

## EMBARGOED UNTIL MEETING

Agenda Item 15.04 – BOM 25.06.15



### BOARD OF MANAGEMENT

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**Minute of the eighth meeting of the Board of Management held at 4.30 pm on Thursday 26 March 2015 in Room 2.03, Cardonald Campus.**

#### **PRESENT**

G Chalmers  
J Hamilton  
A Ponton  
L Jacobs  
P Laverie  
R Leggett  
A Clocherty  
B McCrindle  
E Proudfoot  
K McKie

#### **IN ATTENDANCE**

E Harris	Vice Principal, Curriculum
J Thomson	Vice Principal, Resources
T Elliot	Director, Finance
L McGaw	Director, Organisational Development
S Miller	Simpson and Marwick

#### **APOLOGIES:**

G Reid	
S Pickles	
B Hughes	Vice Principal, Strategy & Performance

### **ACTION**

#### **15.01 Welcome and Apologies**

The Chair welcomed everyone to the meeting. Apologies were noted from G Reid and S Pickles.

#### **15.02 Declaration of Interests**

There were no declarations of interests made.

#### **15.03 Determination of Other Business**

The Board of Management noted that there has been some leaking of correspondence to the press.

R Leggett read out a text which the Board of Management wished to be include in the minute of the Board of

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### **ACTION**

Management.

Senior Management team had been asked not to attend the meeting for item 15.10.

#### **15.04 Minute of Previous Meeting**

The Board of Management **APPROVED** the Minutes of the meeting held on 11 December 2014 as a true record of events.

#### **15.05 Matters Arising**

The EIS letters and management response were raised at the meeting.

#### **15.06 Minutes of Committee Meetings**

No minutes of Committee meetings were discussed.

#### **15.10 Governance Update**

##### **Code of Good Governance**

This was published on 12 December 2014 with guidance scheduled to follow to operationalise the Code however, the guidance has not yet been published. The Board of Management agreed to note the Code in the meantime and wait until the guidance comes out and look at this alongside the Glasgow Clyde College Constitution and the requirements of OSCR in respect of the Constitution.

The Code will need to be embedded and operationalised. It was agreed by the Board of Management that the Code which was approved by the Board and agreed under OSCR legislation does not supersede the existing Constitution which was agreed by the Board of Management in August 2013. The Code was finalised after the last Board of Management meeting on the 11 December.

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It was recognised that the Code of Governance will raise policy issues for other colleges as well. The Code is in force but no one has yet looked at the implications of it. For example it refers to induction for Chair's however none has yet been discussed nor has Glasgow Colleges' Regional Board discussed this. The Board of Management felt that due process needs to be followed.

In the Code it states under E.11 that it is the responsibility of the Principal of the College on behalf of the Board to ensure that appropriate governance standards are embedded throughout the College.

#### **Letter on Motion of Vote of No Confidence in the Chair of GCC from the GCCSA**

G Chalmers withdrew from the Board of Management meeting and the Vice Chair J Hamilton took over the Chair.

The Board of Management clarified to B McCrindle that the Board of Management did not suspend the Principal at the meeting of the 23 February, the Principal was suspended the previous week by the Chair of the Board of Management. The meeting was held to ratify the processes and principles of the suspension but not to ratify the suspension itself.

B McCrindle made it clear that this was not a motion based on the suspension of the Principal but based on the fact that the full constitution article was not read out to the Board of Management. The Board of Management recognised that it was uncomfortable for Students to be asked to leave the meeting but pointed out that for reasons of confidentiality around any suspension this offered protection for the Principal and any member of staff under these circumstances.

The students called a meeting where the Student Executive asked for assistance from the NUS and a decision was made to take a vote of no confidence in the Chair of Glasgow Clyde College.

The Board of Management felt that the reasons for the motion were unclear and that they were not representative of the true facts as they occurred. B McCrindle accepted that the motion

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presented to his Executive Committee was inaccurate and recognised that the decision to suspend was not taken at the 23 February meeting. B McCrindle offered to have the motion corrected. It was pointed out to him by Board members, L Jacobs, A Ponton and R Leggett that it was too late for that, the motion having been passed.

B McCrindle confirmed that other than the exclusion from the Board meeting he was entirely content with the Chair of the Board of Management.

A vote was called for: 11 members of the Board of Management voted for a vote of confidence in the Chair and 2 members of the Board of Management voted against a vote of confidence in the Chair of the Board of Management. The Board of Management passed a vote of confidence in the Chair.

G Chalmers returned to the meeting and resumed the Chair.

Maureen Meeke sent a letter to the Board of Management which she wished to be included in the papers which were presented to the Board. The Board of Management discussed the letter and agreed that it will be taken to the Task and Finish Group for discussion along with the letter from Morag Robertson. C Adam

The Board of Management noted the letter from Drew Smith MSP and the response from the Chair of Glasgow Clyde College.

The Board of Management noted the Process for Board Appointments.

### **Resignation**

The Board of Glasgow Clyde College noted the resignation of Mary Gibb.

### **Minute of the Extraordinary Board Meetings of 12 February and 23 February 2015**

The members of the Board of Glasgow Clyde College agreed C Adam

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### **ACTION**

to read through the minutes of 12 and 23 February 2015 and forward any comments to the Secretary to the Board within 7 days of the Board meeting.

The Board of Management **NOTED** the Governance Update.

15.07 The Board of Management **NOTED** the Depute Principals Report

15.08 **Chairs Update to the Regional Board**

The Chair of Glasgow Clyde College read out appendix 7 of the Financial Memorandum to the Glasgow Colleges Regional Board (GCRB). After which G Chalmers and B McCrindle withdrew from the meeting to allow the GCRB to discuss the implications of appendix 7 for Glasgow Clyde College.

The GCRB met to discuss a number of proposals which were to be put to SFC.

The Board of Glasgow Clyde College passed a resolution of collective responsibility and confirmed that Board members had not leaked information to the press.

Several proposals were put to SFC after the GCRB meeting including:

- accepting help from M Fairbairn to complete the GCRB strategic plan;
- GCRB declined the proposal to have SFC conduct a review but proposed that the Chair of the Audit Committee carry one out instead;
- extending J Henderson's contract for a further 6 months;
- advertising for a Chief Executive for GCRB; and
- 

H McLeish is trying to get a meeting set up with the Cabinet Secretary.

**GCC Governance Review by SFC**



**Investigation into the Principal**

The process once the report is available will be:

- [redacted] to receive the report;
- brief to [redacted]
- evidence will be reviewed;
- decision taken on recommendations from the report; and
- specialist legal advice to be made available to [redacted].

L McGaw has been asked to provide administrative support for any disciplinary panel which may be convened.

**Staff Survey**

R Leggett agreed to send a statement to be circulated round the Board of Management.

The staff survey has raised issues to be addressed for which it is anticipated external support will be needed in order to find a

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resolution. The Director of Organisational Development will work with the survey company and publish the results to all staff.

A letter is to be written to H McLeish and to L Howells outlining the issues and letting them know that there are issues which need to be resolved.

P Laverie felt that the survey vindicated the letter which the EIS sent to the Board of Management and which they have not shared with their members to date.

The Board of Management **NOTED** the Chairs Update to the Regional Board.

P Laverie and K McKie left the meeting and E Harris, J Thomson and L McGaw joined the meeting. B Hughes apologies were noted.

**15.09 GCCSA Proposed Structure**

The Board noted that the GCCSA won the Student Association of the year award having done substantial work over the past year.

[REDACTED]

[REDACTED]

[REDACTED]

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- [REDACTED]
- A minute of the meeting with the Student Executive where the details of the amendment to the Constitution were discussed and were carried will also need to be brought to the Board of Management. B McCrindle
- It was brought to the Board's attention that the costings for the posts have not been through the levelling process at the College and that this will also need to be done before any can be agreed. L McGaw
- The revised structure is to be circulated to the Board of Management when it is available. C Adam
- A copy of the [REDACTED] letter is to be circulated to the Board of Management, Student Association and Senior Management. C Adam
- B McCrindle is to go back to the Student Executive to discuss further and bring a revised paper to the Board of Management. B McCrindle
- The Board of Management **DISCUSSED** the GCCSA Proposed Structure.
- R Leggett and S Miller left the meeting before item 15.11.
- T Elliot joined the meeting at item 15.11
- 15.11 **Financial Reporting with Forecast to end March 2015, to end July 2015 and Proposed Transfer to Foundation**
- The report was discussed with the Finance and Resources Committee who are comfortable with the information contained in it. It shows a balanced position and the amount of funds which are proposed to be transferred to the Foundation.
- The Board of Management **APPROVED** the Financial Reporting with Forecast to end March 2015, to end July 2015 and Proposed Transfer to Foundation.
- 15.12 **Future Catering Services Provision**
- The paper gives an update to the Board of Management on



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the future of catering services provision at Glasgow Clyde College.

Item 2.5 in the cover paper gives an overview of the three proposed options. The Board of Management discussed the three proposed options and J Thomson read out the feedback on the catering provision across the three campuses. The Board of Management then put the three options to the vote.

The result of the vote was Option 1-5 votes, Option 2-2 votes and Option 3-1 vote.

The Board of Management agreed Option 1 which is a status quo position.

The Board of Management **APPROVED** Option 1 of the Future Catering Services Provision.

**15.13 FE Staffing Return 2013/14**

The FE Staffing Return has already been submitted to Scottish Funding Council (SFC) the Board of Management is therefore asked to approve the content of this return retrospectively.

The Board of Management **APPROVED** the FE Staffing Return 2103/14.

**15.14 Indicative SFC Funding Allocation 2015/16**

There are a number of issues identified in the paper under item 1.6 which the Board of Management discussed. One of these is the new funding model which SFC have agreed where Weighted Student Units of Measurement (WSUMs) are to be translated into credits which adds a further layer of complexity to the funding allocation. The current indicative funding allocations from SFC to Glasgow Clyde College would mean a funding reduction of around £500k as a result of the curriculum changes and the new SFC funding model.

The Board agreed that this is not yet ready to be approved and many of the issues have not been resolved however, SFC are working through this with Glasgow Clyde College with the

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expectation that this should be resolved by the end of April 2015.

The Board of Management **DISCUSSED** the Indicative SFC Funding Allocation 2015/16.

#### **15.15 Glasgow Regional Outcome Agreement**

Item 15.15 was deferred to a future meeting of the Board of Management. .

#### **15.16 Glasgow Clyde Portfolio 2015/16**

Item 15.16 was deferred to a future meeting of the Board Of Management.

#### **15.17 Staff Engagement Survey-Update**

A presentation on the outcome of the Staff Engagement Survey was made to the Task and Finish Group with further meetings scheduled to take place before this is brought back to the Board of Management for further discussion.

Presentations will be made to staff at each campus on their individual area to allow for meaningful discussion.

E Harris wished the minute to reflect that everything had been agreed to be done jointly and that the management team are not happy that any discussion had taken place at the Board of Management which they were not party to. The Board of Management appreciated the management team were unhappy about not being involved in any prior discussion but felt that the discussion did not contain anything which would not be discussed with the management team.

Information on the Staff Survey will be made available to all staff on Friday 27 March.

L McGaw pointed out that there is a need to look behind the data to see where and what the issues are before the information is communicated out to staff.

The Board members and management agreed that a generic

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joint statement should be issued which reflected the work to be carried out.

What is to be sent out is to be clarified with Enhancing Surveys and a process for dissemination agreed.

A generic e mail to be sent out first, then all staff briefings to be set up with the detail of the survey to follow. However the College will be guided by Enhancing Surveys.

The Board agreed that a joint statement would be drafted by E Harris and G Chalmers by Tuesday of the next week and agreed with P Reeves of Enhancing Surveys.

The Board of Management **DISCUSSED** the Staff Engagement Survey-Update.

#### **15.18 Capital Masterplan Update**

Item 15.18 was deferred to the next meeting of the Board on the 25 June 2015.

#### **15.19 Risk Register**

The risk register has been updated to reflect the changes which have recently taken place. Eight risks have moved up with two relating to the Board of Management. The overall risks have therefore increased this fact needs to be noted and managed by Glasgow Clyde College.

The Board of Management **NOTED** the Risk Register.

#### **15.20 National Bargaining**

L McGaw is working on a paper which will answer any questions and will have this available after the Easter break. L McGaw

The Board of Management **DISCUSSED** National Bargaining.

#### **15.21 Health and Safety Update**

The Board of Management **NOTED** the Health and Safety Update.

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**15.22 Performance Indicator Report 2013/14**

The Board of Management **NOTED** the Performance Indicator Report 2013/14.

**15.23 Glasgow Clyde Education Foundation Update**

The Board of Management **NOTED** the Glasgow Clyde Education Foundation Update.

**15.24 Potential Options on Lennartz VAT Provision**

The Board of Management **NOTED** the Potential Options on Lennartz VAT Provision.

**15.25 Update on WSUMs 2014/15**

The Board of Management **NOTED** the Update on WSUMs 2014/15.

**15.26 Equalities Impact**

There were no impacts noted.

**15.27 Review Of Paper**

The papers were good.

**15.28 Any Other Business**

E Proudfoot let the Board know that she will be resigning as from June of this year as she will be moving to Edinburgh.

Signed (Chair): .....

Date: .....

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