

Draft Minute of Board Meeting held on Monday 22 May 2017

| Present | |
|-------------------------------------|---------------------------------------|
| Margaret Cook (Chair) | Carol Kirk |
| Paul Buchanan | Caroline MacDonald |
| Frank Coton | Maureen McKenna |
| Amparo Fortuny (late) | David Newall |
| Ian Gilmour | Jackie Russell |
| Clare Ireland | Grahame Smith |
| Irving Hodgson | Mike Ward |
| In Attendance | |
| Robin Ashton (Executive Director) | Brian Hughes (Glasgow Clyde College) |
| Penny Davis (Board Secretary) | Paul Little (City of Glasgow College) |
| Wendy Odedina (Executive Assistant) | Alan Sherry (Glasgow Kelvin College) |
| | David Walker (Student President GKC) |
| Apologies | |
| Alisdair Barron | Lesley Garrick |
| Jim O'Donovan | |

1. Introduction and Apologies

Paper No: Verbal

1.1 Discussion

The Chair welcomed colleagues from the assigned colleges.

Apologies were noted for Alisdair Barron, Lesley Garrick and Jim O'Donovan .

2. Declarations of Interest

Paper No: Verbal

2.1 Discussion

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.

3. Chair's Business

Paper No: Verbal

3.1 Discussion

The Chair reminded members of the risk workshop scheduled for Friday 2 June noting that the venue has been confirmed as Eastend Campus Glasgow Kelvin College. She asked those members who have not confirmed attendance to do so at their earliest opportunity.

GCRB Chair Arrangements

The Chair referred to her email to members noting that she has been appointed as Principal of Perth College and will therefore be stepping down as Chair of the GCRB. She noted that whilst this is her last full board meeting, she remain as Chair of GCRB until July 2017 working 2 days per week for GCRB and that she is in discussions with the Scottish Government regarding interim arrangements until they appoint a new permanent Chair.

The Chair noted the following meetings she has attended since the last Board meeting:

GCRB work:

- GCRB Committee Meetings;
- Glasgow Clyde College Board Meeting;
- City of Glasgow College Board Meeting;
- Board Member Recruitment Interviews;
- Formal performance appraisal of Chair by Scottish Government; and
- Meetings with Scottish Government Officials.

National Work:

- National Bargaining Negotiation Meetings;
- Employers' Associations Meetings;
- Colleges Scotland Board Residential; and
- Meeting with Minister for FE, HE and Science - Shirley Anne Somerville MSP.

4. Minutes of Board Meetings held on 22 March 2017

Paper No: BM6-A

4.1 Decision

The minute of the meeting held on 22 March 2017 was **agreed** as an accurate record.

5. Matters Arising

Paper No: BM6-B

5.1 Decision

The Board **noted** the Matters Arising report.

Following discussion of the concerns raised by City of Glasgow College with SFC regarding funding, it was agreed to provide members with further detail on the level of teaching grant funding provided to the colleges by GCRB.

6. Role and Work of Students Association

Paper No: BM5-C

6.1 Discussion

The three Student Presidents delivered a presentation on the role and work of the college students' associations highlighting the importance of the student voice in all levels of decision making. They outlined their representation of the student body, campaigns that they have undertaken and enrichment activities that they facilitate for students.

The Presidents spoke of the challenges and opportunities facing students' associations and their plans to grow and develop. They welcomed the collaboration across Glasgow noted that the Glasgow Regional Student Executive has been a useful group to share ideas and work in partnership.

6.2 The Board thanked the Student Presidents for their presentation and noted their support of the work being undertaken and their desire to engage with the student body.

7. Glasgow Region Strategic plan for College Education

Paper No: BM6-C

7.1 Discussion

The Executive Director provided an overview of the draft Glasgow Region Strategic Plan for College Education noting that the development of the plan had been overseen by a strategic working group including staff, students and board members from the assigned colleges. He outlined the consultation process undertaken with internal and external stakeholders.

The Executive Director highlighted the commitment within the strategy to deliver Scotland's most inclusive, most responsive and most effective regional college system and noted that the strategy is therefore intended to be an ambitious document and a strong statement of the intent for the region.

7.2 Decision

The Board:

- **agreed** the draft Glasgow Region Strategic Plan for College Education, 2017-22;

- **requested** the Executive Director to work with the assigned colleges to develop a performance monitoring framework and an operating plan for review at the next meeting of the Board;
- **requested** the Executive Director develop a communication plan and that an event is held to launch the strategy publicly; and
- **noted** their acknowledgement of the efforts of the Executive Director in developing the strategy.

8. Capital Funding Policy

Paper No: BM6-D

8.1 Discussion

The Executive Director presented the Capital Funding Policy which he noted had been developed through extensive consultation with the assigned colleges and had been considered previously by the Performance and Resources Committee.

He noted that the policy is for session 2017/18 and sets the direction of travel as to how the Board will allocate capital funding in future years. He noted that a regional estates and IT policy will be developed moving forward and the policy will evolve to take account of this.

8.2 Decision

The Board:

- **approved** the proposed Capital Funding Policy 2017-18;
- **requested** that strategies for ICT and estates are developed for the region;
- **approved** the proposed target areas and weightings (section 3.7);
- **agreed** to give delegated authority to the Performance and Resources Committee to approve capital funding proposals for 2017-18.

9. GCRB Finances

Paper No: BM6-E and BM6-F

9.1 Discussion

(a) 2016-17 Forecast

The Executive Director provided an update on the GCRB running costs for 2016-17 highlighting the summary of the latest forecast compared to the original budget in section 4.8 of the paper.

(b) 2017-18 Budget

The Executive Director presented the 2017-18 GCRB budget noting that a budget assumption requires to be approved by the Board. He noted that the proposed budget takes account of the current GCRB staffing structure.

He noted that the audit fee in relation to the region's consolidated accounts is for the current year and will be reviewed in future.

9.2 Decision

The Board **noted** the 2016-17 forecast report.

The Board **approved** the 2017-18 GCRB budget and noted for clarity that no staff remuneration decisions are being endorsed by this approval.

10. Governance Matters

Paper No: BM6-G

10.1 Discussion

Grahame Smith declared an interest in section 3.2 and 3.6 of the paper.

Clare Ireland declared an interest in section 3.6 of the paper.

The Board Secretary spoke to the paper which outlined various governance matters for the Board's consideration including:

- board member appointment recommendations;
- the appointment of a senior independent member;
- the remit of the Nominations and Remuneration Committee;
- an appeal procedure for funding decisions;
- the process to appoint student members to the GCRB;
- Scottish Government Consultation on Good College Governance.

10.2 Decision

The Board **approved:**

- the recommendations made by the Chair of the Board and Chair of Nominations and Remuneration with regard to Board Member appointments;
- the appointment of the current Vice Chair as Senior Independent Member;
- the recommendation of the Nominations and Remuneration Committee to retain a dual committee remit with staff and student members;
- the draft funding appeals procedure, subject to inclusion of an agreed independent member on the appeal panel.

The Board **noted:**

- the receipt of Assigned Colleges' evaluation reports and development plans;

The Board **agreed:**

- to **delegate authority** to the Chair and the Chair of the Nominations and Remuneration Committee, to act on behalf of the Board, to consider and approve

appointment recommendations for Glasgow Kelvin College's current board member recruitment process.

- in principle to the proposed procedure to appoint student Board Members and that timings should be discussed with the Student Associations;
- to **amend** the draft response to the Scottish Government's consultation on good college governance, subject to board member comments on the criteria for ministerial power to remove members and on trade union membership.

11. Anti-Bribery Policy

Paper No: BM6-H

11.1 Discussion

The Board Secretary presented the Anti-Bribery Policy for Board approval as endorsed by the Audit Committee.

The Board discussed that the scope of the policy should cover board members as well as GRB staff.

11.2 Decision

The Board **approved** the Anti-Bribery Policy subject to the amendment to the scope.

12. Risk Register

Paper No: BM6-I

12.1 Discussion

The Executive Director presented the risk register noting that this will be subject to fuller review at the risk workshop arranged for 2 June which will be facilitated by GCRB internal auditor.

12.2 Decision

The Board:

- **noted** the GCRB risk register;
- **noted** that as part of the GCRB Internal Audit plan for 2016-17, Henderson Loggie will assist the GCRB to develop and populate a new risk management model for GCRB.

13. Update on Transition to Fully Operational Fundable Body Status

Paper No: BM6-J

13.1 Discussion

The Executive Director presented the update paper detailing actions taken towards fulfilling GCRB's role as a fully operational fundable body both in terms of financial management arrangements and staffing capacity.

He noted the positive step that has been taken in establishing the regional lead positions through a collaborative management framework with the colleges.

The Chair of the Nominations and Remuneration Committee informed the Board of the Committee's discussions on GCRB's employer status and the requirements that should be put in place to fulfil this function.

13.2 Decision

The Board:

- **noted** the updates provided on activity to further develop GCRB's financial management arrangements;
- **noted** the updates provided on activity to further develop regional collaborative staffing capacity; and
- **agreed** that GCRB should be a body for the employment of staff and delegate authority to the Nominations and Remuneration Committee to oversee the process to meet the full requirements of being an employer.

14. SFC Long Term Activity Plan

Paper No: BM6-K

14.1 Discussion

The Executive Director provided an overview of the paper on the SFC's long term activity plan which he noted had been discussed at the Performance and Resources Committee who recommended that it be brought to the Board's attention.

The Board discussed how changes in activity and funding streams present a range of challenges.

The Board noted their concern that potential funding for Glasgow could fall behind whilst other regions are growing and that this does not appear align with the move to a needs based funding model.

It was noted that it would also be useful to engage with East Renfrewshire and East Dunbartonshire Councils on this matter as the Glasgow college region also serves these communities.

14.2 Decision

The Board **agreed** that GCRB should actively lobby decision makers on this matter and raise its concerns early.

It was **agreed** that the GCRB Executive should undertake a Credit funding and activity scenario planning exercise, aligned to national policy drivers and the region's strategic plan, to strengthen the position on this matter.

15. National Bargaining Update

Paper No: Verbal

15.1 Discussion

The Executive Director provided a verbal update to the Board on the position with regard to national bargaining.

He noted the region will require to take into account the outcome of decisions on this matter with regard to financial long term planning and workforce development planning.

15.2 Decision

The Board **noted** the verbal update.

16. SFC Final Outcome Agreement Funding Allocation for AY 2017-18

Paper No: BM6-L

16.1 Discussion

The Executive Director spoke to the paper which noted the final SFC outcome agreement funding allocation for 2017-18 for the Glasgow Region which he noted set out more detail on early years provision and workforce development funds.

16.2 Decision

The Board:

- **noted** the SFC announcement of final allocations for 2017-18 Regional Outcome Agreements;
- **noted** the final agreed Credit targets for the assigned colleges; and
- **noted** that GCRB and the college executive are discussing finalised assigned college funding allocations based on the funding approaches agreed at the previous meeting of the Board and that once complete, GCRB will provide formal notification to the assigned colleges of funding for 2017-18 and related conditions of grant.

17. Glasgow City Council Commission for Colleges and Lifelong Learning Report

Paper No: BM6-M

17.1 Discussion

The Executive Director presented the Glasgow City Council Commission for Colleges and Lifelong Learning Report noting the recommendation will be taken forward through the regional collaborative management structure.

17.2 Decision

The Board

- **noted** the final report of the Glasgow City Council Commission on College and Lifelong Learning; and
- **noted** the recommendations for colleges made by the Commission, and the commitment made in this report to progress these through the regional collaborative management structure.

18. Use of Delegated Authority

Paper No: BM6-N

18.1 Discussion

The Executive Director noted that there had been no use of delegated authority to report.

18.2 Decision

The Board **noted** the paper.

19. Minutes of P&R Committee Meetings

Paper No: BM6-O, P

19.1 Discussion

The Chair of the Performance and Resources Committee presented the minutes of the Committee meetings on 13 March and 02 May 2017.

19.2 Decision

The Board **noted** the reports from the Performance and Resources Committee.

20. Minutes of N&R Committee Meetings

Paper No: BM6-Q, R, S

20.1 Discussion

The Chair of the Nominations and Remuneration Committee presented the minutes of the Committee meetings on 14 March, 11 April and 02 May 2017.

20.2 Decision

The Board **noted** the reports from the Nominations and Remuneration Committee.

21. Board and Committee Meeting Dates AY 2017-18

Paper No: BM6-T

21.1 Decision

The Board **agreed** the board and committee meeting dates for session 2017-18.

22. Board Long Term Agenda

Paper No: BM6-U

22.1 Discussion

The Executive Director presented the long term agenda for session 2017-18

22.2 Decision

The Board **agreed** the long term agenda and the addition of the following items:

- Long term financial planning;
- Workforce planning;
- Student Associations annual reports (June)

23. Date of Next Meeting

Paper No: Verbal

23.1 Decision

The dates of the next meetings of the board were confirmed as:

- Risk Workshop – Friday 2 June – Eastend Campus, Glasgow Kelvin College
- Board Meeting – Monday 4 September – Riverside Campus, City of Glasgow College

24. Board appraisal of the Chair of the Board

Paper No: Verbal

24.1 Discussion

The Chair of the Board left the meeting at this point.

The Vice-Chair noted that he had completed an appraisal meeting with the Chair of the Board further to the survey completed by board members and had passed this onto the Scottish Government who complete the formal appraisal of chairs.

The Chair of the Board re-joined the meeting at this point.

The Vice Chair, on behalf of the Board, then made a presentation to the Chair of the Board to thank her for her contribution to the region and wish her every success in her new appointment as Principal of Perth College.