

## Draft Minute of Board Meeting held on Monday 25 April 2022

<b>Present</b>	
Janie McCusker (Chair)	Lauren McLaren
Paul Buchanan (Vice-Chair)	Des McNulty
Alisdair Barron	Alastair Milloy
Dave Brown	David Newall
Moira Connolly	Ian Patrick
Helyn Gould	Jackie Russell
Clare Ireland	Paul Smart
Ed McGrachan	Johanna Thomson
<b>In Attendance</b>	
Martin Boyle (Executive Director)	Ross Martin (CDN ERG Team- item 10 only)
Frances Curran (EIS FELA)	Wendy Odedina (Executive Assistant)
Jim Godfrey (Finance and Resources Director)	Marianne Philp (Interim Board Secretary)
Breea Keenan (Communications Lead)	Sue Roberts (PM Environment & Sustainability)
Paul Little (Principal CoGC)	Derek Smeall (Principal GKC)
Willie Mackie (CDN ERG Team- item 10 only)	Jon Vincent (Principal, GCC)
<b>Apologies</b>	
Sheila Meikle	Chris Greenshields (Unison)
Bernadette Savage	

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### 1. Introduction

Paper No: Verbal

#### 1.1 Discussion

The Chair welcomed members and attendees to the meeting. She welcomed Willie Mackie and Ross Martin attending to present to the Board on the work of the Economic Recovery Group (ERG).

The Chair welcomed Marianne Philp, interim Board Secretary, to her first board meeting.

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### 2. Apologies

Paper No: Verbal

#### 2.1 Discussion

Apologies were noted for Sheila Meikle, Bernadette Savage and Chris Greenshields.

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### 3. Declarations of Interest

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 Assigned College Chairs and Principals declared an interest in the funding allocation.
- The Chair of Glasgow Kelvin College declared an interest regarding his re-appointment.
- Paul Smart noted for information that he is a member of the ERG Team.

#### 4. Chair's Business

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Paper No: BM4-A

##### 4.1 Discussion

The Chair presented the paper noting the proposal to remove a board member on the basis that they have been absent from board meetings for a period longer than 6 months without approval. She noted that this is legal obligation.

The Chair provided a brief update on the regional review in that discussions are being held with SFC and information will be shared with the board in due course.

The Chair asked members to complete the board effectiveness questionnaire that will be circulated to members following the meeting.

The Chair invited self-nominations for the position of Vice-Chair of the Board noting that Paul Buchanan will finish his term of office at the end of July 2022.

##### 4.2 Decision

The Board **approved** the removal from office of the member and requested that the Chair gives notice in writing to the member of the decision.

#### 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 thanked members for their engagement in the development sessions.

He provided an update on recent strike activity with the teaching union.

#### 6. Minute of Previous Meeting

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Paper No: BM4-B

##### 6.1 Decision

The minute of the meeting held on 24 January 2022 was **agreed** as an accurate record.

## 7. Decision by correspondence

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Paper No: verbal

### 7.1 Decision

The Chair **noted** for the record the decision by correspondence taken by the board on 21 March 2022 to approve the extension of the appointments of Moira Connolly and Ed McGrachan, for a period of 4 years each, and send for ministerial approval.

## 8. Decision via Scheme of Delegation

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Paper No: BM4-C

### 8.1 Decision

The Board **noted** the decision taken by the Executive Director with regard to the allocation of the additional Covid-19 student funding to each college in Glasgow for 2021-22.

## 9. Matters Arising

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Paper No: BM4-D

### 9.1 Discussion

The Executive Director presented the matters arising paper noting that a briefing paper will be written for the assigned college boards following this meeting.

### 9.2 Decision

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

## 10. Presentation – Colleges as Drivers of Regional Economic Development

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Paper No: BM4-E

### 10.1 Discussion

The ERG Team provided an overview of the project and their work to date. They spoke of the engagement they have had with Scottish Government and various agencies, and of the positive, inclusive approach that has been undertaken. They spoke of the importance of collaboration and coherence across regional alignment and provided examples of the bespoke approaches being taken in different regions to suits their specific needs.

Board members engaged in discussion around the definition of the Glasgow region, how this work will link with other groups within the city including the Glasgow Economic Partnership, the overall skills agenda and the need for coordination and change. They discussed the role of the ERG team in their diagnostic approach and helping to create a route planner to unlock regional conversations.

## 10.2 Decision

The Board **noted** the progress of work to date, and the contents of the Economic Recovery Group presentation, and **approved** formal adoption of partnership with ERG to progress this work for the Glasgow region.

It was **agreed** that the Chair would feedback to the ERG team and progress next steps including meeting with Chairs and Principals and including other board members as appropriate.

## 11. Risk Register

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Paper No: BM4-F

### 11.1 Discussion

The Executive Director provided an overview of the report noting his recommendation that risk 1 remain at a high level. He noted the recommendation to increase risk 8 due to financial pressures and also to lower risk 11 now that an interim board secretary has been appointed.

The Executive Director asked the board to consider the removal of the risk on Brexit given there has been no change in this area for some time. He also suggested the inclusion of a new risk around environment and sustainability in line with the recommendation from the external auditor.

The Board discussed that the work with the ERG team can now be used as part of risk mitigations further to the approval on progressing this work. They discussed how the risk on environment and sustainability would be measured and the difference with colleges' individual responsibilities in this regard. With regard to Brexit, it was agreed to leave this on the risk register due to the loss of ESF funds.

It was discussed that as the new regional strategy emerges, the risk register, and risk policy including risk appetite scores, would be reviewed in line with the new strategy and the board may wish to consider specific areas of impact, rather than individual causes (e.g. Brexit), in how it expresses risk moving forward.

### 11.2 Decision

The board **noted** the position of the current risk register and **approved** the recommended changes to the GCRB Risk Register, however wished to retain the risk on Brexit.

It was **agreed** that the Audit and Assurance Committee should consider the specific items raised around risk appetite and definitions at an appropriate time, and in line with the development of a new regional strategy.

## 12. Outcome Agreement and Programme of Action 2022-23

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Paper No: BM4-G

### 12.1 Discussion

The Executive Director presented the paper noting that guidance is still awaited from the SFC on the Outcome Agreement for 22-23. He noted that the attached paper has been shared with college colleagues and the Performance and Resources for feedback which has been incorporated. He noted that he has also shared with the Board a paper presented to the Performance and Resources Committee on approaches to regional finance which presents detailed options on approaches currently available to the board. He finally noted that the paper also presents an updated proposal on the Action for Children project and invited board approval on this specific item.

The Board discussed how to monitor wider outcomes alongside the prescribed SFC KPIs within the ROA. They discussed having targets associated with the Programme for Action to ensure progress and have indicators of success, and the Executive Director noted that these are currently reported at management level.

### 12.2 Decision

The board **commented** on the proposed Outcome Agreement 22-23 and associated Programme of Action, and **noted** its interim position pending further development. The Executive Director **agreed** to reflect on comments received and incorporate these.

The Board **noted** the additional *Approach to Regional Finance* paper which was presented to the 16 March P&R Committee.

The Board **approved** the additional *Action for Children Project* paper which was recommended for approval for 21-22 by the 16 March P&R Committee, and which will be brought to board for final approval as part of the final financial allocations for 22-23.

## 13. Indicative Funding Allocation 2022-23

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Paper No: Bm4-H

### 13.1 Discussion

The Finance and Resources Director presented the paper noting the challenging financial settlement set against the current financial climate of high rates of price inflation, increasing costs and removal of additional one-time Covid support funding.

He noted that there are two areas that have still to progressed, Foundation Apprenticeships and student support funding, and these will be reported to the next cycle of meetings.

The Board discussed the paper noting the real term challenges of the settlement and that improvement is not projected in the near future. They discussed the need for the board to receive information on how the region is progressing in taking a collaborative approach to seeking more efficient ways of working and where further efficiencies could be found. It was suggested that this report should consider the challenges of the future, how far these relate to

the effect of the pandemic, and how the region can maximise collaboration and rethink its approach to resources.

### 13.2 Decision

The Board **noted** the indicative funding allocations for 2022-23 that were issued by the Scottish Funding Council (SFC) on 24 March 2022 and **noted** that the indicative regional funding allocations for 2022-23 that were approved by the GCRB Performance and Resources Committee on 12 April 2022.

The Board **agreed** the indicative funding allocations for 2022-23 and **requested** that the final funding allocations for 2022-23, including proposals for student funding and foundation apprenticeships, are considered at the next meeting of the Performance and Resources Committee for recommendation to the Board.

The Board **agreed** that the Performance and Resources Committee should explore the item on regional efficiencies and collaboration and feedback to the Board.

## 14. Colleges Scotland Draft Strategy Framework

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Paper No: BM4-I

### 14.1 Discussion

The Chair presented the paper noting asking members for feedback than can be shared with Colleges Scotland. She spoke to her involvement in the development of the new strategy for Colleges Scotland and the framework underpinning it.

The Board provided feedback for the Executive team to collate into a GCRB response.

### 14.2 Decision

The Board **noted** the update on the progress of the Colleges Scotland strategic framework and **agreed** that the Executive should feedback its comments on the update with specific reference to the prompts in the data gathering sheet provided.

## 15. Code of Conduct

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Paper No: BM4-J

### 15.1 Discussion

The Interim Board Secretary presented the new Model Code of Conduct for formal adoption further to the development session that members received in advance of the January board meeting.

If approved, she noted that next steps are for the Chair to write to Scottish Government to confirm adoption. She noted that the current code of conduct stands until such times as a letter is received back from Scottish Government to confirm receipt.

## 15.2 Decision

The Board **approved** the revised Code of Conduct.

## 16. Recommendations from N&R Committee

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Paper No: BM4-K

### 16.1 Discussion

The Chair of the Nominations and Remuneration Committee presented the paper noting the extensive programme of appointment activity. She outlined the recommendations with regard to non-executive recruitment for the GCRB, the extension of the appointment of the Chair of Glasgow Kelvin College, the election to appoint a new support staff board members and recommendations for the appointments at the assigned college boards.

### 16.2 Decision

The Board **approve** the recommendations of the Nominations and Remuneration Committee as follows:

#### **Non-Executive Recruitment:**

- **noted** the timetable of activity and **approved** proposed arrangements for a recruitment panel.

#### **Extension of Appointment of Glasgow Kelvin College Chair:**

- **approved** the process and timeframe for the consideration of the extension of the appointment of the Chair of Glasgow Kelvin College; and
- **agreed** to delegate authority for the panel, chaired by the GCRB, to make an extension decision or undertake a recruitment exercise should this be required.

#### **Extension of Appointment of Non-Executive member of Glasgow Kelvin College Board:**

- **approved** an extension to the appointment of Dr Marion Allison as a non-executive member of the Glasgow Kelvin College Board for a second term of four years commencing 1 August 2022.

#### **Support Staff Board Member Election (set out under section 6):**

- **noted** the timetable of activity and **approved** the proposed election arrangements.

## 17. Use of Delegated Authority

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Paper No: BM4-L

### 17.1 Discussion

The Chair presented the paper on use of delegated authority noting monies spent to date and requesting board approval for a transfer of funds from the Programme of Action to cover further expenditure.

## 17.2 Decision

The Board:

- **Noted** the expenditure incurred, under the scheme of delegation, in respect of the temporary Board Secretary and legal advice.
- **Approved** the extension of the engagement of temporary Board Secretary to provide cover on a basis of one day per week until the sooner of: 31 July 2022 or the return to work of the permanent post holder. The maximum cost from 1 May to 31 July 2022 would be £5,850.
- **Approved** the allocation of a budget up to £20,000 to provide Board Secretary cover and to ensure appropriate independent services be contracted for the delivery of investigative process in line with notification to board of Thursday, 7 April 2022.
- **Approved** the transfer of this £20,000 from the regional programme of action to the budget for GCRB running costs. This is necessary to meet this additional, expenditure proposed.

## 18. GCRSE Update

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Paper No: VERBAL

### 18.1 Discussion

The Student Presidents provided an update on recent activity highlighting the upcoming regional football tournament in support of the white ribbon campaign. They noted their thanks to the Project Manager for Environment and Sustainability for her support on this campaign and noting their enthusiasm for this regional event to continue into the future.

## 19. Communications Update

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Paper No: BM4-M

### 19.1 Discussion

The Board **noted** the report.

## 20. Committee Matters

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Paper No: BM4-N,O,P, Q

### 20.1 Discussion

The Board **noted** the draft minutes from committees.



## **21. Long Term Agenda**

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Paper No: BM4-R

### **21.1 Discussion**

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

## **22. Review of Disclosable Status**

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Paper No: Verbal

### **21.1 Discussion**

The interim board secretary confirmed the disclosable status of the papers.

## **23. Date of Next Meeting**

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Paper No: Verbal

### **21.1 Discussion**

The date of the next meeting was confirmed as 20 June 2022.