

Draft Minute of Board Meeting held on Monday 27

January 2020

Present	
Janie McCusker (Chair)	Maureen McKenna
Alisdair Barron	Charlie Montgomery
Moira Connolly	David Newall
Edward McGrachan	Ian Patrick
Aranka Szilassy	Jackie Russell
Caroline MacDonald	Dave Brown
Karen Konkon	Paul Buchanan
Lesley Garrick	Clare Ireland
In Attendance	
Jim Godfrey (Interim Executive Director)	Gary Devlin (External Auditor)
Penny Davis (Board Secretary)	Lisa Clark (GKC, for part of meeting)
Breea Keenan (Communications Officer)	Paul Little (Principal CoGC)
Natalie Webster (Executive Assistant)	Derek Smeall (Principal GKC)
Paul Zealey (SDS, for part of meeting)	Jon Vincent (Principal GCC)
Martin Boyle (Executive Director from 02.03.20)	Frances Curran (EIS FELA)
Apologies	
Michael Cullen	Alastair Milloy

1. Introduction

Paper No: Verbal

1.1 Discussion

The Chair welcomed members and attendees to the meeting.

2. Apologies

Paper No: Verbal

2.1 Discussion

Apologies were received for Michael Cullen and Alastair Milloy.

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.

There were no declarations of interest.

4. Skills Alignment

Paper No: BM2-A

4.1 Discussion

Paul Zealey of SDS gave a presentation on Skills Alignment and highlighted to the Board some of the findings of the Skills Alignment group.

The Board welcomed the opportunity to learn about the early stages of a process that would focus on the demand for skills in the Region and discussed factors impacting on demand including the external context of climate change developments and Brexit.

The Interim Executive Director highlighted the timing of the ROA planning cycle as a consideration in acting on findings from the research.

At this stage Lisa Clark of Glasgow Kelvin College also presented on their initiatives and progress to combat climate change (agenda item 13; BM2-O). She outlined the positive impact of a range of projects undertaken to date, highlighting a reduction in carbon emissions across the College region since 2014-15.

4.2 Decision

The Board **noted** the information in the presentations.

Paul Zealey and Lisa Clark left the meeting at this point.

5. Chair's Business

Paper No: Verbal

5.1 Discussion

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

Internal:

- GCRB Executive Director interviews
- Action for Children Launch with First Minister
- Early Learning and Childcare event with Minister Maree Todd
- Committee Chairs' meeting
- Committee meetings
- Assigned College Chairs and Principals' meeting

External:

- Colleges Scotland Board Meeting
- CDN College Awards
- Skills and FE Conference

The Chair also advised the Board that she would be looking for an expression of interest from a Non-Executive member to become a Vice-Chair of the Board in the near future.

6. Minute of Board Meeting held on 28 October 2019

Paper No: BM2-B

6.1 Discussion/Decision

The minute of the Board meeting on 28 October 2019 was **reviewed** by the Board and **agreed** to be an accurate record.

7. Matters Arising

Paper No: BM2-C

7.1 Discussion

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

7.2 Decision

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

8. Risk Register

Paper No: BM2-D

8.1 Discussion

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

He outlined risks for discussion and asked the board to consider the proposal to leave the scores unaltered.

8.2 Decision

The Board:

- **considered** the attached risk register and summary of related activity from November 2019 to January 2020; and
- **agreed** to leave the risks unaltered as proposed.

9. Performance and Resources Committee

9 (a) P&R Committee Minute 18 December 2019 (BM2-E)

9.1 Discussion

The Chair of the P&R Committee presented the draft minute of the meeting of 18 December 2019.

9.2 Decision

The Board **noted** the report.

9 (b) P&R Committee Annual Report (BM2-F)

9.3 Discussion

The Chair of the P&R Committee presented the Committee annual report.

9.4 Decision

The Board **noted** the work undertaken by the Committee during the past year and its priorities for the year ahead.

10. Nominations and Remuneration Committee

10 (a) N&R Committee Minute 18 December 2019 (BM2-G)

10.1 Discussion

The Chair of the Nominations and Remuneration Committee presented the minute of the Committee meeting of 18 December 2019.

10.2 Decision

The Board **noted** the report.

10 (b) N&R Committee Annual Report (BM2-H)

10.3 Discussion

The Chair of the Nominations and Remuneration Committee presented the committee annual report.

10.4 Decision

The Board **noted** the work undertaken by the Committee during the past year and its priorities for the year ahead.

11. Audit & Assurance Committee

11 (a) Audit & Assurance Committee Minute 14 January 2020 (BM2-I)

11.1 Discussion

The Chair of the Audit & Assurance Committee presented the minute of the meeting of 14 January 2020. He highlighted to the Board that the Committee had been brought up to date with the alleged fraud at City of Glasgow College and had taken assurance from information and reports received from the internal and external auditors in agreeing to recommend the Annual Report and Accounts to the Board.

11.2 Decision

The Board **noted** the report.

11 (b) Audit & Assurance Committee Annual Report (BM2-J)

11.3 Discussion

The Chair of the Audit & Assurance Committee presented the committee annual report.

11.4 Decision

The Board **noted** the work undertaken by the Committee during the past year and its priorities for the year ahead.

12. Letter of Representation

Paper No: BM2-K

12.1 Discussion

The Interim Executive Director presented the draft letter of representation.

12.2 Decision

The Board **approved** the letter to be signed by the Chair on behalf of the Board.

13. Annual Report of the External Auditor 2018-19

Paper No: BM2-O

13.1 Discussion

The External Auditor presented the annual report of the External Auditor for 2018-19. He noted that the region looks financially stable but there are some very challenging financial issues going forward.

The Board discussed the financial pressures facing the region and sector moving forward.

13.2 Decision

The Board **considered** and **noted** the Annual Report of the External Auditor 2018-19.

14. Annual Report and Consolidated Financial Statements 2018-19

Paper No: BM2-L

14.1 Discussion

The Interim Executive Director presented the regional annual report and consolidated financial statements. He noted that this is the second year of consolidated accounts prepared for the Glasgow college region and thanked his finance colleagues in the three colleges for their assistance.

14.2 Decision

The Board **noted** the report of the External Auditor and recommendation of the Audit & Assurance Committee, and **approved** the Annual Report and Consolidated Financial Statements 2018-19.

15. Annual Report of the Internal Auditor 2018-19

Paper No: BM2-P

15.1 Discussion

The Interim Executive Director presented the annual report of internal audit for 2018-19 reporting that there were no significant issues and that all recommendations from the previous audit had been fully implemented.

15.2 Decision

The Board **considered** and **noted** the Annual Report of the Internal Auditor 2018-19.

16. GKC Climate Change Presentation

Paper No: BM2-O

16.1 Discussion

Lisa Clark of Glasgow Kelvin College presented at the beginning of the meeting on the work that had been completed at GKC to combat climate change. The Interim Executive Director then presented the paper proposing the recruitment of a regional Climate Change Officer to work collaboratively across the three colleges. The Board was supportive of the proposal but it was suggested that there may be an alternative to recruiting someone and it might be beneficial to consider commissioning a third party versus recruiting a full time employee. The urgency of working to tackle the climate emergency was agreed upon by all members of the Board.

16.2 Decision

The Board **agreed** to delegate to the N&R Committee to complete an options appraisal to find the best method of procuring a regional Climate Change Officer.

17. Draft 2020-21 Regional Outcome Agreement

Paper No: BM2-P

17.1 Discussion

The Interim Executive Director presented the draft Regional Outcome agreement and reminded the Board that the final version would be submitted to the SFC after approval at the Board in March.

There was a robust conversation around the targets set and their achievability. The Board were in agreement that partial successes ought to be considered successes and not failures given the challenges faced by some students. In that regard, Members also discussed the possibility of changing the narrative in the ROA in future.

A question also arose around the involvement of GCRB in the structure and running of the Assigned Colleges. Clarification was provided by the Chair that while GCRB has a strategic role in planning regional provision, it does not have a remit to involve itself in the delivery of education by Assigned Colleges. She referred to the role of Assigned College Boards and the Financial Memorandum, which states that GCRB must not substitute its judgements for those which are properly at the discretion of the College.

17.2 Decision

The Board

- **considered** and **agreed** the commitments made within the '*2012-21 Regional Programme of Action*';
- **requested** the GCRB Interim Executive Director to provide these to the Scottish Funding Council for feedback; and;
- **requested** the GCRB Interim Executive Director to develop detailed project specifications for the ROA 20-21, along with College colleagues.

18. Glasgow Colleges Regional Student Executive (GCRSE) Update

Paper No: Verbal

18.1 Discussion

Aranka Szilassy provided the GCRSE update. She informed the Board that they were working on a number of initiatives including a mental health awareness campaign around exam time and a potential student mentoring scheme to help new students.

18.2 Decision

The Board **noted** the verbal update.

19. Communications Update

Paper No: BM2-Q

19.1 Discussion

The GCRB Communications Officer updated the Board on recent GCRB communications.

19.2 Decision

The Board **noted** the report.

20. Use of Delegated Authority

Paper No: BM2-R

20.1 Discussion

The Interim Executive Director presented the paper.

20.2 Decision

The Board **noted** the report.

21. Board Performance Review Questionnaire

Paper No: BM2-S

21.1 Discussion

The Board Secretary presented this item and summarised areas for action emerging from the composite report.

Some Board members expressed their concern at the low response rate.

21.2 Decision

The Board **noted** the report and agreed that the questionnaire ought to be resent and completed by those who had not yet done so.

22. Long Term Agenda

Paper No: BM2-T

22.1 Discussion

The Chair presented this item.

22.2 Decision

The Board **agreed** the Long Term Agenda.

23.Review of Disclosable Status

Paper No: Verbal

23.1 Decision

The following papers were confirmed as non-disclosable:

BM2-B Draft Minute of Board Meeting 28 October 2019 (subject to redaction)

BM2-D Risk Register

BM2-I Draft minute of Audit Committee 14 January 2020

BM2-L Annual Report and Consolidated Financial Statements 2018-19

BM2-M Annual Report of the External Auditor 2018-19

BM2-S Board Performance Review Questionnaire

24.Date of Next Meeting

Paper No: Verbal

The date of the next meeting was **confirmed** as Monday 30 March 2020.