

## Draft Minute of Board Meeting held on Monday 30 January 2023

<b>Present</b>	
Janie McCusker (Chair)	Ed McGrachan
Des McNulty (Vice-Chair) (item 4 onwards)	Sunita McKenna
Alisdair Barron	Sheila Meikle
Chris Bones	Alastair Milloy (item 8 onwards)
Dave Brown	David Newall
Moira Connolly	Ian Patrick
Helyn Gould	Sakshi Sircar
Clare Ireland	Paul Smart
Emma Leslie	Verity Watson
<b>In Attendance</b>	
Martin Boyle (Executive Director)	Frances Curran (EIS FELA)
Penny Davis (Board Secretary)	Megan McLellan (Chair, GCRSE)
Jim Godfrey (Finance and Resources Director)	Paul Little (Principal CoGC)
Breea Keenan (Communications Lead)	Derek Smeall (Principal GKC)
Wendy Odedina (Executive Assistant)	Jon Vincent (Principal, GCC)
Sue Roberts (PM Environment & Sustainability)	Gary Devlin (Azets)
<b>Apologies</b>	
Chris Greenshields (Unison)	

### 1. Introduction

Paper No: Verbal

#### 1.1 Discussion

The Chair welcomed members and attendees to the meeting and thanked Glasgow Clyde College for hosting the meeting.

She welcomed Gary Devlin, External Auditor, attending in relation to the items on the annual report and consolidated financial statements. She noted that this is the final engagement for Azets as external auditor and recorded the Board's thanks for their work and contributions over the term of their appointment.

The Chair welcomed Penny Davis, GCRB Board Secretary, to her first board meeting following her return to work. She wished to record the Board's thanks to Marianne Philp who served as interim board secretary.

The Chair noted that the board agenda had been structured to allow board business matters to be covered at the start of the meeting, followed by a strategic discussion for the second part of the meeting.

With regard to the final item on the agenda, the Chair noted that she will leave the meeting for this item which is for board members only.

## 2. Apologies

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Paper No: Verbal

### 2.1 Discussion

Apologies were noted for Chris Greenshields.

## 3. Declarations of Interest

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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.

The College Chairs and Principals declared an interest in relation to item 10 on funding.

## 4. Chair's Business

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Paper No: Verbal

### 4.1 Discussion

The Chair advised members of meetings she had undertaken since the last meeting of the board. She noted that no further update had been received from the Scottish Funding Council on the regional review.

The Chair sought the agreement of the board to continue the appointment of the co-opted member of the Performance and Resources Committee.

### 4.2 Decision

The Board **noted** the verbal report and **agreed** that the Chair should write to the SFC to seek clarity on the timescale for a decision on the regional review.

The Board **approved** the continuation of the appointment of Anwulika Umeh as a co-opted member of the Performance and Resources Committee.

## 5. Executive Director's Business

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Paper No: Verbal

### 5.1 Discussion

The Executive Director provided a verbal report on his work since last meeting of the board and outlined his key priorities over the coming weeks and months. He provided an update on the estates matter at Glasgow Clyde College, Anniesland Campus.

### 5.2 Decision

The Board noted the verbal report.

## 6. Minute of Previous Meetings

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Paper No: BM3-A

### 6.1 Decision

The minute of the meeting held on 31 October 2022 was **agreed** as an accurate record.

## 7. Matters Arising

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Paper No: BM3-B

### 7.1 Discussion

The Executive Director presented the matters arising paper detailing progress and completion of previous actions.

### 7.2 Decision

The board **noted** progress against actions agreed at earlier meetings.

## 8. Risk Register

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Paper No: BM3-C

### 8.1 Discussion

The Executive Director presented an overview of the paper recommending a change to scoring of risk 9.

The board discussed the cross over with college risk registers and cross responsibility for mitigating actions. They discussed when risks become issues and are therefore removed from the risk register.

### 8.2 Decision

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

## 9. Annual Report and Consolidated Financial Statements 2021-22

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Paper No: BM3-D, E, F, G

### 9.1 Discussion

#### **Annual Report of Internal Auditor 21-22 (BM3-D)**

The Finance and Resources Director presented the report noting the overall opinion of the internal auditor. He confirmed that all individual internal audit reports, and the annual report, had been considered by the Audit and Assurance Committee.

#### **Letter of Representation (BM3-E)**

The Finance and Resources Director presented the paper confirming that the letter follows standard wording with the inclusion of a section on the covid and the regional review.

### **Annual Report of External Auditor 21-22 (BM3-F)**

The External Auditor presented his annual report for 2021-22 confirming his unqualified opinion on the accounts which he deemed to be of good quality. With regard to the wider scope elements, he spoke to the challenging outlook for financial sustainability in the short and long term.

### **Annual Report and Consolidated Financial Statements 21-22 (BM3-G)**

The Finance and Resources Director presented the paper, noting that the annual report and accounts have been considered in detail at the Audit and Assurance Committee who have recommended approval.

## **9.2 Decision**

### **Annual Report of Internal Auditor 21-22 (BM3-D)**

The board:

- **considered** the Annual Report of the Internal Auditor 2021-22.
- **noted** that, in the opinion of the Internal Auditor, and with the exception of the issue relating to GCRB organisation specific governance, “GCRB has adequate and effective arrangements for risk management, control and governance.”

### **Letter of Representation (BM3-E)**

The board **agreed** to approve that the letter be signed by the GCRB Chair on behalf of the Board.

### **Annual Report of External Auditor 21-22 (BM3-F)**

The board:

- **considered** the annual report of the External auditor 2021-22.
- **noted** that, in the opinion of the external auditor, the audit report provides:
  - “An unqualified opinion on the financial statements;
  - An unqualified opinion on regularity; and
  - An unqualified opinion on other prescribed matters.”

### **Annual Report and Consolidated Financial Statements 21-22 (BM3-G)**

The board **approved** the Annual Report and Consolidated Financial Statements 2021-22.

## 10. Flexible Workforce Development Funding 2022-23

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Paper No: BM3-H

### 10.1 Discussion

The Finance and Resources Director provided an overview of the paper outlining the recent announcement with regard to this funding stream and the associated challenges with timescales for activity delivery, and optimal use of the funding.

### 10.2 Decision

The board **approved** the allocated targets for Flexible Workforce Development to each Glasgow college for 2022-23.

## 11 Governance Update

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Paper No: BM3-I

### 11.1 Discussion

The Board Secretary presented the paper summarising recent changes in the governance framework with regard to the Code of Conduct and Code of Good Governance. She also proposed a process for the board to review its board regulations.

### 11.2 Decision

The board **noted** the governance update report.

It was **agreed** to convene a short life working group to review the board regulations and bring a revised version back to the next meeting of the board for consideration.

## 12 College Mental Health Provision Update

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Paper No: BM3-J

### 12.1 Discussion

The Executive Director presented the paper highlighting the recent research undertaken on mental health of college students. He noted that he would intend to invite the lead researcher to attend the next meeting of the board to speak to this report in more detail.

The Principal of Glasgow Clyde College provided an update on his work as lead Principal for mental health through Colleges Scotland and the current status of funding for counsellors.

### 12.2 Decision

The board **noted** the interim update on the regional and national context, proposed next steps, and invite to Christopher Maguire, Senior Research Officer, Thriving Learners to the March board meeting of GCRB

## 13. Glasgow Colleges Regional Student Executive Update

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Paper No: Verbal

### 13.1 Discussion

The Student Presidents provided updates on work they had undertaken within their colleges with regard to supporting students through the cost of living crisis, initiatives on mental health and wellbeing and in environment and sustainability.

### 13.2 Decision

The Board **noted** the verbal report.

## 14. Regional Strategy

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Paper No: BM3-K & L

### 14.1 Discussion

The Executive Director spoke to paper BM3-K providing the national and regional context for strategic planning in the Glasgow region.

He then spoke to paper BM3-L presenting an outline for the Glasgow Region Strategic Plan for 2023-26, noting engagement with the assigned colleges, and focussing on the areas outlined as priorities for the board through previous discussions and board reports.

The board discussed the proposed priorities and their emphasis within the document. They discussed the timescale, barriers and enablers, and actions and outcomes. The board discussed the ability to enact change and the level of ambition that is realistic in the context of the regional review.

### 14.2 Decision

The Board **noted** the content of the paper, and to include consideration of this regional and national context in the progression of board activity, in particular the development of the Glasgow College Region Strategy 2023-2026.

The board **commented** on the draft *Glasgow Region Strategic Plan 2023-2026* and it was **noted** that a developed draft will be shared with members when available.

## 15. Regional Outcome Agreement 22-23

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Paper No: BM3-M

### 15.1 Discussion

The Board **noted** the completed Glasgow Region Outcome Agreement 2022-2023, which has been endorsed by P&R Committee, submitted to SFC and shared with the Glasgow region colleges, and **noted** that final feedback will be provided by SFC in early 2023.

## 16. Communications Update

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Paper No: BM3-N

### 16.1 Discussion

The Board **noted** the report.

## 17. Use of Delegated Authority

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Paper No: BM3-O

### 17.1 Discussion

The Board **noted** the report.

## 18. Committee Matters

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Paper No: BM3-P, Q, R, S

### 18.1 Discussion

The Board **noted** the draft minutes from committees and the committee annual reports.

## 19. Long Term Agenda

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Paper No: BM3-T

### 19.1 Discussion

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

## 20. Review of Disclosable Status

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Paper No: Verbal

### 20.1 Discussion

The board secretary confirmed the disclosable status of the papers.

## 21. Date of Next Meeting

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Paper No: Verbal

### 21.1 Discussion

The date of the next meeting was confirmed as 27 March 2023.

## 22. Senior Independent Member Feedback on Evaluation of Board Chair

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Paper No: Verbal

### 22.1 Discussion

The Board Chair, GCRB staff, attendees and observers left at this stage.

The senior independent member provided feedback to board members on the evaluation of the Board Chair.