

Draft Minute of Board Meeting held on Monday 28 January 2019

Present	
Janie McCusker (Chair)	
Alisdair Barron	Charlie Montgomery
Moira Connolly	David Newall
Edward McGrachan	Ian Patrick
Shaun McLaughlin	Jackie Russell
Caroline MacDonald	Mike Ward
In Attendance	
Robin Ashton (Executive Director)	
Penny Davis (Board Secretary)	Gary Devlin (Scott-Moncreiff - item 12 only)
Jim Godfrey (Finance & Resources Director)	Milea Leone (Student President CoGC)
Wendy Odedina (Executive Assistant)	Paul Little (Principal CoGC)
Sandra Inrig (City Deal – item 7 only)	Alan Sherry (Principal GKC)
Martin McGlynn (City Deal – item 7 only)	Jon Vincent (Principal GCC)
Apologies	
Paul Buchanan	Karolina Gasiorowska
Michael Cullen	Clare Ireland
Lesley Garrick	Alastair Milloy
	Maureen McKenna

1. Introduction

Paper No: Verbal

1.1 Discussion

The Chair welcomed members and attendees to the meeting.

2. Apologies

Paper No: Verbal

2.1 Discussion

Apologies were received for Paul Buchanan, Michael Cullen, Lesley Garrick, Karolina Gasiorowska, Clare Ireland, Maureen McKenna and Alastair Milloy.

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.

Assigned College Chairs and Principals declared an interest in item 14.

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:

- COGC Graduation;
- GKC Graduation;
- College Mental Health and Wellbeing leads;
- Glasgow Region Festive Reception with Councillor Susan Aitken;
- Committee Chairs;
- Committee meetings;
- GKC Board Christmas dinner;
- Assigned College Chairs and Principals;
- Interviews for Board Secretary;
- CoGC Burns Supper.

External:

- SGov Brexit Summit;
- SGov College Chairs Event;
- SGov officials;
- SFC officials, new SFC CEO and SFC Chair;
- CDN Chair;
- Colleges Scotland Board, Colleges Scotland CEO and Staff;
- College Scotland Statement of Ambition Launch;
- Glasgow Community Planning Partnership Strategic board;
- Glasgow Centre for Population Health;
- Lanarkshire Chairs;
- Signing of Academic MOU with Glasgow City Council

5. Minute of Board Meeting held on 29 October 2018

Paper No: BM2-A

5.1 Decision

The minute of the Board meeting on 29 October 2018 was **agreed** as an accurate record.

6. Matters Arising

Paper No: BM2-B

6.1 Discussion

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

6.2 Decision

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

7. Draft Glasgow City Region Skills Investment Plan

Paper No: BM2-C

7.1 Discussion

The representatives from the Glasgow City Region outlined the draft skills investment plan explaining the background to the city region, the framework within which it operates, alignment, investment, and future impacts.

It was noted that there is a 5 year action plan however the focus is on year one of delivery and the plan will be reviewed and developed over time. The representatives requested that the GCRB and colleges engage and contribute to this ongoing development.

The Board discussed the strong focus on skills alignment within the plan which dovetails well with the aims of the GCRB. They noted that close collaboration with other regions within the plan should be considered as part of our planning processes.

7.2 Decision

The Board **considered** and **provided feedback** on the draft Skills Investment Plan for the Glasgow City-Region.

8. Risk Register

Paper No: BM2-D

8.1 Discussion

The Executive Director presented the risk register which he noted is considered at every meeting of the Board. He also noted that a risk workshop has been arranged for March in order to review the risk register in more depth.

He outlined risks for discussion and asked the board to consider the proposed changes to risk scores.

8.2 Decision

The Board:

- **agreed** to the recommendation of the GCRB Audit Committee that a risk workshop is held to provide an opportunity for GCRB Board members to consider risks and discuss how the current risk register could be developed to better identify risks;
- **considered** the attached risk register and summary of related activity from November 2018 to January 2019; and

- **considered** the suggested changes to the evaluation of these risks and **agreed to amend** risks 7, 8 and 13 as proposed and also to amend risk 6 in line with risk 8.

9. Performance and Resources Committee

9 (a) P&R Committee Minute 19 December 2018 (PRC2-E)

9.1 Discussion

The Chair of the P&R Committee presented the draft minute of the meeting of 19 December 2018.

9.2 Decision

The Board **noted** the report.

9 (b) P&R Committee Annual Report (BM2-F)

9.3 Discussion

The Chair of the P&R Committee presented the Committee annual report.

9.4 Decision

The Board **noted** the work undertaken by the Committee during the past year and its priorities for the year ahead.

10. Nominations and Remuneration Committee

10 (a) N&R Committee Minute 13 December 2018 (BM2-G)

10.1 Discussion

The Chair of the Nominations and Remuneration Committee presented the minute of the Committee meeting of 13 December 2018.

10.2 Decision

The Board **noted** the report.

10 (b) N&R Committee Minute 16 January 2019 (BM2-H)

10.3 Discussion

The Chair of the Nominations and Remuneration Committee presented the minute of the Committee meeting of 16 January 2019.

10.4 Decision

The Board **noted** the report.

10 (c) N&R Committee Annual Report (BM2-I)

10.5 Discussion

The Chair of the Nominations and Remuneration Committee presented the committee annual report.

10.6 Decision

The Board **noted** the work undertaken by the Committee during the past year and its priorities for the year ahead.

It was **agreed** to add in reference to the approval of VS scheme at Glasgow Clyde College within the report.

10 (d) Recommendation from N&R Committee (BM2-J)

10.7 Discussion

The Chair of the Nominations and Remuneration Committee presented the paper outlining the recommendation from the Committee with regard to GCRB's role in approving the appointment, and terms and conditions of appointment, of the Principal of Glasgow Kelvin College.

The Committee Chair outlined the salary band agreed for recruitment purposes and the Committee's expectations around this. She outlined the rationale and considerations taken into account in reaching this decision.

The Committee Chair requested that the Board delegate authority to the Chair of the Board to approve the final appointment.

10.8 Decision

The Board:

- **noted** that the Committee has approved terms and conditions for the appointment of a new Principal of Glasgow Kelvin College, in line with its terms of reference;
- **agreed** to delegate authority to the Chair of the Board, as a member of the appointment panel, to approve the appointment on behalf of the Board.

It was **agreed** to record that the teaching staff board member opposed the salary band approved by the N&R Committee.

11. Audit Committee

11 (a) Audit Committee Minute 18 December 2018 (BM2-K)

11.1 Discussion

Mike Ward, in the absence of the Chair of the Audit Committee, presented the minute of the meeting of 18 December 2018.

The Chair of the Board of Glasgow Kelvin College asked for clarification on the Committee's consideration of the risk register of the college.

11.2 Decision

The Board **noted** the report.

The Finance and Resources Director **agreed** to provide information to the Chair of Glasgow Kelvin College as requested.

11 (b) Audit Committee Minute 17 January 2019 (BM2-L)

11.3 Discussion

Mike Ward, in the absence of the Chair of the Audit Committee, presented the draft minute of the meeting of 17 January 2018.

11.4 Decision

The Board **noted** the report.

11 (c) Audit Committee Annual Report (BM2-M)

11.5 Discussion

Mike Ward, in the absence of the Chair of the Audit Committee, presented the committee annual report.

11.6 Decision

The Board **noted the** work undertaken by the Committee during the past year and its priorities for the year ahead.

12. Annual Report and Consolidated Financial Statements 2017-18

Paper No: BM2-N

12.1 Discussion

The Finance and Resources Director presented the regional annual report and consolidated financial statements. He noted that this is the first set of consolidated accounts prepared for the Glasgow college region as a whole noting that the process has gone very well with thanks to college colleagues.

The Finance and Resources Director noted a late change to the accounts due to the recent notice from SFC regarding potential ESF claw back. He explained that a note has been added to the accounts to explain this position.

12.2 Decision

The Board **approved** the Annual Report and Consolidated Financial Statements 2017-18.

12. Annual Report of the External Auditor 2017-18

Paper No: BM2-O

12.3 Discussion

The External Auditor presented the annual report of external audit for 2017-18 providing an unqualified opinion in his appraisal.

The Board discussed the financial pressures facing the region and sector moving forward.

12.4 Decision

The Board **considered** and **noted** the Annual Report of the External Auditor 2017-18.

12. Annual Report of the Internal Auditor 2018-19

Paper No: BM2-P

12.5 Discussion

The Finance and Resources Director presented the annual report of internal audit for 2017-18 noting this as a positive report which provides assurance on levels of internal control within the region.

12.6 Decision

The Board **considered** and **noted** the Annual Report of the Internal Auditor 2017-18.

12. Letter of Representation

Paper No: BM2-Q

12.7 Discussion

The Finance and Resources Director presented the draft letter of representation noting this has amended to reflect the matter of potential clawback as referred to in the earlier agenda item.

12.8 Decision

The Board **approved** that the letter be signed by the Chair on behalf of the Board.

13. Draft 2019-20 Regional Outcome Agreement

Paper No: BM2-R

13.1 Discussion

The Executive Director provided an overview of the report noting that the Board approved six priorities at its last meeting which have now been expanded into a programme of action. He noted that the programme for action focuses on key outputs and outcomes for 2019-20 and is a statement of what the Board is committing to achieve and deliver in this period in return for its funding allocation.

He explained that if approved, the programme for action will be submitted to the SFC for feedback, and a report will be submitted to the March board meeting setting out how the plan will be achieved.

13.2 Decision

The Board

- **considered** and **agreed** the commitments made within the attached '2019-20 Regional Programme of Action';
- **requested** the GCRB Executive Director to provide these to the Scottish Funding Council for feedback; and;
- **requested** the GCRB Executive Director to develop operational and resource plans to support delivery of these regional commitments, for consideration and agreement at the March 2019 meeting of the GCRB Board.

14. Property Disposals – Charles Oakley Building

Paper No: BM2-S

14.1 Discussion

The Executive Director provided an overview of the paper outlining the recommendation from the Executive that GCRB should write to the SFC to seek to retain the Charles Oakley Building within the Glasgow college region as an asset for future development or disposal.

He noted that the proposed extension would allow a new Curriculum and Resources Plan to be developed for the region for 2020 onwards and any significant estates developments would require to be considered within the context of this plan. He noted that retention of the building would not prejudge the Board's decision as to whether the building is sold or utilised in the future.

The Board discussed the proposal balancing potential benefits against and potential costs and liabilities associated with retention.

14.2 Decision

The Board:

- **noted** the SFC intention for the Charles Oakley Building to be put on the market for sale;
- **agreed** to the proposal that GCRB should begin to make a case to the SFC that the Charles Oakley Building should be retained within the Glasgow college region as an asset for future development or disposal;
- **agreed** that the Chair will write to the SFC requesting that the building is retained for the benefit of the Glasgow college region; and
- **agreed** that information will be provided to the next meeting of the GCRB Board with regard to costs of retention.

14. Property Disposals – North Hanover Street

Paper No: BM2-T

14.3 Discussion

The Executive Director provided an overview of the paper noting that GCRB has been asked to set out its priorities with regard to any potential receipt of funds that may be awarded from the SFC further to the sale of the North Hanover Street Building.

The Board discussed the merits of proposed development proposals from each of the assigned colleges however noted that it has previously identified the Cardonald campus of Glasgow Clyde College as high priority as evidenced through the national condition survey.

It was also re-affirmed that any new estates development proposals will require to be considered within the wider Curriculum and Resources Plan for 2020 onwards, noting that estates developments should respond to curriculum goals.

14.4 Decision

The Board:

- **noted** the latest position regarding the disposal of the North Hanover Street premises by City of Glasgow College and the potential for proceeds to be available for re-investment in the Glasgow college region;

- **noted** the SFC request that GCRB indicate its preferred priority for use of any sale proceeds; and
- **considered** and **agreed** the current priority of the potential capital development options presented by the Glasgow colleges as the Cardonald Campus of Glasgow Clyde College.

15. Regional Collaboration Update

Paper No: BM2-U

15.1 Discussion

The Executive Director provided an update on collaborative work being undertaken across the region.

15.2 Decision

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

16. Glasgow Colleges Regional Student Executive (GCRSE) Update

Paper No: Verbal

16.1 Discussion

The Chair of the GCRSE provided a verbal report of collaborative work being jointly planned by the 3 students associations including a survey on mental health and a regional ‘clean campus’ week.

16.2 Decision

The Board **noted** the verbal update.

17. Scottish Government Draft Budget

Paper No: BM2-V

17.1 Discussion

The Chair noted that this paper has been circulated to members for information.

17.2 Decision

The Board **noted** the Scottish draft budget for 2019-20.

18. Board Member Development Opportunities

Paper No: BM2-W

18.1 Discussion

The Chair noted development opportunities for board members and encouraged attendance where possible.

18.2 Decision

The Board **noted** the opportunities for Board members to participate in development sessions related to funding approaches, mental health and wellbeing, risk management, and governance and leadership.

19. Advance HE Equality Report

Paper No: BM2-X

19.1 Discussion

The Chair noted that this paper has been circulated to members for information.

19.2 Decision

The Board **noted** the report.

20. Use of Delegated Authority

Paper No: BM2-Y

20.1 Decision

The Executive Director noted the resources spent on communication support.

20.2 Decision

The Board **noted** the report.

21. Long Term Agenda

Paper No: BM2-Z

21.1 Decision

The Board **agreed** the long term agenda noting that an update would be provided to the next meeting of the board on estates matters and the regional conversation event on mental health.

22. Review of Disclosable Status

Paper No: Verbal

22.1 Decision

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

23. Date of Next Meeting

Paper No: Verbal

23.1 Decision

The date of the next meeting was **confirmed** as Monday 25 March 2019.