

**NOTES OF MEETING OF THE BOARD OF MANAGEMENT HELD AT 3.30 PM ON
27 OCTOBER 2017, MACDONALD CRUTHERLAND HOUSE HOTEL, EAST
KILBRIDE**

David Newall	Chair
Jon Vincent	Principal
Sandra Heidinger	Vice Chair
Graeme Whiteford	Board Member
Gordon McGuinness	Board Member
Carolyn Davidson	Board Member
Fiona Godsman	Board Member
Mary Docherty	Board Member
Stephen Henson	Board Member
Clare Walker	Board Member

IN ATTENDANCE:

Brian Hughes	VP Curriculum and External Relations
Janet Thomson	VP Resources and College Development
Tracy Elliott	AP Finance and Infrastructure
Eric Brownlie	AP Quality and Performance
Gillian Murray	Clerk to the Board (Minute Taker)

APOLOGIES:

Keith Rosser	Board Member
Robert Fraser	Board Member
Scott Cooley	Board Member
Karolina Gasiorowska	Board Member
David Perez	Board Member
David Watt	Board Member

17.68 WELCOME AND APOLOGIES

The Chair welcomed J Vincent to his first meeting of the Glasgow Clyde College Board of Management. Apologies were noted from K Rosser, R Fraser, S Cooley, K Gasiorowska, D Perez and D Watt.

17.69 DECLARATIONS OF INTEREST

There were no declarations of interest.

17.70 DETERMINATION OF OTHER BUSINESS

There were no other items of business.

17.71 MINUTES OF THE BOARD MEETING ON 31 AUGUST 2017

The Minutes were approved as a true record of the meeting.

17.72 MATTERS ARISING: ACTION GRID

Updates were noted on all matters arising within the Action Grid. In addition, J Thomson provided an update on the Langside Residencies. J Thomson informed the Board that discussions were ongoing with the proposed assignee who had now instructed a new lawyer. The Dilapidations have still not been agreed but that is something Senior Management are aware must be agreed before they can proceed with the assignation.

J Thomson also provided an update on the Staff Survey, informing the Board that the proposed survey questions will be presented to the next meeting of the Organisational Development Committee with a view to the survey being issued in November.

In response to a query from a Board member, J Thomson advised that she was not aware of the results of the testing of the cladding of the Mary Stewart Building having yet been received. She agreed to pursue this matter and provide clarification to the Board. JT

The Chair asked the Clerk of the Board to circulate a list of forthcoming Student Class Representative Meetings so that Board Members could try to attend some of these, as per the earlier invite from the Student President. GM

The Board noted the updates on the Matters Arising.

17.73 MINUTES FROM COMMITTEE MEETINGS

17.73i Audit Committee Meeting 27.09.17

The Board noted the Minute of the Audit Committee Meeting of 27.09.17.

17.73ii Finance & Resources Committee Meeting 04.10.17

The Board noted the Minute of the Finance & Resources Committee Meeting of 04.10.17

17.74 CHAIR'S REPORT

The Chair thanked the Board Members for attending the Board Development Event and thanked the Clerk to the Board for organising the Event.

The Chair informed the Board that Mike Cantlay had been appointed as the new Chair of the Scottish Funding Council (SFC). The SFC would be coming to the College in Spring next year to undertake strategic dialogue.

The Board were advised that the GCRB is still in the process of recruiting a new Chair. The GCRB would meet again on 30 October.

The Chair informed the Board that Alex Muirhead had succeeded Stephanie Young as Chair of the Glasgow Clyde Education Foundation (GCEF). Mr Muirhead had recently met with the Principal and the Chair and had asked that the College Board of Management give further thought to its overall strategy in seeking funding from the GCEF.

The College Board of Management Recruitment exercise was due to close today (27 October) but due to the poor response, the Chair invited the Board to agree to extending recruitment for one further week. The Board agreed to keep the recruitment open until close of business on Friday 3rd November.

In light of the Clerk to the Board's forthcoming maternity absence, recruitment for a temporary Clerk to the Board is ongoing. A shortlisting exercise has been undertaken and the panel will be interviewing candidates in November.

17.75 **PRINCIPAL'S REPORT**

J Vincent was invited to provide a verbal Report to the Board.

J Vincent informed the Board of upcoming events including the launch of GCRB Regional Strategy for Glasgow's Education on 30 October, the SQA Star Awards on 3 November and the College Graduation Ceremony on 4 November. A reminder was given to Board Members of their invitation to attend the Graduation Ceremony.

J Vincent spoke further about the forthcoming SFC Strategic Dialogue which the Chair had mentioned in his update. A date for this event is currently being negotiated which is envisaged to occur in March or April 2018. The SFC will pursue three discussion topics during their visit which will include the national theme 'Governance & Financial Health'. In addition, it has been proposed that they discuss 'A mentally healthy college' and 'Community learning and partnerships'.

The Board were advised that the new Horticulture and Landscaping teaching space had opened at the Langside Campus. Board Members would be invited to an official opening in due course.

J Vincent informed the Board that work was being undertaken by the College's Commercial Unit to maximise the opportunities presented by the Flexible Workforce Development Fund.

The College has received Living Wage Accreditation. The Board discussed the effect this will have on the College suppliers, noting that suppliers should be working towards Living Wage Accreditation. The Board also discussed the impact of the revised level of Living Wage which will be announced in the next week.

J Vincent informed the Board of the Fire Integrity issue at the Anniesland Campus, following Scottish Government Guidance which requires reports to be made to Boards where there is a material issue. J Vincent informed the Board that the issue is material and that they have sought legal advice on this along with seeking health and safety advice. There is a likelihood that work will have to be taken to resolve the safety issues before the legal issues are resolved. Further updates will be given to the Board in due course.

The Chair thanked J Vincent for his update. J Vincent advised the Board that a paper would also be circulated. JV

17.76 **STUDENT PRESIDENT'S REPORT**

In the absence of the Student President, the Chair invited the Board to note the written Report issued with the Agenda.

The Board noted the Report.

17.77 **2016-17 DRAFT PRIMARY FINANCIAL STATEMENTS**

T Elliott was invited to speak to the Paper issued with the Agenda

T Elliott took the Board through the paper, explaining that the Report had already been discussed in depth by the Finance & Resources Committee. T Elliott explained that the Audit had been complete and that the College would receive a clean, unqualified Audit Report. T Elliott highlighted that the underlying operating position for the year was in line with budget as shown in the paper. The outcome was a balanced operating position.

In response to query from a Board Member, T Elliott explained the adjustment in respect of the Non-Cash Pension Adjustments. The difference between the adjustment made for 2016/17 and that made for 2015/16 was explained.

In response to a query from another Board Member, T Elliott confirmed that future forecasts show a deficit in the overall operating position from 2018/19 onwards.

The Chair thanked T Elliott for her update and thanked staff for the close management of budget and spend which had resulted in a balanced operating position.

17.78 RISK REGISTER

J Thomson was invited to speak to the Paper issued with the Agenda.

J Thomson took the Board through the Risk Register highlighting the key changes.

The Board discussed the Risk Register with discussions taking place around the correlation between the mitigating actions and the impact, how the College Risk Register compares to other Colleges within the Region and the Risk Management Framework within the College. During discussions, one Board Member suggested that the Fire Integrity issue could be reflected within the Risk Register. J Thomson agreed to consider adding this as a mitigating factor to the Organisational Risks.

JT

The Board noted the update on the Risk Register.

17.79 GCRB MEMORANDUM OF UNDERSTANDING

The Board endorsed the GCRB Memorandum of Understanding.

17.80 BOARD DEVELOPMENT EVENT 2017

The Chair introduced this item of business explaining that the purpose of this was to formally note any outcomes from the Board Development Event.

The following items flowing from the Board Development Event were agreed by the Board:-

1. KPIs

D Newall is to draft a paper on Key Performance Indicators and circulate this in advance of the December Board meeting with a view to a final paper being taken to the December Board with proposed KPIs.

DN

2. Open Forum

G Murray is to record a few of the suggested actions arising from the Open Forum Discussions on Thursday 26th October.

GM

3. College Evaluative Report and Enhancement Plan

The Board approved the College Evaluative Report and Enhancement Plan subject to E Brownlie taking account

of the comments made by Board Members, including in respect of the sources of evidence supporting the statements made in relation to the staff trust. Having reviewed the evidence sources, the language should be reconsidered in the final Report. The final Report should be circulated to Board Members following submission. J Vincent agreed to oversee this to ensure Board Members' concerns were considered. EB/JV

17.81 CREDIT PROJECTIONS 2017-18

The Board noted the update on the Credit Projections for 2017/18.

One Board Member suggested that trends on previous years would add more meaning to the Report. B Hughes agreed to consider how to incorporate trends into future reports to the Board. BH

17.82 EQUALITIES IMPACT ASSESSMENT ON DECISIONS MADE

No decisions were taken that would have an equalities impact.

17.83 REVIEW OF PAPERS (INCLUDING DISCLOSABLE STATUS)

It was agreed that the papers for Item 17.77 are non-disclosable.

17.84 ANY OTHER BUSINESS

No other business

DATE OF NEXT MEETING

The next meeting will be held on 13th December 2017, The Boardroom, Langside Campus.