report. He noted that the key function of the GCRB is to develop a curriculum plan for the region and that this report provides evidence on the economic needs of the region.

The Executive Director outlined trends and growth areas identified from the report and noted that he is leading work with the Curriculum Hubs to analyse how the current college provision relates to these employment demands.

The Board discussed the need for further consideration of how the region could better meet the needs of adult learners, upskilling of the current workforce and career changers. It was discussed that influencing the national agenda on this matter was important however the region could also decide to prioritise this matter in how it plans and funds its provision.

18.2 Decision

The Board:

- **considered** the attached 2018 Glasgow Regional Skills Assessment and curriculum supply information; and
- **contributed** views on the alignment of training supply to skills demand and employment needs to support the development of the 2019-20 Regional Outcome Agreement.

19. GCRSE Update

Paper No: VERBAL

19.1 Discussion

The Chair of the GCRSE provided an update on the first meeting of the regional student executive and outlined plans for a joint event for all students across the region.

19.2 Decision

The Board **noted** the verbal update.

20. Programme for Government

Paper No: BM1-S

20.1 Discussion

The Executive Director noted that the paper is provided to the Board for background information and reference.

20.2 Decision

The Board **noted** the report.

21. Use of Delegated Authority

Paper No: BM1-T

21.1 Decision

The Executive Director noted the resources spent on communication support.

21.2 Decision

The Board **noted** the report.

22. Long Term Agenda

Paper No: BM1-U

22.1 Decision

The Board **agreed** the long term agenda

23. Review of Disclosable Status

Paper No: Verbal

23.1 Decision

The Board **confirmed** that it was content with the disclosable status of all papers.

24. Date of Next Meeting

Paper No: Verbal

24.1 Decision

The date of the next meeting was **confirmed** as Monday 28 January 2019.

The Chair invited members to attend a regional festive reception on 11 December.