GCRB | Glasgow Colleges' Regional Board

DRAFT Minutes of the Performance and Resources Committee held on Wednesday 18 December 2019

Present	
Caroline MacDonald (Chair)	Moira Connolly
Dave Brown	Charlie Montgomery
In Attendance	
Janie McCusker (Chair of the Board)	Penny Davis (Board Secretary)
Natalie Webster (Executive Assistant)	Derek Smeall, Principal, GKC
Jim Godfrey (Interim Executive Director)	Jon Vincent, Principal, GCC
Paul Little	Janet Thompson, GCC
James Gow, GKC	
Apologies	
Anwulika Umeh	Paul Buchanan
Alastair Milloy	Aranka Szilassy

1. Introduction and Welcome

Paper Number: Verbal

1.1 Discussion

The Chair welcomed all members and attendees to the meeting.

2. Apologies

Paper Number: Verbal

2.1 Decision

Apologies were noted from Alastair Milloy, Anwulika Umeh, Paul Buchanan and Aranka Szilassy.

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.

College colleagues declared an interest in relation to matters of college funding arising throughout the agenda.

4. Chair's Business

Paper Number: Verbal

4.1 Decision

- Attended GCRB Executive Director Panel discussion.
- Meeting with SFC 3 October
- Board Effect Training 21 November

5. Minutes of the Committee Meeting held on 2 October 2019

Paper Number: PRC1-A

5.1 Decision

The minutes of the meeting held on 2 October 2019 were **agreed** as an accurate record.

6. Glasgow College Region Skills Assessment

Paper Number: PRC1-B

6.1 Discussion

The Interim Executive Director presented the report on skills alignment. He indicated to the Committee that Paul Zealey of SDS would present to the Board on 27 January if they supported that.

The Committee discussed the financial challenges facing the region and the importance of skills and curriculum planning. The presentation to the January Board would provide a basis for further discussion.

6.2 Decision

The Committee noted the report on current and future skills demand and supported Paul Zealey presenting at the Board.

7. 2019-20 ROA Progress Report

Paper Number: PRC1-C

7.1 Discussion

The Interim Executive Director presented the report and highlighted that core credit targets were on track. The report looked at both credit data analysis and regional actions including the Programme for Action.

7.2 Decision

The Committee **discussed** and **noted** the contents of the progress report.

8. 20-21 ROA Progress Report

Paper Number:PRC1-D

8.1 Discussion

The Interim Executive Director presented a report on the progress of the 20-21 ROA and informed the Committee that it was on track to be presented as a draft to the Board in January. The Chair of GCRB highlighted that the substantial piece of work was underway due to the Interim Executive Director and other staff taking on additional hours and responsibilities.

8.2 Decision

The Committee **discussed** and **noted** the report.

9. GCRB Running Costs

Paper Number: PRC1-E

9.1 Discussion

The Interim Executive Director informed the Committee that due to the vacancy in the Executive Office, some cash had been saved and a decision as to what to invest it in would be made.

9.2 Decision

The Committee **noted** the expected saving in staff costs of £72,000 in 2019-20, and the additional expenditure on recruitment costs of £17,000.

10. Capital Funding

Paper Number: PRC1-F

10.1 Discussion

The Interim Executive Director presented a progress report on capital funding during 2019-20. He outlined progress at each of the Assigned Colleges with lifecycle maintenance and very high priority maintenance projects.

The report proposed a reallocation of funds within Clyde College. The successful tender for the top priority estates maintenance project was lower in cost than anticipated, on which basis funds could be used towards the next two highest priority estates maintenance projects. All projects had been part of the original proposal from the College.

10.2 Decision

The Committee **noted** the report and **agreed** the reallocation of funds on the basis that this would be consistent with the original decision to allocate the funds to the highest priority works at the College.

11. Flexible Workforce Development Fund

Paper Number: PRC1-G

11.1 Discussion

The Interim Executive Director presented the report. He highlighted that this was the third year of the fund and it had gone from strength to strength. The Committee Chair commended the three colleges.

11.2 Decision

The Committee **noted** the activity and the positive progress that had been made.

12. Financial Forecast Return

Paper Number:PRC1-H

12.1 Discussion

The Interim Executive Director presented the report. There followed a robust discussion around the financial stability of the colleges and increasing pressures from lack of funding and staff pay rises. It was highlighted that, in the main, staff redundancies were the reasons that the FFRs showed financial stability. The Committee discussed alternative ways to save money such as, bigger class sizes and more credits per teacher but all posed problems for staff-management relations.

12.2 Decision

The Committee **discussed** and **noted** the report.

13. Glasgow Clyde Colleges' Estates Strategy

Paper Number:PRC1-I

13.1 Discussion

Janet Thompson of Glasgow Clyde College presented the estates strategy. She informed the Board that the report outlines what is needed and the proposals, indicating that the four proposals being made are the affordable ones, showing what can be completed with money from the ALF.

13.2 Decision

The Committee **noted** the report and requested the Interim Executive Director considered the wider implications of the proposal and reported back at the next Committee.

14. P&R Committee Annual Report

Paper Number:PRC1-J

14.1 Discussion

The Board Secretary presented the annual report of the Committee. The priorities for the coming year were highlighted.

14.2 Decision

The Committee **considered** and **agreed** the content of the summary report and **discussed** and **agreed** the priorities for the coming year.

They **agreed** to report the past year's activities and coming year's priorities to the Board in January.

15. Annual Review of Committee Effectiveness

Paper Number:PRC1-K

15.1 Discussion

The Chair of the Committee declared a conflict of interest with regard to the evaluation of her performance, and it was agreed that observers and non-members should withdraw from evaluation discussions with the exception of the Interim Executive Director and Board Secretary.

The Committee discussed whether they had fulfilled their terms of reference throughout the year. They noted that, as one member of the committee had moved to another committee, the P&R Committee was now in need of a further non-executive member with financial expertise. The Committee discussed that the N&R Committee were looking at co-option to strengthen the committees in certain areas.

A member highlighted that there was always a significant amount of business for the committee to discuss and the focus was on finance rather than learning and teaching. The Chair suggested ad-hoc meetings to discuss learning and teaching.

The Chair then left the room and the committee discussed her performance over the past year.

15.2 Decision

The Committee **considered** how well they had fulfilled their terms of reference and agreed that additional, ad-hoc meetings would be run to discuss L&T. It was **agreed** that the executive office would organise them.

Feedback was given to the Chair on her return to the meeting and a record of feedback was agreed to share with the Chair of the Board for use in the annual one-to-one evaluation to take place later in the academic year.

16. Long Term Agenda

Paper Number: PRC1-K

16.1   Decision

The Committee agreed the long term agenda.

17. Date of Next Meeting

17.1   Discussion

The date of the next meeting was **agreed** as **16 March 2020.**