

Glasgow Kelvin College

Board of Management Meeting of 11 June 2025

**Governance Action Plan – Update and Dissolution of Glasgow
Colleges Regional Board**

**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 Committee on progress against the Governance Action Plan and to authorise amendments to Board and College policies and procedures in view of the pending dissolution of Glasgow Colleges Regional Board.

2. Background

- 2.1 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 that supports the Board of Management in discharging its responsibilities for ensuring effective governance. The GAP reflects actions that have been identified 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
- any items for improvement identified through the recently completed Externally Facilitated Effectiveness Review (EFER) which is also on the agenda for this meeting

- 2.2 The GAP is regularly monitored by the Secretary to the Board of Management, the Director of Estates and Corporate Services and the Governance and 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

- 3.1 The Governance Action Plan is attached as [Appendix 1](#) to this report. It has been revised and updated since being last reported to the Audit and Risk Committee on 13 May 2025 with actions arising from the EFER. It is comprehensive but continues to be reviewed internally and takes due account of any external advice or guidance.
- 3.2 The Board 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. Dissolution of Glasgow Colleges Regional Board

- 4.1 The Board is also asked to approve that the Board and College policies and procedures be updated to remove reference to Glasgow Colleges Regional Board (GCRB) which is to be dissolved on 31 July 2025 resulting in Glasgow Kelvin College and the other 2 Glasgow colleges having regional college status.
- 4.2 Accordingly, references to GCRB will be removed from Board and Colleges policies and procedures and, where required, replaced by reference to Scottish Funding Council (SFC), Scottish Ministers or any other appropriate body.
- 4.3 This is very much a procedural change whereby, for example, financial and budget issues will no longer be referred or dealt with through GCRB but instead directly with SFC. Also, with respect to Board member appointments they will be approved via Scottish Ministers rather than GCRB with the Board Chair directly appointed by Scottish Ministers.

Listed below is where a change in process is occurring and where various governing documents require to be adjusted.

Document	Action
Annual Report and Financial Statements	Send to SFC direct
Certificate of Assurance	Send to SFC direct
Estates Capital Plan	Prepare as per SFC guidance via the Infrastructure Delivery Group
Risk Register	No longer to be sent to GCRB
Summary of Draft Audit & Risk Minute	No longer to be prepared and sent to GCRB
Governance Action Plan	Can be sent to SFC if requested
Externally Facilitated Effectiveness Review Reports	Send direct to SFC
Annual Board Self Evaluation Report	Can be sent to SFC if requested
Annual Board of Management Development Programme	Can be sent to SFC if requested
Financial Memorandum with GCRB	This will now be with SFC
Policies to be Updated that reference GCRB:	GKC - Health and Safety Policy GKC - Financial Regulations GKC - Scheme of Delegation GKC - Public Interest Disclosure Whistle-Blowing Policy and Procedure GKC - Standing Orders
Frameworks to be Updated that reference GCRB:	GKC - Framework and Assurance Map GKC - Compliance and Governance Framework GKC - Communications, Marketing and Stakeholder Framework
Strategies to be Updated that reference GCRB:	GKC - Financial Strategy 2022-27 GKC - Students Association Constitution
Plans to be Updated that reference GCRB:	Glasgow Kelvin College Business Continuity Plan
Terms of Refences to be Updated that reference GCRB:	Nominations Finance & Resources Audit & Risk
Board Recruitment paperwork to be Updated that reference GCRB:	Board Recruitment Process and Pack

Once these documents are amended and updated they will be uploaded onto the website (if appropriate), and a review will occur as per the schedule already in place.

5. Resource Implications

There are no additional resource implications arising from this report.

6. Impact on Students

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

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. Equality

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

9. Data Protection

No data protection issues are identified arising from this report.

10. Environmental and Sustainability

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

11. Recommendation

Members of the Board are asked to:

- i) note the content of this report;
- ii) consider and note progress against the Governance Action Plan in **Appendix 1**; and
- iii) approve that Board and College policies and procedures be amended to remove references to Glasgow Colleges Regional Board effective from 1 August 2025 and, where required, replace by reference to the Scottish Funding Council, Scottish Ministers or other such appropriate body in line with the college's status as a regional college from that date.

12. Further Information

Members can obtain further information on the contents of this report from Douglas Wilson, Secretary to the Board - dwilson@glasgowkelvin.ac.uk or Lisa Clark, Director of Estates and Corporate Services - lisaclark@glasgowkelvin.ac.uk

DW/LC

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