

## Draft Minute of Board Meeting held on Monday 31 October 2016

<b>Present</b>	
Margaret Cook (MC) (Chair)	Clare Ireland (CI)
Alisdair Barron (AB) (Chair, COGC)	Carol Kirk (CK)
Paul Buchanan (PB)	Caroline MacDonald (CMacD)
Lesley Garrick (LG)	David Newall (DN) (Chair, GCC)
Ian Gilmour (IG) (Student President CGC)	Jim O'Donovan (JOD)
Frank Coton (FC)	Jackie Russell (JR)
Amparo Fortuny (AF) (Student President GKK)	David Walker (Student President GKC)
Irving Hodgson (IH) (Chair, GKC)	
<b>In Attendance</b>	
Robin Ashton (RA) (Executive Director)	Paul Little (Principal, COGC)
Michelle Brand (MB) (Minute Secretary)	Gillian Murray (GM) (Board Secretary GCC)
Michael Cross (MCR)	Kevin Rush (KR) (Glasgow City Council)
Eleanor Harris (Depute Principal, GCC)	Alan Sherry (Principal, GKC)
<b>Apologies</b>	
Maureen McKenna (MMcK)	Susan Walsh (Principal, GCC)
Grahame Smith (GS)	

### 1. Introduction and Apologies

Paper No: Verbal

#### 1.1 Discussion

The Chair welcomed to the meeting: Amparo Fortuny (AF), Michael Cross (MCR), Kevin Rush (KR), Gillian Murray (GM), Principals and Michelle Brand (MB) as minute secretary. The Chair congratulated City of Glasgow College on completion of the new city campus building and an exceptional gala launch event.

Apologies were received in advance from Grahame Smith (GS), Maureen McKenna (McK) and Susan Walsh (SW).

### 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.

PL declared an interest in agenda item 7 & 11; AS declared an interest in agenda items 7 and EH declared an interest in agenda items 7.

### **3. Chair's Business**

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Paper No: Verbal

#### **3.1 Discussion**

The Chair informed the Board of the following meetings she had attended since the last board meeting:

- Aileen McKechnie (Scottish Government);
- Public Sector Board event;
- Glasgow City Council College and Lifelong Learning Commission;
- CDN Governance conference;
- Opening of City of Glasgow College city campus building;
- Colleges Scotland Board;
- Meetings related to national bargaining.

### **4. Minute of Board Meeting held on 29 August 2016**

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Paper No: BM2-A

#### **4.1 Decision**

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

### **5. Matters Arising**

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Paper No: BM2-B

#### **5.1 Discussion**

The Executive Director presented the Matters Arising paper to the Board and the paper was noted with no comments.

### **6. Glasgow City Council Economic Strategy**

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Paper No: BM2-C (Presentation)

#### **6.1 Discussion**

KR - Head of Economic Development, Glasgow City Council presented the draft Glasgow City Council Economy Strategy which will officially be launched at the State of the City Economy Conference on 25 November 2016, if approved at their Board meeting this evening (31 October 2016). KR set out the city's new strategy and explained how the Glasgow colleges can help feed into the implementation.

KR reported that post Brexit it is unknown with any certainty what will happen and the implications. Board members were directed to a recently published report [“Brexit and the Glasgow Economy: Impacts, actions and asks”](#).

The two main aims which the colleges can impact most on are:

1. Skills for all (establishing new jobs and skills board); and
2. Linking education to employment (Real time information around skills gaps).

It was highlighted that the Glasgow economy is in need of more qualified digital and IT people. This industry is worth approx. £480m for Glasgow and we cannot fill jobs within these areas. Not all jobs are degree level, and in a lot of instances short access courses may provide the qualifications to access these jobs.

The full presentation will be made available to Board members in due course when it can be publicly distributed.

The Chair thanked KR for very informative presentation.

KR left the meeting.

## **7. Scottish Funding Council GCRB Fundable Body Status Report**

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Paper No: BM2-D

### **7.1 Discussion**

The SFC’s Interim Director for Access, Skills, & Outcome Agreements presented this paper to the Board and noted the significant progress made by the Board since the appointment of the permanent Chair. He further commended the Board on the substantial achievements which they can claim credit for and noted that GCRB provides an opportunity to secure coherent activity within the city. The SFC Interim Director acknowledged that the direction towards GCRB taking up full responsibility is fixed and supported by both the Scottish Funding Council and the Scottish Government. It was noted that the GCRB Board as a fully-operational fundable body would be required to take responsibility for financial monitoring functions which are currently undertaken by the SFC.

### **7.2 Decision**

Impact of paper BM2-D considered alongside paper BM2-E.

## **8. Transition Planning for Fully-Operational Fundable Body Status**

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Paper No: BM2-E

### **8.1 Discussion**

The Executive Director updated the Board on a proposed timeline and associated tasks required for achieving fully-operational status at the start of financial year 2017-18.

An updated version will be presented to the Board at their meeting in December and thereafter the final paper will be presented in February for approval. Once approved, this will provide confidence to both the Board and SFC that when fully-operational status is switched on in April 2017 that GCRB has all the necessary processes and procedures in place going forward.

The Board discussed the fact that there is likely to be a spike in volume of work to April and raised concerns about how this may be resourced. The Chair clarified that GCRB is not looking to significantly expand its staffing but acknowledged the amount of work required in order to deliver fully-operational status. The Chair further noted the need to avoid duplication and suggested that there needs to be discussion across the colleges and SFC as to how this can be effectively managed. The issue of TUPE was raised in relation to the staff that are currently working within SFC and are responsible for the administration of funding to the Glasgow colleges. As the region currently provides 23% of sector delivery, it was the view that there must be staff dedicated to providing this function to help the GCRB discharge its legislative duty. MC (SFC) commented that those SFC staff are currently undertaking other duties and not only administration of funding, therefore it is anticipated that TUPE would not apply.

Members discussed that as a Board, GCRB needs to satisfy itself independently of the SFC and the assigned college boards that it is confident in its ability to discharge these duties effectively.

The Chair thanked the SFC Interim Director for his attendance at the meeting.

## **8.2 Decision**

The Board **agreed** that the Executive Director would prepare a detailed operational plan which sets out in detail the resources required for fully operational fundable body status.

MCr left the meeting.

## **9. 2015/16 Regional Outcome Agreement Self-Evaluation**

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Paper No: BM2-F

### **9.1 Discussion**

The Executive Director presented the paper on the 2015-16 Regional Outcome Agreement (ROA) self-evaluation. The Chair of the Performance and Resources Committee advised that the Committee had discussed this paper at length and noted that the current trajectory of widening access activity was not increasing. He stated that before another round of ROA's are produced, the Board should be sure of what the drivers are to understand what is happening and evaluating what corrective action can be taken.

The Board discussed achievement of the SIMD targets and the financial implications and resourcing required for this. It was noted that the sheer size and scale of GCRB and the Glasgow colleges should be used to access additional resource to deliver; otherwise there is a risk that the resource will be removed from the colleges and reallocated to the university sector. The Board agreed that robust equality impact assessments were critical to good decision making.

## 9.2 Decision

It was **agreed** that the Executive Director should prepare further analysis on widening access for the consideration by the Performance and Resources Committee.

## 10. Framework for Development of 2017/18 Regional Outcome Agreement

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Paper No: BM2-G

### 10.1 Discussion

The Executive Director updated the Board on the ROA 17/18 requirements highlighting that its guidance is written with a single college region in mind.

The Executive Director set out the range of regional development plans required by the SFC:

- Quality enhancement;
- Access and inclusion;
- Gender action; and
- Developing Young Workforce.

In addition to the above it was noted that GCRB and the regional colleges are undertaking a process to develop a regional strategic plan for college education which will commence with the “Big Ask” strategic event on 8<sup>th</sup> November.

It was noted that the new ROA targets will span a 3 year period with a 1 year review cycle across national measures.

With regard to guidance on funding recovery for failure to achieve targets, the Executive Director noted that a process is required to be established for recovery between SFC and GCRB and therefore GCRB and the assigned colleges.

### 10.2 Decision

It was **agreed** that the Board will approve the numerical targets by December and the wider strategies by January / February 2017 with a view to submission to the SFC in March 2017.

## 11. Additional Capital Funding for Colleges

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Paper No: BM2-H

### 11.1 Discussion

The Executive Director presented the paper for approval as recommended by the Performance and Resources Committee.

### 11.2 Decision

The paper was **approved** with no amendments.

## 12. Risk Register

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Paper No: BM2-I

### 12.1 Discussion

The Executive Director presented the current GCRB risk register noting that the auditors and the Audit Committee have raised questions about how risk scores relate to set tolerance levels.

Members discussed the inclusion of risks directly related to fundable body status and the importance of addressing causes of risk, not symptoms.

### 12.2 Decision

It was **agreed** that the Executive Director should create a process for the Board to review which allows it to add and consolidate risks at their February 2017 meeting.

## 13. Governance Matters

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Paper No: BM2-J

### 13.1 Discussion

The paper presented requested approval for a range of governance related matters in relation to changes to GCRB Board and Committee membership, arrangements for a GCRB Board Secretary, amendments to terms of reference of GCRB committees and the GCRB Scheme of Delegation, and a commitment to gender balance on boards.

### 13.2 Decision

The Board **approved** all 8 points as referenced in paper BM2-J.

The Board also **agreed** that the recommendation to appoint a new GCRB board member should be circulated to members via a decision by correspondence.

## 14. Board Long-Term Agenda

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Paper No: BM2-K

### 14.1 Discussion

The Executive Director noted that there will be a full GCRB Board meeting on 12<sup>th</sup> December 2016.

The Chair invited members to attend a Christmas dinner directly after their meeting on 12<sup>th</sup> December and noted that further details will be circulated in due course.

### 14.2 Decision

The Board **approved** the long-term agenda.

## 15. Audit Scotland Report

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Paper No: BM2-L

### 15.1 Decision

The Board **noted** the report.

It was **agreed** that the Executive Director would present a paper on progress towards becoming fully operational at the next meeting.

## 16. Glasgow City Council Commission on College & Lifelong Learning

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Paper No: BM2-M

### 16.1 Discussion

The Board noted that there is a lot of helpful work being done by the Commission which may prove beneficial to GCRB's work to develop a regional strategy for college education.

### 16.2 Decision

The Board **noted** the paper and requested that the full report be presented when available.

## 17. Community Empowerment Act – Statutory Obligation on College RSB's

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Paper No: BM2-N

### 17.1 Discussion

The Chair updated the Board of her invite from Glasgow City Council to join the Community Planning Partnership Board effective April 2017.

Members discussed the impact of the new statutory obligations for further education boards including the implications ONS may have in relation to the NPD delivery project and the Community Empowerment Act for the City of Glasgow College campuses.

### 17.2 Decision

The Board **noted** the report.

## 18. Brexit Implications for Colleges

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Paper No: BM2-O

### 19.1 Discussion

*The Principal of Glasgow Kelvin College declared an interest in this item given his position as Chair of WOSCOF.*

The Chair raised concerns over the loss of ESF funding and its impact on the SIMD targeted area within ROA was noted.

The Principal of City of Glasgow College noted that Glasgow has highest number of EU enrolments and staff.

## **18.2 Decision**

It was **agreed** that the Executive Director and the Principal of City of Glasgow College, as convener of the Glasgow Colleges Group, should work together to ensure the Scottish Government are aware of the impact of 'Brexit' on Glasgow's colleges.

## **19. SIMD 2016**

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Paper No: BM2-P

### **19.1 Decision**

The Board **noted** the report.

## **20. Glasgow Region Financial Report**

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Paper No: BM2-Q

### **20.1 Discussion**

The Executive Director noted that SFC has made available £20.1m of ESF funds to the Glasgow Region colleges over the three year period 2015/16 – 2017/18.

The Executive Director noted that there is no requirement at this time to consolidate accounts across the region however if GCRB becomes a fundable body within this financial year, then the region would require to do so. The additional financial cost of consolidation was also discussed.

### **20.2 Decision**

It was **agreed** that GCRB will write to each of the assigned college audit committees to update them on requirements around consolidated accounts.

## **21. Use of Delegated Authority**

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Paper No: BM2-R

### **21.1 Decision**

The Board **noted** the paper.

## **22. Audit Committee: Minute of Meeting 7 October 2016**

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Paper No: BM2-S

### **22.1 Discussion**

The Board **noted** the paper.



## **23. Nominations & Remuneration Committee: Minute of Meeting**

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Paper No: BM2-T BM2-U

### **23.1 Discussion**

The Board **noted** the paper.

## **24. Performance & Resources Committee: Minute of Meeting**

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Paper No: BM2-V

### **24.1 Discussion**

The Board **noted** the paper.

## **25. Date of Next Meeting**

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Paper No: Verbal

### **25.1 Discussion**

It was **agreed** that the date of the next meeting is **Monday 12<sup>th</sup> December** at **1400hrs** with the board Christmas dinner scheduled directly thereafter.