

Draft Minute of Board Meeting held on Monday 29 November 2021

Present	
Janie McCusker (Chair)	Des McNulty
Paul Buchanan (Vice-Chair)	Alastair Milloy
Alisdair Barron	Sheila Meikle (from item 12)
Dave Brown	David Newall
Moira Connolly 1-11	Ian Patrick
Helyn Gould	Jackie Russell
Clare Ireland	Paul Smart
Ed McGrachan	Johanna Thomson
Lauren McLaren	
In Attendance	
Martin Boyle (Executive Director)	Paul Little (Principal CoGC)
Frances Curran (EIS FELA)	Wendy Odedina (Executive Assistant)
Penny Davis (Board Secretary)	Sue Roberts (PM Environment & Sustainability)
Jim Godfrey (Finance and Resources Director)	Derek Smeall (Principal GKC)
Breea Keenan (Communications Lead)	Bernadette Savage (COGC Student President)
Zara Khan (Student VP COGC)	
Apologies	
Michael Cullen	Chris Greenshields (Unison)
	Jon Vincent (Principal, GCC)

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 Jon Vincent and Chris Greenshields. Michael Cullen was not in attendance at the meeting.

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 noted that she continues to meet with external and internal stakeholders on a regular basis. She offered congratulations to the colleges and GCRB Project Manager and Executive on their work and engagement across COP26 which members will have read about in the recent bulletins.

The Chair noted to members that her first term as GCRB Chair is due to conclude in January 2022 and that she has met with Scottish Government to discuss reappointment. She noted that she has expressed her desire to be re-appointed for a further 2 year appointment.

On a further appointment related matter, the Chair noted that the Chair of the Performance and Resources Committee has spoken with the co-opted member of that Committee, Anwulika Umeh, and it is proposed that this co-option is extended for a further year.

4.2 Decision

The Board **approved** the extension of the co-opted member of the Performance and Resources Committee, Anwulika Umeh, for one year.

5. Executive Director's Business

Paper No: Verbal

5.1 Discussion

The Executive Director provided a verbal report to the board on work since last meeting of the board particularly in relation to developments around Covid-19. The College Principals provided updates from their colleges highlighting the challenges and cautions resulting from the ongoing pandemic. It was noted that student drop out across the region, and the sector, in the first term has been higher than usual as a result of reduced in-person teaching. They highlighted that this may come through in other performance indicators through time. All colleges noted the professionalism and dedication of staff across this ongoing difficult time.

The Chair and Executive Director noted that they continue to engage at national level through College Scotland and other agencies in support of the work of the colleges and students and staff across the region. They agreed to keep the board informed on this work, as appropriate.

6. Minute of Previous Meetings

Paper No: BM2-A&B

6.1 Decision

The minute of the meetings held on 21 June and 19 August were **agreed** as accurate records.

7. Matters Arising

Paper No: BM2-C

7.1 Discussion

The Executive Director presented the matters arising paper.

7.2 Decision

The board **noted** the Action Monitoring Log.

8. Decisions by Correspondence

Paper No: Verbal

8.1 Decision

The Chair confirmed the following decisions **agreed** by correspondence by the Board:

- 25 June 2021: The Board agreed the timeline and outline contents of the options appraisal work for the regional review;
- 16 July 2021: Following the recommendation from the Audit and Assurance Committee, the Board agreed to award the internal audit contract to Henderson Loggie.
- 13 September 2021: The Board agreed committee membership for the three new non-executive members and two new student board members.

9. Decisions via Scheme of Delegation

Paper No: BM2-D

9.1 Discussion

The Executive Director presented the paper which confirms decisions taken by him through the scheme of delegation, as per the new procedure agreed by the Board. He noted that members were also notified of these by email at the time and therefore this paper confirms the decisions for the record.

9.2 Decision

The Board **noted** the decisions taken by the Executive Director through the scheme of delegation as follows:

- allocated targets for Flexible Workforce Development to each Glasgow college for 2021-22;
- allocation of additional funds for Mental Health Counsellors to each college in Glasgow for 2021-2;
- allocation of additional funding for free period products 2021-22;
- arrangements for disbursement of Saltire Funding 2021.

10. Delegation Request

Paper No: BM2-E

10.1 Discussion

The Executive Director presented the paper which requested that the board delegate decision making powers to the Performance and Resources Committee with regards to National Transition Training Funding and Young Persons Guarantee Funding.

He explained that this request for delegated authority to committee is to ensure effective, timeous processing of this funding and it may reasonably be deemed to be a decision that could be taken by committee.

10.2 Decision

The Board **approved** that the decision to distribute funding for National Transition Training Fund and Young Persons Guarantee for 2021-22 is delegated to the GCRB Performance and Resources Committee.

11. Environment and Sustainability: Strategic Development

Paper No: BM2-F

11.1 Discussion

The Project Manager for Environment and Sustainability delivered a presentation to the Board on the framework for strategic development of the work on environment and sustainability. She spoke to the six workstreams which she intends to take forward, working closely with the colleges, staff, students and partner organisations.

She invited student president (Clyde), Johanna Thompson, and student vice president (CoGC), Zara Khan, to speak to the Board about the experience of having attended COY26, the UN Conference of Youth, during COP26, which was organised regionally.

Zara and Johanna spoke passionately of the remarkable success and enjoyment they had experienced through attending COP26. They spoke of the importance of policy making, collaboration and engagement.

The Board welcomed the excellent presentation from the Project Manager and the input from the student representatives which they found to be very compelling. The Board provided some feedback on the strategic development around community wealth building, sustainable procurement and research. They asked that gravity and urgency be given to the language within the strategy to strengthen the importance and prioritisation.

11.2 Decision

The Board **welcomed** and **endorsed** the proposed development document and noted the activities already delivered.

12. Review of Coherent Provision and Sustainability: Glasgow College Region

Paper No: BM2-G

12.1 Discussion

The Chair spoke to the paper noting that an external consultant had been identified for the work on the Glasgow region review as agreed by the Board, however she had since received notification from the Scottish Funding Council requesting a progress report before any consultant be appointed.

She noted that the progress report was submitted and SFC deemed that an external options appraisal was not required and GCRB should not proceed to appointment, and work on the GCRB led review has therefore been placed on hold pending decisions of the SFC. The Chair noted that a follow-up meeting will be convened with SFC in due course.

The Executive Director spoke to the remainder of the paper noting the recommendation that reports are now shared with the college boards, further to the previous board decision that the reports would be shared following the appointment of a consultant.

12.2 Decision

The Board:

- **noted** the update, including full Progress Report document;
- **noted** cancellation of proposed external stakeholder appointment/options appraisal activity;
- **confirmed** that, in line with the communication received from the SFC, the planned external consultancy work will not proceed, and that this be confirmed in writing to SFC;
- **agreed** to the sharing of the Glasgow College Region Progress Report, inclusive of Phase 1-3 reports, as non-disclosable document to college boards.

13. Risk Register

Paper No: BM2-H

13.1 Discussion

The Executive Director presented the paper on the risk register and proposed changes to risk scores. He proposed raising risks 1, 2 and 4. He explained the significant amount of work being undertaken to put in place mitigations as far as possible.

13.2 Decision

The Board **noted** the position of the current Risk Register and **approved** the recommended changes to the GCRB Risk Register.

14. Glasgow College Region Strategy Development

Paper No: BM2-I

14.1 Discussion

The Executive Director provided an update on the regional strategy development and provided an indicative timeline for this work. He noted that some work is inter-dependent on other matters including the review. He provided a direction of travel and noted that engagement will take place in 2022 with board members, colleges, students and staff.

14.2 Decision

The Board **noted** the current position of the work, and **noted** the planned schedule of activity and development work. They **requested** that the environment and sustainability work is integrated into this work also.

15. Outcome Agreement Evaluation 2020-21

Paper No: BM2-J

15.1 Discussion

The Executive Director presented the paper on the outcome agreement evaluation for 2020-21. He highlighted the priorities and activity across the system, working within the emergency years as a result of the pandemic, along with an overview of target achievement.

The Board discussed the impact of the pandemic and the challenges of the outcome agreement process within this context. They discussed potential changes they would like to see with the outcome agreement framework moving forward.

15.2 Decision

The Board **approved** the contents of OA evaluation report for 21-22.

They **requested** that the Executive Director reflect their comments regarding the outcome agreement framework within discussions with SFC as appropriate.

16. Regional Outcome Agreement 2021-22

Paper No: BM2-K

16.1 Discussion

The Executive Director outlined the unusual process for agreeing the Outcome Agreement for 2021-22 as this academic year is already underway. He explained that this is due to national processes and the document is written and presented in this context.

He noted that guidance is still awaited for future outcome agreements from 2022-23 onwards and he will keep the board informed as and when this is received.

16.2 Decision

The Board:

- **noted** completion of the Glasgow Region Outcome Agreement 2021-2022;
- **noted** that it was shared with, and approved by, the GCRB Performance and Resources Committee;
- **approved** final submission to Scottish Funding Council by deadline on 30 November 2021.

17. Recommendations from Audit and Assurance Committee

Paper No: BM2-L, M, N

17.1 Discussion

The Chair of Audit and Assurance Committee noted three documents from audit committee being recommended for board approval.

17.2 Discussion

The Board:

- **approved** the annual review of the Systems of Internal Control.
- **approved** the anti-bribery policy.
- **approved** the anti-fraud policy.

18. Recommendations from Nominations and Remuneration Committee

Paper No: BM2-O

18.1 Discussion

The Chair of N&R Committee presented appointment recommendations to the board for approval.

18.2 Decision

The Board **approved** an extension to the appointments of:

- Laura Birch as a non-executive member of the Glasgow Kelvin College Board for a second term of four years commencing 4 December 2021;
- Michael Payne as a non-executive member of the Glasgow Clyde College Board for a second term of four years commencing 19 December 2021.

19. Glasgow Colleges Regional Student Executive Update

Paper No: Verbal

19.1 Decision

The three student presidents provided an update of activity within their respective colleges in the areas of mental health, COP 26 and the ongoing effects of the pandemic on student life and learning.

The Board wished to acknowledge the work been undertaken by each of the students associations and encouraged them to work together to support each other where possible.

20. Communications Strategy and Update

Paper No: BM2-P

20.1 Discussion

The Media and Communications Lead presented the communications strategy and update paper. She noted the activity undertaken since the last meeting of the board and also outlined the proposed communications strategy which she noted is being developed to support the new regional strategy.

The Assigned College Chair from Glasgow Kelvin College requested that the GCRB Executive consider reinstating the update to college boards from the regional board which he had found to be very helpful in the past.

20.2 Decision

The Board **noted** the past activity in respect of GCRB communications and the future plans.

It was **agreed** that discussion on this paper should be taken at the January board meeting to allow more time.

The Executive Director **agreed** to consider the request for communications activity with the college boards.

21. Review of Governance

Paper No: BM2-Q

21.1 Decision

The Board **noted** the report.

22. Committee Minutes

Paper No: BM2-R, S, T

22.1 Decision

The Board **noted** the draft committee minutes.

23. Use of Delegated Authority

Paper No: BM2-U

23.1 Decision

The Board **noted** the report on use of delegated authority.

24. Long Term Agenda

Paper No: BM2-V

24.1 Decision

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

25. Review of Disclosable Status

Paper No: Verbal

25.1 Decision

The Board Secretary confirmed the following papers as non-disclosable:

- BM2-B Minute 19 August
- BM2-E – Delegation Request
- BM2-G – Regional Review
- BM2-H – Risk Register
- BM2-K – Regional Outcome Agreement 2022-22
- BM2-O – Recommendation from N&R Committee
- BM2-S - Minutes N&R Committee

26. Date of Next Meeting

Paper No: Verbal

26.1 Decision

The date of the next meeting was confirmed as Monday 24 January 2022.