

EMBARGOED UNTIL MEETING

Agenda Item 14.04 – BOM 11.12.14



BOARD OF MANAGEMENT

Minute of the seventh meeting of the Board of Management held at 4.30pm on Thursday 11 September 2014 in Seminar Room 4, Cardonald Campus.

PRESENT:

M Toma (Chair)
G Chalmers
S Walsh (Principal)
J Hamilton
L Jacobs
P Laverie (Academic Staff Member)
R Leggett
S Pickles (Support Staff Member)
E Proudfoot
J Wilson
B McCrindle (Student President)
A Clocherty (Student Vice President)

IN ATTENDANCE:

E Harris	Vice Principal, Curriculum
B Hughes	Vice Principal, Strategy and Performance
J Thomson	Vice Principal, Resources
T Elliott	Director of Finance
C Adam	Secretary to the Board
L McGaw	Director of Organisational Development

OBSERVERS:

None

APOLOGIES:

K McKie
A Ponton
G Reid

ACTION

14.01 Welcome and Apologies

Apologies were received from K McKie, A Ponton and G Reid.

14.02 Declaration of Interests

No declaration of interest was made.



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14.03 Determination of Other Business

There was no other business intimated.

14.04 Education Scotland Annual Engagement Visit Report (Presentation)

A full review is scheduled to take place at Glasgow Clyde College week commencing 10 November. All of the themes, which are included in the Annual Engagement Visit Report, are germane to the review which is set against a background of merger and regionalisation.

All of the tables which are contained in the presentation are explored in full in the annual engagement visit report. However, only Glasgow Clyde College data will be considered and not that of the legacy colleges. Background information from the legacy colleges will be considered but will not be able to be used officially as a baseline to determine if improvements are taking place.

A discussion took place with the Board of Management around the findings in the report which are in the main positive with some areas of improvement which have been noted. The final report is due out at the end of September.

14.05 Minute of the 19 June Board Meeting

The Board of Management **APPROVED** the minute of the 19 June Board meeting subject to some typographical errors being corrected.

14.06 Matters Arising

All matters arising are either completed or covered in the agenda of 11 September with the exception of one item at 14.14 which is to be carried forward to the next meeting of the Board of Management.

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14.07 Minutes of Committee Meetings

Audit Committee

The Audit Committee Chair gave a verbal update on the recent Audit Committee meeting of 28 August and highlighted that the College's financial statements for 2013/14 had been given an unqualified Audit opinion by the External Auditor. It was also highlighted that a positive Student Association internal audit report had been submitted to the Committee.

Finance and Resources Committee

The Committee members gave a verbal report on the recent Finance and Resources Committee of 21 August. It was highlighted that a full business case has been submitted for the sector to Scottish Government asking to retain commercial provision of insurance rather than move to self-insurance.

It was also highlighted that although the financial statements show an apparent deficit for the College for 2013/14 this is due to the transfer of funds to the Glasgow Clyde Education Foundation and is a reporting issue and that the true position is a surplus. This issue will be relevant for most Colleges for this period due to reclassification impacts. This may result in Press speculation and the College should be prepared to respond appropriately,

14.08 Principal's Report

As a result of the Post-16 Education (Scotland) Act 2013 a new appointments process will be required of Glasgow Clyde College. The effect this will have on the previous appointments process, and on the relationship between the College and the Glasgow Colleges' Regional Board was discussed.

The recent post-merger review undertaken by Audit Scotland had as its main focus any merger related impact on students. Audit Scotland recognised that the amount of change at sector level was extensive and mention of this would be included in the Audit report to Scottish Parliament.



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Glasgow Clyde College has historically received a higher level of student support funding due to high levels of deprivation in the communities served by the College, however it was noted that in future there may be changes in terms of the distribution of student funds across the sector and within the Region for this type of support due to proposed changes in the funding methodology and the need to address equity of funding across the three Glasgow Colleges.

A report on the Curriculum and Estates Review is to be presented at a meeting on the 1 October for endorsement by the Boards of all three colleges in Glasgow. There will be an opportunity for as many people as possible to feed into the process through consultation which will follow later in the year.

14.09 Chair's Report

The Chair reported on the recent Glasgow Colleges' Regional Board meeting in early August. There was a proposal regarding a UCAS type model for student admissions for the colleges. Further investigation is being undertaken to assess this approach and find the right model for the Region.

The Board of Management agreed that the Chair of the Board and the Student Association President would report back to them after the next Glasgow Colleges' Regional Board Meeting.

14.10 Student President's Update

The governance structures are now in place for the Glasgow Clyde College Student Association with Freshers' events taking place across the three college campuses. There was positive feedback from students and staff to these events.

Directors of Faculty are working well with the Student Association. The radio station is now being utilised by the Student Association with a launch week taking place after the October break.

The Students' Association has also been working with students with additional learning support needs on a Christmas Fair with parties being organised. Winter leavers' classes have been



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working on electing class representatives. There have been no major student issues identified to date with welfare funds being utilised where needed.

The Students' Association is setting up IDEA groups (Inclusion, Diversity, Equality and Access) at each campus which are concentrating on diversity and equality. This work was welcomed by the Board of Management.

14.11 Governance Update

A clear process is needed from the Regional Board in order to delegate authority to an Assigned College to select new members to a College Board.

C Adam

The Board members were informed that a new Chair would be needed for the Glasgow Clyde College Board as from the 31 March 2015 when the current Chair's term of office comes to an end. The Board were asked to let the Secretary to the Board know if any of them would be interested in the role of Chair and if Board members intended remaining on the Board through the transition arrangements as described.

C Adam

14.12 Report from the Finance and Resources Committee to the Board of Management

The Finance and Resources Committee reported that they had discussed this report fully and were content with it.

The Report from the Finance and Resources Committee to the Board of Management was **APPROVED**.

14.13 Report from the Audit Committee to the Board of Management

The Audit Committee reported that they had discussed this report fully and were content with it.

The Report from the Audit Committee to the Board of Management was **APPROVED**.

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14.14 Approval of Financial Statements 2013/14 including External Audit Management Report and Letter of Representation

The Audit Committee and the Finance and Resources Committee have both considered the financial statements for 2013/14 and **DISCUSSED** them from their respective requirements.

The overall position for the eight month period is a deficit of £11.855 M, however this is after a transfer of £14.4M to the Glasgow Clyde Education Foundation and after gains on sale of assets. The true position excluding these two items is an operating surplus of £862k. This is broadly in line with the draft financial outturn as reported to the Board of Management at its June meeting and any movements were outlined in the cover paper.

It was highlighted that the College will be moving back to a July accounting year-end in 2015 as the sector has recently been formally notified of this change.

The College have received an unqualified audit opinion from the external auditors, Wylie and Bisset, as included in the financial statements, and as indicated in the External Auditor's Annual Report to the Board of Directors, the Auditor General and the Scottish Government as circulated with the agenda papers.

The Financial Statements 2013/14 including External Audit Management Report and Letter of Representation were **APPROVED** by the Board of Management.

14.15 June 2014 Financial Forecast Return to Scottish Funding Council

The College had been required at the end of June to submit a financial forecast return for the eight month period to March 2014 and the outline operating budget for 2015/16. Formal retrospective approval for this Financial Forecast Return is now requested from the Board of Management.

The submitted Financial Forecast Return to Scottish Funding Council was **APPROVED** by the Board of Management.

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14.16 Teaching Staff Terms and Conditions and Pay Award (Presentation)

The Support Staff member and Teaching Staff member of the Board of Management left the meeting to allow consideration of item 14.16.

The Board was informed that the recent Terms and Conditions and Pay Award offer to teaching staff had not been accepted by a margin of 24 votes.

L McGaw outlined options to the Board of Management.

A discussion took place around the merits of the options.

It was noted that a meeting has been arranged with the EIS on the 12 September to put any updated offer to them. The anticipated timescales are that any offer will go to ballot immediately and be back within three weeks.

The Board of Management agreed to Management proposing the agreed option.

The Teaching Staff Terms and Conditions and Pay Award option was **APPROVED** by the Board of Management.

14.17 WSUMS update 2013/14 – tabled paper

The latest position for WSUMs for 2013/14 was tabled with the current level of activity shown. The Board of Management discussed the 2013/14 WSUMS update paper. It was noted that Glasgow Clyde College will meet its WSUMS target for 2013/14.

The WSUMS update 2013/14 was tabled and **DISCUSSED** by the Board of Management.

14.18 WSUMS update 2014/15 – tabled paper

The latest position for WSUMS for 2014/15 was tabled. It was highlighted that the position will be monitored on an ongoing basis and the figures are still fluid. The Board of Management was asked to note that the target has been raised by approximately 4,000 due to the additional ESF SUMS which the



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College has received. Currently 154,000 WSUMs have been achieved through current enrolments with further activity still to start during the rest of this calendar year and final enrolments will include January start courses as planned.

The WSUMS update 2014/15 was tabled and **DISCUSSED** by the Board of Management.

B McCrindle and R Leggett left the meeting at this point.

14.19 Three Months Financial Report to 30 June 2014

The Three months Financial Report for the period April to June 2014 was outlined with actual performance in line with overall budget with a few minor changes on specific lines as a result of updated information as at end of June.

The Three Months Financial Report to 30 June 2014 was **DISCUSSED** by the Board of Management.

14.20 Estates Update

J Thomson highlighted the key points within the Estates Update. In respect of the residences at Langside, it was noted that the condition survey for the building has been submitted to the administrator. This shows significant investment is needed to upgrade the building to the required standard of high-class student residential accommodation. There is a potential that an offer may be made with the agreement of the Chair of Glasgow Clyde College if a suitable purchase price for the residences lease can be agreed.

The Estates Update was **DISCUSSED** with the Board of Management.

14.21 Capital Expenditure Report and Capital Masterplan 2014/15

To date there has been a small amount of spend from this plan however, this is expected to increase over the next quarter's reporting due to the campus upgrades project which is currently in progress. This will reconfigure the student services areas at



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Anniesland and Langside and also reconfigure some corporate unit areas.

The Capital Expenditure Report and Capital Masterplan 2014/15 was **DISCUSSED** by the Board of Management.

14.22 SFC Financial Memorandum

The proposed new Scottish Funding Council (SFC) Financial Memorandum with Colleges has not yet been finalised. A further e-mail was issued which indicated that the previously issued addendum was to stand until further notice.

It was highlighted that a Financial Memorandum will also be required between the Glasgow Colleges' Regional Board and each of its Assigned Colleges. Also it is likely that consolidated accounts will have to be submitted to the Glasgow Colleges' Regional Board from 2014/15 onwards however, it was noted that the College's financial statements may not exactly align with the other colleges in Glasgow.

The SFC Financial Memorandum was **DISCUSSED** with the Board of Management.

14.23 Risk Register

One new risk has been included in the updated Risk Register which is risk number six in relation to failure of College operational processes or systems. Risk number five has been updated to read, disruption to the relationship with Glasgow Colleges' Regional Board. It was highlighted in discussion that risk number eighteen of the current register which is failure to recruit, induct and retain an appropriately experienced Board of Management may increase in future as things progress.

The Risk Register was **DISCUSSED** with the Board of Management.

14.24 Glasgow Clyde Education Foundation Update

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



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14.25 Equalities Impact Assessment on Decisions Made

The areas which had been discussed at the meeting which had a potential equalities impact were the proposed changes to the SFC funding methodology for Extended Learning Support and the Education Scotland Annual Engagement Visit report.

It was also noted that the Student Association was setting up IDEA groups (Inclusion, Diversity, Equality and Access) at each campus which are concentrating on diversity and equality.

14.26 Review of Papers

Nothing to note

14.27 Any Other Business

There will be a joint Board meeting of the Boards of Management of the three Glasgow Colleges on the 1 October.

The next Board of Management meeting will be held at 4.30pm on the 11 December in Seminar Room 4, Cardonald Business Centre.

Signed Chair.....

Date.....