

**Draft Minute of the Performance and Resources Committee held on Friday 1 December 2017**

<b>Present</b>	
Frank Coton (Chair)	
Paul Buchanan	Caroline MacDonald
Alastair Milloy	Jim O'Donovan
<b>In Attendance</b>	
Robin Ashton (Executive Director)	Paul Little, Principal, CoGC
Penny Davis (Board Secretary)	Jon Vincent, Principal, GCC
Jim Godfrey (Interim Finance Director)	Alan Inglis, Vice-Principal, GKC
Wendy Odedina (Executive Assistant)	Brian Gallagher (Regional Lead – items 6 only)
	Terry Trundley (Project Manager – item 6 only)
<b>Apologies</b>	
Megan Cartwright	Carol Kirk

**1. Introduction and Welcome**

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Paper Number: Verbal

**1.1 Discussion**

The Chair welcomed all members and attendees to the meeting.

**2. Apologies**

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Paper Number: Verbal

**2.1 Decision**

Apologies were noted for Carol Kirk and Megan Cartwright

**3. Declarations of Interest**

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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.

#### 4. Chair's Business

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Paper Number: Verbal

##### 4.1 Decision

There were no items raised under Chair's Business.

#### 5. Minute of the Committee Meeting held on 9 October 2017

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Paper Number: PRC1-A

##### 5.1 Decision

The minute of the meeting held on 9 October 2017 was **agreed** as an accurate record.

#### 6. Developing a Regional Approach to Student Data Management

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Paper Number: PRC1-B

##### 6.1 Discussion

The Executive Director introduced Brian Gallagher, Regional Lead for Data Management, and Terry Trundley from UCSS, who is project manager for the regional student data management project.

Terry Trundley outlined the initial discovery work that he had undertaken and the next steps of the project including demonstrating the measurable benefits.

The Committee discussed the importance of the project and the clear alignment to the delivery of the region's strategic ambitions.

The Committee also discussed the Scottish Government Learner journey review and the potential recommendations arising from this regarding a common application system for the sector.

##### 6.2 Decision

The Committee:

- **noted** this update report and the agreement with Universities and Colleges Shared Service organisation to provide project management support;
- **noted** the potential for a regional approach to student data management to contribute significantly to regional strategy achievement; and
- **requested** an update on the further development of the project, and the recommendations from the Learner Journey Review, at the next meeting of the Committee.

## 7. 2017-18 Regional Outcome Agreement Progress Report

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Paper Number: PRC1-C

### 7.1 Discussion

The Executive Director provided an overview of the progress against the high level targets within the 2017-18 Regional Outcome Agreement. He noted that the region is currently on track to deliver to target and will continue to be monitored closely.

### 7.2 Decision

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

## 8 Draft 2018-19 Regional Outcome Agreement

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Paper Number: PRC1-D

### 8.1 Discussion

The Executive Director summarised the key sections within the draft regional outcome agreement for 2018-19 reflecting on the SFC ROA guidance and the dual role of GCRB as a funding and a delivery body.

The Committee discussed the timescales for agreement with SFC, alignment with the regional strategy and the Scottish Government's intensification of outcome agreements.

From a regional perspective, the Committee discussed the challenge of widening access whilst also improving attainment.

The Committee noted that when presenting this item to the full Board it would be useful for there to be more narrative information which provided context to the draft targets.

### 8.2 Decision

The Committee

- **noted** the SFC Guidance for the development of College Outcome Agreements and the focus on intensification;
- **noted** that GCRB is required to develop a 3-year outcome agreement for 2018-19 to 2020-21 for submission to the SFC by April 30, 2018;
- **provided feedback** on draft regional targets for national performance measures prior to consideration by the GCRB Board and submission to the SFC on December 18, 2017; and
- **provided feedback** on the proposed ROA development activities and timescales for the final 2018-19 to 2020-21 ROA.

## 9 College Student Satisfaction and Engagement Survey

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Paper Number: PRC1-E

### 9.1 Discussion

The Executive Director provided an overview of the report noting the national and regional survey results for student satisfaction and engagement. He noted that the colleges' enhancement plans will look to address any matters that arise from this publication.

### 9.2 Decision

The Committee **noted** the SFC report on College Student Satisfaction and Engagement and the Glasgow Region student satisfaction levels for 2016-17.

It was **agreed** that the Committee would be informed when this data is made publically available by the SFC.

## 10 GCRB Annual Report and Accounts 2016-17

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Paper Number: PRC1-F

(Note paper should be classified as non-disclosable)

### 10.1 Discussion

The Interim Finance and Resources Director presented to the Committee a draft copy of the GCRB annual report and accounts in advance of them being presented to the Audit committee and the full Board for final sign off.

He noted that minor amendments had been received from the auditor which will be incorporated into the final draft.

The Committee provided minor comments which the Interim Finance and Resources Director agreed to check for accuracy.

The Executive Director noted that a shorter version of the annual report is being produced for external communication purposes which will seek to promote the positive work that being undertaken regionally.

### 10.2 Decision

The Committee **noted** the annual report and accounts and commended the Executive for their work on this.

Paul Little left the meeting at this point.

## 11 (a) GCRB running costs 2017-18

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Paper Number: PRC1-G

### 11.1 Discussion

The Interim Finance and Resources Director provided an update report on the GCRB running costs for 2017-18 explaining variations from the previous report.

### 11.2 Decision

The Committee **noted** the GCRB running costs for 2017-18.

## 11 (b) Capital Funding 2017-18

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Paper Number: PRC1-H

### 11.3 Discussion

The Interim Finance and Resources Director provided the Committee with the standing progress report on capital projects for 2017-18 noting good progress across all projects.

### 11.4 Decision

The Committee **noted** the progress made by the colleges in respect of the capital projects in 2017-18.

## 12 Flexible Workforce Development Fund Progress Report

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Paper Number: PRC1-I

### 12.1 Discussion

The Interim Finance and Resources Director provided an update on work being undertaken with regards to the Flexible Workforce Development Fund noting the collaborative regional work in this area. He noted the considerable efforts being made to try to achieve the challenging targets.

The Interim Finance and Resources Director noted that the region has submitted a paper on this matter to SFC and Colleges Scotland suggesting improvements to the structure of the fund for the future. The Committee welcomed this proactive approach.

### 12.2 Decision

The Committee **noted**:

- the extensive work undertaken by the three colleges to promote the Fund to levy paying employers,
- the regional response in respect of the Fund that was submitted to the Scottish Funding Council in November 2017,

- that the number of employers (who have signed training contracts) accounts for almost 10% of the total funds available, and
- that there is a risk that the total available funds may not be fully utilised by the cut-off date.

### 13. Student Funding

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Paper Number: PRC1-J

#### 13.1 Discussion

The Interim Finance and Resources Director provided an overview of the report on student funding which highlighted two issues for information and ongoing monitoring.

The first concerned in year re-distribution requests and the second related to the Scottish Government's independent review of student funding.

#### 13.2 Decision

The Committee

- **noted** the out-turn figures for student funding in 2016-17,
- **noted** the additional student funding request for 2017-18,
- **requested** that the student funds are monitored and that a progress report is presented to the next meeting of this committee, and
- **noted** the recommendations of the Independent Review of Student Support and request that a further update is provided, once the Scottish Government has considered these recommendations.

### 14. Performance and Resources Committee Annual Report

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Paper Number: PRC1-K

**Jim O'Donovan left the meeting at this point.**

#### 14.1 Discussion

The Executive Director presented the Committee Annual Report which he noted asked the Committee to consider the main items of business considered throughout the year and set out their priority areas moving forward.

With regard to future priorities the committee suggested amendments with regards to the regional data management project, capital funding, estates and ICT strategies.

#### 14.2 Decision

The Committee:

- **noted** the draft annual report;
- **agreed**, subject to the agreed amendments, the priority issues set out in section 9 of the report; and

- **agreed to endorse** the report, subject to the agreed amendments, to the GCRB Board at its meeting on 18 December 2017.

## 15. Annual Review of Committee Effectiveness

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Paper Number: PRC1-L

### 15.1 Discussion

It was agreed that attendees could stay for this item however it would not be appropriate for them to contribute to the discussion.

The Board Secretary presented the paper on the annual review of committee effectiveness which asked the Committee to consider how well they had fulfilled their remit, consider if their terms of reference are up-to-date and the consider the effectiveness of the Committee Chair.

The Committee discussed the wide range of responsibilities covered within the Committee's remit and expressed a need for the scheme of delegation to be reviewed. They discussed the responsive nature of items that have arisen over the year that has necessitated additional meetings to be called at short notice which has made attendance difficult for some members. It was suggested that the new Board Chair may wish to undertake a review of the committee structure.

With regards to the terms of reference, it was noted that the performance of GCRB should also be monitored and not just the colleges.

The Committee Chair temporarily left the meeting at this point.

The remaining Committee members discussed their assessment of the Chair's performance which would be fed back to the Committee Chair at a later date.

The Committee Chair re-joined the meeting at this point.

### 15.2 Decision

The Committee

- **reviewed** its work during the past year and key decisions taken;
- **considered** how well it has fulfilled its terms of reference and **identified** changes to its terms of reference it wishes to recommend to the Board;
- **discussed** the performance of the Committee Chair; and
- **discussed** improvements to be made to how it conducts its business.

## 16. Long Term Agenda

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### 16.1 Decision

The Committee **agreed** the long term agenda noting that college Education Scotland enhancements plans will be submitted to the next meeting of the Committee.

The Executive Director noted that the ROA submission dates to SFC have now moved and therefore the timing of the March Committee may require to change.

It was **agreed** that the Interim Chair should raise this at the full board meeting for members' consideration as this will also affect the March board meeting date.

## **17. Date of Next Meeting**

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Paper Number: Verbal

### **17.1 Decision**

The date of the next meeting was agreed as Wednesday 7 March 2018, noting that this may be subject to change as outlined above.