

Draft Minute of Board Meeting held on Monday 18 June 2018

Present	
Janie McCusker (Chair)	Shaun McLaughlin
Alisdair Barron	Caroline MacDonald
Paul Buchanan	Maureen McKenna
Moira Connolly	Jim O'Donovan
Lesley Garrick	Jackie Russell
Irving Hodgson	Mike Ward
Edward McGrachan	
In Attendance	
Robin Ashton (Executive Director)	Audrey Miller (Regional Lead)
Joanna Campbell (Regional Lead)	Wendy Odedina (Executive Assistant)
Michael Cullen (Board Member as of 1 August 2018)	John Rafferty (Regional Lead)
Penny Davis (Board Secretary)	Sue Roberts (Communications Advisor)
Jim Godfrey (Finance & Resources Director)	Alan Sherry (Principal, GKC)
Paul Little (Principal CoGC)	Jon Vincent (Principal GCC)
Apologies	
Megan Cartwright	Karolina Gasiorowska
Frank Coton	Alastair Milloy
Clare Ireland	David Newall

1. Introduction

Paper No: Verbal

1.1 Discussion

The Chair welcomed new board members to their first meeting and invited attendees.

2. Apologies

Paper No: Verbal

2.1 Discussion

Apologies were received for Megan Cartwright, Frank Coton, Clare Ireland, Karolina Gasiorowska, Alastair Milloy and David Newall.

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.

The Principals declared an interest in agenda item 13 however it was agreed that they could be present for the discussion on this matter.

4. Chair's Business

Paper No: Verbal

4.1 Discussion

The Chair noted the following meetings she had undertaken since the last board meeting:

Internal

- Induction meetings with new board members and incoming Chair of Glasgow Kelvin College;
- Regional Leads;
- Glasgow Kelvin College Strategic Dialogue Meeting with SFC;
- City of Glasgow College Board Meeting;
- Glasgow Clyde College All Staff Conference;
- GCRB Committee meetings;
- Chairs, Principals and Executive Director Meeting;
- Glasgow Colleges Regional Student Executive Meeting with MSPs; and
- Student Regional Embracing Diversity Competition.

External

- Colleges Scotland Residential Event;
- Colleges Scotland Board Meeting;
- Colleges Development Network Chair and CEO;
- TESS;
- SDS Chief Executive;
- Stuart Patrick, CEO Glasgow Chamber of Commerce;
- Susan Aitken, Leader Glasgow City Council;
- Baillie Russell Robertson, Chair Glasgow Community Planning Partnership;
- Glasgow Community Planning Partnership Strategic Board Meeting;
- SFC Chief Executive and Senior Staff;
- Director for Advanced Learning and Science;
- Minister for FE, HE and Science – Shirley Anne Somerville; and
- Foundation Apprenticeship Celebration Event.

The Chair noted that this is Irving Hodgson, Frank Coton, Megan Cartwright and Jim O'Donovan's last meeting before their tenure on the Board comes to an end. She thanked them for their contributions noting that she would write formally in that regard on behalf of the Board.

5. Minute of Board Meeting held on 26 March 2018

Paper No: BM5-A

5.1 Decision

The minute of the Board meeting on 26 March 2018 was **agreed** as an accurate record.

6. Matters Arising

Paper No: BM5-B

6.1 Discussion

The Executive Director presented the matters arising paper noting progress on actions from previous Board meetings.

6.2 Decision

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

7. Regional Developing the Young Workforce Activity

Paper No: BM5-C

7.1 Discussion

The Regional Lead for Developing the Young Workforce and Regional Lead for Organisational Development provided a joint presentation on their regional work with regard to activity surrounding 'Developing the Young Workforce'.

They noted the data analysis that had taken place and partnership building work with external stakeholders. They outlined three initiatives that have been developed in conjunction with local authorities as joint CPD opportunities for college and schools staff.

7.2 Decision

The Board **noted** the report and the related Board presentation and the evidence it provides of regional activity supporting the achievement of Developing the Young Workforce aims.

8. Risk Register

Paper No: BM5-D

8.1 Discussion

The Executive Director presented the risk register which he noted is considered at every meeting of the Board.

He noted that the GCRB Executive have suggested some proposed changes to risk scores and explained the rationale for these amendments. The Board discussed the proposed increase and decreases to risk scores and the associated mitigating actions.

The Executive Director also highlighted risks 2, 4, 9 and 13 for discussion.

7.2 Decision

The Board:

- **considered** the evaluation of risks and **agreed** the proposed amendments;
- **discussed** the four key risks identified and **considered** the mitigating actions.

9. Minute of Audit Committee on 29 May 2018

Paper No: BM5-E

9.1 Discussion

The Chair of the Audit Committee presented the draft minute of the meeting of 29 May 2018.

He noted that the 4 Audit Committee Chairs across the region continue to meet on a bi-annual basis which is proving to be a useful forum for information sharing and joint development.

He also noted that all 27 internal audit recommendations are now complete.

9.2 Decision

The Board **noted** the report.

10. Minute of Performance and Resources Committee on 7 June 2018

Paper No: BM5-F

10.1 Discussion

In the absence of the Chair of the Performance and Resources Committee, Caroline MacDonald presented the minute of the meeting of 7 June 2018.

She brought to the attention of the Board, the Committee's discussions regarding developing approaches to student data management, capital funding for 2018-19 and funding approaches for 2018-19.

She also noted that following the offer by the SFC of additional ESF activity to the region, the Committee agreed to recommend to the Board that City of Glasgow's 2017-18 Credit and Funding allocations are revised to include this additional ESF activity.

The Board discussed matters relating to the former City of Glasgow College buildings on North Hanover Street and the Charles Oakley Building. The Chair of the Board explained that any college proposal to re-purpose a building would require to be discussed and considered regionally in the first instance before any interaction with the SFC.

10.2 Decision

The Board **noted** the report and **agreed** the recommendation that City of Glasgow's 2017-18 Credit and Funding allocations are revised in light of additional ESF.

11. Minute of Nominations and Remuneration Committee on 20 March 2018

Paper No: BM5-G

11.1 Discussion

The Chair of the Nominations and Remuneration Committee presented the minute of the meeting on 20 March 2018.

11.2 Decision

The Board **noted** the report.

12. Minute of the Nominations and Remuneration Committee on 31 May 2018

Paper No: BM5-H

11.1 Discussion

The Chair of the Nominations and Remuneration Committee presented the minute of the meeting on 31 May 2018.

She noted GCRB's role relating to approval of college voluntary severance schemes, explaining this is with regard to governance process and ensuring that SFC criteria has been adhered to, noting that GCRB approves, but does not have a role in determining, the business case.

11.2 Decision

The Board **noted** the report.

13. Recommendations of Nominations and Remuneration Committee

Paper No: BM5-I

13.1 Discussion

The Board Secretary set out a number of recommendations from the Committee relating to board appointments for the assigned colleges.

13.2 Decision

The Board **approved** the Committee's recommendations to:

- appoint Marion Allison to the Board of Management of Glasgow Kelvin College from 1 August 2018 for a term of 4 years;

- extend the appointments of Stephen Birrell, Anne McTaggart and Joe Wilson on 1 August 2018, at the end of their first terms of office as Non-Executive Members of Glasgow Kelvin College Board, for 4, 3, and 4 years, respectively;
- extend the appointments of Carolyn Davidson and Keith Rosser on 1 August 2018, at the end of their first terms of office as Non-Executive Members of Glasgow Clyde College Board, each for 4 years.

14. Final 2018-19 Regional Outcome Agreement Credit Activity Targets

Paper No: BM5-J

14.1 Discussion

The Executive Director provided an overview of the report noting no change to overall credit targets from the report the Board received at its previous meeting. He noted that targets related to childcare and articulation were still to be confirmed however this was the common position across the sector and agreed with SFC.

14.2 Decision

The Board

- **noted** the final SFC Credit targets for the Glasgow Region;
- **noted** that as the SFC final allocation is unchanged for the indicative allocation, the Credit targets for the Glasgow colleges remain as agreed by Board at its March 26 meeting, with the exception of the Childcare training targets;
- **noted** the changes to the Glasgow Region Childcare training targets and the significant planned growth in this area of provision to meet the Scottish Government's commitment to double the free childcare entitlement by 2020; and
- **noted** that the study level(s) of PDA level Childcare Training Targets have yet to be confirmed with the SFC and that GCRB will sign acceptance of the ROA funding on this basis.

15. Final 2018-19 Funding Allocation

Paper No: BM5-K

15.1 Discussion

The Finance and Resources Director presented the Final 2018-19 Funding Allocation noting small changes to the report received by the Board at its previous meeting, and providing an explanation for the changes.

15.2 Decision

The Board

- **noted** the Final Funding Allocations for 2018-19 issued by the SFC;
- **noted** that Glasgow Kelvin College are unable to spend £681,000 of the original capital allocation (in accordance with the Scottish Funding Council's criteria) and that the Executive Director will submit a proposal to the next meeting of the Performance and Resources Committee.

16. GCRB 2018-19 Budget

Paper No: BM5-L

16.1 Discussion

The Finance and Resources Director presented the GCRB budget for 2018-19 to the Board for approval.

16.2 Decision

The Board **approved** the budget for 2018-19.

17. Governance Matters

Paper No: BM5-M

17.1 Discussion

The Board Secretary outlined a number of matters for the Board's approval and information relating to committee appointments, the GCRB funding appeals procedure, the use of online board papers and a proposal to sign an Academic Memorandum of Understanding (MOU) with Glasgow City Council.

Maureen McKenna and Michael Cullen declared an interest with regard to the MOU with Glasgow City Council.

17.2 Decision

The Board:

- **approved** non-executive membership of committees further to the delegation of authority to the Chair of the Board at the 26 March meeting to finalise arrangements with newly appointed Non-Executive Members;
- **noted** the re-appointment of Clare Ireland and appointment of Charlie Montgomery as Staff Board Members, effective for four years from 1 August 2018;

- **noted** the update on Student election procedures and that Shaun McLaughlin and Karolina Gasiorowska have been appointed as Student Board Members for session 2018-19;
- **noted** the outline of the role of Senior Independent Member further to the nomination of Paul Buchanan to replace Grahame Smith and that whilst there will be no formal Vice-Chair, the Chair would ask the Committee Chairs to deputise for her should the need arise;
- **approved** the proposed amendment to the wording of the GCRB Appeals Procedure;
- **requested further information** at the next meeting of the Board regarding the adoption of an online system for the distribution and viewing of Board agendas, papers and other information;
- **approved** the proposal that GCRB should sign a Memorandum of Understanding with Glasgow City Council.

18. SFC and SDS Ministerial Letters of Guidance

Paper No: BM5-N

18.1 Discussion

The Executive Director provided an overview of the paper noting Ministerial priorities for the Scottish Funding Council and Skills Development Scotland, highlighting mental health as an area given more prominence than in previous years.

Moira Connolly offered to assist the region with its work regarding mental health given her professional expertise in this area.

18.2 Decision

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

19. Learner Journey Review Final Report

Paper No: BM5-O

19.1 Discussion

The Executive Director provided an overview of the Scottish Government Learner Journey Review report, highlighting the section on common applications systems within multi-college regions, noting that the Performance and Resources Committee were actively engaged in discussions around this theme.

19.2 Decision

The Board **noted** the final Learner Journey Review report.

20. Regional Action to Improve Retention and Attainment

Paper No: BM5-P

20.1 Discussion

Joanna Campbell presented the paper explaining that a collaborative group has been set up with the remit to address retention and attainment throughout the region, with a view to seeking regional improvements. She noted the Board will receive updates on the work of the group as appropriate.

The Board noted attainment as a priority for the region and were therefore pleased to note this development.

20.2 Decision

- The Board **noted** the establishment of a regional forum to support improvements in retention and attainment;
- **requested** an update on the work and impact of this group at a future meeting of the Board.

21. Communications Planning Report

Paper No: BM5-Q

21.1 Discussion

The Executive Director presented the paper outlining current and planned communications activity. He noted the positive and significant feedback received from internal and external stakeholders on GCRB's work in this area to date.

The Executive Director noted that this work is being undertaken within GCRB's existing budget.

21.2 Decision

The Board

- **noted** this report; and
- **endorsed** the draft GCRB communications plan for the 2018-19 academic year.

22. Strategic Planning Implementation Report

Paper No: BM5-R

22.1 Discussion

The Executive Director provided the update report on strategic planning implementation. He highlighted that Regional Leads have now completed one year in post and have been asked to reflect on progress and set priorities for year 2.

The Board discussed that GCRB's focus has been on stable governance to date. Now that governance processes are established and working effectively, they noted that the collaborative work across the region, such as that of the Regional Leads, will become increasingly important if further progress is to be made. It was discussed also that the lead up to the next funding cycle is a critical period for GCRB to ensure its funding is being directed appropriately to realise the ambitions of the regional strategic plan.

22.2 Decision

The Board

- **noted** this report and the evidence it provides of the significant contribution made by Regional Leads to the delivery of regional strategic goals and **agreed** that the Chair of the Board should write to the Regional Leads to acknowledge this;
- **noted** the recent internal audit of regional strategic planning implementation and its assessment that the overall level of assurance is good; and
- **noted** that the GCRB Board August strategy event will provide opportunity for members to review progress towards the achievement of regional strategic goals.

23. Long Term Agenda

Paper No: BM5-S

23.1 Decision

It was **agreed** that a standing item should be included on the agenda from the Glasgow Colleges Regional Student Executive.

24. Use of Delegated Authority

Paper No: BM5-T

24.1 Decision

The Executive Director **noted** the resources directed to communications support, noting that this is within budget.

25. Review of Disclosable Status

Paper No: Verbal

25.1 Decision

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

26. Date of Next Meeting

Paper No: Verbal

26.1 Decision

The date of the next meeting was **confirmed** as the GCRB Strategic Planning and Development Day on Monday 20 August 2018.