

Draft Minute of the Performance and Resources Committee held on Wednesday 13 December 2023

| Present | |
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| Moira Connolly (Chair) | Paul Smart |
| Sakshi Sircar | |
| In Attendance | |
| Martin Boyle (Executive Director) | Janie McCusker (Board Chair) |
| Penny Davis (Board Secretary) | Derek Smeall (Principal, Glasgow Kelvin College) |
| Sue Roberts (PM Environment & Sustainability) | Jon Vincent (Principal, Glasgow Clyde College) |
| Item 10 only | |
| Wendy Odedina (Executive Assistant) | Paul Little (Principal, City of Glasgow College) |
| | Anwulika Umeh (Co-opted Member) |
| Apologies | |
| Sheila Meikle | Jim Godfrey (Finance and Resources Director) |

1. Introduction and Welcome

Paper Number: Verbal

1.1 Discussion

The Chair welcomed members and attendees to the meeting.

The Chair noted that Emma Leslie has left her position as Student President at Glasgow Kelvin College and therefore leaves the board also. She noted that the Board Secretary is in the process of arranging the election of a second student member, and it is hoped they can be invited to the next meeting of the committee as a member.

The Chair asked that item 10 is taken at the start of the meeting to allow the project manager to leave thereafter.

With regards to the committee self-evaluation, she noted that this will take two parts, firstly committee members with the GCRB executive and then committee members only.

2. Apologies

Paper Number: Verbal

2.1 Decision

Apologies were noted for Jim Godfrey and Sheila Meikle.

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.

4. Chair's Business

Paper Number: Verbal

4.1 Discussion

The Chair noted the following meetings she had attended since the last meeting of the committee:

- October board meeting;
- Meeting with Board Chair;
- Short life working group on OA development with SFC.

5. Minutes of the Committee Meeting held on 27 September 2023

Paper Number: PRC2-A

5.1 Decision

The minute of the Committee meeting held on 27 September 2023 was agreed as an accurate record.

6. Outcome Agreement 2023-24 Progress Report

Paper Number: PRC2-B

6.1 Discussion

The Executive Director presented the paper noting that the start of the academic session has been positive for recruitment, however that there is potential for some challenges to arise later in the year.

He noted the two SFC reports that have been referred to in the paper regarding student satisfaction and learner destinations. He noted that these show the national picture and also provide detail at individual college level. He noted caution in that a large extent of the data covers the period of covid.

The committee discussed the challenges faced with foundation apprenticeships and planning for the future in this area. It was noted that the Executive Director with the GCG Learning and Teaching Group are discussing how to improve the offering for senior phase pupils moving forward.

6.2 Decision

The committee **noted** the updated core Glasgow college region Key Performance Indicator data for 2023-24, including the overall progression towards achieving Credit targets.

The committee **noted** the publication of the SFC *Student Satisfaction and Engagement Survey 2022-23*, and the publication of the SFC *College Leaver Destinations 2021-22* reports.

7 Capital Funding 2022-23

Paper Number: PRC2-C

7.1 Discussion

The Executive Director spoke to the report noting the progress made by Glasgow Kelvin and Clyde colleges in delivering capital projects. It was noted that Glasgow Clyde College have also been awarded additional capital funding from the SFC to address the windows at their Anniesland Campus which will accelerate this programme of work.

The committee discussed the potential for a regional estates survey, and it was noted that this was considered as a standalone regional project however the SFC have since indicated they are conducting a national review and the region will therefore contribute to this national piece of work.

The committee discussed that the national work may take a long time to set up and work through, and discussed the appetite for regional work. It was noted that in the financial environment this would be difficult however collaborative work is ongoing in this space.

The committee noted that they would be keen to explore this further if the GCRB executive and Principals felt useful.

7.2 Decision

The committee **noted** the progress made by the colleges in respect of the capital projects in the financial year ending 31 March 2024.

8 Flexible Workforce Development Funding 2022-23

Paper Number: PRC2-D

8.1 Discussion

The Executive Director provided an overview of the paper noting the work being undertaken to address the FWDF backlog caused by COVID and that the has now been almost fully addressed.

As reported to every committee, the uncertainty around the continuation of FWDF funding is a significant risk for the region in terms of funding levels and staffing. It was noted that regionally and nationally, every effort is being made to advocate for the continuation of this funding and clarity for the future.

It was noted that more information is expected in line with budget announcements.

8.2 Decision

The committee **noted**:

- Glasgow colleges provided the latest FWDF progress reports (to GCRB) on 24 November 2023.
- FWDF funds held by GCRB (at 13 December 2023), that relate to 2021-22, are £134,000.
- FWDF funds held by GCRB (at 13 December 2023), that relate to 2022-23, are £109,000.
- Funds for 2023-24 have yet to be confirmed by the Scottish Funding Council.

9 GCRB running costs 23-24

Paper Number: PRC2-E

9.1 Discussion

The Executive Director spoke to the standard report provided to every meeting noting no new items to bring to the committee's attention. He reminded members that GCRB's budget remains with the budget set by the Scottish Government at its inception almost a decade ago.

9.2 Decision

The Committee **noted** the actual outturn compared with budget for 2023-24.

10 Environment and Sustainability Survey Results

Paper Number: PRC2-F

10.1 Discussion

This item was taken at the start of the meeting.

The Executive Director provided an introduction to the paper noting that as part of the programme of actions, this work falls within the remit of the committee.

He noted that as part of the agreed environment and sustainability strategy, a survey was undertaken with staff and students and is the largest survey of its kind that has taken place in the college sector. He noted that it provides a snapshot in time and it is intended that this would run again in the future to provide comparative data. He asked committee members for their feedback in terms of next steps and for onward reporting to the full board.

The Project Manager for Environment and Sustainability spoke to the detail of the paper noting the outcome of the survey for support staff, teaching staff and students. She outlined the links to the regional strategy in this area, the strengths found in leadership, and the opportunities to improve awareness and understanding. She spoke to specific findings across the themes of communications and behaviour change, learning and teaching, and estates and operations.

She noted that these findings have been shared and discussed with the GCG learning and teaching group and the GCG sustainability group made up of college Vice Principals. She noted that the groups have endorsed the rerun of the survey and for pilot work to take place across one common curriculum area.

The committee welcomed the comprehensive report and discussed engagement with students associations, communications, cpd and training, green skills, and partnership working as well as exploring the areas that colleges can influence and what is part of wider societal change. The committee confirmed their desire to see the survey repeated.

With regard to presenting to the board, the committee suggested an executive summary and some visual representation of the key findings would be helpful alongside a summary of the emerging work as discussed with the GCG groups.

10.2 Decisions

The committee:

- **noted** the process and findings of the survey, and endorsed sharing with GCRB board in a shortened format;
- **commented** on the suggested recommendations, which will be developed into an operational plan to be co-created with colleagues in the Glasgow colleges; and
- **commented** on the value of using this work as a template for a recurring survey, which could be used to measure change over time and to provide additional reporting for the annual outcome and assurance processes.

11 P&R Committee Annual Report

Paper Number: PRC2-G

11.1 Discussion

The Board Secretary spoke to the paper which is received by the committee at this stage every year to review membership and attendance, and priorities for the year ahead.

She provided a summary of the work undertaken by the committee over the year and outlined the suggested priority areas as developed by the GCRB executive for committee consideration.

The committee discussed the report and asked for an update on the student funding work to be presented at an appropriate stage in the year.

The committee discussed the imminent announcement of the Scottish Government draft budget and the need for the committee to be alert to and understand implications for the Glasgow college region.

It was also discussed that any outcome or discussions from the short life working group on outcome agreements with the SFC should be reported back through this committee moving forward.

11.2 Decision

The committee **reviewed** and **agreed** the content of the summary report on its activity during the past year.

The committee **agreed** its priorities for the coming year including student funding, budget implications and outcome agreement development.

The Board Chair and college Principals left at the meeting at this stage.

The co-opted member also left at this stage. It was noted that she would have been eligible to stay for the committee self-evaluation if available.

12 Annual Review of Committee Effectiveness and TOR

Paper Number: PRC2-H

12.1 Discussion

The Board Secretary noted that this report follows on from the annual report asking the committee to review its own effectiveness and terms of reference.

The committee noted the quality and dependability of the reports from the GCRB executive and discussed how in meetings it can be made clearer what action the committee is being asked to take. They discussed the remit of the committee in so far as it can affect college actions, potential training opportunities for members, and opportunities for more co-opted

members to join. They also discussed the increasingly difficult financial environment and the need for the committee to offer increased challenge and insist on greater collaboration.

12.2 Decision

The committee **considered** its performance and **agreed** no suggested changes to the Committee Terms of Reference to recommend to the Board.

13 Long Term Agenda

Paper Number: PRC2-I

13.1 Decision

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

14. Review of Disclosable Status

Paper Number: Verbal

14.1 Decision

The Board Secretary confirmed there were no non-disclosable papers for this meeting.

15. Date of Next Meeting

Paper Number: Verbal

15.1 Decision

The date of next meeting was confirmed as 17 April.

The Executive Director and Executive Assistant left the meeting at this stage.

16. Private meeting of committee members

Paper Number: Verbal

16.1 Decision

Members **considered** the operation of the Committee and **noted** the value of reviewing the impact of its decisions.