

GLASGOW KELVIN COLLEGE

BOARD OF MANAGEMENT MEETING OF 12 JUNE 2023

BOARD AND COMMITTEE MEMBERSHIP AND CALENDAR OF MEETINGS 2023/24

REPORT BY SECRETARY TO THE BOARD OF MANAGEMENT

1. Introduction and Purpose

This report provides an update on Board and Committee membership and sets out the calendar of meeting dates for 2023/24.

2. Membership Update

2.1 **Re-appointments:** The Nominations Committee recommended to Glasgow College Regional Board (GCRB) that Dr Elaine Clafferty and Michael O'Donnell be reappointed to the Board of Management for a further 4-year period commencing on 1 August 2023. This recommendation was approved by GCRB on 12 April 2023.

2.2 **New Recruitment:** Panel comprising membership of the Nominations Committee recommended the appointment of three new Board Members, Marie Docherty, Michelle Stevenson and Steven Caldwell to GCRB and these were also approved on 12th April 2023.

2.3 **Resignations:** Laura Birch submitted her resignation from the Board of Management commencing on 27 November 2022.

2.4 **Term of Office:** In 2023/24, 1 non-executive member's term of office is due to end on 31st July 2024. As this is the member's first term of office, they are eligible for re-appointment for a second term following a recommendation from the Nominations Committee to GCRB.

The non- executive member will be contacted to establish their intentions and a recruitment exercise will be undertaken for any arising vacancy, most likely in the Spring of 2024. The recruitment process will be undertaken by the Board's Nominations Committee in line with Ministerial Guidance with the aim of making recommendations to GCRB and finalising any appointments by the end of the academic year.

In 2023/24 1 Staff Member's term of office is due to end on 31st July 2024. This is the Staff Member's first term of office, and they may be re-appointed for a second term subject to the staff election process.

2.5 **Student Membership:** The student election process is not yet completed. The student membership of the Board of Management will be updated once the results are known.

- 2.6 **Board of Management:** it is proposed that John McBride is appointed to the role of Vice Chair of the Board of Management from 1 August 2023.
- 2.7 **Standing Committees:** Following the Chair's annual 1:1 meeting with members, it is proposed that the positions of Chair and Vice Chair of the Committees are refreshed. As a result, it is further proposed that Elaine Clafferty will assume the role of Chair of the Learning and Teaching Committee and Marion Allison will be appointed as the Vice Chair; Dermot Grenham will assume the role of Chair of the Audit and Risk Committee and Michael O'Donnell will be appointed as Vice Chair. As previously reported, Rob Doyle and Heather McNeil will continue as Chair and Vice Chair of the Finance and Resources Committee, roles they have held since 27 November 2022 following the resignation of the previous Chair, Laura Birch.
- 2.8 **Committee Membership:** the proposed committee membership for 2023/24 is set out in Appendix 1 and includes the three new Board Members. Each of the new members will serve on one of the Standing Committees, Audit and Risk, Finance and Resources, and Learning and Teaching. Committee membership will be updated once the student election process is concluded.
- 2.9 **Trade Union Membership:** The timeline and procedures for Trade Union nominees to join the Board of Management will be issued in the next few weeks. It is understood that the process of identifying the nominees should be completed by the respective Trade Union bodies by 1st of January 2024 with the new nominees undertaking GKC Board Induction and CDN Induction training to enable them to take up their posts as Board Members by the 31st of March 2024. The number of Board Members on College Boards will be adjusted by Scottish Government Order from a total of 18 to a total of 20 to accommodate the additional membership.

3. Meeting Arrangements and Calendar of Meetings 2023/24

- 3.1 Following consultation with Board Members it is proposed that Board meetings are moved from a Monday at 5pm to a Wednesday at 4.30pm. The change of day was proposed to allow more time, after the weekend, for members to scrutinise papers and to clarify any points with the Executive. The earlier start time of 4.30pm is proposed to try to ensure that meetings are concluded by 7pm.
- 3.2 The proposed annual calendar of meetings for 2023/24 is attached at Appendix 2. This follows an established format to ensure the three standing committee meetings are held in advance of each Board meeting.

4. Resource Implications

- 4.1 There are no additional resource implications as a consequence of this report.

5. Equalities

- 5.1 No adverse impacts on individuals with protected characteristics have been identified as a consequence of this report. The new Board Member appointments will bring the total membership to 18, and, based on current membership, will improve the gender balance to 50/50.

6. Risk and Assurance

- 6.1 Risk to the College is mitigated by ensuring appropriate Board membership and this update provides assurance with regards to the Board memberships arrangements.

7. Data Protection

- 7.1 No data protection issues are identified arising from this report.

8. Recommendation

- 8.1 Board members are invited to note the membership update and to
- i) approve the appointment of John McBride as Vice Chair of the Board of Management
 - ii) note the reappointment of Dr Elaine Clafferty and Michael O'Donnell for four years commencing 1 August 2023
 - iii) approve the appointment of Dermot Grenham as Chair of the Audit and Risk Committee and Michael O'Donnell as Vice Chair of the Committee.
 - iii) approve the appointment of Dr Elaine Clafferty as Chair of the Learning and Teaching Committee and Marion Allison as Vice Chair of the Committee.
 - iv) note that Rob Doyle and Heather McNeil will continue as Chair and Vice Chair of the Finance and Resources Committee.
 - v) note the appointment of Marie Docherty, Michelle Stevenson and Steven Caldwell for four years commencing 1 August 2023.
 - vi) note that the student membership for 2023/24 will be updated once the results of the election are known.
 - vii) approve the Board's Committee membership for 2023/24 detailed at Appendix 1.
 - viii) approve the Board and Committee meetings' schedule for 2023/24 at Appendix 2.
 - ix) record their appreciation of the contribution of outgoing members.

9. Further Information

Members can obtain further information on the contents of this report from Linda Ellison, Secretary to the Board - lellison@glasgowkelvin.ac.uk or from Ian Patrick, Chair of the Board of Management

**Glasgow Kelvin College
Board and Committee Membership
2023-2024**

Board

Chair Ian Patrick
Vice Chair John McBride
Senior Independent Member John Hogg
Secretary to the Board Linda Ellison

Audit and Risk Committee

Dermot Grenham (Chair)
Michael O'Donnell (Vice Chair)
Elaine Clafferty
John Hogg
Jen Lavery
Natalie Philips
Michele Stevenson

Finance and Resources Committee

Rob Doyle (Chair)
Heather McNeil (Vice Chair)
Marion Allison
Steven Caldwell
John McBride
Ian Patrick
Derek Smeall
Iain Carmichael (co-opted member)

Learning and Teaching Committee

Elaine Clafferty (Chair)
Marion Allison (Vice Chair)
John McBride
Colm Breathnach
Marie Docherty
Dermot Grenham
Michael O'Donnell
Ian Patrick
Derek Smeall
Students x 2

Executive Committee

Ian Patrick (Chair)
John McBride (Vice Chair)
Rob Doyle
Dermot Grenham
Elaine Clafferty
Heather McNeil

Remuneration Committee

John McBride (Chair)

Rob Doyle (Vice Chair)

Ian Patrick

Elaine Clafferty

Dermot Grenham

Marion Allison

Nominations Committee

Ian Patrick (Chair)

John McBride (Vice Chair)

Colm Breathnach

Elaine Clafferty

Rob Doyle

Dermot Grenham

Michael O'Donnell

Natalie Philips

1 student member

(Note: when acting as appointments panel there must also be an independent person; separate arrangements operate for both the appointment of the Chair and Principal)

Board of Management and Board Standing Committees Schedule of Meetings - Academic Year 2023/24

Year / Chair / Secretary	Board of Management		Finance and Resources Committee		Audit and Risk Committee		Learning and Teaching Committee	
	Wednesday	4.30pm	Tuesday	5pm	Tuesday	5pm	Wednesday	5pm
Chair	Ian Patrick		Rob Doyle		Dermot Grenham – TBC		Elaine Clafferty – TBC	
Vice Chair	John McBride – TBC		Heather McNeil		John Hogg – TBC		Dr Marion Allison – TBC	
Secretary	Linda Ellison		Jeanette Evans		Jeanette Evans		Robin Ashton	
2023	August	30	August		August		August	
	September		September	26	September	5	September	13
	October	11	October		October		October	
	November		November	16* 28	November	16*	November	22
	December	13	December		December		December	
2024	January		January		January		January	
	February		February		February	20	February	7
	March	20	March	5	March		March	
	April		April		April		April	
	May		May		May	14	May	8
	June	12	June	4	June		June	
Board Self-Evaluation Meeting	April	TBC						

*Joint meeting of the Finance & Resources Committee (F&R) and Audit & Risk Committee (A&R) to consider the Annual Report and Accounts will be held on 16 November 2023, timings below:

A&R Committee meeting held from 5pm -7pm;

Joint meeting of the F & R and A&R held from 4pm to 5pm;

Please note that members of the public can attend the above noted College Board and Standing Committee meetings. If they wish to do so they should contact the secretariat on secretariatgkc@glasgowkelvin.ac.uk or 0141 630 5000 for details on the location of the meeting.