

Board Meeting

Date of Meeting	Monday 25 October 2016
Paper Title	Matters arising
Agenda Item	6
Paper Number	BM4-B
Responsible Officer	Martin Fairbairn, Interim Chief Officer
Status	Disclosable
Action	For Discussion

1. Report Purpose

- 1.1. Update the Board on various issues, including matters arising from previous meetings.

2. Recommendations

- 2.1. The Board is invited to note this paper.

3. Action log

- 3.1. The detailed action log of items arising from previous meetings is attached as Annex A.
- 3.2. The rest of this paper provides the Board with updates and information on other relevant matters.

4. Audit of GCRB's annual report and accounts for the period 11 May 2014 to 31 July 2015

- 4.1. As recently reported to Board members by email, the timetable for the audit of GCRB's 2014-15 accounts has had to be extended. The period covered by GCRB's first set of accounts (1 May 2014 to 31 July 2015) has been challenging. The external auditors have therefore been taking great care to ensure that they properly understand how and when GCRB's governance arrangements were developed and implemented. Given the unusual nature of events, completion of the audit and preparation of the external auditor's report is requiring more care and time than was originally expected. This includes providing an opportunity to relevant parties to comment on certain aspects of the report before it is finalised by the external auditors.
- 4.2. This delay has meant that the Audit Committee has not yet been able to consider the accounts and external audit report. The board will wish to be assured that this change to the timetable is not because there is a problem with the accuracy of the accounts, and the external auditors have confirmed that they have no material concerns in that regard.
- 4.3. In terms of a new date for the Audit Committee meeting, it will probably take place in the first half of February. This also means that it is likely that we will need to schedule an additional board meeting – probably in the second half of February.

4.4. Although this delay is regrettable, we are clear that it is very important all relevant information is taken into account in finalisation of the external audit report.

Action Monitoring Log

Meeting of Tuesday 27 October 2015					
Agenda Item	Action Ref	Action	Date	Owner	
6	A08.01	Consider all sections of minutes that had been noted as Freedom of Information (FOI) exemptions and verify if these were all required given the passage of time.	November 2015	M Fairbairn	Complete
8	A08.02	Consider additional student and staff attendees at next meeting.	25 January 2016	M Fairbairn	Complete
9	A08.03	Add the following items to the long term agenda: - Financial Memorandum monitoring; - Letter of Guidance from the Cabinet Secretary; - Considerations from Spending Review.	25 January 2016	M Fairbairn	Complete
10	A08.04	Add an item on the long-term agenda to provide an update on the Glasgow Clyde College action plan.	25 January 2016	M Fairbairn	Complete
11	A08.05	Increased support mechanisms for board members should be considered and that general learning points from the action plan should be reflected upon by the GCRB and each of the assigned college boards in the region. (This will be taken into account in development of the induction arrangements for new board members across the region.)	February 2016	M Fairbairn	In progress
Meeting of Monday 1 June 2015					
Agenda Item	Action Ref	Action	Date	Owner	Status
11	A06.07	Interim Chair to arrange meeting to discuss the proposal for a forum to be established to enable more structured interaction between the GCRB and the relevant trade unions. <i>Update:</i> Discussions have taken place at official level on options for membership and terms of reference of a partnership forum. In addition, update meetings have been offered to all the relevant trade unions.	October 2015	A Jarvis	In progress
13	A06.09	Urgent action procedure to be drafted for approval	October 2015	M Fairbairn	Complete
15	A06.12	Consider introducing arrangements for other staff and students to attend Board meetings (but not as members).	July 2015	M Fairbairn	Complete

15	A06.15	Interim Chief Officer, in consultation with the Interim Chair and the Chair of the Nominations & Remuneration Committee, to make the arrangements for the appointment of a Board Secretary through an arrangement with a partner higher education institution, subject to obtaining the necessary financial approvals.	October 2015	M Fairbairn	Complete
Meeting of Monday 16 March 2015					
Agenda Item	Action Ref	Action	Date	Owner	
10	A05.06	Detailed costs for the common application system to be taken to the first meeting of the Performance and Resources Committee. <i>Update</i> A progress report was provided to the most recent meeting of the Performance & Resources Committee, and a further update will be provided to the next meeting of the Committee.	Date to be confirmed	F Samara	Ongoing
Meeting of Tuesday 27 October 2015					
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10	A05.06	Detailed costs for the common application system to be taken to the first meeting of the Performance and Resources Committee. <i>Update</i> A progress report was provided to the most recent meeting of the Performance & Resources Committee, and a further update will be provided to the next meeting of the Committee.	Date to be confirmed	F Samara	Ongoing