

Glasgow Kelvin College

Board of Management

Agenda

Agenda for the meeting scheduled to be held in WG1 in the Springburn Campus at 4.30pm on Wednesday, 11 December 2024

1. **Sederunt**
2. **Apologies**
3. **Declarations of Interest**
 - a) **Interest¹**
 - b) **Connection²**
4. **Welcome and Update on the Principal Appointment**
Chair of Board of Management
5. **Presentation on Community Programmes**
Vice Principal Curriculum and Quality, Director of Wellbeing, Development, & Creative Services and Director of Digital and Information Services
6. **Minute of the Previous Meeting held on 9 October 2024** *(For Approval)*
(copy attached)
7. **a) Matters Arising from the Previous Meeting held on 9 October 2024**
b) Matters Arising / Action List *(For Noting)*
 - i) **Board of Management Action Log as at December 2024**
(copy attached)
 - ii) **Board of Management and Standing Committee Action Log**
[Board of Management Action List - 2024-2025.xlsm](#)
8. **Standing Items**
 - a) **Chair's Report** *(For Information)*
Report by Chair
(verbal)

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.

- b) **Principal's Update Report** (*For Discussion and Noting*)
Report by Principal
(*copy attached*)
 - c) **Students Association Priorities Update** (*For Discussion and Noting*)
Report by Student Association Presidents
(*copy attached*)
- 9. **Draft Standing Committee Minutes (For Information) – NOT IN THE PUBLIC DOMAIN**
 - a) **Draft Learning and Teaching Committee – 20 November 2024**
 - b) **Draft Audit and Risk Committee – 26 November 2024**
 - c) **Finance and Resources Committee – 26 November 2024**
 - d) **Joint Audit & Risk Committee and Finance & Resources Committee – 26 November 2024**
(*copies attached*)
- Items for Approval / Endorsement**
- 10. **Annual Report and Financial Statements – NOT IN THE PUBLIC DOMAIN**
 - a) **Annual Report and Financial Statements – Year Ended 31 July 2024**
Report by Principal, Vice Principal Operations and Head of Finance
 - b) **External Audit Annual Report to the Board of Management 2023/24**
Report by External Auditor
 - c) **Letter of Representation for External Auditors**
 - d) **Annual Audit and Risk Committee Report - Financial Year 2023/24**
Report by Chair of the Audit and Risk Committee
(*copies attached*)
- 11. **Refresh of Strategic Plan 2022/27**
Report by Principal
(*copy attached*)
- 12. **Terms of Reference Refresh**
 - a) **Learning and Teaching Committee**
 - b) **Finance and Resources Committee**
 - c) **Audit and Risk Committee****Report by Secretary to the Board and Director of Estates and Corporate Services**
(*copy attached*)
- 13. **Risk Management Update and College Risk Register**
Report by Vice Principal Operations and Director of Estates and Corporate Services
(*copy attached*)
- 14. **Review of Professional Learning and Development Policy**
Report by Director of People and Culture
(*copy attached*)

15. **Procurement Strategy and Action Plan 2022-25**
Report by Vice Principal Operations and Procurement Manager
(copy attached)
16. **Learning, Teaching and Assessment Strategy 2025-2028**
Report by Vice Principal Curriculum and Quality
(copy attached)
17. **Voluntary Severance Scheme 2024 and 2025 – NOT IN THE PUBLIC DOMAIN**
Report by Vice Principal Operations, Vice Principal Curriculum and Quality and Director of People and Culture
(copy attached)
18. **Secretary to the Board of Management – NOT IN THE PUBLIC DOMAIN**
Report by Chair of the Board of Management
(copy attached)
Items for Discussion and Noting
19. **Quarter 1 Forecast and Management Accounts to 31 October 2024 – NOT IN THE PUBLIC DOMAIN**
Report by Vice Principal Operations and Head of Finance
(copy attached)
20. **Governance Action Plan - Update**
Report by Secretary to the Board of Management and Director of Estates and Corporate Services
(copy attached)
21. **Public Sector Climate Change Duties Report – 2023/24**
Report by Director of Estates and Corporate Services and Head of Facilities and Environmental Sustainability
(copy attached)
22. **Update on Cladding Panels – Springburn Campus – STRICTLY CONFIDENTIAL NOT IN THE PUBLIC DOMAIN**
Report by Vice Principal Operations and Director of Estates and Corporate Services
(copy attached)
Items for Information
23. **Self-Evaluation Action Plan Update**
Report Vice Principal Curriculum and Quality
(copy attached)
24. **Financial Memorandum - Compliance - NOT IN THE PUBLIC DOMAIN**
Report by Vice Principal Operations
(copy attached)
25. **Policies approved by Finance and Resources Committee held on 26 November 2024 – For Information**
a) [Lone Working Policy.pdf](#)

b) [Diginity and Respect Policy and Procedure.pdf](#)

(copies attached)

Impact on Students, Risk, Equality, Data Protection and Environmental & Sustainability – Discussion

26. **Impact on Students – key issues to be considered as a consequence of the consideration of the above agenda**
(discussion)
27. **Risk Management – Risk Issues to be considered as a consequence of the consideration of the above agenda**
(discussion)
28. **Equality Management – Equality Issues to be considered as a consequence of the consideration of the above agenda**
(discussion)
29. **Data Protection – Data Protection Issues to be considered as a consequence of the consideration of the above agenda**
(discussion)
30. **Environmental and Sustainability – Environmental and Sustainability issues to be considered as a consequence of the consideration of the above agenda**
(discussion)
31. **Closure**
32. **Date of Next Meeting**
Wednesday 12 March 2025, Room WG1, Springburn Campus
33. **Dates for the Diary**
 - **Thursday 6 February 2025, in the Barony Halls: Ceremonies commence at 11.30am and 3pm.**

All Press Releases relating to the College are available to view on the Board Portal via the following link:

[Press Releases](#)