

Glasgow Kelvin College

Audit and Risk Committee – Meeting of 16 November 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 Committee 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 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 Externally Facilitated Effectiveness Review

The GAP is regularly monitored by the Secretary to the Board of Management, Director of Estates and 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 Audit and Risk Committee on 5 September 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 Committee 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. 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.

7. Equality

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

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.

10. 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.

11. 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 Estates and Corporate Services - lisaclark@glasgowkelvin.ac.uk

Linda Ellison/Lisa Clark
November 2023

Glasgow Kelvin College - Governance Action Plan: as at November 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 early in the Academic Year	Added.
	- 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.	Board of Management Self Evaluation Meeting – 27 June 2022	Board Report	Chair of Board / Secretary to Board / Vice Principal Curriculum	March / June 2023 Board meeting	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 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. <u>Update as at August 2023</u> The Vice Principal Curriculum suggests that this is covered off in a report produced by December 2023.
	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. <u>Update as at August 2023</u> The Vice Principal Operations suggests that this is covered off in October 2023. <u>Update as at September 2023</u> The Vice Principal Operations will cover this in her Finance report for the F&R and it will thereafter be presented to the Board in December 2023.
2	Principal's Appraisal	Code of Good Governance for Scotland's Colleges	Appraisal Paperwork	Chair / Vice Chair	by end of academic year 2022/23	On Board Agenda for 11 October 2023.
3	Board of Management Self-Evaluation Actions 2022/23	Board of Management Self Evaluation Meeting – 24 April 2023	Discussion	Chair/Chair of Standing Committees	A.S.A.P.	The Chair will ask at the start of the meeting if members have any questions relating to the Papers for Information included on the agenda. If there are no questions these papers will not be discussed during the meeting.
4	Board of Management Self-Evaluation Actions 2022/23	Board of Management Self Evaluation Meeting – 24 April 2023	Highlight Key Points only in papers	SMT	A.S.A.P.	Authors/presenters of Papers will highlight key points only as briefly as possible allowing more time for board questions and discussion
5	Board of Management Self-Evaluation Actions 2022/23	Board of Management Self Evaluation Meeting – 24 April 2023	Update of agendas and papers	SMT	A.S.A.P.	Board Paper nomenclature will change to 'Papers for Approval/Endorsement'; 'Papers for Discussion and Noting' and 'Papers for Information'. Papers for Discussion and Noting replaces 'Papers for Noting' <u>Update as at 19 September 2023</u> Complete – report template and agenda templates amended - this request is now in progress.
6	Board of Management Self-Evaluation Actions 2022/23	Board of Management Self Evaluation Meeting – 24 April 2023	Mode of Paper Delivery and	SMT	A.S.A.P.	Wherever possible Power BI should be used during board meetings to reduce the need for board papers, particularly to provide key performance information. Power BI should be more accessible for Board members between meetings.

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			Development Session			It is recognized that this will involve another development session. <i>Note: This is on the Board Development Programme.</i>
7	Board of Management Self-Evaluation Actions 2022/23	Board of Management Self Evaluation Meeting – 24 April 2023	Update of agendas and papers	SMT	A.S.A.P.	It is proposed that the introduction of ‘Papers for Discussion and Noting’ (rather than For Noting) is a change of emphasis that would help to reflect the value of that dialogue. <u>Update as at 19 September 2023</u> Complete – report template and agenda templates amended - this request is now in progress.
8	Board of Management Self-Evaluation Actions 2022/23	Board of Management Self Evaluation Meeting – 24 April 2023	In Person/On-Line Attendance	Secretariat	A.S.A.P.	All in-person meetings should be established with an option to attend online rather than online access having to be requested and set up in advance of the meeting.
9	Board of Management Self-Evaluation Actions 2022/23	Board of Management Self Evaluation Meeting – 24 April 2023	In Person/On-Line Attendance	Board/SMT/ Secretariat	A.S.A.P.	The Board has agreed that all 5 Board Meetings would be conducted in person, and that the Standing Committees would hold the first and last meeting of the year face to face with the two other meetings held online. The request for online access to a Board meeting should only be made if the member would otherwise be unable to attend the meeting. It is proposed that the facility is set up and made available for all person-to-person meetings but a member should only advise Secretariat of their intention to use online access if they are unable to attend in person and would otherwise need to submit apologies.
10	Board of Management Self-Evaluation Actions 2022/23	Board of Management Self Evaluation Meeting – 24 April 2023	Further Information	SMT	A.S.A.P.	There was a desire from some members to understand more about the College’s stakeholders and there was a request for a stakeholder map. This was also raised last year and there is an item on stakeholders at the August 2023 board meeting. If further information is still sought by members following this session it is proposed that this could be a subject for inclusion in the board development programme for 2023/24. <u>Update as at September 2023</u> Complete: There is a Stakeholder Map agenda item on the October 2023 Board Agenda.
11	The Secretary to the Board of Management to liaise with MHA Henderson Loggie in relation to them undertaking the Externally Facilitated Effectiveness Review in line with the national guidance with a final report scheduled to be presented to the Board at its meeting in March 2025.	Board of Management meeting of 11 October 2023	Arranging an Externally Facilitated Effectiveness Review	Secretary to the Board of Management	AY 2024/25	<u>Update as at November 2023</u> The Secretary to the Board of Management has been in contact with D Archibald at Henderson Loggie who has indicated that he will carry out the Externally Facilitated Effectiveness review in the timescales required. It is his intention to distribute questionnaires to members well in advance of the one-to-one discussions.