Item 19
For Noting

Glasgow Kelvin College

Board of Management Meeting of 12 June 2023

Governance Action Plan – Update

Report by Secretary to the Board of Management and Director of Estates and Corporate Services

1. Introduction and Purpose

This report is to update members of the Board of Management on progress against the Governance Action Plan.

2. Background

Members will recall that the Governance Action Plan (GAP) is prepared to capture within one document planned and required governance actions. It is also referred to as the Board Development Plan. The GAP has been developed as a key reporting document to the Board of Management with respect to its role to ensure effective governance. The GAP has been derived from a number of sources including:

- Code of Good Governance for Scotland's Colleges
- Guidance Notes for Boards in the College Sector
- issues identified through audit processes
- developments identified internally and through the Board's annual self-evaluation
- items for improvement identified through the Externally Facilitated Effectiveness Review

The GAP is regularly monitored by the Secretary to the Board of Management, Director of Corporate Services and the Governance & Executive Support Manager. In terms of reporting, it is presented to the Board of Management twice per year, at its December and June meetings. It is also regularly reported through the Audit and Risk Committee. It is publicly available and is shared as required with external bodies such as Glasgow Colleges Regional Board and the Scottish Funding Council.

3. Governance Action Plan

The Governance Action Plan is attached as **Appendix 1** to this report. It has been revised and updated since being last reported to the Board on 12 December 2022. It has also been reported to the Audit and Risk Committee held on 16 May 2023.

It is considered to be comprehensive but will continue to be reviewed internally and take due account of any external advice or guidance.

The Board of Management is asked to consider and note progress against the GAP and to approve that the actions completed (identified in green on the GAP) be removed from the GAP. They will of course be retained as a record for reference purposes.

4. Resource Implications

There are no additional resource implications arising from this report.

5. Impact on Students

There is no direct impact on students in relation to the Governance Action Plan.

6. Equalities

No adverse impacts on individuals with protected characteristics have been identified as a consequence of this report.

7. Risk and Assurance

Risk to the College is mitigated by ensuring that governance requirements are contained within one control document which is easy to navigate and avoids oversight. This helps to ensure that the Board continues to meet the highest standards of governance. Assurance is provided through regular reporting, internal review/evaluation and by audit reports.

8. Data Protection

No data protection issues are identified arising from this report.

9. Environmental and Sustainability

No environmental and sustainability issues are identified arising from this report.

9. Recommendation

Members of the Committee are asked to:

i) note the content of this report and its appendix;
ii) consider and note progress against the Governance Action Plan in Appendix 1; and
iii) note an update will be presented to the Board of Management meeting to be held in December 2023.

10. 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 Lisa Clark, Director of Corporate Services - lisaclark@glasgowkelvin.ac.uk

Linda Ellison/Lisa Clark
June 2023

Appendix 1

Glasgow Kelvin College - Governance Action Plan: as at June 2023

Item No	Item	Taken from/request received from	Item that is required	Person Responsible	Due Date	Comments
1	Board of Management Self Evaluation Actions 2021/22	Board of Management Self Evaluation Meeting – 27 June 2022	Board Report	Chair of Board / Secretary to Board / Vice Principal Operations	Include on Board Agendas in October and December Board meetings	A third step would be to ensure the Board is aware of the evidence already gathered by the College that can be used to demonstrate value to the students and to the community, such as information on student postcodes analysed by SIMD, and student survey information on satisfaction levels. It is proposed that the analysis by postcode for SIMD purposes is included in the information produced under the category below 'Cost of Living Crisis'.
	• The increase in the Cost of Living will hit deprived areas most severely. This represents a new crisis facing our students and the local community. A few actions were suggested in particular it would be useful; ○ to receive reports so that student mental health issues can be monitored; and	Board of Management Self Evaluation Meeting – 27 June 2022	Board Report	Chair of Board / Secretary to Board / Vice Principal Operations	March / June 2023 Board meeting	It is proposed that a report on cost of living issues including the monitoring of student mental health issues, and an analysis of student postcodes by SIMD is provided to the Board.
	○ to understand how the colleges in the GCRB region and colleges in other areas in the UK were tackling issues of deprivation.	As Above	As Above	As Above	As Above	The Chair will raise the Cost of Living Crisis and support for students with the GCRB. Although GCRB recognises the cost of living issues faced by students there is no appetite, given the funding settlement, to top slice further funds for projects. GCRB has, however, allocated £144k to Colleges for mental health support in 2023/24.
	• It would be useful to understand what bids had been made to funding sources other than SFC; which bids had been successful, and the sums of money involved.	Board of Management Self Evaluation Meeting – 27 June 2022	Board Report	Vice Principal Operations / Director of Business Development	June 2023 Board agenda	A report on non SFC funding bids and the outcome of those bids will be provided to the Board in this academic year.
2	Chair of the Board Appraisal	Code of Good Governance for Scotland's Colleges	Appraisal Paperwork	Vice Chair / Senior Independent Member	by end of academic year 2022/23	
3	Principal's Appraisal	Code of Good Governance for Scotland's Colleges	Appraisal Paperwork	Chair / Vice Chair	by end of academic year 2022/23	
4	Secretary to the Board of Management Appraisal	Code of Good Governance for Scotland's Colleges	Appraisal Paperwork	Chair / Vice Chair	by end of academic year 2022/23	