

## Draft Minute of Board Meeting held on Monday 15 June 2020

<b>Present</b>	
Janie McCusker (Chair)	Caroline MacDonald
Dave Brown	Ed McGrachan
Paul Buchanan	Maureen McKenna
Moira Connolly	Alastair Milloy
Michael Cullen	David Newall
Lesley Garrick	Ian Patrick
Clare Ireland	Jackie Russell
Karen Konkon	
<b>In Attendance</b>	
Martin Boyle (Executive Director)	Paul Little (Principal CoGC)
Frances Curran (EIS FELA)	Wendy Odedina (Executive Assistant)
Penny Davis (Board Secretary)	Derek Smeall (Principal GKC)
Jim Godfrey (Finance and Resources Director)	Jon Vincent (Principal GCC)
Breea Keenan (Communications Lead)	
<b>Apologies</b>	
Alisdair Barron	Chris Greenshields (Unison)
Dylan Duff (Student President, CoGC)	Aranka Szilassy

### 1. Introduction

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Paper No: Verbal

#### 1.1 Discussion

The Chair welcomed members and attendees to the meeting.

The Chair noted that when using Microsoft Teams for board meetings, for governance purposes, the chat function should only be used for procedural/technical purposes. She asked members not to use this to make comments on substantive agenda items as these would not be covered by the minute and deemed outside of the meeting.

### 2. Apologies

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Paper No: Verbal

#### 2.1 Discussion

Apologies were received for Dylan Duff and Alisdair Barron.

Chris Greenshields and Aranka Szilassy were not present at the meeting.

The Chair noted that Charlie Montgomery, teaching staff member, had stepped down from the board and that an election to appoint a new teaching staff member would take place in due course.

### 3. Declarations of Interest

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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 9.

### 4. Chair's Business

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Verbal

#### 4.1 Discussion

The Chair confirmed that David Newall and Alisdair Barron had both had their appointments extended for a second term as Chairs of Glasgow Clyde College and City of Glasgow College respectively, and therefore also to the GCRB Board, for a period of 4 years.

The Chair noted that planning for recovery from Covid-19 is moving at pace. GCRB and its assigned colleges are involved in regional, sectoral and national discussions which she noted the Executive Director would provide more detail on in his update.

She noted to the Board that the nature and pace of discussions may require an additional Board meeting in advance of the next formally scheduled meeting in October. The GCRB Executive would be in contact with members if necessary.

### 5. Executive Director's Update

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Paper No: Verbal

#### 5.1 Discussion

The Executive Director informed the Board of GCRB's engagement across a range of meetings in the sector. He noted that the Programme of Action continues to have impact and is progressing well.

He highlighted to the Board a letter from Richard Lochhead, Minister for Further and Higher Education, as included in item 14 on the agenda. He noted that this letter signifies the formal start of a significant review of tertiary education and that the GCRB Executive will engage with SFC as part of this process.

#### 5.2 Decision

The Board noted the verbal update report.

## 6. Minute of Board Meeting held on 27 April 2020

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Paper No: BM4-A

### 6.1 Decision

The minute of the board meeting held on 27 April 2020 was **agreed** as an accurate record.

## 7. Matters Arising

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Paper No: BM4-B

### 7.1 Discussion

The Executive Director provided an overview of actions from previous meetings noting that the vast majority are complete. He highlighted that the Chair has written to the Minister for Further and Higher Education, as suggested at the last Board meeting, and this letter outlines the crucial role that Glasgow, and Regional Boards, have in recovery planning.

### 7.2 Decision

The Board **noted** the report.

## 8. Risk Register

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Paper No: BM4-C

### 8.1 Discussion

The Executive Director spoke to the paper outlining a proposed increase in risk scores to risk 1, 6 and 10 as a result of current circumstances.

He noted that a full review of GCRB's risk policy, risk appetite and working of risks in the register is proposed to take place in the autumn.

### 8.2 Decision

The Board:

- **noted** the current position of the GCRB Risk Register, and **agreed** the recommended changes as outlined in the paper;
- **approved** a review of the Risk Policy, including the proposal for annual development of risk and the proposal for annual development of risk appetite.

## 9. Final Activity and Funding Allocations 2020-21

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Paper No: BM4-D

### 9.1 Discussion

The Chair of the Performance and Resources Committee introduced the paper noting that it had been recommended for approval by the Committee. She noted that there are 3 changes to the indicative allocation as seen previously by the Board and she invited the Finance and Resources Director to outline these.

The Finance and Resources Director explained the proposed changes in relation to the GCRB budget, capital and pensions allocations. He noted that these had been discussed at length at the Performance and Resources Committee and the associated rationale was included within the paper.

He noted that information is awaited from the SFC regarding the ESF and FWDF funding allocation and highlighted the recommendation that the Board delegates authority to the Performance and Resources Committee to approve these once available.

The Principal of City of Glasgow College noted that the FWDF is under active consideration as a vehicle to support upskilling and reskilling for businesses coming out of furlough hence the delay in the allocation of this fund from the SFC.

The Board discussed the demand for college places and each of the assigned college Principals provided an update on applications noting no decrease in demand thus far. They noted that this is still an early stage analysis and that significant scenario planning is taking place at operational and strategic levels in order to be best prepared for the new academic session.

### 9.2 Decision

The Board:

- **Agreed** the final funding allocations for 2020-21, and in particular the changes from the indicative allocations (i.e. Capital Funding, Pensions and GCRB Running Costs), and
- **Agreed** that the Performance and Resources Committee is given the delegated authority to determine the allocations for the European Social Fund and Flexible Workforce Development Fund.

## 10. GCRB Budget 2020-21

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Paper No: BM3-E

### 10.1 Discussion

The Chair of the Performance and Resources Committee presented the paper noting the Committee's recommendation to approve the GCRB budget for 2020-21, which she noted was reduced from the previous year.

## 10.2 Decision

The Board **approved** the GCRB Budget for 2020-21.

## 11. Recommendations from N&R Committee

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Paper No: BM4-F

### 11.1 Discussion

The Chair of the Nominations and Remuneration Committee outlined recommendations from the Committee relating to Board Appointments.

### 11.2 Decision

The Board agreed to:

- **Approve** the extension of Non-Executive Members appointments to the Board of Glasgow Clyde College as follows:
  - Sandra Heidinger for 4 years to 31 July 2024
  - David Watt for 4 years to 31 July 2024
  - Gordon McGuinness for 3 years to 31 July 2023
  
- **Approve** new appointments to the Board of Glasgow Kelvin College as follows:
  - Gerry Lyons for 4 years from 1 August 2020
  - Heather McNeil for 4 years from 1 August 2020.
  
- **Note** that new Student Board Members will be nominated once the election of student officers has taken place at all three Assigned Colleges;
  
- **Agree** to mirror the Scottish Government's approach, while this is in place, to allow the temporary extension of Non-Executive appointments on Assigned College Boards during Covid-19 restrictions where appropriate to ensure continuity of governance.

## 12. Climate Change Post

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Paper No: BM4-G

### 12.1 Discussion

The Executive Director provided an overview of the paper which he noted had been informed by discussions at the Nominations and Remuneration Committee. He outlined the proposed amendments to the recruitment timescale, reporting line of the post holder, and engagement with the curriculum.

### 12.2 Decision

The Board:

- **Approved** an appointment timeframe of *no sooner than three months*, in line with N&R Committee guidance, *but no later than six months* to ensure project progress; and
- **Agreed** to delegate authority to the Nominations and Remuneration Committee to provide formal approval of commencement of recruitment.

### 13. Committee Minutes

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Paper No: BM3-H, BM4-I, BM4-J

#### (a) Audit and Assurance Committee 26 May 2020

##### 13.1 Discussion

The Chair of the Audit and Assurance Committee asked the Board for approval of the Committee's recommendation at section 10.2 of the minute regarding the extension of the internal audit contract for the financial year 2020-21.

He also notified members of the official confirmation that GCRB's external audit contract has been extended by Audit Scotland for the financial year 2021-22.

##### 13.2 Decision

The Board **agreed** to the extension of the internal audit contract for the financial year 2020-21.

#### (b) Nominations and Remuneration Committee 28 May 2020

##### 13.3 Discussion

The Chair of the Nominations and Remuneration Committee noted that all matters to report had been covered through earlier agenda items.

##### 13.4 Decision

The Board noted the report.

#### (c) Performance and Resources Committee 1 June 2020

##### 13.5 Discussion

The Chair of the Performance and Resources Committee asked the Board for approval of the Committee's recommendation at section 6.2 of the minute regarding the allocation of £95K additional funding to the assigned colleges due to underspend in GCRB expenditure.

### 13.6 Decision

The Board **agreed** the allocation of £95K additional funding to the assigned colleges, associated with the 2019-2020 financial year, to support students which may include issues such as poverty or digital poverty.

## 14. Ministerial Letter of Guidance

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Paper No: BM4-K

### 14.1 Decision

The Board **noted** the current position with the interim Ministerial Letter of Guidance and the Minister's letter to Scottish Funding Council, *SFC Review of Coherent Provision and Sustainability*.

## 15. Communications Update

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Paper No: BM4-L

### 15.1 Decision

The Board **noted** the past activity in respect of GCRB communications and the future plans.

The Board also wished to **note** their congratulations to Dr Julie McElroy, a former Glasgow Clyde College student, who was recently the third person to be inducted into the CDN Hall of Fame.

## 16. Use of Delegated Authority

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Paper No: BM4-M

### 16.1 Decision

The Board **noted** the report on use of delegated authority.

## 17. Glasgow College Regional Student Executive Update

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Paper No: Verbal

### 17.1 Discussion

The Student Board Member present provided a verbal update report noting that elections are either complete or underway at each college to appoint student officers for the new academic year.

She noted that digital poverty continues to be an area of concern for students.

### 17.2 Decision

The Board **noted** the verbal report.

## 18. Board Calendar 2020-21

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Paper No: BM4-N

### 18.1 Decision

The Board **noted** the Board meeting calendar for 2020-21.

## 19. Long Term Agenda 2020-21

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Paper No: BM4-O

### 19.1 Decision

The Board **noted** the long term agenda for session 2020-21.

## 20. Review of Disclosable Status

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Paper No: Verbal

### 20.1 Decision

The Board Secretary noted the following papers would now be classed as disclosable further to Board approval:

- BM4-D Final Funding Allocations 2020-21
- BM4-E GCRB Budget 2020-21

The Board Secretary noted the following papers remain non-disclosable:

- BM4-F Recommendations from N&R Committee
- BM4-H Audit and Assurance Committee Minute 26 May 2020
- BM4-I Nominations an Remuneration Committee Minute 28 May 2020

## 21. Date of Next Meeting

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Paper No: Verbal

**21.1** The date of the next formally scheduled meeting was **agreed** as Monday 26 October 2020.