



# CITY OF GLASGOW COLLEGE FOUNDATION

## Board of Management

### **Purpose**

The purpose of this paper is to update the Board on the progress made towards developing the Foundation's website.

This paper also seeks the Board's agreement to accept the appointment of The Loft as the preferred website developer.

### **Introduction**

The Board, at its previous meeting, agreed that a Committee comprising Steven Watson and Maire Whitehead would take forward the website design project.

Following the selection of the Foundation's corporate identity, the City of Glasgow College was contacted and asked to recommend local website design firms that employed former College students. Two firms were recommended; The Loft and Palmer & Co. The Committee agreed to add Dog Digital, which is an established Glasgow-based website design firm that currently provides digital marketing services to the City of Glasgow College.

The Committee developed a website design brief (see attached), which was circulated to each potential developer. The developers were asked to submit a proposal, which would take account of the Foundation's website design brief. Each proposal is attached for information.

The Committee considered each of the proposals in terms of compliance with the design brief, quality of proposal and price. The Committee concluded that The Loft presented the best balance of quality and price.

### **Next Steps**

**The initial sentence has been redacted.** The Loft's director (Benedetto Bordone) has, therefore, been invited to the Board meeting to offer reassurance to the full Board that his proposal is value for money.

The City of Glasgow College has agreed to host the Foundation's website.

## **Website Design Brief**

### **Context**

The City of Glasgow College Foundation is a recently established charity, which was formed to provide financial support for projects and activities of the City of Glasgow College.

It is important to note that the Foundation is entirely independent from the College and for this reason the Foundation's corporate design/identity must be distinctly different from that of the College.

The Foundation has a fund of around £10m, which will be used to benefit the College, its students and staff over the coming years.

The Foundation is primarily made up of its Board of Directors, known as trustees. The Board has seven trustees. It is the role of the trustees to:

- Act in the best interest of the Foundation;
- Ensure they adhere to the objectives of the Foundation;
- Act with reasonable care and diligence with a particular focus on protecting the Foundation's funds;
- Consider applications made for grants from the Foundation's funds. Each year the Foundation will expect to receive a number of grant applications from the College and these will be carefully considered by the Foundation's trustees; and
- Monitor the success of approved grant applications.

The Foundation's corporate design/identity should take account of the types of activities that might be grant funded. These activities might, for example, include:

- The granting of financial support to College students who are in need of assistance including bursaries and course fees.



- The provision of amenities for College students including leisure facilities, sport and fitness.
- The provision of study and travel scholarships to allow College students to undertake educational visits either within the UK or abroad.
- The granting of financial support to allow the College to offer prizes and awards linked to the achievement of the College's students.
- The granting of financial support to promote equality, diversity and inclusiveness in terms of the College's students and members of staff.
- The preservation or enhancement of the College's physical environment.
- The enhancement of the College's learning environment by, for example, providing access to new technologies and/or training equipment.
- The provision of study, travel or research scholarships to allow College members of staff to develop their skills and knowledge to best support the student experience.
- The granting of financial support to allow the College to; acquire, conserve, display and exhibit works of art or crafts to create a stimulating cultural environment for the College's students and wider stakeholders.

### **Project Brief**

The Foundation requires a simple website to meet its obligations as a Scottish charity and to promote the work of the Foundation. The website should incorporate the corporate design/identity recently created via a student competition hosted by the City of Glasgow (see attached).

The purpose of the website would be to:

- Publicize the City of Glasgow College Foundation;
- Set out the objectives of the Foundation;
- Provide brief information on the trustees and their roles.
- Provide brief information about the Foundation's professional advisors;
- Provide information on the type of projects supported by the Foundation; and
- Provide a digital source for the Foundation's official reports such as its annual report & accounts.

Noted below are some examples of websites developed for other charitable trusts/foundations.

<http://www.therobertsontrust.org.uk/>

<http://www.winningscotlandfoundation.org/>

<http://www.gla.ac.uk/about/givingtoglasgow/quidetogiving/universityofglasgowtrust/>

<http://www.carnegie-trust.org/>

It is envisaged that the Foundation's website will be less complex than the examples given above and might extend to only a few webpages depending on the preferred design solution.

It is likely that the website will be hosted by the City of Glasgow College on behalf of the Foundation. However, the Foundation might consider other suggestions on how the website should be hosted and maintained. Ease of maintenance will be a key consideration for the Foundation's trustees.

The website should work equally well across various platforms (PC, MAC, smartphone & tablets).

### **Tone**

Noted below are some key words/expressions that might help to inform the development of the Foundation's website design:

- Professional,
- Corporate,
- Accessible,
- Equality & Diversity
- Contemporary,
- Clean lines,
- Restrained colour use.

## **Proposed Website Navigation & Information**

### **About**

The City of Glasgow College Foundation is a private limited company (Company No. 466171); which was granted charity status in 2014 (SCO44620). The Foundation was formed to provide financial support for projects and activities of the City of Glasgow College.

The Foundation is not under the control or management of the City of Glasgow College. It is a separate legal entity.

### **Objectives**

The objects of the Foundation are to advance the charitable purposes of City of Glasgow College to include the advancement of education by making grants and providing financial support. The type of activities supported by the Foundation might include:

- The granting of financial support to College students who are in need of assistance including bursaries and course fees.
- The provision of amenities for College students including leisure facilities, sport and fitness.
- The provision of study and travel scholarships to allow College students to undertake educational visits either within the UK or abroad.
- The granting of financial support to allow the College to offer prizes and awards linked to the achievement of the College's students.
- The granting of financial support to promote equality, diversity and inclusiveness in terms of the College's students and members of staff.
- The preservation or enhancement of the College's physical environment.
- The enhancement of the College's learning environment by, for example, providing access to new technologies and/or training equipment.
- The provision of study, travel or research scholarships to allow College members of staff to develop their skills and knowledge to best support the student experience.

- The granting of financial support to allow the College to; acquire, conserve, display and exhibit works of art or crafts to create a stimulating cultural environment for the College's students and wider stakeholders.

The following is a summary of the powers of the Foundation:

- Accept subscriptions, donations, legacies and bequests;
- Invest and deal with the monies of the Foundation;
- Employ staff and engage any technical and professional advisers;
- Fundraise, issue appeals, hold public meetings and take such other steps as may be required for the purpose of procuring contributions to the funds of the Foundation;
- Advertise the Foundation and undertake any other marketing or fundraising strategies that may seem appropriate;
- Make any charitable donation for the furtherance of the objects of the Foundation; and
- Receive, allocate and administer grants, gifts or bequests made available to the Foundation for any or all of its objects whether from public funds or from private sources.

## **Foundation Board of Management**

### **Board Members**

The number of Board members (trustees) of the Foundation shall not be less than five and no more than seven. The current trustees are:

1. Alastair Carmichael  
Provost: East Renfrewshire Council
2. Brian Filling  
Retired. Former Vice Principal of Glasgow Metropolitan College
3. Roderick Livingston  
Retired. Former Vice Chairman of Glasgow College of Nautical Studies/

4. Alastair Martin

Retired. Former Vice Principal of James Watt College

5. Malcolm McCaig

Currently holds a portfolio of Board-level positions as an independent director and also acts as a management consultant to several major organisations.

6. Steven Watson (Chairman)

Retired. Former Vice Principal of the City of Glasgow College.

7. Maire Whitehead

Retired. Former Head Teacher and currently member of the Ethics Committee of the University of Strathclyde.

### **Role of Trustees**

Trustees are defined as those people responsible for “the general control and management of the administration of a charity” and they carry out these functions within the context of the charity’s legal framework. This does not mean that the trustees necessarily undertake day-to-day operations. However, the trustees, irrespective of the employment of staff, are and remain responsible for the governance and strategy of the Foundation. It is the principal duty of the trustees to maintain general overall control of the Foundation. They need to ensure that the Foundation is administered effectively, and is able to account for its activities and outcomes both to OSCR and to the public.

The law requires that the trustees must:

- Act in the interests of the Foundation;
- Seek, in good faith, to ensure that the Foundation operates in a manner that is consistent with its objects or purposes;
- Act with the care and diligence that it is reasonable to expect of a person who is managing the affairs of another person; and
- Ensure that the Foundation complies with the provisions of the Charities and Trustee Investment (Scotland) Act 2005 Act and other relevant legislation.

In addition to the above, the Foundation’s trustees will:



# CITY OF GLASGOW COLLEGE FOUNDATION

- Act with reasonable care and diligence with a particular focus on protecting the Foundation's funds;
- Consider applications made for grants from the Foundation's funds. Each year the Foundation will expect to receive a number of grant applications from the College and these will be carefully considered by the Foundation's trustees; and
- Monitor the success of approved grant applications.

## **Board Documents/Downloads**

- Memorandum & Articles of Association
- Role of Chairman
- Board Meeting Minutes
- Risk Register
- Reserves Policy
- Cash Management/Investment Policy
- Grants Policy
- Annual Report & Accounts

## **Staff & Professional Advisers**

The Foundation does not employ staff. Turcan Connell are the Foundation's administrators and legal advisers. The Foundation's external auditors are Scott Moncrieff. CAPITA provide advice on the management and investment of the Foundation's funds.

## **Projects**

To date the Foundation has approved two major projects in support of the City of Glasgow College.

The Foundation is funding the purchase and installation of training equipment linked to the maritime, nautical and engineering industries. The project includes the purchase of a working ship's engine and development of a related workshop. The project also includes a separate installation of a ship's simulator; which will allow nautical students to simulate manoeuvring various ships in different environments.

The Foundation approved a project that will provide financial assistance to the College to allow for the project management of the College's new campus development. The assistance will support the employment of a project sponsor, the funding of professional advisers and the general administrative costs of the project management office.

### **Contact Us & Enquiries**

If you wish to make contact with the Foundation, then please contact the Foundation's Administrators. The main contact persons are:

Tom Duguid [tom.duguid@turcanconnell.com](mailto:tom.duguid@turcanconnell.com)

David Welsh [david.welsh@turncanconnell.com](mailto:david.welsh@turncanconnell.com)

The Foundation's register office address is:

Sutherland House

149 St Vincent Street

Glasgow G2 5NW

[Privacy Statement & Cookies](#)



**CITY OF GLASGOW COLLEGE  
FOUNDATION**



 CMYK: 77-89-0-0    RGB: 95-55-141

 CMYK: 77-89-0-0    RGB: 95-55-141    60% opacity

Typeface - Minion Pro

Pantone CMYK Coated 96-14C

Pantone CMYK Coated 96-14C 60% tint

nearest web #663399