



BOARD OF MANAGEMENT

Minute of the Board of Glasgow Clyde College held at 4.30pm on 13 March 2014, Seminar Room 4, Cardonald Campus

PRESENT:

M Toma (Chair)
S Walsh (Principal)
J Wilson
R Leggett
B McCrindle (Interim Student
President)
J Hamilton
G Chalmers
S Pickles (Support Staff Member)
K McKie
L Jacobs
E Proudfoot
A Ponton
G Reid

IN ATTENDANCE:

E Harris	Vice Principal, Curriculum
B Hughes	Vice Principal, Strategy and Performance
J Thomson	Vice Principal, Resources
C Adam	Secretary to the Board
D McDougall	Director of Commercial and Development
T Elliott	Director of Finance
L McGaw	Director of Organisational Development
A Clocherty	Vice President Student Association

APOLOGIES:

None noted

OBSERVERS

None

ACTION

14.01 Welcome and Apologies

The Chair welcomed members to the meeting of Glasgow Clyde College Board. There were no apologies noted.

BOARD OF MANAGEMENT

14.02 Declaration of Interests

There were no declaration of interests

14.03 Determination of other Business

There was no other business to add to the agenda.

14.04 Minute of the 12 December Board Meeting

The minute of 12 December Board meeting was **APPROVED**

14.05 Matters Arising

Ref 13.11 the split of the electronic vote on the Saudi project was clarified as 10 against and 2 for the project proceeding.

14.06 Minutes of the Committee Meetings

No matters were raised in relation to the Committee minutes.

14.07 Chair's Report

The Chairs of the three Glasgow Colleges are to meet Dame Ruth Silver next week.

The issue of the potential transfer of activity in relation to WSUMs is to be progressed by S Walsh to ensure that there is a collective understanding of what Glasgow learners need, set in the context of the ongoing curriculum review.

The Chair and Vice Chair requested that any change in responses to what has been previously discussed and agreed on the transfer of activity is reported to them.

E Harris reported that the Regional Learning and Teaching Group had not had the issue of the potential WSUMs transfer raised with them. They are still working on a 5 year phased approach across Glasgow for any movements in curriculum. The target for a draft development plan for the curriculum is June 2014 with a more detailed plan expected by October 2014.

BOARD OF MANAGEMENT

Any issues in relation to TUPE will also need to be taken into consideration however the final decision on any transfer of WSUMs between colleges will rest with the Glasgow Regional Board.

The Board discussed this further and were keen to ensure that there was no detrimental impact on Glasgow Clyde College in terms of any transfer of activity in relation to WSUMs and requested that this was kept under review.

S Walsh

14.08 Principal and Chief Executive's Report

Glasgow Clyde College made a response to the Scottish Government Education and Culture Committee in relation to Further and Higher Education and International Students a copy of which is available should members wish to view it.

Regional Chairs have now been appointed across Scotland with only Tayside remaining unfilled at this time.

Currently interviews are taking place for members of the Glasgow Colleges' Regional Board.

Staff and Student members of the Board left the meeting whilst Terms and Conditions and Pay Offers were discussed.

After discussion the Board agreed that the College should

- make a pay offer for 2013/14 for teaching staff
- find out in more detail why the future terms and conditions for teaching staff as offered have been rejected
- undertake further comparison in relation to other colleges across Scotland in terms of Terms and Conditions and remuneration.

The Board also requested that they be kept informed of any progress and further negotiations.

**S Walsh/L
McGaw**

The Board of Management **NOTED** the Principal and Chief Executive's Report

BOARD OF MANAGEMENT

The Staff and Student Association members were asked to return to the Board meeting.

14.09 Glasgow Clyde College Student Association Review

The interim Student President and Vice President presented the work that they have been doing for the students and the Student Association since the Student President resigned in January. They then went on to outline the three options in the paper, recommending option 3.

After discussion the Board of Management **APPROVED** option 3 in the Glasgow Clyde College Student Association Review paper.

14.10 Governance Update

G Reid offered to be a member of another Committee and the Board agreed that he become a member of the Organisational Development Committee.

C Adam

14.11 Financial Forecasting 2014-15 Revenue Budget including SFC Indicative Funding Allocation

The Regional funding level has been issued.

SFC have issued their indicative funding allocation for the Glasgow Region. This has been apportioned across the three colleges in a similar split to previous years and this split is being used for College financial planning.

This will be considered by the Regional Strategic Board at its early meeting. It is unlikely to change considering the new financial year begins in April and budgets have been set.

The SFC Capital Formula Funding is now split into SFC Capital and SFC Maintenance and this split has been based on figures from the Financial Forecast Return which was previously submitted.

Allocations between these two areas (i.e. capital and maintenance) can be changed with the agreement of SFC.

BOARD OF MANAGEMENT

T Elliot then went through the 2014/15 revenue budget Income and Expenditure Account in detail. The budget is based on the proposed staffing structure with an estimate included for potential pay awards. The proposed budget is a break even position and the operating surplus is £2.7k. Merger income and expenditure is shown separately.

There has been no adjustment included to depreciation following the revaluation of assets. This will be adjusted for once this exercise has concluded however the early indications are that there will be no significant impairment of asset values.

The Board of Management **APPROVED** the 2014-15 Revenue Budget.

14.12 Year-end Transfer to Arms-Length Foundation and Lennartz Balance Settlement

The Glasgow Clyde College Foundation has been implemented with G Chalmers now as the fifth member of their Board and it was noted that a positive initial meeting of the Foundation had taken place on the 12 Mar 2014.

It is not now possible to settle the Lennartz balance by the end of March as discussions with HMRC have progressed more slowly than originally anticipated.

Further financial modelling has taken place taking into account a range of factors including the Lennartz position and estates disposals.

A revised balance sheet forecast to end March 2014 was tabled by T Elliot with the proposed final figures showing the intention to retain a baseline cash balance of approximately £900k excluding Lennartz and other one-off provisions.

Therefore there was a resultant proposed transfer of £14m to the Foundation with the proviso that this may be subject to slight change depending on any updated information received prior to transfer.

The Board agreed that a sub group of Board members

BOARD OF MANAGEMENT

including the Chair of the Board, and the Chairs of the Audit and Finance and Resources Committees meet to finalise the baseline cash balance for the College and resultant cash transfer value. (Post Meeting Note - Meeting held on 20th March with Chair of the Board, Chair of Audit Committee and Jim Hamilton to agree the baseline cash balance for the College going forward).

J Thomson

The Board of Management **APPROVED** the Year-end Transfer to the Arms-Length Foundation of between £12.5m and £14m and the Lennartz Balance Settlement with the exact figure being dependant on the level of baseline cash to be retained.

14.13 International Strategy

Members of the Board of Management discussed the potential advantages and disadvantages of applying for HTS status at this time. The Board **APPROVED** the College applying for Highly Trusted Status (HTS) status but asked that the college takes a cautious approach and that the number of international students should be kept to a low level at this point.

The Board requested that the International Strategy is revised with more detail added and that it is brought back to the Board of Management for re-approval in June. There was a discussion on the risk appendix attached to the paper and it was noted that the College Risk register will be updated to include a specific risk on international student recruitment.

**D
McDougall**

14.14 Health & Safety – Corporate Board Responsibilities

The Board recommended that this area is taken to the Organisational Development Committee for discussion and that training in Corporate Health and Safety responsibilities is made available for Board members. Gordon Reid offered to act as Health and Safety champion within the Organisational Development Committee. This was accepted.

**A Ponton/L
McGaw**

The Board of Management **APPROVED** the recommendations proposed in the paper on Health and Safety-Corporate Board Responsibilities.

BOARD OF MANAGEMENT

14.15 Scottish Funding Council – Annual Staffing Return 2012/13

The recommendation in this paper was changed from NOTING to APPROVAL with the agreement of the Board. It was also agreed that the SFC Staffing return will be taken to the Organisational Development Committee in future as was previous normal practice.

L McGaw

The Board of Management **APPROVED** the SFC Staffing Return for 2012/13.

14.16 Capital Masterplan

The Board of Management **DISCUSSED** the main points from the Capital Masterplan. Nothing of note was raised.

14.17 Six Months Financial Reporting to 31 January 2014

The Board of Management **DISCUSSED** the main points from the Six Months Financial Reporting to 31 January 2014. Nothing of note was raised by the Board however they were very appreciative of all the work which has been done to date to prepare for the new financial period end and the new accounting arrangements.

14.18 Options for Catering & Cleaning Services

The paper on the Options for Catering and Cleaning Services was **NOTED** and **DISCUSSED**.

14.19 Glasgow Region Curriculum Review

The Glasgow Region Curriculum Review paper was **NOTED** by the Board of Management.

14.20 Portfolio Plans for 2014-15

It was noted that the Portfolio Plans 2014-15 paper had been scrutinised by the Learning and Teaching Committee and the paper was **NOTED** by the Board of Management.

BOARD OF MANAGEMENT

14.21 **The Progress Report on WSUMS 2013/14**

It was noted that the Progress Report on WSUMS 2013/14 had been scrutinised by the Learning and Teaching Committee and the paper was **NOTED** by the Board of Management.

14.22 **Published Performance Indicator Data for 2012/13**

It was noted that the Published Performance Indicator Comparator paper had been scrutinised by the Learning and Teaching Committee and the paper was **NOTED** by the Board of Management.

14.23 **Risk Register**

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

14.24 **Merger Evaluation Update**

B Hughes gave a verbal update on the progress of the 6 months Merger Evaluation being undertaken.

The College has been through the first phase of SFC meetings with no feedback as yet. The information gained from these visits will be used to inform the next phase of meetings with the SMT and Board members on 1 April. A report will be compiled by SFC and sent to the College for comment in the first instance with the final report being submitted to Scottish Government, SFC and the Board in due course.

14.25 **Estates Update**

The Board of Management **NOTED** the Estates Update which the Finance and Resources Committee has scrutinised.

14.26 **Equalities Impact Assessment on Decisions Made**

The development of a matrix was agreed as part of the strategy for International projects to include criteria based on equalities impact assessment.

EMBARGOED UNTIL MEETING

Agenda Item 14.04 - BOM 24.04.14



BOARD OF MANAGEMENT

14.27 Review of Papers

Electronic copies of papers to be circulated to those Board members who request them.

C Adam

External access for Board members to Board papers to be investigated to find the optimum solution for the College.

**B
Hughes/C
Adam**

14.28 Any Other Business

The next meeting of the Board of Management is on 24 April in Seminar Room 4 Cardonald campus.

Signed Chair.....

Date.....