

Draft Minute of the Performance and Resources Committee held on Monday 6 February 2017

Present	
Frank Coton (Chair)	Carol Kirk
Paul Buchanan	Caroline MacDonald
Amparo Fortuny	
In Attendance	
Robin Ashton (Executive Director)	Stuart Thompson, Vice Principal, COGC
Margaret Cook (Chair of the Board)	External:
Wendy Odedina (Executive Assistant)	Craig Gilmour, Project Manager, Hardies (items 1-6)
Alan Inglis, Vice Principal, GKC	John Hetherington, Project Manager, Mott MacDonald (items 1-6)
Janet Thomson, Vice Principal, GCC	Kevin Webster, Project Manager, Hardies (items 1-6)
Apologies	
Jim O'Donovan	

1. Introduction and Welcome

Paper Number: Verbal

1.1 Discussion

The Chair welcomed all members and attendees to the meeting.

2. Apologies

Paper Number: Verbal

2.1 Decision

Apologies were noted for Jim O'Donovan.

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.

There were no declarations of interest made.

4. Chair's Business

Paper Number: Verbal

4.1 Decision

The Chair noted that an additional meeting of the Committee has been scheduled for Monday 13 March at 1400hrs.

5. Minute of the Committee Meeting held on 09 December 2017

Paper Number: PRC3-A

5.1 Decision

The Vice Principal from City of Glasgow College requested a change to the wording of section 6.3-6.4. However Committee members stated that they felt the wording accurately reflected discussions.

The minute of the meeting held on 9 December 2016 was therefore **agreed** as an accurate record subject to small amendment at section 8.2.

6. Capital Maintenance Funding

Paper Number: PRC3-B

6.1 Discussion

The Executive Director began by noting that the cover paper for this item presented a high level note of progress against budget and timescales following feedback from members at the last meeting of the Committee.

The project managers from Hardie's then provided an overview of works ongoing at Glasgow Kelvin College campuses which were noted to be on track other than the previously noted issue regarding listed building consent for the West-end campus. The Executive Director noted that in relation to this matter, he had received verbal confirmation from the SFC that it would be acceptable for funds to be committed by the end of March deadline rather than fully paid.

The project manager from Mott MacDonald then provided an overview of works ongoing at Glasgow Clyde College campuses noting that all projects are on track but that works at the Cardonald campus are being kept under close review with regards to timing and budget.

6.2 Decision

The Committee **requested** that the Executive Director seek written confirmation from SFC that committing funds by end of March would be acceptable to them for use of this year's capital maintenance funding and to confirm it will not affect next year's allocation to the Glasgow college region.

The Committee **requested** that the cover paper for the next progress report displays fees for both projects in the same way for comparison purposes.

The Committee **noted** the progress reports and it was **agreed** that a further update should be provided to the Committee at the additional meeting scheduled for 13 March.

7. Scottish Government Draft Budget

Paper Number: PRC3-C

7.1 Discussion

The Executive Director provided an overview of the paper which set out an initial assessment of the Scottish Government draft budget and the overall education budget which sees an increase for the college sector at a national level.

The Vice Principal from City of Glasgow College provided further detail on the figures presented.

7.2 Decision

The Committee **noted** the interim report on this matter and that the SFC allocation to the Glasgow Region is expected in mid-February.

8. Draft Financial Procedures Manual for Fully Operational Status

Paper Number: PRC4-D

8.1 Discussion

The Executive Director presented the draft financial procedures manual for fully operational fundable body status which he noted had been developed by GCRB's internal auditors Henderson Loggie in liaison with GCRB management, the SFC and the finance department of City of Glasgow College.

It was noted that the current position is that SFC will administer the GCRB bank account on GCRB direction.

The Executive Director noted that some sections of the manual are still being worked on and a final copy will be shared with colleagues in the assigned colleges, the GCRB Audit Committee and the full Board. He noted that the manual requires to be in place for fully operational fundable body status being awarded on 1 April 2017.

8.2 Decision

The Committee **noted** the progress made to develop financial procedures for GCRB however were concerned regarding arrangements for SFC administering the GCRB bank account.

It was **agreed** therefore that the Executive Director should write to the SFC to state that GCRB will agree to this arrangement on the basis that it should be reviewed after a specified period of time and to seek written assurance that GCRB direction cannot be over-ruled by SFC management.

It was **agreed** that the Committee could consider this matter again, if required, at its March meeting. It was also **agreed** that the Chair of the Board, Chair of the Performance and Resources Committee and Chair of Audit Committee would liaise on the matter if required.

9. GCRB Running Costs Report

Paper Number: PRC4-E

9.1 Discussion

The Executive Director provided an overview of the GCRB running costs.

The Executive Director noted that, with regard to staffing, a formal request for transfer of resource had been sent to the SFC and a response was received which did not agree to this. The response did however note that a request could be made to the SFC strategic funding group for transitional funding and the Executive Director noted that a submission has been made to this effect.

9.2 Decision

The Committee **noted** the GCRB running costs report.

It was **agreed** that projected costs for staffing including recruitment should be included within this report moving forward.

10. Glasgow Region Financial Report

Paper Number: PRC4-F

10.1 Discussion

The Vice Principal from Glasgow Clyde College provided an update on the Glasgow region financial report which she noted reported no change in position for Glasgow Clyde and Glasgow Kelvin colleges and small changes at City of Glasgow College outlined in section 3.4 of the paper.

The Executive Director noted that the annual accounts for each of the assigned colleges had also been provided to Committee members for information and reported that the accounts show a small surplus across all three colleges.

10.2 Decision

The Committee **noted** the Glasgow Region Financial Report.

It was **agreed** that the report should be presented to show actual operating positions moving forward. The Vice Principal from Glasgow Clyde College agreed to progress this through the regional sustainability group.

11. 2016-17 Regional Outcome Agreement: Progress Report

Paper Number: PRC4-G

11.1 Discussion

The Executive Director spoke to the updated progress report on the 2016-17 Regional Outcome Agreement and noted that actual figures are now included within the report rather than forecasted figures. He noted that currently, the region is predicting it will meet its overall credit target.

With regards to the SIMD10 target, the Executive Director noted that the colleges are now predicting they will meet the target in this area.

11.2 Decision

The Committee **noted** the progress report on the 2016-17 Regional Outcome Agreement.

12. Update on Development of Draft 2017-18 Regional Outcome Agreement

Paper Number: PRC4-H

12.1 Discussion

The Executive Director provided an overview of the draft 2017-18 Regional Outcome Agreement (ROA) and associated Equality Impact Assessment. He noted that the regional credit and funding allocation are still unknown therefore the figures shown were an approximation.

The Executive Director advised that he has consulted on this draft with senior staff in the colleges, trade union representatives, the Students Associations and the three local authority education departments relevant to the Glasgow college region and that no significant issues had been raised with respect to the draft.

The Committee discussed the approach taken to set one year targets within the ROA which covers a three year period, acknowledging that the narrative demonstrates the long term aspirations of the region.

12.2 Decision

The Committee **noted** the draft of the 2017-18 Regional Outcome Agreement and Equality Impact Assessment.

It was **agreed** that the Equality Impact Assessment should include poverty as an additional measure. It was also suggested that the wording in relation to disability could be amended to present a more accurate representation in this area.

It was **agreed** that the final draft of the 2017-18 ROA should be submitted to the March meeting of the Committee with a view to recommending approval to the full Board.

13. College Quality Arrangements from AY2016-17

Paper Number: PRC4-I

13.1 Discussion

The Executive Director presented the paper on the College Quality Arrangements from AY2016-17 noting that Annex B details how the new arrangements will work within the Glasgow region. The process for Glasgow, he explained, has been developed following a meeting of GCRB, SFC and Education Scotland.

13.2 Decision

The Committee **noted** the progress made in developing the arrangements to reflect the role of GCRB and the SFC within the Glasgow College Region structure.

The Committee **agreed** that the Executive Director should continue to work with the SFC, Education Scotland and senior managers within the three Glasgow colleges to continue implementation of new quality arrangements in a way which takes account of the Glasgow College Region structure and to provide a further update to a future meeting of the Performance and Resources Committee.

14. 2015-16 College Performance Indicators

Paper Number: PRC4-J

14.1 Discussion

The Executive Director provided an overview of the 2015-16 College Performance Indicators for the college sector and for Glasgow.

He noted that the Glasgow college region has seen improvement in its performance which is impressive given the context it has been operating within. He highlighted that three quarters of Glasgow college region learners are now leaving the Glasgow colleges with a qualification and withdrawal rates have reduced.

14.2 Decision

The Committee **noted** the 2015-16 College Performance Indicators report and wished to **acknowledge** that the three Glasgow colleges had been effective in continuing to improve outcomes for students in 2014-15.

It was **agreed** that percentage points should be consistent within this type of report in the future.

The Committee **noted** that GCRB and the assigned colleges will continue to evaluate and seek to improve learner success, including in terms of further exploring differences in attainment levels for modes of study, subject areas and protected and priority groupings.

15. Long Term Agenda Report

Paper Number: PRC4-K

15.1 Decision

The Committee **agreed** to add the following items to the long term agenda:

- Admissions update – May;
- Quality reports – October;
- NPD briefing – for information March and discussion May.

The Executive Director **noted** that a revised meeting schedule for next academic session is being developed to better fit with reporting and funding timescales and will be submitted to the full Board for agreement in due course.

16. Date of Next Meeting

Paper Number: Verbal

16.1 Decision

The date of the next meeting of the Performance and Resources Committee was confirmed as **Monday 13 March at 1400hrs.**