

Glasgow Kelvin College**Board of Management****Minute**

Minute of the meeting held in F05/F07 in the Easterhouse Campus at 5pm on Monday, 12 June 2023

1. Sederunt

Ian Patrick, Chair;
Derek Smeall, Principal;
Heather McNeil;
Dermot Grenham;
John McBride;
John Hogg;
Michael O'Donnell;
Marion Allison;
Dr Elaine Clafferty;
Jennifer Lavery, Support Staff Member (MS Teams);
Colm Breathnach, Teaching Staff Member; and
Emma Leslie, Student Association Member.

In attendance:

Linda Ellison – Secretary to the Board of Management;
Marie Docherty, in attendance;
Michele Stevenson, in attendance;
Steven Caldwell, in attendance;
Robin Ashton, Vice Principal – Curriculum and Quality Enhancement;
Jeanette Evans, Vice Principal – Operations;
Lisa Clark, Director of Estates and Corporate Services;
Doreen Shiels, Director of People and Culture;
Alastair McGhee, Director of Business Development;
Jason Quinn, Director of Digital Service;
Gail Toms, Lead for Learning, Teaching and Equalities at CDN (Item 3);
Georgios Pappas, Equality and Inclusion Lead (Item 3); and
Annette McKenna, Governance & Executive Support Manager (for recording purposes).

2. Apologies

Natalie Phillips;
Rob Doyle;
Noma Dube, Student Association Member;
Carol Goodwin, EIS; and
Maree Shepherd, Unison.

3. Declarations of Interest

- a) Interest**
- b) Connection**

There were no declarations of interest noted. The Chair reminded members that they could declare an interest at any point during the meeting.

**4. Board Development: Code of Conduct Refresher and Bullying and Harassment
Gail Toms, Lead for Learning, Teaching and Equalities at CDN**

The Chair introduced G Toms and invited her to deliver her presentation. He added that G Pappas, Equality and Inclusion Lead was also in attendance to contribute to discussions, if required.

G Toms took members through her presentation which covered the Code of Conduct and also reflected an Advice Note which has been provided by the Standards Commission on harassment and bullying. It was explained that every board member is responsible for their behaviour and to ensure this aligns with College policies.

G Pappas stated that the importance of the Board of Management championing good behaviour. I Patrick agreed that the Board were responsible for setting an example to staff and students by actively promoting a good and respectful culture; this was done by encouraging contributions and welcoming different perspectives. I Patrick thanked G Toms for her time and advised Board members that the slides would be circulated for interest and note.

Action: Secretariat to circulate slides from G Toms at CDN to Board members.

G Toms and G Pappas left the meeting at this point.

I Patrick introduced the three newly appointed Board members i.e. Marie Docherty, Michele Stevenson and Steven Crawford who were in attendance at the meeting. He invited all present to introduce themselves and give a few words on their role and association with the College. This was duly undertaken and the three new members were warmly welcomed.

The business of discharging the items on the agenda started at 5.20pm.

5. Annual Partnership and Stakeholder Engagement Report

The Director of Business Development spoke to the content of his report that sought to provide members with an annual update on the College's employer and stakeholder engagement activities.

He took members through his report, in detail, that included income generated, funding allocations and spend to date. In addition, he reported on work placements for Foundation Apprenticeship programmes, international partnerships and employer engagement with faculties. He added that any questions pertaining to faculty engagement would be taken back to the appropriate Director and responses provided to members. He highlighted the potential risk of the 2023/24 Flexible Workforce Development Fund funding being reduced or withdrawn altogether.

C Breathnach highlighted section 2.6 of the report and noted that local authorities are phasing out supported travel by taxis. He noted that this could lead to exclusion of students who come from a deprived background and asked if the College were lobbying the local authorities. A McGhee informed that local authorities are still supporting senior phase students but not those attending Foundation Apprenticeship programmes. He added that the College was focusing on schools in the North East Partnership allowing pupils to use public transport.

M Allison highlighted the funding received from the Glasgow Communities Fund over a three-year period noted in the report and asked if there are other opportunities for funding being explored. A McGhee informed members that applications for funding were being submitted to various sources by the Funding Team. R Ashton added that this included the Children in Need appeal.

J McBride stated that he would like to see more information and detail on stakeholder analysis. The Chair added that a stakeholder mapping exercise was still being produced due to internal changes in staffing and that a report would be brought to the October Board meeting.

Action: C Breathnach asked for an analysis on deprivation of Foundation Apprenticeship students to be shared. A McGhee would attend to this.

6. Minute of the Previous Meeting held on 13 March 2023

Members accepted the minute as an accurate record of the business conducted at the meeting held on 13 March 2023.

7. a) Matters Arising from the Previous Meeting held on 13 March 2023

There were no matters arising from the previous meeting.

b) Matters Arising / Action List

i) Board of Management Action Log as at June 2023

The Chair of the Board took members through the content of the Action Log and members agreed to remove the items highlighted in green.

ii) Board of Management and Standing Committee Action Log

Members noted the content of the Action Log provided for their information.

8. a) Chair's Report

The Chair provided members with a summary of key activities, meetings, and events he had attended since the last meeting of the Board of Management, which included:

- engagement with Colleges Scotland that included meetings with NUS Scotland, Bank of England, the new Cabinet Secretary for Education and Skills and meetings of 'think the unthinkable'. He added that the main topic that dominated all of the meetings was related to lack of funding for the College Sector. He noted that the College is in a more financial stable position than others;
- undertaken, (with the exception of one), one to one evaluation meetings with Board members; and
- attended the College student fashion show at West Campus.

Members of the Board of Management noted the content of the Chair's verbal update.

b) Principal's Update Report

The Principal spoke to the content of the report to provide an outline of key activity and events considered by the Principal to be noteworthy or of particular interest to members which are not covered elsewhere on the agenda. The report will cover the twelve-week period from the last Board of Management meeting held on Monday, 13 March 2022 until Friday, 2 June 2023.

D Smeall highlighted the £2.6m funding received by the College from the Scottish Government to support the transition to net zero. He added that a colossal amount of work had been undertaken and congratulated the staff involved.

He provided members with a summary of salary negotiations with Unison and EIS. He highlighted that EIS members are currently working to action short of strike (ASOS) that included boycotting results. He added that R Ashton and the Directors of Curriculum are working on internal arrangements and contacting Universities regarding implementing flexible arrangements.

He further provided members with a summary of the recent Education Scotland Progress Visit and added that verbal feedback had been positive; lots of examples sited as good practice. The Vice Principal Curriculum and Quality Enhancement provided members with a summary of the recommendations contained in the final Independent Review of Qualifications and Assessments produced by Professor Hayward that was predominantly related to school age children.

C Breathnach noted that staff do not engage lightly in to ASOS. He added that staff are aware that the College management actively seek a resolution to the dispute and hoped that the work undertaken by D Smeall in his role as a member of the National Joint Negotiating Committee would steer the negotiations in the right direction.

Members of the Board of Management noted the content of the Principal's Update Report.

c) Students Association Priorities Update

The Student Association President spoke to the content of the report that sought to provide members with an update on the Student Association (SA) activities since the last Board of Management meeting.

The Chair congratulated E Leslie on the result of the recent SA election as she would continue as SA President for another academic year.

E Leslie took members through the content of the report and highlighted:

- the SA are recruiting volunteers to support the freshers event being held at the start of the new academic year;
- the SA were involved in the Education Scotland visit;
- the SA had been raising money to purchase x50 flat pack meals and hoped to continue to support this initiative; and
- the SA had raised funds to assist with the costs of an external activity for Level 2 Outdoor Learning class.

E Leslie highlighted the updated Student Constitution attached as appendix 1 to the report and sought approval from members. She noted that minor amendments had been made from the previous version.

In a response to a question from E Clafferty, E Leslie provided members with a summary of student induction for academic year 2023/24 that included a carnival theme.

Members of the Board of Management agreed to:

- i) note the contents of the report.
- ii) approve the revised SA Constitution, attached as appendix 1.

9. Draft Standing Committee Minutes - NOT IN THE PUBLIC DOMAIN

a) Draft Learning and Teaching Committee Meeting – 10 May 2023

The Chair of the Learning and Teaching Committee spoke to the content of the draft minute and provided members with an overview of positive discussions held that included student satisfaction survey, Education Scotland visit, industrial relations and the College Risk Register.

b) Draft Audit and Risk Committee –16 May 2023

The Chair of the Audit and Risk Committee spoke to the content of the draft minute and provided members with an overview of positive discussions held. He noted this was the first meeting that Audit Scotland had attended as the College's new External Auditor. He highlighted the discussions held regarding the external audit fee for this year and that the Committee had requested that clarification be sought. J Evans added that she had drafted correspondence on behalf of the Committee and noted the disproportionate increase in fees; the College has less credits than other colleges but are paying more for external audit services.

J Hogg highlighted the three internal audit reports, all with no recommendations. He added that this highlighted the good work going on in the College and provided members with comfort. The Chair echoed J Hogg's comments and noted all staff should be congratulated.

c) Draft Finance and Resources Committee – 30 May 2023

The Vice Chair of the Finance and Resources Committee spoke to the content of the draft minute and provided members with an overview of discussions held. She highlighted the extensive debate held in relation to the draft three-year budget 2023/26 and the revised cash target.

d) Draft Remuneration Committee – 1 June 2023

The Chair informed members that the content of the draft minute would be considered when discharging item 18 on the agenda.

10. Draft Three Year Budgets 2023-2026 – NOT IN THE PUBLIC DOMAIN

The Vice Principal Operations spoke to the content of the report that sought Board of Management approval for the draft three-year budgets for 2023-26. She added that the report had been presented and endorsed by the Finance and Resources Committee on 30 May 2023. She informed members that whilst the budget figures are unchanged from that meeting, the scenarios, referenced at section 3.3 and presented in Appendices 1 to 3, have been revised to make these more meaningful. Some minor narrative changes have also been made for clarification purposes.

J Evans informed members that three different budget scenarios had been prepared based on the assumptions in table 3 of the report. She added these would continue to be reviewed at each quarterly forecast and when the rolling three-year budgets are reviewed and revised each year. She took members through the scenarios contained in the table.

J Evans stated that the College prepares a three-year rolling budget which means that the second and third years are updated each year based on any known or predicted changes in actual figures and assumptions. The COP is based on five-year period. The COP has been updated to reflect the Quarter 4 Forecast, the three-year future budgets and the year 4 assumptions have been rolled forward to create the budget for year five of the COP.

J Evans explained that the College is budgeting a managed deficit again in 2023/24 and, without enhanced funding from the Scottish Funding Council, VS will be required again in 2023/24 and 2024/25. A flat savings target has been built into Other Operating Expenditure Core, rather than a percentage like last year.

J Evans stated that the reason the College has been able to slow down the rate of staff reduction, remain stable and budget for 9 months salary VS is because the College out turned surpluses in 2020/21 and 2021/22. The three-year budgets also included utilising effectively all of the funding in the Arms' Length Foundation and targeting VS for a further 54 staff on top of the 27 target for 2022/23. The College has now had the final funding allocations from GCRB and there have been no changes, therefore the budget is unchanged from that presented to the Finance and Resources Committee on 30 May 2023.

It was noted that the FFR required to be submitted by 30 June 2023 and this will reflect the College Budget except that the base FFR has to have 3.5% for the 2023/24 salary increase and not the 5% in the Budget and COP. Budget Scenario 3 reflects this position for 2023/24. Furthermore, while there is a managed deficit, the College still remains cash positive. However, the balance the College will hold moving forward will be lower than the level agreed with Azets in 2021. The underlying cash target and days cash has been revised accordingly.

C Breathnach stated that the report was clear with an easy to understand layout. He spoke of good working relations between unions and management and the positivity generated by not having compulsory redundancies. He went on to state that the actions being taken by unions are not an easy option and the impact on students is recognised. C Breathnach asked for his dissent to be recorded as the budget assumptions made regarding staff pay increases were less than the current pay award that the unions are seeking. I Patrick agreed to this request.

A discussion ensued in regard to the funding for mental health and it was noted that the Scottish Government are not providing the funds requested. J Evans advised that £85k regional funding was provided and we have managed to fund the remainder to continue with the current mental health service.

I Patrick discussed the figures submitted in the Financial Forecast Return, the salary figures now present are more than were stated in this return. J Evans replied that the figures as presented are consistent with the College Operating Place.

M O'Donnell agreed that the format of the report was easy to follow and questioned the rationale behind what figures were used in the report. J Evans replied that absolute figures were used which makes the report completely transparent for budget holders.

J Evans responded to a comment made by J McBride in regard to income and expenditure by stating that within Quarter 3 there is a potential clawback for Foundation Apprenticeships but R Ashton is currently making a case to the SFC to retain this funding.

Members of the Board of Management agreed to¹:

- i) note the contents of this report;
- ii) note that the Board is required to set a break-even budget in cash terms;
- iii) note that, based on the key assumptions detailed at section 2.2, the College is unable to set a balanced in year budget for all of the next three consecutive years, but that the 2023/24 budget represents a managed deficit, intended to support the costs of the VS scheme, which will result in savings in future years;
- iv) note the risks and mitigating actions highlighted at section 7; and
- v) approve the three-year budgets for 2023-26.

11. Public Sector Equality Duty Report 2023

The Director of People and Culture spoke to the content of the report that sought approval from the Board of Management. She added that the report had been published to the College website with the caveat it was subject to approval of the Board of Management on 12 June 2023. She noted that the report had been considered by the Finance and Resources Committee at the meeting held on 30 May 2023 and that it had been amended to include comments from members.

D Shiels provided members with an overview of the report and informed that the data was based on academic years 2019/20 and 2021/22.

D Grenham commented on the huge amount of effort and work that goes into producing this report. He asked how the progress of the actions are examined. D Shiels informed members that the Equality Outcomes Action Plan would be revisited and evaluated against national outcomes.

In a response to a question from C Breathnach, D Shiels informed members that recruiting black or ethnic minority backgrounds for managerial posts is a challenge for the sector. She added that the College intend to work with Black Further Education Leadership Group looking at recruitment processes and an undertake and audit of the College policies. She added that the College intended offer manager training to staff to assist with achieving gender balance in management roles.

The Chair thanked the Director of People and Culture for work undertaken to produce the comprehensive report.

Members of the Board of Management agreed to:

- i) note the content of this report and its appendix; and
- ii) approve the Public Sector Equality Duty Report 2023 for immediate publication.

¹ Note: C Breathnach asked for his dissent to be recorded as the budget assumptions made regarding staff pay increases were less than the current pay award that the unions are seeking.

12. Annual Health and Safety Policy Review

The Principal spoke to the content of the report that approval from members for the Annual Health and Safety Policy. He added it had been endorsed by the Health and Safety Committee and the Finance and Resources Committee.

D Smeall informed members that one small amendment had been made to the policy with regard to the move out of West Campus.

Members of the Board of Management agreed to:

- i) note the contents of this report; and
- ii) approve the changes to the Health and Safety Policy.

13. Board and Committee Membership and Calendar of Meetings 2023/24

The Secretary to the Board of Management spoke to the content of the report which provided members with an update on Board and Committee membership and sets out the calendar of meeting dates for 2023/24.

L Ellison took members through the content of the report that included re-appointments of existing members, recruitment of new members and resignation of one board member. She highlighted that at the time of writing the report the Student Association (SA) election results had been unknown but have now been announced as E Leslie and Sonique Noreiga as the new SA Presidents for session 2023/24.

She provided members with an overview of committee membership and a change in Chair and Vice Chair of some Standing Committees.

She highlighted the calendar of meetings and the move to Board meetings being held on Wednesdays at 4.30pm to allow members to scrutinise papers in advance of the meeting.

C Breathnach commented that he welcomed that recognised Trade Unions would be represented on the Board of Management as members, as noted in section 2.9 of the report.

The Chair noted that the change in Chair and Vice Chair of some Standing Committees was to provide succession planning / development opportunities for existing Vice Chairs, there was no concern regarding current Chairs competence. He thanked all existing Chairs for their willingness for change and to for the sterling job they had undertaken.

Members of the Board of Management agreed to:

- i) approve the appointment of John McBride as Vice Chair of the Board of Management
- ii) note the reappointment of Dr Elaine Clafferty and Michael O'Donnell for four years commencing 1 August 2023
- iii) approve the appointment of Dermot Grenham as Chair of the Audit and Risk Committee and Michael O'Donnell as Vice Chair of the Committee.
- iv) approve the appointment of Dr Elaine Clafferty as Chair of the Learning and Teaching Committee and Marion Allison as Vice Chair of the Committee.
- v) note that Rob Doyle and Heather McNeil will continue as Chair and Vice Chair of the Finance and Resources Committee.

- vi) note the appointment of Marie Docherty, Michelle Stevenson and Steven Caldwell for four years commencing 1 August 2023.
- vii) note that the student membership for 2023/24 has been announced as Emma Leslie and Sonique Noreiga;
- viii) approve the Board's Committee membership for 2023/24 detailed at Appendix 1
- ix) approve the Board and Committee meetings' schedule for 2023/24 at Appendix 2; and
- x) record their appreciation of the contribution of outgoing members.

14. Risk Management Update and College Risk Register

The Vice Principal Operations spoke to the content of the report that sought approval from the Board of Management for the College Strategic Risk Register and Risk Register.

J Evans informed members that the Risk Register, attached as appendix 1 to the report, had been discussed fully by the Audit and Risk Committee at the meeting held on 16 May 2023. She highlighted the changes made to the Risk Register following the meeting noted at section 3 of the report. She also highlighted that a new risk related to Artificial Intelligence (AI) had been added.

The Chair welcomed the addition of the AI risk to the register.

Members of the Board of Management agreed to approve the content of this report, appendices and links.

15. Policies and Procedures

- a) Disciplinary Policy and Procedure**
- b) Grievance Policy and Procedure**

The Director of People and Culture spoke to the content of the report that sought to request an extension to the review date for both the above noted policies and procedures that fall within the scope of the National Recognition and Procedures Agreement (NRPA).

D Shiels reminded members that the had approved to extend the review date of the Disciplinary Policy and the Grievance Policy and Procedure to 30 June 2023 pending the outcome of the national negotiation process. She informed members that the process was still underway and requested that the review of the policies be extended to 31 July 2024.

Members of the Board of Management agreed to:

- i) note the contents of this report and its Appendices; and
- ii) approve an extension to the review date for the Disciplinary Policy and Procedure as contained within Appendix 1 and the Grievance Policy and Procedure as contained within Appendix 2, to 31 July 2024.

16. a) College Operating Plan – NOT IN THE PUBLIC DOMAIN

The Principal spoke to the content of the report that sought to provide members with the latest update on the continuing development of the College Operating Plan (COP) 2022/23 – 2026/27.

D Smeall highlighted that the figures contained in the plan were in line with the budget as shown in chart 2 on page 24. He took members through the five-year projected income, expenditure, surplus / deficit and underlying cash following mitigating action as noted on pages 24 and 25 of the plan. He added that the COP is updated quarterly in line with the FFR and had been cited as good practice by the College internal auditors.

D Smeall thanked the Board for supporting the Management Team to share the COP, allowing transparency on the challenges facing the College and the measures necessary to address these, which are detailed in the COP. However, the College Strategy and Ethos, to deliver the highest quality learning experience for our students, remains unchanged.

H McNeil noted the residual Student Experience risk score seems a bit low at 4. However, it was acknowledged that this is at a moment in time and that it is necessary to look forward. I Patrick recognised that this risk is going to change in the future and that the Risk Register is for more than one audience.

I Patrick noted that, from conversations with other Chairs, it is clear that Glasgow Kelvin College is in a different place from most and that D Smeall and senior team should be commended for the open and transparent approach which has worked very well. This has involved ongoing communications with staff, the Board of Management and key stakeholders. D Smeall stated that the full COP is published on the College intranet, but not circulated outwith the College.

The Secretary to the Board asked members that, as the Board meeting had now been ongoing for two hours and, in accordance with the Standing Orders, if they were content to extend the time limit and continue discharging the remaining items on the agenda. Members agreed.

Members of the Board of Management agreed to:

i) note the content of the updated College Operating Plan v1.3.

b) Update on West Campus Closure – NOT IN THE PUBLIC DOMAIN

The Vice Principal Curriculum and Quality Enhancement and the Vice Principal Operations spoke to the report which provides an overview on this curriculum transfer activity and an update on the progress towards selling or leasing the campus.

Robin Ashton stated that the plans to move the curriculum areas to other campuses are progressing well. Project group running weekly now with significant scrutiny in place; he advised that there is confidence that works will be completed on time.

J Evans updated members on vacating the campus building and discussions held with SFC. The Graham & Sibbald report produced had been shared with SFC and a call has been scheduled to go over this, and the guidance, in detail.

J Evans went on to discuss how Graham & Sibbald will prepare a brochure for sale/ lease and this will be discussed further with SFC. Work will be ongoing over the summer in respect of this matter.

Members noted the contents of this report and the progress being made to close and sell or lease West Campus.

Members asked to be kept updated on matters pertaining to the West End Campus.

17. Quarter 3 Forecast and Management Accounts to 30 April 2023 – NOT IN THE PUBLIC DOMAIN

The Vice Principal Operations and Head of Finance spoke to the content of the report to provide members with:

- the Quarter 3 Forecast;
- the Management Accounts at 30 April 2023;
- an update on the Mid-Year Return (MYR);
- information on the recent Internal Audit Report; and
- the projected underlying cash to 31 July 2023 and future Cash Targets.

J Evans informed members that there have been no substantial changes and pointed out that there was a positive financial movement. The underlying cash position was positive and there was a good audit report. The Board Finance and Resources Committee have been updated accordingly.

Members of the Board of Management agreed to note:

- i) Quarter 3 Forecast;
- ii) Actual financial performance for 9 months of the year reflected in the Management Accounts to 30 April 2023;
- iii) Key Internal Audit Report was carried out this year on Budgetary Control/Financial Planning – Good award;
- iv) MYR submitted by the 31 March deadline 2023;
- v) Projected Underlying Cash to 31 July 2023; and
- vi) Revised underlying cash target of 2-15 days, equating to c£130k - £1.25m.

18. Voluntary Severance Scheme – NOT IN THE PUBLIC DOMAIN

The Vice Principal Operations, Vice Principal Curriculum and Quality Enhancement and Director of People and Culture spoke to the content of the report that sought to provide members with an update in relation to the College VS Scheme. At its meeting on 1 June 2023 the Remuneration Committee approved the individual VS applications set out in Appendix 1. This will support the financial objectives outlined in the College's Operating Plan which are predicated upon ongoing reductions in staffing numbers to achieve and maintain financial sustainability.

R Ashton stated that the Remuneration Committee has received an overview in respect of the overall situation. 49 applications had been received with 27 applications being approved. The 10% reduction in credits had been factored into decisions with management posts reduced also.

J Evans added that capacity has been reduced in support areas and nothing radical needs to be done at present although the status quo might be more challenging in future years. She added that the figures presented to the Remuneration Committee were correct at the time of writing the report but would be adjusted in respect of back dated pay. J Evans spoke of the positive consultation that had taken place with unions throughout the process.

I Patrick thanked all involved that this process had gone so smoothly.

Members of the Board of Management agreed to:

- i) note the contents of this report and its appendix;
- ii) note the offers of VS which have been approved by the Remuneration Committee;
- iii) note that all staff approved for VS will receive a termination letter or a settlement agreement as indicated in the report; and
- iv) note that Management may recommend that the Board reopen the VS Scheme at the August Meeting.

19. Governance Action Plan – Update

The Secretary to the Board of Management spoke to the content of the report that sought to update members of the Board of Management on progress against the Governance Action Plan (GAP). She added that the GAP had been reviewed by the Audit and Risk Committee meeting held on 16 May 2023.

L Ellison highlighted the GAP attached as appendix 1 to the report that provided members with an overview of the outstanding actions and the actions completed, marked in green highlight.

Members of the Board of Management are recommended to:

- i) note the content of this report and its appendix;
- ii) consider and note progress against the Governance Action Plan in Appendix 1; and
- iii) note an update will be presented to the Board of Management meeting to be held in December 2023.

20. Digital Transformation Strategy – Year 3 Update Report

The Director of Digital Services spoke to the content of the report that sought to update members on progress of year three of the strategy.

J Quinn spoke of the transition from remote learning to on campus with a hybrid option remaining in place. He spoke of the lap safe system in place in all campus locations for students to borrow a device, the new website which is now operational, the upgraded finance system and the Board dashboard. J Quinn went on to discuss the positive aspects of Artificial Intelligence whilst recognising that there are real risk with this too.

Members of the Board of Management are recommended to note the contents of this report.

21. Regional Briefing for Board Members – May 2023

Members noted the link attached to the agenda for this paper.

22. Items of Correspondence – For Information

- a) [Item 22a - GKC Certificate of Assurance to GCRB.pdf](#)

Members noted the content of the above noted correspondence provided for their information.

23. Community Empowerment (Scotland) Act 2015 - Annual Report for Year Ended 31 March 2023

The Director of Estates and Corporate Service spoke to the content of the report which is to satisfy the reporting requirements set by the Act for the year ended 31 March 2023.

24. OSCR – Charity Annual Return

The Director of Estates and Corporate Services spoke to the content of the report which is to provide members with confirmation that the Glasgow Kelvin College OSCR Annual Return has been submitted.

Members of the Board of Management agreed to:

- i) note the contents of this report;
- ii) note the annual return was submitted to OSCR within the required deadline; and
- iii) require the Director of Estates and Corporate Services to attend to OSCR matters in accordance with the legislative requirements.

25. Code of Good Governance - Annual Review

The Secretary to the Board of Management and Director of Estates and Corporate Services spoke to the content of the report to provide an update to members in relation to the Code of Good Governance. It was noted that the Code of Good Governance was updated towards the end of 2022 and it is normal practice that an annual review is undertaken to ensure compliance with the Code is being maintained. This was particularly important due to the changes that had been made in the updated Code of Good Governance.

L Ellison stated that she and L Clark had spent a considerable amount of time going through the Code of Good Governance in great detail and providing evidence on how compliance is conducted and indeed maintained; this will assist for future Externally Facilitated Effectiveness Reviews. The Standing Orders will also be updated in relation to Declarations of Interests and Connections and the amended process in line with the Model Code of Conduct.

In respect of Section D3 i.e. *“The senior independent member is also responsible for holding annual meetings with Board members, without the Chair, to appraise the Chair’s performance and provide the Chair with relevant feedback.”* This is not currently undertaken in formal meetings, however, the Secretary to the Board of Management and the Director of Estates and Corporate Services are considering how this can be appropriately implemented without overly impacting on unpaid non-executive director’s time. The Secretary to the Board of Management has had very early conversations with the senior independent member in this regard.

Action: The Standing Orders amendment and compliance with Section D3 would be picked up over the months ahead by L Ellison and L Clark.

L Clark stated that the presentation delivered earlier in the meeting by G Toms and CDN ensured compliance with the Code of Good Governance as this presentation contained a Code of Conduct Refresher.

Members of the Board of management agreed to:

- i) note the contents of this report, link and appendix;

- ii) note the work that will be undertaken by the Vice Principal Operations, the Director of People and Culture, the Secretary to the Board of Management and the Director of Estates and Corporate Services as denoted in paragraph 2;
- iii) note the advice in terms of TU nominations onto College Boards as per the papers - College Sector Board Appointments: Ministerial Guidance 2014; the Secretary to the Board of Management and Director of Estates and Corporate Services will ensure the Board of Management are kept apprised; and
- iv) request that the Secretary to the Board of Management and Director of Estates and Corporate Services conduct an annual review of the Code of Good Governance next Academic Year.

26. **Financial Memorandum - Compliance**

The Vice Principal Operations spoke to the content of the report which purpose is to provide members with reassurance that the College continues to comply with the terms of the Financial Memorandum.

Members of the Board of Management are recommended to:

- i) note the contents of this report and the link to the Financial Memorandum between Glasgow College's Regional Board and Assigned Colleges; and
- ii) note the College self-assessment of its compliance with the Financial Memorandum.

27. **Alternative Sources of Information for Members**

The Principal spoke to the content of the report which is to advise members of the Board of Management of alternative sources of information to inform their decision-making processes. It is also intended to provide members with access to the sources of external assurance as required by the Scottish Government Audit and Assurance Committee Handbook.

Members of the Board of Management are recommended to note the contents of this report and the alternative sources of external advice which are available to assist them discharge their duties and to request the Principal to up-date this paper for the information of members in June / August 2024 or before should circumstances require it.

C Breathnach asked that the two unions be included within this reference document. This was agreed and would be reissued accordingly.

Action: Secretariat to update the Alternative Sources of Information document to include unions and re-issue.

28. **Education Children and Young People Committee - College Regionalisation Inquiry Report – March 2023: Colleges Scotland Briefing**

Members received this briefing for information only.

29. **Policies Approved by Standing Committees – For Information**

- a) **Item 29a - Fees and Fee Waiver Policy 2023-24.pdf**
Item 29b - Letting Policy.pdf

Members noted that these policies had been approved and this had been provided for information purposes only.

- 30. Impact on Students – key issues to be considered as a consequence of the consideration of the above agenda**
Members agreed no new student impact issues had arisen as a consequence of the business conducted at the meeting held on 13 March 2023.
- 31. Risk Management – Risk Issues to be considered as a consequence of the consideration of the above agenda**
Members agreed no new risk management issues had arisen as a consequence of the business conducted at the meeting held on 13 March 2023.
- 32. Equality Management – Equality Issues to be considered as a consequence of the consideration of the above agenda**
Members agreed no new equality management issues had arisen as a consequence of the business conducted at the meeting held on 13 March 2023.
- 33. Data Protection – Data Protection Issues to be considered as a consequence of the consideration of the above agenda**
Members agreed no new data protection issues had arisen as a consequence of the business conducted at the meeting held on 13 March 2023.
- 34. Environmental and Sustainability – Environmental and Sustainability issues to be considered as a consequence of the consideration of the above agenda.**
Members agreed no new environmental and sustainability issues had arisen as a consequence of the business conducted at the meeting held on 13 March 2023.
- 35. Closure**
The meeting closed at 7.50pm.
- 36. Date of Next Meeting**
30 August 2023 at 4.30pm in WG1 and WG2 Springburn Campus.
- 37. Dates for the Diary**
Noted - Summer Award Ceremony – 16 June 2023, 1.30pm, City Chambers – refreshments from 12.45pm. Members noted arrangements.
- 38. All Press Releases relating to the College are available to view on the Board Portal via the following link:**
[Press Releases 2022-23](#)