

**NOTES OF MEETING OF THE BOARD OF MANAGEMENT HELD AT 9.15 AM ON
05 OCTOBER 2018, BOWFIELD HOTEL, HOWWOOD.**

David Newall	Chair
Jon Vincent	Principal / Board Member
Sandra Heidinger	Vice Chair
Fiona Godsman	Board Member
Mary Docherty	Board Member
Claire Walker	Board Member
David Watt	Board Member
Michael Payne	Board Member
Stephen Henson	Board Member
Robert Fraser	Board Member
Keith Rosser	Board Member
Fiona Robinson	Board Member/ Student Vice-President
Karolina Gasiorowska	Board Member/ Student President

IN ATTENDANCE:

Brian Hughes	VP Curriculum and External Relations
Janet Thomson	VP Resources and College Development
Glenn Heritage	Clerk to the Board (Minute Taker)

18.68 WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were noted from Carolyn Davidson, Gordon McGuinness and Graeme Whiteford. ..

18.69 DECLARATIONS OF INTEREST

There were no declarations of interest.

18.70 DETERMINATION OF OTHER BUSINESS

There were no other items of business.

Minutes of Previous Meetings

18.71 MINUTES OF THE BOARD MEETING ON 29 AUGUST 2018

These were approved.

18.72 MATTERS ARISING: ACTION GRID

The Board noted progress and items which could now be removed as completed.

The Board were asked to note that progress on policy harmonisation is being taken forward with Vice Principals and Unions have expressed support. **Clerk**

Action Grid will be revised for the next meeting.

18.73 MINUTES FROM COMMITTEE MEETINGS

Organisational Development Committee 19 September 2018

S Heidinger briefly highlighted points from the recent OD Committee meeting.

Progress is being made on policy and procedure harmonisation; a timeline for actions has been requested from Human Resources to track this.

The staff survey was discussed and OD Committee have requested that the forthcoming Local Action Plans are monitored.

KPI's are an emerging work with a further iteration due.

Under item 18.44 teaching qualifications, J Vincent gave an update explaining that the co-funded TQFE model was difficult to sustain given the position adopted nationally by the EIS, which was that funding should be provided by the employer. It was noted that there is inconsistency across Colleges in Scotland in the way TQFE opportunities are being provided..

Standing Items

18.74 CHAIR'S REPORT

The Chair mentioned the challenge set out to the executive to increase commercial income and that D McDougall will be presenting later during the development event with a revised paper on commercial activity.

J Vincent confirmed that there had been executive input to the areas outlined in the paper on Commercial Activity. There is ownership across the Senior Leadership Team to its aims.

A feedback form to evaluate the event was circulated and completed forms should be returned to the Clerk.

Also circulated was the new Board newsletter 'Update' which was well received.

18.75 PRINCIPAL'S REPORT

J Vincent provided a verbal update

The Glasgow City Council Memorandum of Understanding previously discussed has been accepted by GCC and news is awaited of a proposed signing ceremony.

The Langside Residencies assignation is complete. Only outstanding item is the tripartite Guarantee document which is imminent for completion. A3 have taken on management and are investing in the property.

Voluntary Severance Scheme has been approved by GCRB and approval from SFC is awaited prior to proceeding.

Invitations have been circulated to attend the GCC Graduation ceremony on Saturday 3 November. All Board members are welcome.

Subject to GCRB approval in October, agreement has been reached that a high priority capital allocation to Glasgow Kelvin College which they were unable to utilise can be passed to GCC. This is to be spent by July 2019. The sum involved is £681,000.

J Vincent, D Newall and F Godsman attended a Parliamentary Reception, where GCC students were present to showcase the work of the College. J Vincent explained the reasons for the paper on Student Data systems and its subsequent withdrawal from Board agenda.

A recent ministerial visit from the Minister for Older people and Equalities went well and a visit is planned on 10 October from the newly appointed Minister for FE, HE and Science, Richard Lochhead.

J Vincent update the Board on the progress GCC is making achieving a variety of awards with further potential awards upcoming.

The new College Committee structure was explained and J Vincent detailed its aim to offer a more inclusive approach to decision making. A range of Committees have been established with staff and student involvement integral.

Recruitment

B Hughes gave an overview of student recruitment statistics to date.

A paper was circulated giving the credits targets and achieved to date. B Hughes explained the background and that figures will shift as early starters who do not proceed will be removed.

Balancing targets across the curriculum and taking decisions on closing applications for various courses, or keeping some open requires some skills to achieve our target figures.

The Board was pleased to note that the College was on target to deliver the credit target set in its Outcome Agreement.

B Hughes gave further detail in response to questions and J Vincent emphasised the skill required to balance targets.

The Chair thanked the Principal for his update.

18.76 STUDENT PRESIDENT'S REPORT

K Gasiorowska and F Robinson gave an overview of the Report which highlighted some of the priority areas.

The Partnership Agreement referred to within the Report is being signed today between the Chair of Board and the Student President.

GCSSA have been successful in recruiting 563 class representatives providing a feedback channel on student views.

K Gasiorowska detailed the executive recruitment and the training provided to support their work. In response to a question it was confirmed that student feedback is topic specific and will be next reported at the December Board meeting. **KG/FR**

The Board is keen to see this feedback and to be assured of the strength of the student voice. The improved feedback process will be an asset and was welcomed by the Board.

It was emphasised that Board members are always welcome to attend Class Rep meetings, and K Gasiorowska undertook to circulate meeting dates. It was felt GCC may also devise internal surveys to ensure a fuller picture. **KG/FR**

The Board noted the contents of the Report and thanked both student members. .

Items for Discussion and Decision

18.77 Board Self Evaluation and Development Plan

The Chair introduced this item recently produced and founded upon the outcomes of the self-evaluation process

All Board members were asked to provide any comments to the Clerk within one week of this meeting. A second draft will be circulated two weeks after this meeting.

A comment was made that the partnerships section could contain an item to include private sector and employers – this was noted. **Clerk**

18.78 QUALITY OF LEARNING AND TEACHING

E Brownlie joined the meeting and gave an overview of the paper recently circulated.

This had been produced in response to the Board request to see an annual report on quality and actions planned to achieve a cycle of continuous improvement.

E Brownlie highlighted the five key priority areas and explained some of the challenges faced.

There was discussion around the peer to peer learning models using class observation and the restrictions placed upon this by EIS as well as its use as a best practice model.

E Brownlie informed the Board that the College accepted that guidance support is an area where work is in place to improve processes.

There is also work ongoing to make better use of data for information and improve the Admissions and Recruitment process.

The report clearly outlines areas for improvement and the Board noted their appreciation of its honesty.

A request was made for further detail on Digital Transformation Strategy and this will be brought to the December Board. Progress against actions identified in the Review will be brought to the March Board meeting. TE/JT

Evaluative Report and Enhancement Plan

This section of the paper demonstrates the strengths and the areas for development.

Grading is carried out internally using a large bank of evidence and GCC current grading is calculated as Good with an ambition by focussing on development areas to move to very good.

A full report requires to be submitted to SFC by the end of October.

In response to a question about monitoring attainment by protected characteristics the Board were informed that this is done although there is scope to improve this in some areas.

There was further discussion around grades based on internal evaluation, the role of student support services and better links to teaching staff.

The Board thanked E Brownlie for his report and agreed that SLT should now finalise the report and submit it to SFC. The final version would be circulated to Board members for information.

Note that E Brownlie attended the meeting for this item only and left immediately after.

18.79 CAPITAL MASTERPLAN UPDATE

J Thomson introduced the updated Capital masterplan.

Referring to the allocation previously apportioned to Glasgow Kelvin College the Board were informed this will be used against items 5,6 and 7 within the plan. Of these item 7 will be challenging to undertake in term time.

J Thomson took the Board through the various items
The Board approved the updated Plan.

**18.80 Continual Improvement
EQUALITIES IMPACT ASSESSMENT ON
DECISIONS MADE**
Equalities were considered throughout.

**18.81 REVIEW OF PAPERS (INCLUDING
DISCLOSABLE STATUS)**
All items were deemed disclosable with the exception of the Development Plan which is not yet finalised. .

18.82 ANY OTHER BUSINESS
No other business

DATE OF NEXT MEETING
The next meeting will be held on 12th December 2018, 4.30pm at Seminar Room 4, Cardonald Campus.

APPROVED