

Draft Minute of Board Meeting held on Monday 26 March 2018

Present	
Janie McCusker (Chair)	Irving Hodgson
Alisdair Barron	Carol Kirk
Paul Buchanan	Caroline MacDonald
Megan Cartwright	Maureen McKenna
Frank Coton	Alastair Milloy
Lesley Garrick	David Newall
Karolina Gasiorowska	Jim O'Donovan
In Attendance	
Robin Ashton (Executive Director)	Paul Little (Principal CoGC)
Penny Davis (Board Secretary)	Alan Sherry (Principal, GKC)
Jim Godfrey (Finance & Resources Director)	Jon Vincent (Principal GCC)
Wendy Odedina (Executive Assistant)	David Archibald (External Assessor)
	Karen Corbett (Education Scotland)
Apologies	
Clare Ireland	Grahame Smith
Jackie Russell	Mike Ward
Shaun McLaughlin	

1. Introduction

Paper No: Verbal

1.1 Discussion

The Chair welcomed Karen Corbett from Education Scotland delivering a presentation to the Board; David Archibald, providing feedback on the Externally Validated Evaluation of the Board; and college Principals to the meeting.

2. Apologies

Paper No: Verbal

2.1 Discussion

Apologies were received for Clare Ireland, Shaun McLaughlin, Jackie Russell, Grahame Smith and Mike Ward.

3. Declarations of Interest

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.

4. Chair's Business

Paper No: Verbal

4.1 Discussion

The Chair provided some reflections further to her first three months in post highlighting the importance of effective collaboration in delivering Glasgow's shared ambition to build Scotland's most inclusive, responsive and effective regional college system.

The Chair noted the following meetings she has taken part in since her appointment:

Internal

One to one meetings with all board members;
Board Committee Meetings;
One to one meetings with Principals and SMTs;
Chairs and Principals Group Meeting;
Kelvin and Clyde College Board Meetings;
Clyde Strategic Dialogue Meeting with SFC.

External

SFC Chief Executive;
SFC Chair;
Scottish Government Director of Advanced Learning and Science;
Colleges Scotland Board Meeting;
Colleges Scotland Executive.

Finally, the Chair noted that this is the final board meeting for Grahame Smith and Carol Kirk before their tenures on the Board comes to an end. She thanked both Grahame and Carol for their significant contribution to the work of the Board and noted that she will write a formal letter of appreciation on behalf of the Board.

5. Minute of Board Meeting held on 18 December 2017

Paper No: BM4-A

5.1 Decision

The minute of the Board meeting on 18 December 2017 was **agreed** as an accurate record.

6. Matters Arising

Paper No: B4-B

6.1 Discussion

The Executive Director presented the matters arising paper noting progress on actions from previous Board meetings and the additional information provided on the Scottish Business Pledge as requested.

6.2 Decision

The Board is **noted** the matters arising paper.

7. College Evaluative Reports and Enhancement Plans

Paper No: BM4-C

7.1 Discussion

The Executive Director provided an overview of the supporting paper distributed to members setting out the national quality arrangements and how these link to the Glasgow region strategic plan. He explained GCRB's role in the process and how this aligns with the monitoring processes of the individual college boards.

The Executive Director then invited Karen Corbett from Education Scotland to deliver a presentation to the Board on the new quality arrangements and how these have progressed since implementation. She outlined the key drivers, key influences and key roles within the process and provided some reflections on findings to date and next steps.

7.2 Decision

The Board **noted**:

- the progress to implement new national quality arrangements for Scotland's Colleges within the Glasgow College Region;
- the publication of validated Evaluative Reviews and Enhancement Plans for Glasgow's colleges;
- that the reports provide validated evidence that the three Glasgow colleges are performing well across all elements of the new national quality assessment framework, with no significant areas of weakness identified; and
- the assurance the college plans provide regarding progress to deliver regional strategic learning priorities and outcomes.

8. Risk Register

Paper No: BM4-D

8.1 Discussion

The Executive Director presented the risk register which he noted is considered at every meeting of the Board. He outlined proposed changes to risk scores and invited members to discuss in more detail 3 of the risks from the register.

The Board discussed risks 1, 5 and 11 from the register and the associated mitigating actions. They also discussed risks associated with reaching specific targets within the regional outcome agreement.

7.2 Decision

The Board **considered** the evaluation of risks and **noted** that GCRB's ability to mitigate risk in some instances can be limited.

The GCRB Executive **agreed** to consider these points in their ongoing risk monitoring.

8 Minute of Audit Committee on 6 March 2018

Paper No: BM4-E

8.2 Discussion

The Chair of the Audit Committee presented the draft minute of the meeting of 6 March 2018. It was noted that an update with respect to the consolidation of accounts for the region will be considered by the Committee at their next meeting.

8.3 Decision

The Board **noted** the report.

9 Minute of Performance and Resources Committee on 9 February 2018

Paper No: BM4-F

9.2 Discussion

The Chair of the Performance and Resources Committee presented the minute of the meeting of 9 February 2018. He noted this was an additional meeting and consisted of a single item agenda.

9.3 Decision

The Board **noted** the report.

10 Minute of Performance and Resources Committee on 7 March 2018

Paper No: BM4-G

10.2 Discussion

The Chair of the Performance and Resources Committee presented the minute of the meeting of 7 March 2018. He noted that the substantive items from the agenda were included on the Board agenda and explained the Committee's policy standpoint with regards to discussions regarding the development of a regional student data system.

10.3 Decision

The Board **noted** the report.

11 Finance Policy

Paper No: BM4-H

11.1 Discussion

The Finance and Resources Director presented the draft Finance Policy noting that it had been previously considered by the Performance and Resources Committee who had made some valuable suggestions which had now been incorporated.

He noted the three strands of the policy in terms of governance, assurance and 'making a difference'. Members discussed also the responsibilities of all parties within the region in advocating for fair funding.

11.2 Decision

The Board **noted** the background and context to the Finance Policy and **agreed** to its approval.

The Board **agreed** that the Chair of the Board should write to the Chief Executive of the Scottish Funding Council with regard to the indicative funding announcement and the delay in the implementation of the credit funding model.

12 Recommendations of Nominations and Remuneration Committee

Paper No: BM4-I

12.1 Discussion

In the absence of the Committee Chair, the Board Secretary presented the recommendations of the Nominations and Remuneration Committee which comprised a series of appointment related decisions.

She also noted that the Committee considered a request to open a voluntary severance scheme at City of Glasgow College and some additional information has been requested before a final decision will be made.

12.2 Decision

The Board **agreed**:

- to appoint Ian Patrick as Chair of Kelvin College for a period of four years, on the departure of Irving Hodgson in July 2018;
- to invite Electoral Reform Services to run elections during May to elect Staff Members to the Board;
- to appoint, subject to Ministerial approval, Edward McGrachen, Moira Connolly and Michael Cullen as Non-Executive Members of the Board;
- to invite a fourth candidate to become a co-opted member;
- the proposed committee membership in the light of known and anticipated changes in Board membership;
- the process for the nomination of a Senior Independent Member.

13 Minute of the Second Terms Committee on 26 January 2018

Paper No: BM4-J

13.1 Discussion

Paul Buchanan, Lesley Garrick, Caroline MacDonald and Maureen McKenna temporarily left the meeting at this point.

The Board Secretary presented the minute of the Second Terms Committee held on 26 January 2018, noting that the subsequent paper on the agenda would cover this matter in more detail.

13.2 Decision

The Board **noted** the report.

14 Recommendations of the Second Terms Committee

Paper No: BM4-K

14.1 Discussion

The Board Secretary outlined the process undertaken to make recommendation to the board with regard to the re-appointment of 5 current board members.

14.2 Decision

The Board **approved** the Committee's recommendation to extend the appointments of Paul Buchanan, Lesley Garrick, Caroline MacDonald, Maureen McKenna and Jackie Russell and **approved** the proposed staggered terms of office for the extended appointments.

Paul Buchanan, Lesley Garrick, Caroline MacDonald and Maureen McKenna re-joined the meeting at this point.

15 2018-19 Regional Outcome Agreement

Paper No: BM4-L

15.1 Discussion

The Executive Director presented the Regional Outcome Agreement for 2018-19 noting that the previously considered targets have now been incorporated alongside the narrative into a document that compliments the regional strategy.

He referred to the Board's previous discussions around high attainment targets, and the need to consider these alongside the region's widening access commitments, and noted that a statement has been included within the ROA stating that fair resources for Glasgow are required to support the region in meeting its ambitions.

The Board discussed that clear plans should be put in place as to how GCRB, at a strategic level, can assist in reaching these attainment ambitions, demonstrating and making the case for how additional resources would be utilised.

15.2 Decision

The Board **discussed** and **agreed** the draft 2018-19 ROA, and related Equality Impact Assessment.

It was **agreed** that the Executive Director should:

- liaise with college managers to agree an appropriate allocation of childcare training volumes and work-experience Credits;
- undertake final edits on the ROA document;
- liaise with SFC ROA managers on the submission of the ROA for agreement;
- provide an update on the process to finalise the 2018-19 ROA to the next meeting of the Board; and
- through the GCG Principals group, take forward the development of an attainment action plan.

16 Regional Funding 2018-19

Paper No: BM4-M

16.1 Discussion

The Finance and Resources Director presented the paper on regional funding for 2018-19 noting that it had been consulted upon with college colleagues and had been considered by the Performance and Resources Committee.

He noted that the proposed model follows closely to the SFC funding model and some funds had been ear-marked by SFC for specific purposes i.e. relating to the capital national condition survey and national bargaining. As following the SFC model limits discretion at a regional level, he noted that the Performance and Resources Committee also recommended that a working group be convened to consider regional funding approaches level for the future.

16.2 Decision

The Board:

- **approved** the approach to regional funding, and the indicative allocation of funding, for 2018/19;
- **noted** that final Regional Funding allocations for 2018/19 will be presented to the Board for approval in June 2018, following publication of the final allocations by SFC;
- **noted** that the capital policy for 2018/19 will be considered by the Performance and Resources Committee at its next meeting in June 2018;
- **noted** that a group will be set up to review the regional approach to funding for 2019/20 and beyond; and

- **noted** that Colleges Scotland and SFC have recently met to discuss a revised national funding model and **request** that the Glasgow region is actively engaged in this process.

17 Review of Code of Conduct

Paper No: BM4-N

17.1 Discussion

The Board Secretary presented the Code of Conduct noting that it was good practice to periodically review this document despite no amendments being proposed.

17.2 Decision

The Board **confirmed** their **approval** of its Code of Conduct.

18 Glasgow Region Equalities Mainstreaming Report

Paper No: BM4-O

18.1 Discussion

The Executive Director presented the Glasgow Region Equalities Mainstreaming Report noting that this document requires to be updated every two years. He noted that the regional approach places reliance on college documentation.

18.2 Decision

The Board **approved** the Glasgow Region Equalities Mainstreaming Report for publication.

19 FOI(S)A and Disclosure of Board Papers

Paper No: BM4-P

19.1 Discussion

The Board Secretary provided an overview of the paper noting that the recommendations take account of discussions from the last board meeting and feedback from the externally facilitated review.

She reminded members that despite the disclosure status of papers, all papers are confidential prior to them being considered at the board meeting.

19.2 Decision

The Board **approved** the proposed approach to disclosure of Board papers.

20 Glasgow Region Student Executive Constitution

Paper No: BM4-Q

20.1 Discussion

The Board Secretary provided an introduction to the paper noting that the Board should be content with arrangements for the election of student board members to the GCRB and that it is good practice to endorse the Regional Student Executive Constitution although this is not a required approval as it would be within a college.

The two student presidents present provided an update on regional activity they have undertaken and how they are working together on combined projects. They raised the issue of Student Associations resources across the Glasgow Colleges to which the Board stated their commitment to strong and effective student associations, however noted that it was for the individual colleges to determine their student association structures.

20.2 Decision

The Board:

- **reviewed** the GCRSE Constitution;
- **approved** arrangements for student elections to GCRB in 2018; and
- **endorsed** the Constitution as a whole.

21 Externally Facilitated Review of GCRB

Paper No: BM4-R

21.1 Discussion

GCRB's internal auditor, who had carried out the externally facilitated review of the Board, presented his findings to the Board noting that these were positive and provided members with assurance that the Board is performing well. He highlighted particular strengths and also areas where shared understanding could be strengthened. He invited members to consider the report and proposed actions.

21.2 Decision

The Board **considered** and **agreed** the findings and recommendations of the External Assessor prior to submission of the report to the SFC along with the Board's Development Plan.

22 Board Development Plan

Paper No: BM4-S

22.1 Discussion

The Board Secretary presented the Board Development Plan noting that the actions for 2018-19 build on the previous year's plan and also take account of the recommendations from the external review.

She also noted that the paper provides a report on progress against 2017-18 actions and that these are monitored on an on-going basis by the Nominations and Remuneration Committee.

22.2 Decision

The Board **considered** and **approved** the areas of development set out in the Board Development Plan, for submission to the Scottish Funding Council by 31 March 2018, and publication on the GCRB website.

23 Strategic Planning Implementation Report

Paper No: BM4-T

23.1 Discussion

The Executive Director referred to the strategic planning implementation report noting that this was a standing item for information on the Board's agenda providing them with an update on progress.

23.2 Decision

The Board **noted** the report and the evidence it provides of operational action taken to deliver regional strategic goals.

24 Glasgow Kelvin College Proposed Property Settlement

Paper No: BM4-U

24.1 Discussion

The Executive Director noted that the paper has been provided to the GCRB Board for information.

24.2 Decision

The Board **noted** the report.

25 Use of Delegated Authority

Paper No: BM4-V

25.1 Decision

The Executive Director **noted** the resources directed to communications support.

26 Long Term Agenda

Paper No: BM4-W

26.1 Decision

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

27 Draft Board and Committee Calendar 2018-19

Paper No: BM3-X

27.1 Decision

The Board **agreed** the Board and Committee meeting calendar for 2018-19.

28 Review of Disclosable Status

Paper No: Verbal

28.1 Decision

The Board **confirmed** that it was content with the disclosable status of all papers.

29 Date of Next Meeting

Paper No: Verbal

29.1 Decision

The date of the next meeting was **confirmed** as Monday 18 June 2018.