

Draft Minute of Board Meeting held on Monday 12 December 2016

Present	
Margaret Cook (Chair)	Clare Ireland
Alisdair Barron	Carol Kirk
Paul Buchanan	Caroline MacDonald
Frank Coton	Maureen McKenna
Amparo Fortuny	David Newall
Lesley Garrick	Jim O'Donovan
Ian Gilmour	Jackie Russell
Irving Hodgson	Graham Smith
In Attendance	
Robin Ashton (Executive Director)	Gillian Murray
Wendy Odedina (Executive Assistant)	Alan Sherry
Eleanor Harris	David Walker
Paul Little	Paul Zealey
Apologies	
-	

1. Introduction and Apologies

Paper No: Verbal

1.1 Discussion

The Chair welcomed

- Paul Zealey, Skills Planning Lead at Skills Development Scotland, who would be delivering a presentation on the Regional Skills Assessments;
- Assigned College Principals, Alan Sherry, Paul Little and Eleanor Harris (deputising for Susan Walsh);
- Gillian Murray, acting as Secretary to the Board;
- David Walker, Student President from Glasgow Kelvin College, as an observer;
- Wendy Odedina, Executive Assistant, back from maternity leave.

There were no apologies noted.

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.

2.2 Decision

The Principal of City of Glasgow College declared an interest on behalf of him and the Chair of City of Glasgow College in agenda item 15. He also noted, for information to any new members, that he is a member of the SFC Council Board.

3. Chair's Business

Paper No: Verbal

3.1 Discussion

The Chair informed members of the following meeting that she had attended since the last board meeting:

- Glasgow Community Planning Partnership Transition Workshop, Board and Shadow Board meetings;
- Colleges Scotland all Chairs meeting;
- Meetings related to national bargaining;
- Meeting with SFC Interim Chief Executive and Interim Director for Access and Skills.

The Chair noted that she intends to communicate directly with all board members across the region on a regular basis during 2017.

4. Minutes of Board Meetings held on 31 October 2016

Paper No: BM3-A

4.1 Decision

The Minute of the meeting held on 31 October 2016 was **agreed** as an accurate record.

5. Matters Arising

Paper No: BM3-B

5.1 Decision

The Board **noted** the Matters Arising report.

6. Regional Skills Assessments

Paper No: Presentation

6.1 Discussion

Paul Zealey, Skills Planning Lead at Skills Development Scotland delivered a presentation to the Board on the Regional Skills Assessment which he noted is due for imminent release.

He explained that the Regional Skills Assessment acts as an agreed evidence base for skills planning and is the only document that specifically relates to the college sector.

The presentation provided an overview of the policy context, the socio-economic environment and employment sector changes and how these relate to the Glasgow college region. It also outlined recommended areas of focus for the GCRB and the colleges in strategic planning.

6.2 Decision

It was **agreed** that the GCRB management would circulate the Regional Skills Assessment to members when received.

The Board thanked Paul Zealey for his contribution.

Paul Zealey left the meeting at this point.

7. Development of 2017/18 Regional Outcome Agreement

Paper No: BM3-C

7.1 Discussion

The Executive Director presented the paper detailing the development of the 2017/18 Regional Outcome Agreement (ROA) which he noted had been prepared with the Glasgow Colleges Group Learning and Teaching group members and also through consultation with other stakeholders.

The Executive Director provided details of the number of targets that are required to be reported against and explained that whilst targets have been set for three years, the funding allocation is only for one year, therefore there will be an opportunity each year to renegotiate targets in line with the annual receipt of funding.

The Executive Director highlighted the likely reduction or possible removal of ESF funding and noted that, given this unknown, it has been agreed with the SFC that GCRB's approach in setting targets should be to focus on 2017/18.

The Chair of the Performance and Resources Committee provided feedback from discussions at the Committee particularly around the SIMD10 targets and the high aspiration that has been set in this area.

The Executive Director noted that an equality impact assessment will take place in due course.

7.2 Decision

Maureen McKenna agreed to provide data on school leaver destinations to assist with SIMD10 planning.

The Board **noted** the report.

8. Approval of Annual Accounts

Paper No: BM3-D

8.1 Discussion

The Chair of the Audit Committee provided feedback from the Audit Committee who had considered the Annual External Audit Report, draft Letter of Representation and the GCRB Annual Report and Accounts for 2015-16.

He noted that the external auditor's report is very positive and has no qualifications; the letter of representation is standard and as per the letter that was approved by the Board last year; and minor changes in presentation of the annual report were the only amendments recommended by the Audit Committee.

8.2 Decision

The Board **approved** the GCRB Annual Report and Accounts 2015-16 and the Letter of Representation.

The Board **noted** the Annual External Audit Report.

9. Internal Audit Plan

Paper No: BM3-E

9.1 Discussion

The Chair of the Audit Committee provided an overview of discussions at the Audit Committee regarding the internal audit plan for 2016-17.

He explained that the Committee has recommended that the Board approve the days allocated for 2016-17 and that they will then revisit the proposed plan for 2017-18 and 2018-19 and make further recommendations to the Board in due course.

9.2 Decision

The Board **agreed** the Internal Audit Plan for 2016-17.

10. Strategic Development Plan

Paper No: BM3-F

10.1 Discussion

The Chair of the Board spoke to the paper on the development of a strategic plan for college education in Glasgow noting that following the successful consultation event on 8 November, seven key themes have emerged as the 'Big Asks' of the region.

She noted that it is proposed that the GCRB strategy working group extend its membership to include a staff and a student representative and also a board member from each of the assigned college boards.

10.2 Decision

The Board **noted** the summary and outcomes of the strategic development stakeholder engagement event.

The Board **agreed** the proposed membership of the strategic working group.

11. Transition Planning for Fully-Operational Fundable Body Status

Paper No:

11.1 Discussion

The Executive Director presented the paper on the transition plan for full-operational fundable body. He explained the operational arrangements required to achieve fully operational fundable body status which are detailed within Annex A of the paper and noted the proposal to contract GCRB's internal auditors and lawyer to assist with this development work.

The paper also requested that the Board consider proposals regarding additional staffing. The Board discussed these staffing proposals at length in the context of capacity to meet GCRB's statutory responsibilities, funding for the posts, the use of existing resources within the colleges and the requirement for independence.

11.2 Decision

The Board **noted**:

- that GCRB and the SFC are working on a transition plan to allow fully-operational fundable body status to be implemented on April 1, 2017
- the work underway for GCRB to develop and implement appropriate funding allocation and financial monitoring arrangements before April 1, 2017;
- that the Chair of GCRB will formally request that SFC provide additional resources to the Glasgow College Region for GCRB staffing costs.

The Board **agreed:**

- to the proposal that GCRB's internal auditor and lawyer are contracted to support the transition planning work;
- that the GCRB Nominations and Remuneration committee should further develop the GCRB staffing proposals, taking account of the discussion at this meeting, for agreement at the next meeting of the GCRB board; and
- the Executive Director should present a further update on transition planning progress at the next meeting of the Board.

Irving Hodgson and Alan Sherry left the meeting at this point.

It was decided to take agenda 15 at this point on the agenda.

15. Financial Memorandum between GCRB and Assigned Colleges

Paper No: BM3-K

15.1 Discussion

The Executive Director noted that a Financial Memorandum (FM) between GCRB and the assigned colleges is required as part of the transition plan for fully-operational fundable body status. He noted that Glasgow Kelvin College and Glasgow Clyde College have agreed to the draft FM however City of Glasgow College have raised concerns which are detailed within the annexes of the paper on this item.

The Chair of the City of Glasgow College Board and Principal outlined the concerns of the COGC Board which in the main related to the accountability structure.

The Principal of COGC stated that, within his correspondence, he was not questioning the quality of the governance of the GCRB Board.

15.2 Decision

The Board **agreed:**

- that the Executive Director should submit the GCRB Financial Memorandum to the SFC for final approval;
- the Principal of COGC should send the Executive Director a full list of all outstanding issues relating to the FM;
- a tripartite meeting should be held between GCRB, COGC and the SFC to discuss COGC's concerns on the FM; and
- The matters raised by COGC in relation to funding decisions should be addressed at the next meeting between the GCRB Chair, Executive Director and assigned college Chairs and Principals.

David Walker left the meeting at this point.

12. Risk Register

Paper No: BM3-H

12.1 Discussion

The Executive Director presented the current risk register highlighting that the risk associated with student support funding has increased.

The Chair of the Audit Committee informed members that it is recommendation that a risk workshop is held in the new year in order for GCRB to recast its risk register at a grass roots level.

12.2 Decision

The Board **noted** the report.

The Board **agreed** that a risk workshop should be convened for 2017.

13. Governance Matters

Paper No: BM3-I

13.1 Discussion

The Acting Board Secretary presented the paper on governance matters which presented two items for board approval and one matter to note.

13.2 Decision

The Board **agreed**:

- the recommendation from the Nominations and Remuneration Committee that Michael Ward be appointed as a member of the Board for the period of 4 years, and the Executive Director should request Ministerial approval for this appointment;
- that the GCRB Executive Director should write to the Scottish Funding Council to request exemption from undertaking an additional externally facilitated review of board effectiveness on the basis of having recently been externally reviewed.

The Board **noted**:

- that the Chair of the Board will shortly begin the process of board member performance appraisals.

14. Board Long-Term Agenda

Paper No: BM3-J

14.1 Decision

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

16. GCRB running costs and draft 15/16 Financial Statements

Paper No: BM3-

16.1 Discussion

The Executive Director presented the report on GCRB's running costs and draft 2015-16 financial statements. He noted that the final year figures for 15-16 were under budget and that the projected costs for 16-17 are also under budget.

16.2 Decision

The Board **noted** the report.

14 Use of Delegated Authority

Paper No: BM3-M

17.1 Decision

There were no matters to report on the use of delegated authority.

15 Reports from Committees

Paper No: Verbal and BM3-N

18.1 Decision

The Board **noted**:

- The decision by correspondence made by the Nominations and Remuneration Committee on 21 November 2016;
- The minute of the Performance and Resources Committee meeting of 21 October 2016.

16 Date of Next Meeting

The date of the next GCRB Board meeting was **agreed** as Monday 27 February 2017 at 1300hrs. Venue tbc.