

Draft Minute of Board Meeting held on Monday 30 October 2017

Present	
Grahame Smith (Interim Chair)	
Alisdair Barron	Caroline MacDonald
Paul Buchanan	Maureen McKenna
Lesley Garrick	Alastair Milloy (item 6 onwards)
Karolina Gasiorowska	Jim O'Donovan
Irving Hodgson	Jackie Russell
Clare Ireland	Mike Ward
In Attendance	
Robin Ashton (Executive Director)	Shaun McLaughlin (Student President, GKC)
Penny Davis (Board Secretary)	Alan Sherry (Principal, GKC)
Jim Godfrey (Interim Finance & Resources Director)	Stuart Thompson (Vice Principal CoGC)
Wendy Odedina (Executive Assistant)	Jon Vincent (Principal GCC)
Apologies	
Megan Cartwright	Carol Kirk
Frank Coton	David Newall

1. Introduction and Apologies

Paper No: Verbal

1.1 Discussion

The Chair welcomed Jon Vincent, new Principal of Glasgow Clyde College, to his first full GCRB Board meeting and also Stuart Thompson, Vice Principal at City of Glasgow College, deputising for Paul Little.

Apologies were noted for Megan Cartwright, Frank Coton, Carol Kirk and David Newall.

2. Declarations of Interest

Paper No: Verbal

2.1 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.

3. Chair's Business

Paper No: Verbal

3.1 Discussion

The Chair noted the following meetings he had attended since the last board meeting:

- Regular meetings with the GCRB Executive;
- GCRB Committee Meetings;
- Meeting with the Chair and Vice Chair of City of Glasgow College;
- Dialogue with the SFC and Scottish Government;
- Meeting with the SFC Interim Chief Executive, GCRB N&R Committee Chair and GCRB Audit Committee Chair.

The Chair noted that confidential board papers from the last board meeting had been leaked to the press by a member or members of the board, or attendees to the board. He noted that this is a serious issue which undermines trust and is a breach of the Code of Conduct. Whilst there are no formal procedures for dealing with such a matter, he noted that it is important that this unauthorised disclosure is recognised. He confirmed that this was also the view of the Standards Commissioner. The Chair noted that he has therefore asked the Chair of the Audit Committee to consider the matter and for the Audit Committee to provide a report back to the Board.

The Chair referred to his email to board members of 15 September where he set out the rationale for proposing the decision to rescind the Board's decision of 4 September on staff remuneration. He proposed that the board discuss this matter later in the agenda.

The Chair reflected on the Glasgow College Region Strategic Plan Launch Event which had been held immediately in advance of the board meeting, attended by a wide range of stakeholders and the Minister for FE, HE and Science, Shirley-Anne Somerville MSP. All members agreed that this had been a highly successful event, particularly with regards to the student involvement. The Chair formally noted his thanks to Chair and Principal of Glasgow Kelvin College for hosting the event at the college and for their staff's help in the overall organisation.

4. Minute of Board Meetings held on 4 September 2017

Paper No: BM2-A

4.1 Decision

It was agreed to include the details of the vote on paper BM1-E within the minute of the meeting of 4 September.

Subject to the above amendment, the minute was **agreed** as an accurate record.

The Chair referred to his email to board members of 15 September which set out the rationale for proposing the decision to rescind the Board's decision of 4 September on staff remuneration. The email suggested that the salary of the revised Executive Director post the Board agreed to establish, should take more fully into account the expectation of public sector pay policy that salaries of newly appointed Chief Executives are reduced by 10%. As a

result, the Board **agreed** via correspondence that there would be no change in the existing terms and conditions of the current post holder.

5. Matters Arising

Paper No: BM2-B

5.1 Discussion

The Chair noted that he is awaiting formal correspondence from the SFC with regard to GCRB's responsibilities in relation to Assigned College Principals terms and conditions.

The Executive Director noted in relation to Flexible Workforce Development Funding, that meeting targets may be challenging. He noted that GCRB is working with the assigned colleges on this however it is an issue that the Board may wish to reflect in its risk register.

6. Risk Register

Paper No: BM2-C

6.1 Discussion

The Executive Director presented the risk register which he noted is now reviewed on a bi-weekly basis by the GCRB Executive. He noted that it was agreed that the Board would consider a number of risks in detail at each meeting and that the Executive had identified areas for discussion.

The Board discussed the risks pertaining to reputation, learning and teaching outcomes and people issues.

6.2 Decision

The Board **noted** the further enhancements to GCRB's approach to risk management introduced in September 2017.

The Board **agreed** to amend risk 003 to change 'FE' to college sector and to amend risk 006 to encompass a wider range of contributing factors which affect positive learner outcomes.

The Board **agreed** the mitigating actions.

7. Minute of the Audit Committee Meeting on 3 October 2017

Paper No: BM2-D

7.1 Discussion

The Chair of the Audit Committee presented the draft minute of the Audit Committee on 3 October 2017. He noted that since the meeting of the Committee, the Executive had received confirmation from the External Auditor that accounts consolidation will take place from 1 August 2017.

7.2 Decision

The Board **noted** the minute of the Audit Committee on 3 October 2017.

8. Anti-Fraud Policy

Paper No: BM2-E

8.1 Discussion

The Chair of the Audit Committee presented the Anti-Fraud policy noting that it had been considered by the Audit Committee, who had made minor amendments, and a final draft is presented to the Board for approval.

8.2 Decision

It was agreed to include a statement on secondary reporting lines and also a date for future review.

The Anti-Fraud policy was **agreed** subject to the above amendments.

9. Whistleblowing Arrangements

Paper No: BM2-F

9.1 Discussion

The Chair of the Audit Committee presented the paper on whistleblowing arrangements noting that it had been considered by the Audit Committee, who had made minor amendments, and a final draft is presented to the Board for approval.

9.2 Decision

It was agreed to include a statement on secondary reporting lines, to use the term worker consistently, and to include a timescale by which a response would be provided.

The whistleblowing arrangements paper was **agreed** subject to the above amendments.

10. Annual Review of Systems of Internal Control

Paper No: BM2-G

10.1 Discussion

The Chair of the Audit Committee presented the paper on annual systems of internal control arrangements noting that it had been considered by the Audit committee and is presented to the Board for approval.

10.2 Decision

The Board **agreed** the annual review of systems of internal control.

11. Minute of the Performance and Resources Committee Meeting of 9 October 2017

Paper No: BM2-H

11.1 Discussion

The Chair presented the minute of the Performance and Resources Committee on 9 October in the absence of the Committee Chair.

11.2 Decision

The Board **noted** the draft minute of the Performance and Resources Committee of 9 October.

12. ROA Self Evaluation

Paper No: BM2-I

12.1 Discussion

The Executive Director presented the self-evaluation of the 2016-17 Regional Outcome Agreement which he noted had been considered by the Performance and Resources Committee and is due for submission to the SFC by the end of October.

He explained that the evaluation reviewed progress towards agreed targets across the region and that the report had been developed with colleagues in the assigned colleges. The Executive Director highlighted overall good progress however noted some areas for improvement and the Board discussed the potential effect of the industrial action at the end of the last academic session in relation to this. The Executive Director and Principals affirmed that the colleges are addressing areas of improvement internally and through engagement with Education Scotland.

The Executive Director also noted that it is proposed that two of the targets for 2017-18 are amended due to fuller information now being available.

12.2 Decision

The Board:

- **noted** the evaluation of progress towards the achievement of targets and goals set out within the Glasgow Regional Outcome Agreement for 2016-17;
- **agreed** to the revision of two regional targets set for 2017-18; and
- **agreed** that the report is submitted to the Scottish Funding Council by October 31, 2017.

13. Recommendations from the Performance and Resources Committee

Paper No: BM2-J

13.1 Discussion

The Interim Finance and Resources Director temporarily left the meeting at this point.

The Executive Director presented the paper on recommendations from the Performance and Resources Committee with regards to additional childcare funding allocation, a formal service level agreement with the SFC and the arrangements for the provision of interim financial support.

13.2 Decision

The Board **agreed**:

- that an additional allocation of childcare funding for 2017-18 is allocated to City of Glasgow College;
- to the proposed Service Agreement between GCRB and the Scottish Funding Council; and
- to an extension of the current contract in place to provide GCRB with financial support.

The Interim Finance and Resources Director re-joined the meeting at this point.

14. Minute of the Nominations and Remuneration Committee meeting on 13 October 2017

Paper No: BM2-K

14.1 Discussion

The Chair of the Nominations and Remuneration Committee presented the draft minute of the meeting on 13 October 2017.

14.2 Decision

The Board **noted** the draft minute of the Nominations and Remuneration Committee on 13 October 2017.

15. Strathclyde Pension Fund Admission Agreement

Paper No: BM2-L

15.1 Discussion

The Executive Assistant declared an interest in this item however it was agreed that she did not require to leave the room.

The Nominations and Remuneration Committee Chair presented the paper on GCRB's admission to the Strathclyde Pension Fund noting that this matter had been considered by

the Committee fully and on numerous occasions and it is now recommended that GCRB join the scheme further to receipt of a letter of guarantee from the Scottish Government.

15.2 Decision

The Board **agreed** that the Executive Director is given the delegated authority to sign the Admission Agreement on behalf of GCRB.

16. Recommendation from the Nominations and Remuneration Committee

Paper No: BM2-M

16.1 Discussion

The Nominations and Remuneration Committee Chair presented the paper on recommendations from the Nominations and Remuneration Committee with regards to the revised salary for the Finance and Resources Director post, to give delegated authority to the Executive Director to progress the recruitment process for this post and with regards to the appointment a new board member to the board of management of Glasgow Kelvin College.

16.2 Decision

The Board **agreed**:

- that the salary level previously agreed by the Board for a Finance and Resources Director is reduced to maintain an appropriate differential to the Executive Director position;
- that the Executive Director is given delegated authority to progress the recruitment of a permanent Finance and Resources Director so that it can be completed prior to the end of the calendar year; and
- that Laura Birch is appointed to the Board of Management of Glasgow Kelvin College for a term of 4 years.

17. Strategic Plan Implementation Report

Paper No: BM2-N

17.1 Discussion

The Executive Director presented the paper on the implementation of the Strategic Plan for college education in Glasgow and provided detail on emerging year one ambitions for the work being led by Regional Leads.

The Board discussed that it would be beneficial to invite the Regional Leads to speak to the Board on their work at an appropriate point in the future.

17.2 Decision

The Board **noted** the report and it was **agreed** that a further progress report on strategic planning implementation should be presented in due course.

18. Regional Improvement Collaboratives

Paper No: BM2-O

18.1 Discussion

Maureen McKenna presented the paper on Regional Improvement Collaboratives in her capacity as Executive Director for Education at Glasgow City Council.

She noted the positive work that had taken place with the Scottish Government and other local authorities across the west of Scotland on this issue explaining that the new structure maintains local authorities responsibilities however recognises the benefits of working together to deliver benefits and enhancing the existing offer.

The Executive Director noted that the GCRB should look to align itself with the new 'West' partnership structure.

18.2 Decision

The Board **noted** the report on of the development of a Regional Improvement Collaborative across the Glasgow City Region area and **requested** the Executive Director provide a report on further developments related to the Regional Improvement Collaborative to a future meeting of the GCRB Board.

19. SFC and SDS Letters of Guidance

Paper No: BM2-P

19.1 Discussion

The Executive Director presented the paper on the letters of guidance from Ministers to the Scottish Funding Council and Skills Development Scotland. He summarised the priorities and how these align with the new strategic plan for the Glasgow College region.

19.2 Decision

The Board **noted** the letters of guidance and the priorities highlighted relevant to the delivery of college education.

It was also **agreed** to reflect the issues around the Flexible Workforce Development Fund in the risk register.

20. Use of Delegated Authority

Paper No: BM2-Q

20.1 Decision

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

21. Long Term Agenda

Paper No: BM2-R

21.1 Decision

The Board **agreed** the long term agenda

22. AOB

Paper No: Verbal

22.1 Discussion

The Student President at Glasgow Kelvin College, who is also Chair of the Glasgow Region Student Executive, provided an update on matters discussed at the group's recent meeting including its new constitution and a cross college event.

23. Date of Next Meeting

Paper No: Verbal

23.1 Decision

The date of the next meeting was agreed as Monday 18 December.