

Glasgow Kelvin College

Board of Management

Agenda

Agenda for the meeting scheduled to be held in WG1 and WG2 in the Springburn Campus at 4pm on Monday 12 December 2022

- 1. Sederunt**
- 2. Apologies**
- 3. Declarations of Interest**
 - a) **Interest¹**
 - b) **Connection²**
- 4. Minute of the Previous Meeting held on 10 October 2022 (For Approval)**
(copy attached)
- 5. a) Matters Arising from the Previous Meeting held on 10 October 2022**
 - b) Matters Arising / Action List (For Noting)**
 - i) Board of Management Action Log as at December 2022**
(copy attached)
 - ii) Board of Management and Standing Committee Action Log**
[Board of Management Action List - 2022 - 2023.xlsm](#)
- 6. Standing Items**
 - a) Chair's Report (For Information)**
Report by Chair
(verbal)
 - b) Principal's Update Report (For Information)**
Report by Principal
(copy attached)
 - c) Student Association Priorities Update (For Information)**
Report by Student Association Presidents
(copy attached)

An interest is a connection that requires to be declared where the objective test is met. A declaration of interest should be noted as early as possible, and the Board member asked to leave the meeting when the agenda item is being discharged.

A connection is any link between the matter being considered and the Board member, or a person or body that the Board member is associated with. This could be a family relationship or a social or professional contact

7. **Draft Standing Committee Minutes (*For Information*)**
NOT IN THE PUBLIC DOMAIN
 - a) **Draft Executive Committee – 15 November 2022**
(copies attached)
 - b) **Draft Learning and Teaching Committee – 23 November 2022**
 - c) **Draft Audit and Risk Committee – 29 November 2022**
 - d) **Draft Finance and Resources Committee – 29 November 2022**
 - e) **Draft Joint Meeting of Finance & Resources and Audit & Risk Committees – 29 November 2022**
(copies to follow)

Items for Approval and Endorsement

8. **Annual Report and Financial Statements – NOT IN THE PUBLIC DOMAIN**
 - a) **Annual Report and Financial Statements – Year Ended 31 July 2022**
Report by Principal, Vice Principal Operations and Head of Finance
 - b) **External Audit Annual Report to the Board of Management 2021/22**
Report by External Auditor
 - c) **Letter of Representation for External Auditors**
 - d) **Annual Audit Report - Financial Year 2021/22**
Report by Chair of the Audit and Risk Committee
(copies attached)
9. **College Operating Plan**
 - a) **Update Report – NOT IN THE PUBLIC DOMAIN (*For Noting*)**
Report by Principal
 - b) **Voluntary Severance Scheme – NOT IN THE PUBLIC DOMAIN (*For Approval*)**
Report by Vice Principal Operations
 - c) **West Campus Feasibility and Engagement Report – NOT IN THE PUBLIC DOMAIN (*For Approval*)**
Report by Vice Principal Curriculum & Quality Enhancement and Vice Principal Operations
(copies attached)
10. **Board of Management Recruitment, Membership and Standing Committee Update**
Report by Secretary to the Board of Management
(copy attached)
11. **Corporate**
 - a) **Corporate Strategy**
(including, Information Security Framework and Business Development Framework)
Report by Vice Principal Operations
(copy attached)
 - b) **Communications, Marketing & Stakeholder Engagement Framework**
Report by Vice Principal Operations
(copy attached)
12. **Policies**
 - a) **Public Interest Disclosure (“Whistle Blowing”) Policy**
 - b) **Gifts and Hospitality Policy**
 - c) **Recruitment and Selection Policy**

- d) **Policy and Procedure for the Protection of Vulnerable Groups and Criminal Records**
Report by Director of Corporate Services and Director of People and Culture
(copy attached)
- 13. **Procurement Strategy and Action Plan 2022-24**
Report by Vice Principal Operations
(copy attached)
- 14. **Risk Management Update and College Risk Register – NOT IN THE PUBLIC DOMAIN**
Report by Vice Principal Operations and Director of Corporate Services
(copy attached)
- Items for Noting**
- 15. **Quarter 1 Forecast and Management Accounts to 30 October 2022– NOT IN THE PUBLIC DOMAIN**
Report by Vice Principal Operations and Head of Finance
(copy attached)
- 16. **Governance Action Plan - Update**
Report by Secretary to the Board of Management and Director of Corporate Services
(copy attached)
- 17. **Public Sector Climate Change Duties Report – 2021-22**
Report by Director of Corporate Services
(copy attached)
- 18. **2022-23 Early Student Withdrawal Report - – NOT IN THE PUBLIC DOMAIN**
Report by Vice Principal Curriculum & Quality Enhancement
(copy attached)
- Items of Correspondence – For Information**
- 19. [Item 19a - Ministerial letter - 07 Oct 2022 - Covid Recovery Group post CRG arrangements.pdf](#)
[Item 19b - Ministerial letter - 02 Nov 2022 - Research on the experiences of estranged students.pdf](#)
- Items for Information**
- 20. [Item 20a - College Scotland - SG Budget 2023-24 Submission.pdf](#)
[Item 20b - SFC College Infrastructure Strategy 2023-30.pdf](#)
[Item 20c - SFC Strategic Plan 2022-27.pdf](#)
[Item 20d - SDS Strategic Plan 2022-27.pdf](#)
- 21. **Policies**
 - a) [Item 21a - Anti-Fraud and Anti-Corruption Policy.pdf](#)
 - b) [Item 21b - Anti Bribery Policy.pdf](#)
 - c) [Item 21c - Menopause Policy.pdf](#)
 - d) [Item 21d - Attendance Management and Support Policy and Proc.pdf](#)
 - e) [Item 21e - Family Friendly and Flexible Working Policy.pdf](#)*(copies attached)*

22. **Code of Good Governance – Annual Review**
Report by Secretary to the Board and Director of Corporate Services
(copy attached)
23. **Update on Regional Collaborative Activity – NOT IN THE PUBLIC DOMAIN**
Report by Vice Principal Curriculum and Vice Principal Operations
(copy attached)
- Impact on Students, Risk, Equality and Data Protection – Discussion**
24. **Impact on Students – key issues to be considered as a consequence of the consideration of the above agenda**
25. **Risk Management – Risk Issues to be considered as a consequence of the consideration of the above agenda**
(discussion)
26. **Equality Management – Equality Issues to be considered as a consequence of the consideration of the above agenda**
(discussion)
27. **Data Protection – Data Protection Issues to be considered as a consequence of the consideration of the above agenda**
(copy attached)
28. **Closure**
29. **Date of Next Meeting**
Monday 13 March 2023, room WG1 and WG2, Springburn Campus
30. **All Press Releases relating to the College are available to view on the Board Portal via the following link:**
[Press Releases 2022-23](#)