

## Draft Minute of Board Meeting held on Friday, 1 July 2016

| <b>Present</b>                       |  |
|--------------------------------------|--|
| Margaret Cook (Chair)                | Maureen McKenna  |
| Ian Gilmour                          | Jim O'Donovan  |
| Clare Ireland                        | Jackie Russell   |
| Alex Linkston (Chair, GCC)           | Grahame Smith  |
| Caroline MacDonald                   |  |
| <b>In Attendance</b>                 |  |
| Robin Ashton (Executive Director)    | Paul McAllister (Secretary to the GCRB Board)                      |
| Sandra Hampson (Executive Assistant) | John Kemp (Director of Access, Skills and Outcome Agreements, SFC) |
| Alan Inglis (Vice Principal, GKC)    | Claire Taylor (Senior Financial Analyst, SFC)                      |
| <b>Apologies</b>                     |  |
| Alisdair Barron (Chair, COGC)        | Paul Little (Principal, COGC)                                      |
| Paul Buchanan                        | Leonie O'Connor  |
| Frank Coton                          | Alan Sherry (Principal, GKC)                                       |
| Irving Hodgson (Chair, GKC)          | Susan Walsh (Principal, GCC)                                       |
| Carol Kirk                           |  |

### 1. Introduction and Apologies

Paper No: Verbal

#### 1.1 Discussion

The Chair welcomed:

- Alan Inglis, Vice Principal, Glasgow Kelvin College;
- John Kemp, Director of Access, Skills and Outcome Agreements, SFC
- Claire Taylor, Senior Financial Analyst, SFC

Apologies were noted for Alisdair Barron, Paul Buchanan, Frank Coton, Irving Hodgson, Carol Kirk, Paul Little, Leonie O'Connor, Alan Sherry and Susan Walsh.

### 2. Declarations of Interest

Paper No: Verbal

#### 2.1 Discussion

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.

### 3. Chair's Business

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Paper No: Verbal

#### 3.1 Discussion

The Chair distributed a Times Educational Supplement article on Glasgow Colleges' Regional Board and noted the various meetings and events that she had attended on behalf of the GCRB, highlighting the following: Glasgow Kelvin College Fashion Show; Commission on College and Lifelong Learning; Scottish Funding Council meetings; College Board Induction Training event run by CDN and CDN College & Employer Partnerships, Developing the Workforce.

#### 3.2 Decision

In future, the list of meetings and events covered under Chair's Business would be sent out prior to the Board meeting.

### 4. Minute of Board Meeting held on 25 April 2016

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Paper No: BM7-A

#### 4.1 Decision

The Board **agreed** the minute was a true record.

### 5. Matters Arising

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Paper No: BM7-B

#### 5.1 Discussion

The Executive Director presented the Matters Arising paper to the Board and noted that the ongoing items would be updated at the next meeting on 29 August, 2016. The Chair asked that the announcement of the Vice Chair appointment be included in this agenda item and thanked Grahame Smith for agreeing to take up this position.

### 6. Regional Outcome Agreement

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Paper No: BM7-C

#### 6.1 Discussion

Alan Inglis presented the final draft of the 2016/17 ROA and highlighted section 3.6 of the paper relating to the announcement of 2016/17 outcome agreement funding by the SFC which allowed ROA targets relating to Credit activity to be finalised. The Board was invited to:-

- **comment** on the content of the report;

- **note** the changes made to the draft 2016/17 ROA since its last review at the 25 April Board meeting, particularly the allocation of college contributions to regional targets and the development of an operational planning section;
- **approve**, subject to any amendment, the 2016/17 ROA and request the Executive Director to submit it to the Scottish Funding Council.

The Board discussed the actions in Annex 2 listed under Sustainable Institutions and Efficient Regional Structures and suggested it could be set out separate from the four ROA outcomes.

Members raised queries regarding inconsistency between some percentage regional targets and assigned college contributions to these and the Executive Director agreed to check these. The capacity of the colleges to deliver this programme of regional work and the role of Glasgow College operational groups was also considered. A chart showing the relationships between the operational groups would be supplied to the Board Members.

## 6.2 Decision

The Board **agreed** to request that the Executive Director amend the ROA in light of member comments and submit the 2016/17 Glasgow Regional Outcome Agreement to the Scottish Funding Council, once funding was agreed.

## 7. Risk Register

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Paper No: BM7-D

### 7.1 Discussion

The Executive Director presented the current Risk Register to the Board and noted that two risks had been removed from the register following agreement at the previous Board meeting on April 25, 2016. The Board was asked to confirm if it was satisfied with the proposed risk register. The Board was then asked to consider changes to the risk register in light of the recommendations made by the GCRB Internal Auditor following a review of risk management. The Board discussed the issue that the majority of the risks identified in the register were above their risk tolerance acceptable scores and whether the tolerances should be amended or further mitigating controls put in place, or a mixture of both. The Board also discussed the two areas the internal audit review recommended be considered for inclusion on the risk register – disruption of services and/or partnership working resulting from loss of a key staff member or over office space/IT equipment; and the ROA not being appropriately aligned with local needs/poor market intelligence.

### 7.2 Decision

The Board **agreed**:

- the risk tolerance scores be reviewed by the Audit Committee at its next meeting on 12 September, 2016
- the risk register should be amended to include the process for reviewing the Regional Outcome Agreement.

## 8. Board Long-Term Agenda

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Paper No: BM7-E

### 8.1 Discussion

The Executive Director presented the long-term agenda which included the proposed agenda items from previous meetings and asked for additions or amendments. Members asked that the planned item on the Commission for Widening Access also include an update on the Glasgow College Access and Inclusion Group.

## 9. GCRB Strategic Development Event

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Paper No: BM7-F

### 9.1 Discussion

The Chair presented the paper on the proposed plans for the GCRB Strategic Development Event due to be held in October, 2016. A sub-group of the GCRB Board met on 15 June, 2016 and has agreed that the event will take place over either a half/whole day and will include a range of speakers (including Scottish Government, learners, employers and educational and local authority partners).

### 9.2 Decision

Members confirmed their approval of the planned Strategic Development Event and requested that a date for the event be confirmed as soon as possible.

## 10. Governance Matters

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Paper No: BM7-G

### 10.1 Discussion

Paul McAllister, Secretary to the Board, presented this paper on the governance guidance in respect to the participation of college members on the GCRB Board in assigned college funding decisions. The Board heard that advice had been sought from the Standards Commission on this matter and that GCRB and national governance guidance suggests that those on the GCRB Board who are also members of the assigned colleges shall withdraw from funding discussions which relate to the assigned colleges.

GCRB Board members discussed this governance matter at some length and concern was expressed over the exclusion of the Chairs, staff and student members. The view was expressed that those members could provide a valuable contribution to the discussion. While it was agreed that it would be inappropriate to disregard the Standards Commission's guidance there was a reluctance to exclude so many members without seeking further guidance from the Scottish Funding Council.

### 10.2 Decision

The Board **agreed:**

- to defer the planned second Board meeting on recommendations for Assigned College Outcome Agreement Funding
- to seek further clarification on the participation of assigned college members in funding decisions relating to the college of which they are a member, initially from the Scottish Funding Council.

## **11. Use of Delegated Authority**

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Paper No: BM7-H

### **11.1 Decision**

The Board **noted** the paper presented by the Executive Director.

## **12. Date of Next Meeting**

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Paper No: Verbal

### **12.1 Discussion**

The Board **agreed** that the next meeting would take place on Monday, 29 August 2016 and that a Strategy Conference would take place on a date to be advised in October 2016.

Alex Linkston informed the Board that this was his last Board meeting and thanked all the GCRB Board members for their support during his time serving. The Chair thanked Alex for all his work and support on behalf of the GCRB Board.