

Glasgow Kelvin College

Board of Management Meeting of 30 August 2023

**Review of Performance of the Secretary to the Board and Performance Objectives
for 2023/24**

Report by Chair of the Board of Management

1. Introduction

Members will recall that the performance of the Secretary to the Board is reviewed on an annual basis against the performance objectives of the post holder.

While this is not a requirement of the Code of Good Governance Scotland's Colleges the Board have decided that this is good practice as the Secretary to the Board is an employee of the College.

2. Performance Review of Secretary to the Board of Management

The Chair and Vice Chair of the Board met with the Secretary to the Board to review her performance. They were aided in this process by a self-evaluation exercise carried out by the Secretary to the Board.

Both the Chair and the Vice Chair were delighted by the performance of the Secretary to the Board and agreed that she had met all her performance objectives. They agreed that she works very well with, and provides valuable support to the Chair, Board Members, College senior staff and secretariat staff. In addition, she works closely with the Director of Estates and Corporate Services and the Governance and Executive Support Manager to ensure that high standards of governance remain in place within Glasgow Kelvin College.

There were absolutely no issues of concern relating to her performance which require to be reported to the Board.

In conclusion, the Chair and the Vice Chair agreed that the Secretary to the Board has grown into the role over the last two years and has become a real asset to the College.

In addition, the performance objectives for the Secretary to the Board for 2022-23 were agreed at the performance review and are set out in the attached appendix.

3. Performance Objectives for Session 2023-24

In discussion with the Secretary to the Board it was agreed that the performance objectives for session 2023-24 would remain the same as for session 2022-23. These are listed in Appendix 1.

4. Impact on Students

There are no negative impacts on students identified as a consequence of anything within this report.

5. Risk and Assurance

It is considered crucial to continued good governance that the Board has access to a suitably qualified and experienced external person to fulfil the role.

6. Equalities

No negative impacts on people with protected characteristics have been identified as a consequence of this paper.

7. Data Protection

There are no data protection issues arising from this report which is not in the public domain.

8. Environmental and Sustainability

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

9. Recommendations

Members are recommended to:

- i) note the contents of this report; and
- ii) note the Performance Objectives for the Secretary to the Board for session 2023-24.

10. Further Information

Further information can be obtained from Ian Patrick, Chair of the Board of Management
ipatrick@glasgowkelvin.ac.uk

Ian Patrick Chair of the Board
August 2023

Appendix 1

Secretary to the Board of Management

Performance Objectives

2023-24

- 1 Assess and undertake appropriate development of the Board's governance framework.
- 2 Provide advice and support to the Chair, to Board members, and to the Executive on all matters relating to governance.
- 3 Provide direct support as required to student members as required to help their preparation for Board meetings.
- 4 Ensure the processes for the recruitment and the reappointment of Board Members are implemented effectively.
- 5 Oversee the implementation of the member induction and development programme for 2023/24 as agreed by the Board.
- 6 Review and agree a refresh of the annual evaluation of the Board and its Committees and ensure the process is implemented effectively.
- 7 Ensure there is effective engagement and relationships with Glasgow's assigned colleges and the Regional Board, as well as with the CDN and the Board secretaries' network on all matters relating to Governance.