

Glasgow Kelvin College
Board of Management
Finance and Resources Committee
Agenda

Agenda for the meeting scheduled to be held at 5pm on Tuesday, 4 June 2024 in WG1 Springburn Campus

1. **Sederunt**
2. **Apologies**
3. **Terms of Reference**
[Finance & Resources Terms of Reference - Review Date November 2024.pdf](#)
4. **Declarations of Interest and Connection**
 - a) **Interestⁱ¹**
 - b) **Connection²**
5. **Minute of the Previous Meeting held on 5 March 2024 (For Approval)**
(copy attached)
6.
 - a) **Matters Arising from the Previous Meeting held on 5 March 2024**
 - b) **Action Log (For Noting)**
 - i) **Finance and Resources Committee Action Log as at June 2024**
(copy attached)
- Items for Approval/Endorsement**
7. **Finance Report – NOT IN THE PUBLIC DOMAIN (For Noting and Approval)**
Report by Vice Principal Operations and Head of Finance
(copy attached)
8. **Draft Five-Year Budgets 2024-29 – NOT IN THE PUBLIC DOMAIN**
Report by Vice Principal Operations and Head of Finance
(copy attached)

¹ 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.

² 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.

9. **Review of Policies and Procedures**
 - a) **No Smoking Policy**
 - b) **Equality and Diversity and Inclusion Policy**
 - c) **Attendance Management and Support Policy**
 - d) **Disciplinary Policy**
 - e) **Grievance Policy and Procedure**
 - f) **Family Friendly and Flexible Working Policy**
 - g) **Safeguarding Children, Young People and Vulnerable Adults Policy and Procedure**
 - h) **Fees and Fee Waiver Policy****Report by Vice Principal Operations, Director of People & Culture and Finance & Student Funding Manager**
(copies attached)
10. **Annual Health and Safety Policy Review**
Report by Health and Safety Manager
(copy attached)
11. **Fixed Asset Disposal / Write Off**
Report by Director of Digital and Information Services and Director of Estates and Corporate Services
(copy attached)
- Items for Discussion and Noting**
12. **People and Culture Services Update**
Report by Director of People and Culture
(copy attached)
13. **Estates and Capital Update Report**
Report by Director of Estates and Corporate Services
(copy attached)
14. **Environmental and Sustainability Update**
Report by Director of Estates and Corporate Services and Environmental and Sustainability Manager
(copy attached)
15. **Digital Transformation Strategy – Four Year Update**
Report by Director of Digital and Information Services
(copy attached)
16. **Academic Year 2023/24 Annual Review: Risk Management Update and College Risk Register**
Report by Vice Principal Operations and Director of Estates and Corporate Services
(copy attached)

17. **Health and Safety Update**
Report by Health and Safety Manager
(copy attached)
 18. **Audit Scotland**
 - a) [Technical Guidance Note TGN/SFI/24 \(audit.scot\)](#)
 - b) [Technical bulletin 1: January - March 2024 PDF 358Kb](#)
 - Items for Information**
 19.
 - a) [Health Safety Minute - 21 February 2024.pdf](#)
 - b) [Health Safety Minute - 13 March 2024.pdf](#)
 - c) [Risk Management Minute - 30 January 2024.pdf](#)
 - d) [College Indicative Funding Allocations - 2024-25-Announcement-1.pdf](#)
 - e) [Letter from Scottish Government re. West End Campus - 10 May 2024.pdf](#)
 - Risk, Equality and Data Protection - Discussion**
 20. **Impact on Students – Student impact to be considered as a consequence of the consideration of the above agenda**
 21. **Risk Management – Risk Issues to be considered as a consequence of the consideration of the above agenda**
 22. **Equality Management – Equality Issues to be considered as a consequence of the consideration of the above agenda**
 23. **Data Protection – Data Protection Issues to be considered as a consequence of the consideration of the above agenda**
 24. **Environmental and Sustainability – Environmental and Sustainability issues to be considered as a consequence of the consideration of the above agenda**
 25. **Closure**
 26. **Committee Focus Group Self-Evaluation - Members Only Session**
(copy attached - discussion)
 27. **Date of Next Meeting**
TBC
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