

**EMBARGOED UNTIL MEETING**

Agenda Item 14.05 - BOM 19.06.14



**BOARD OF MANAGEMENT**

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**Minute of the Board of Glasgow Clyde College held at 4.30pm on 24 April 2014, Seminar Room 4, Cardonald Campus**

**PRESENT:**

M Toma (Chair)  
S Walsh (Principal)  
R Leggett  
B McCrindle (Interim Student President)  
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
L McGaw	Director of Organisational Development
T Elliott	Director of Finance
Cathy McSkimming	Director of Quality and Performance

**APOLOGIES:**

Jim Hamilton  
Peter Laverie  
Joe Wilson

**OBSERVERS**

None

**ACTION**

**14.01 Welcome and Apologies**

The Chair welcomed members to the meeting of Glasgow Clyde College Board. The apologies noted were from Jim Hamilton, Peter Laverie and Joe Wilson.

**14.02 Declaration of Interests**

There were no declarations of interest.

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**14.03 Determination of other Business**

There was no other business to add to the agenda.

**14.04 Minute of the 13 March Board Meeting**

The minute of 13 March Board meeting was **APPROVED**.

**14.05 Matters Arising**

All items under Matters Arising have been completed.

**14.06 Minutes of the Committee Meetings**

No matters were raised in relation to the Committee minutes for Audit, Finance and Resources and Learning and Teaching.

In the Organisational Development Committee minutes of 24 October the minute is to be revised to state under agenda item 13.04 that to date the Recognition and Procedures Agreement (RPA) had not been agreed. (Post Meeting Note – The RPA for both the teaching and support staff have now been agreed)

**C Adam**

The Board of Management agreed to take item 14.15 on the agenda under Minutes of the Committee Meetings and as part of the Organisational Development Committee update from 24.04.14.

The Chair of the Organisational Development Committee let the Board of Management know that there had been a helpful update at the Committee meeting that day on National Pay Bargaining which will be brought to the next Board of Management on 19 June 2014.

**L McGaw**

There was a discussion around employee engagement and the initiation of a staff survey. It was proposed by the Committee that the staff should be asked if they would prefer the survey to be carried out internally or by an external organisation. The Committee also proposed that a number of additional questions are added to the survey on culture.

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Item 14.15 on the agenda was taken next.

**Support Staff**

The Terms and Conditions and Pay Award for the support staff have been accepted by staff. The College will now move on to matching, interviewing or displacing staff as appropriate. Most staff will be matched and the College is hopeful that all staff will have a post in the new organisation although there will be some displaced staff who will be conserved on lower salary posts.

**Lecturing Staff**

The recent EIS meeting was positive with a pay award of 3.03% offered for 2013/14. The staff were balloted and accepted the pay award. Discussions will be ongoing between the EIS and management on Terms and Conditions with a view to reaching a final position by 28 May. The main areas of concern EIS have identified are discretionary time, absence cover and teaching hours.

**L McGaw**

The Board of Management went on to discuss a number of ideas to help address staff concerns and tasked Glasgow Clyde College senior management with exploring options.

**14.07 Principal and Chief Executive's Report**

The Strategic Agreement between the Glasgow Colleges, the Regional Chair and SFC was noted and discussed. The Board of Management are content that this agreement will offer progress to move regional discussions forward.

The Board of Management were reassured that legal advice had been sought in relation to the release of staff personal information for the purposes of the election of staff and student Board Members for the new Regional Strategic Body. The agreement in place ensures that the information shared will be used for this one purpose and then destroyed.

There is a continuing discussion on Funding Methodology taking place with the Scottish Funding Council around flexibility, targets and cost effectiveness.

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Concern was expressed by the Board of Management that the College would be able to be less entrepreneurial in terms of procurement in the future under the new proposed Procurement (Scotland) Reform Bill particularly in comparison to English Colleges.

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

### **14.08 Chair's Report**

The Chair intimated that a couple of meetings had taken place between the Chairs of the three colleges and Dame Ruth Silver. Dame Ruth has been very helpful to date and has been requested now to focus on Curriculum matters. The Board of Management were concerned that there may be a gap in the area of Governance for the Region in current proposed arrangements.

The Board of Management were content that Henry McLeish is to come to the next meeting on the 19 June to discuss the Governance framework for the Region.

**C Adam**

The Board of Management **NOTED** the Chair's Report.

### **14.09 Student President Update**

Barclay McCrindle was approved as the Student Board member on the Board of Management.

It was noted that at a planning meeting for the Regional Board the gender balance was discussed in relation to democratically elected members. It was agreed at that planning meeting that this issue is to be deferred for a year and a working group be set up to look at gender balancing.

The Board of Management **NOTED** the Student President Update.

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### 14.10 Governance Update

The Board of Management approved Peter Laverie being appointed to the Organisational Development Committee and the Learning and Teaching Committee.

**C Adam**

The Board of Management requested that Henry McLeish is approached to clarify the process for election of Support Staff members to the Glasgow Colleges Regional Board.

**C Adam**

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

### 14.11 2014/15 Proposed Fee Structure

The SQA have not yet published their indicative fee levels for 2014/15 so there may be slight changes to come due to inflationary increases. These are expected to be available by June 2014.

The fees for the Day Release HN were reviewed and a decision taken to change this from £750 to £650 to remain competitive. The RUK students are to be analysed and guidance requested from SFC on whether home rates of £5,900 apply. Overall there has been a 0% increase in fees on the previous year.

The 2014-15 Proposed Fee Structure was **APPROVED** by the Board of Management subject to any further changes being circulated.

### 14.12 Student Association Constitution

The Board of Management discussed the Student Association Constitution and agreed the following points.

8.1 The Board of Management agreed that it was sensible for the second student member to be from the Student Association sabbatical office.

10.1 Insert in the document that in the event of removal from office there would be a formal investigation by the Secretary to the Board and the Organisational Development Chair.

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10.2 Wording to be revised to clearly differentiate between executive member and sabbatical officer.

10.7 This should read EGM and not AGM for this item.

L Jacobs asked for the wording to be tightened up in items 12 and 15 to ensure that there was no potential conflict with other requirements. Les to be contacted for clarification on wording if required.

The Board of Management **APPROVED** the Student Association Constitution subject to the amendments discussed taking place.

**B**  
**McCrintle**

### **14.13 Development of Policy and Procedure**

The Board of Management was informed that there is a suite of College Policies which will be brought to them for adoption. This paper sets out a policy by which this adoption process can be achieved.

The Board **APPROVED** the policy on the Development of Policy and Procedure.

### **14.14 SFC Merger Evaluation**

Scottish Funding Council (SFC) had been contacted to request early feedback on the six month post-merger Evaluation which they had undertaken, however no formal feedback was available yet. SFC's indicative timescale suggests that a letter will be sent to the Chair of the Board the week commencing 28 April. It was noted that the Merger Evaluation will be taken to the June meeting of the Scottish Funding Council.

The SFC have provided informal feedback that they are content that any concerns which have been raised are being dealt with by both the Senior Management Team and the Board of Management. They were very pleased with the openness of the discussions during the Senior Management and Board of Management sessions.

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The Board of Management **DISCUSSED** the SFC Merger Evaluation.

### 14.15 Terms and Conditions and Pay Awards

The Board of Management had already **DISCUSSED** the Terms and Conditions and Pay Award under agenda item 14.06.

### 14.16 31 March Financial Period End

The Board of Management **NOTED** the paper on the 31 March Financial Period End.

### 14.17 Arms' Length Foundation Update

The Board of Management **NOTED** the Arms' Length Foundation Update including the confirmed final transfer value.

### 14.18 Estates Update

J Thomson highlighted the overall budget for the Walkway and Refectory works project at the Cardonald campus and an updated project cost ledger was tabled for this project. It was noted that the claims negotiation was ongoing to be achieved within the overall agreed budget.

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

### 14.19 Glasgow Curriculum Review

As indicated in the update report when the curriculum review paper has been prepared it will be available to the Regional Strategic Board and each of the Glasgow College's Boards of Management. The Board of Management requested that when available the curriculum review paper be circulated electronically with any responses to be reported back to the Secretary to the Board for overall collation prior to forwarding to the Regional Learning & Teaching Group and the Scottish Funding Council.

**C Adam**

The Board of Management **NOTED** the update on the

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Glasgow Curriculum Review.

**14.20 Student Applications and Admissions**

The Board of Management **NOTED** the Student Applications and Admissions paper.

**14.21 Corporate Plan Update**

The Board of Management **NOTED** the Corporate Plan Update.

**14.22 Equalities Impact Assessment on Decisions Made**

The issue of gender balance had been discussed under item 14.09 in relation to the Regional Board and it was noted that it was a democratic process which is as it should be.

**14.23 Review of Papers**

There were no comments on the review of papers.

**14.24 Any Other Business**

The next meeting of the Board of Management is on 19 June in Seminar Room 4 at the Cardonald campus.

Signed Chair.....

Date.....