

**Draft Minute of the Performance and Resources Committee held on Wednesday 16
December 2020**

Present	
Caroline MacDonald (Chair)	Moira Connolly
Paul Buchanan	Nicolas Garcia
David Brown	Sheila Meikle
In Attendance	
Martin Boyle (Executive Director)	Wendy Odedina (Executive Assistant)
Penny Davis (Board Secretary)	Derek Smeall (Principal, GKC)
Jim Godfrey (Finance and Resources Director)	Amwulika Umeh (Co-opted Member)
Paul Little (Principal, CoGC)	Jon Vincent (Principal, GCC)
Janie McCusker (Board Chair)	

1. Introduction and Welcome

Paper Number: Verbal

1.1 Discussion

The Chair welcomed the new teaching staff board member, Sheila Meikle, as a new member of the Committee.

2. Apologies

Paper Number: Verbal

2.1 Decision

None received.

3. Declarations of Interest

Paper Number: Verbal

3.1 Decision

The Chair reminded members that it is their personal responsibility to indicate to the Chair at any point during the meeting if they have, or may be perceived as having, a conflict of interest under any item on the agenda.

The assigned college Principals declared an interest in matters relating to funding of the colleges.

4. Chair's Business

Paper Number: Verbal

4.1 The Chair advised members of the following meetings she had undertaken since the last meeting:

- Committee Chairs with Board Chair;
- Informal board member networking session;
- College of the Future Commission Roundtable – noting that the final report has now been published should member wish to read it;
- 2 x Board meetings.

5. Minute of the Committee Meeting held on 30 September 2020

Paper Number: PRC3-A

5.1 Decision

The minute of the meeting held on 30 September 2020 was agreed as an accurate record.

6. COVID-19 Update

Paper Number: Verbal

6.1 Decision

The Executive Director provided a verbal report on the planning and measures put in place across the region as a result of tighter Covid-19 restrictions and thanked College Principals for their engagement and weekly updates. He noted assessment issues with SQA as being an urgent matter that is being addressed nationally.

The Principals provided further detail on the experience of staff and students within their colleges, noting the difference between dependent and independent learners and also the possibility of burn out amongst staff. They noted that colleges are working diligently to support their students and staff both in their learning and teaching, and with their mental health and wellbeing.

7. Regional Outcome Agreement 2019-20 Final Progress Report

Paper Number: PRC3-B

7.1 Discussion

The Executive Director noted that SFC have now provided guidance for the 2019-20 Regional Outcome agreement evaluative report and work has commenced to collate this report which will also capture the impact of COVID-19 within the accompanying narrative.

The Committee discussed the impact of Covid-19 on the targets that will be reported and noted that this will have to be taken in account when comparing against previous years, identifying trends and target setting moving forward.

7.2 Decision

The Committee **noted** the report.

8. Regional Outcome Agreement 2020-21

Paper Number: PRC3-C

8.1 Discussion

The Executive Director provided an overview of the Regional Outcome Agreement 2020-21 report inviting the Committee to note progress in terms of the credit data analysis and regional actions within the Programme of Action.

The Committee discussed the STEM output and reasons for the targets reported in this area.

It was discussed that any trends emerging as a result of COVID-19 will need to be considered in future strategic curriculum planning. The Executive Director noted that he is actively working with Vice-Principals to capture these issues including deferrals, displacement, community impact, DYW, IT and technical support, specialist needs, student voice and student experience (list not exhaustive).

8.2 Decision

The Committee **noted** the report.

9. Young Persons Guarantee

Paper Number: PRC3-D

9.1 Discussion

The Executive Director presented the paper on the Young Persons Guarantee for information noting engagement with Glasgow City Council on this initiative brought about as a result of the Covid-19 pandemic.

It was noted that there had been some delay from the Government in progressing funding and this would have an impact on delivery within the now challenging timescales.

9.2 Decision

The Committee **noted** the report.

10. Capital funding 19-20

Paper Number: PRC3-E

10.1 Discussion

The Finance and Resources Director provided an overview of the paper noting the ongoing work at Glasgow Clyde and Glasgow Kelvin colleges. He noted the potential risk to delivery timescales due to delays as a result of Covid-19.

The Principal of Glasgow Clyde College noted that he has a high degree of confidence that Glasgow Clyde will be able to utilise funds within the time period despite Covid-19 delays. He acknowledged the risk described by the GCRB Finance and Resources Director if restrictions change in January. He requested approval to change some of the projects that funds had been allocated against and asked the Committee to consider how this could be facilitated in a timeous manner.

The Principal of Glasgow Kelvin College also noted that he was confident Glasgow Kelvin College would be able to utilise funds within the timeframe.

The Committee discussed sustainable capital solutions and their desire to see this built into future planning.

10.2 Decision

The Committee **noted** the progress made by the colleges in respect of the capital projects in 2020-21.

The Committee **agreed** to give delegated authority to the Executive Director to agree changes to the capital projects at Glasgow Clyde College within the scope of previously identified priorities.

11. Flexible Workforce Development Fund 2020-21

Paper Number: PRC3-F

11.1 Discussion

The Finance and Resources Director presented the report on the Flexible Workforce Development Fund for 2020-21 noting the notional allocation for 2020-21 had now been allocated. As highlighted in previous meetings of the Committee, he noted the challenge in delivery as colleges are dealing with the backlog from 2019-20 and have an increased allocation for 2020-21.

The Committee discussed the financial limit that an organisation can utilise despite their size and the implications of this. It was noted that the sector has been lobbying to seek to change this limit. The Committee also discussed the impact of companies having staff on furlough and the time delay this causes in their staff accessing training.

The Committee also discussed the risk of funding being allocated to other agencies if colleges are unable to deliver and the importance of this funding, and related activity, to Glasgow's economic and social recovery from the pandemic.

11.2 Decision

The Committee **noted** that:

- A total of £1,598,000 of Flexible Workforce activity (from the 2019-20 allocation) was contracted/agreed at the end of November 2020.
- Of the 2019-20 allocation, £1,016,000 worth of training had been delivered/commenced at 30 November 2020 leaving £903,000 of training still to be delivered from the funding allocation for 2019-20.
- A further £2.46m of Flexible Workforce funding has been allocated to the Glasgow college region for 2020-21. An indicative allocation to the three colleges had been provided in the report.
- The Government has also created a skills fund for Small and Medium Enterprises with an expectation that this fund will be delivered by colleges (including the Glasgow college region). A further £414,000 has been provided to the Glasgow college region for 2020-21 and an indicative allocation to the three colleges had been provided in the report.

12. GCRB Running Costs 2020-21

Paper Number: PRC3-G

12.1 Discussion

The Finance and Resources Director presented the GCRB Running Costs report for 2020-21 noting that expenditure is lower due to the appointment of the Environmental Sustainability Manager post being delayed.

The Executive Director spoke to the matter of the increase in Colleges Scotland subscription fees and the proposal to pay this from within the GCRB budget for this year, using the funds freed up from the delay in recruitment as outlined previously.

The Chair of the Board also outlined the discussions she had with Colleges Scotland on this matter.

The Committee discussed the sizable increase and noted their dissatisfaction the lack of detail as to the rationale for the increased fees.

12.2 Decision

The Committee:

- **noted** that the forecast position for GCRB Running Costs 2020-21 remains the same as the original budget;
- **noted** the forecast saving in GCRB Programme Costs 2020-21;
- **considered** the proposed revision to the GCRB Programme Costs 2020-21 and **agreed** to recommend to the Board that GCRB pay the increased fee for the Colleges Scotland fee, with the caveat that this was a one year arrangement and did not set a precedent for this allocation moving forward.

13. Mental health Counsellors 2020-21

Paper Number: PRC3-H

13.1 Discussion

The Finance and Resources Director provided an overview of the paper noting the proposal for an equal split of this allocation, which had been agreed by the colleges.

The Committee discussed the rationale behind the proposed equal split and asked about the level of demand within the colleges and possible regional working and collaboration where students can access services across the region.

The Principals provided background on this allocation and noted that allocations for next year are likely to vary significantly. They noted that bids for additional monies to support mental health had also been put in by the sector.

13.2 Decision

The Committee:

- **Considered** the proposal to allocate £104,000 of funding to each college in Glasgow (to provide mental health counsellors in 2020-21)
- **Agreed** to recommend to the Board the allocation of funding for mental health counsellors as set out in the report;
- Subject to Board approval, **requested** that the Executive Director issues a grant letter to each college.

14. Student Support Fund 2020-21

Paper Number: PRC3-I

14.1 Discussion

The Finance and Resources Director presented the report noting the outturn figures for the colleges for 2019-20 and the request for additional funding from City of Glasgow College. He noted that, within the sector, additional requests have generally been allocated by the SFC in previous years however it was not guaranteed. He noted that members would be updated as to the outcome of this matter.

14.2 Decision

The Committee:

- **noted** the out-turn figures for student funding in 2019-20, and
- **noted** the additional student funding request for 2020-21.

15. Glasgow Kelvin College

Paper Number: PRC3-J

15.1 Discussion

The Executive Director provided an overview of the paper which had been presented to the Committee for information. He noted the close working between Glasgow Kelvin College and the GCRB Executive on financial sustainability and the improving position in this regard.

The Principal of Glasgow Kelvin College echoed the comments of the GCRB Executive Director and noted the distance travelling in the financial position of the college since the start of the academic year.

15.2 Decision

The Committee **noted** the progress by Glasgow Kelvin College towards financial sustainability and welcomed the assurances provided.

16. Colleges Scotland Subscription

Paper Number: PRC3-K

16.1 Decision

The Committee noted that this matter had been resolved through the previous item on the GCRB Running Costs and confirmed the following decision:

The Committee **considered** the Colleges Scotland subscription for 2020-21 and;

- **Approved** that the amount payable is £162,371;
- **Agreed** to recommend that the Board reallocates £20,000 from the budget for the Programme of Action to meet the additional costs of the Colleges Scotland subscription for this year; and
- **Agreed** to recommend this approach to the Board for the Colleges Scotland subscription for 2021-22.

17. P&R Committee Annual Report

Paper Number: PRC3-L

17.1 Discussion

The Board Secretary spoke to the Performance and Resources Committee annual report setting out the work of the Committee over the past year.

17.2 Decision

The Committee:

- **considered** and **agreed** the content of the summary report on its activity during the past year;
- **discussed** and **agreed** its priorities for the coming year;
- **agreed to report** to the next meeting of the Board on activity during the past year and priorities for the year ahead.

18. Annual Review of Committee Effectiveness and Terms of Reference

Paper Number: PRC3-L

18.1 Discussion

The Board Secretary presented the report asking the Committee to consider its terms of reference and the effectiveness and impact of its decision making.

The Committee discussed the importance of the matters that come through this Committee and their impact on the key role and responsibilities of GCRB. It was noted that there is a large volume of work that flows through the Committee and it was important that the Committee not only deals with the work put in front of it, but is also open and self-aware to other matters that may emerge.

18.2 Decision

The Committee **agreed** that there were no changes they proposed to make to their Terms of Reference.

It was **agreed** to take the evaluation of the Committee Chair via email to ensure all Committee members could contribute.

19. Long Term Agenda

Paper Number: PRC3-N

19.1 Decision

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

20. Disclosure Status of Papers

20.1 Decision

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

- Mental Health Counsellors
- Glasgow Kelvin College Report
- Colleges Scotland Subscriptions

21. Date of Next Meeting

21.1 Discussion

The date of the next meeting was **agreed** as Wednesday 17 March 2021.