

Glasgow Kelvin College

Board of Management Meeting of 30 August 2023

Board Development Programme

Report by Secretary to the Board and Director of Estates and Corporate Services

1. Introduction and Purpose

The purpose of this report is to:

- provide an update on member development and engagement activities for the academic year 2022/23; and
- agree a member development programme for 2023/24.

2. Background

Board members will be aware that, as part of their role, there is a requirement to undertake appropriate training and development. This requirement is included within the Code of Good Governance and should cover areas general to all Board Members as well as any specific development needs identified by Board members.

3. Academic Year 2022/23

A summary of member development during the previous academic year 2022/23 is noted below and detailed in **Appendix 1**. Should there be any omissions from those, members should advise the Secretary to the Board / Secretariat.

4. College Development Network (CDN) Programme

CDN runs an annual programme of events for College Board members. In particular, it runs a national induction programme. All College Board members are expected to attend a national induction programme and thereafter keep their skills and knowledge up to date. The national induction programme is designed to reflect the requirements of the Code of Good Governance and to complement the induction offered by individual colleges and strategic bodies. For any Board member yet to undertake the session the dates are detailed in **Appendix 2**.

5. College/Regional arrangements

Internal induction meetings are organised for all new (and co-opted) members by the Secretary to the Board. The Chair will also continue to take the opportunity to meet individually with all members as part of the Board's annual programme.

6. College Development Network - Governance Hub

Board members are reminded of the CDN Governance Hub. Within this area there is a range of information available to Board members across the sector. This Hub is periodically refreshed and is updated with useful material for Board members. Members are encouraged to access and take the opportunity as appropriate to undertake the modules or sessions offered. Link as follows:

[CDN LearnOnline: All courses \(collegedevelopmentnetwork.ac.uk\)](https://collegedevelopmentnetwork.ac.uk)

7. Other Opportunities

Other opportunities which arise for Board members will continue to be circulated via the Board Secretariat and members should arrange any bookings through them in order to maintain an accurate and up to date professional development record. Those will include sessions organised, for example, through On Board (as listed in **Appendix 2**) and OSCR training events.

Should any members wish to discuss any individual development requirements they can talk to the Board Chair, Senior Independent Member or the Secretary to the Board.

8. Board Development Sessions

A Board Development Programme with indicative dates for Academic Year 2023/24 is detailed in **Appendix 2**. It is intended that this programme will be implemented through the course of the academic year with the most appropriate dates and format.

The Board has generally also held an annual Board dinner in December of each year which is also listed on the Board Development Programme.

9. Resource Implications

There may be minor resource requirements in relation to Board development and training events, however, these are covered within the existing Board development resource budget.

10. Impact on Students

There are no negative impacts on students identified as a consequence of anything contained within this report. Appropriate Board development ensures that individuals are kept informed and aware of events occurring within the public sector arena.

11. Equalities

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

12. Risk and Assurance

Risk to the College is mitigated by ensuring appropriate and relevant member development opportunities with assurance provided by implementation and reporting of any programmes undertaken.

13. Data Protection

There are no data protection implications arising as a consequence of Board training and development.

14. Environmental and Sustainability

There are no environmental and sustainability issues as a consequence of this report.

15. Recommendations

It is recommended that members:

- i) note the development programme undertaken for 2022/23 as detailed in **Appendix 1**; and
- ii) consider and approve the outline member development programme for 2023/24 which is detailed in **Appendix 2**, recognising that this may be subject to amendment/additions.

16. Further Information

Further information can be obtained from Linda Ellison, Secretary to the Board of Management at lellison@glasgowkelvin.ac.uk or Lisa Clark, Director of Estates and Corporate Services at lisaclark@glasgowkelvin.ac.uk

L Ellison/L Clark
August 2023

Appendix 1

Board of Management – Development/Training Summary for Academic Year 2022-23

Event Name	Provider	Board Members	Date
College Brand Presentation	GKC - Vice Principal Operations and Commercial Manage	Ian Patrick, Rob Doyle, Derek Smeall, Marion Allison, Elaine Clafferty, Heather McNeil, Dermot Grenham, John McBride, Jennifer Lavery, Colm Breathnach, Emma Leslie and Noma Dube.	10/10/2022
Board of Management Development Session – This development session presented the first draft of a new interactive online system, to provide the Board of Management with a set of performance indicators to monitor progress towards the College strategic ambitions and priorities.	GKC – Director of Digital Services	Marion Allison, Elaine Clafferty, Linda Ellison, Dermott Grenham, John Hogg, Jennifer Lavery, Emma Leslie, John McBride, Heather McNeil, Michael O'Donnell, Ian Patrick and Derek Smeall	06/12/2022
CDN Virtual Workshop: Your Regional Economy Needs You	CDN	John McBride and Heather McNeil.	08/03/2023
Board of Management Self Evaluation Session	J Hogg – Strathclyde University	Rob Doyle, Linda Ellison, Dermott Grenham, J Hogg, Jennifer Lavery, John McBride, Heather McNeil, Ian Patrick and Natalie Philips	24/04/2023
Shaping Tertiary Education in Scotland	CDN	Natalie Philips	28/04/2023
Code of Conduct Refresher (including Bullying and Harassment)	Gail Toms CDN	Ian Patrick, Linda Ellison, Robin Ashton, Rob Doyle, Derek Smeall, Laura Birch, Marin Allison, Elaine Clafferty, Heather McNeil, John Hogg, Dermot Grenham, Natalie Phillips, John McBride, Jennifer Lavery, Colm Breathnach, Emma Leslie, Noma Dube and Michael O'Donnell.	12/06/2023

Appendix 2

Board of Management – Development/Training Planned and Suggested for Academic Year 2023/24

On Board
College Development Network
Glasgow Kelvin College

Date	Event
10 August 2023	Glasgow Kelvin College – Staff Development Days (The programme for the sessions will be circulated to members in advance of the sessions.)
25 August 2023	On Board – Chairing Effective Meetings
29 August 2023	CDN - External Governance Reviews: Value and Impact
30 August 2023	Cyber Security Presentation, Sharjeel Afridi, Network and Security Engineer, ICT Technical Services, Glasgow Kelvin College
30 August 2023	Communications, Marketing and Stakeholder Engagement Framework 2022/27 Presentation, Liz Breckenridge, Operations & Marketing & Commercial Manager, Glasgow Kelvin College
31 August 2023	CDN - Student Board Member Induction
1 September 2023	On Board – Part 1
8 September 2023	On Board – Part 2
14 September 2023	On Board – Finance for Board Members
19 September 2023	On Board – The Effective Audit and Risk Committee
20 September 2023	On Board – Effective Board Oversight of Risk
22 September 2023	CDN – Artificial Intelligence in College Education: Policy, Practice and Productivity
27 September 2023	CDN - Age Inclusion Awareness
10 October 2023	CDN - Understanding Your Role in Regional Economic Engagement
12 October 2023	On Board – Part 1
13 October 2023	On Board – Cyber Security and the Board - Part 1
17 October 2023	CDN - National Board Member Induction
19 October 2023	On Board – Part 2
24 October 2023	On Board – The Effective Audit and Risk Committee
24 October 2023	CDN - Understanding Your Role in Quality Assurance and Enhancement

Date	Event
26 October 2023	On Board - Cyber Security and the Board – Part 2
31 October 2023	CDN - Staff Board Member Induction
31 October 2023	On Board – Effective Scrutiny and Challenge
8 November 2023	CDN - Meet the Stakeholders: Student Experience and Engagement
14 November 2023	CDN - National Board Member Induction
16 November 2023	On Board - Cyber Security and the Board – Part 1
21 November 2023	On Board – Part 1
22 November 2023	Glasgow Kelvin College – Staff Development Days (The programme for the sessions will be circulated to members in advance of the sessions.)
23 November 2023	On Board – Finance for Board Members
23 November 2023	On Board - Cyber Security and the Board – Part 2
28 November 2023	On Board – Part 2
5 December 2023	On Board – The Effective Audit and Risk Committee
5 December 2023	Finance Training – Jeanette Evans, Vice Principal Operations
5 December 2023	Board Dinner
6 December 2023	On Board – Effective Board Oversight of Risk
12 December 2023	On Board – Chairing Effective Meetings
12 December 2023	CDN - National Board Member Induction
23 January 2024	CDN - The Real work of the Board – Moving into Governance
30 January 2024	CDN - National Board Member Induction
6 February 2024	CDN - All You Need to Know about College Funding
5 March 2024	CDN - National Board Member Induction
6 March 2024	Glasgow Kelvin College – Staff Development Days (The programme for the sessions will be circulated to members in advance of the sessions.)
12 March 2024	CDN - Understanding Your Role in Regional Economic Engagement
10 March 2024	Power BI – Jason Quinn, Director of Digital Services
9 April 2024	CDN - National Board Member Induction

Date	Event
23 April 2024	CDN - Understanding Your Role in Quality Assurance and Enhancement
30 April 2024	CDN - National Board Member Induction
June 2024	Board Self-Evaluation Session
Ongoing	Succession planning and providing committee vice chairs appropriate development opportunities including proposal to chair individual committee meetings. Individual opportunities to be discussed with the vice chairs. Opportunity also available on request for members to observe other meetings e.g. Academic Board
	Overview of community learning and development at a national level and at college level. Continued opportunity to engage with broader regional economic and social recovery planning. Annual financial overview. Campus 'tours' available at member's request.