

Glasgow Kelvin College

Board of Management Meeting of 10 December 2025

Governance Action Plan – Update

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

1. Introduction and Purpose

This report is to update members of the Board of Management on progress against the Governance Action Plan.

2. Background

Members will recall that the Governance Action Plan (GAP) is prepared to capture within one document planned and required governance actions. It is also referred to as the Board Development Plan. The GAP has been developed as a key reporting document to the Board of Management with respect to its role to ensure effective governance. The GAP has been derived from a number of sources including:

- Code of Good Governance for Scotland's Colleges
- Guidance Notes for Boards in the College Sector
- issues identified through audit processes
- developments identified internally and through the Board's annual self-evaluation
- items for improvement identified through the Externally Facilitated Effectiveness Review

In addition, actions from the Governance Update report considered by members of the Audit and Risk Committee held on 25 November 2025 have been added to the GAP. This report provided a comprehensive governance update for Glasgow Kelvin College, benchmarking its governance practices against key external reviews and sector-wide recommendations. It reflected a proactive approach to ensuring robust governance, transparency, and accountability across the institution.

The GAP is regularly monitored by the Secretary to the Board of Management, Director of Estates and Corporate Services and the Governance and Executive Support Manager. In terms of reporting, it is presented to the Board of Management twice per year, at its December and June meetings. It is also regularly reported through the Audit and Risk Committee. It is publicly available on the College website and is shared as required with the Scottish Funding Council upon their request.

3. Governance Action Plan

The Governance Action Plan is attached as **Appendix 1** to this report. It has been revised and updated since being last reported to the Board on 11 June 2025. It has also been reported to the Audit and Risk Committee held on 25 November 2025.

It is considered to be comprehensive but will continue to be reviewed internally and take due account of any external advice or guidance. The Board of Management is asked to consider and note progress against the GAP and to approve that the actions completed (identified in green on the GAP) be removed from the GAP. They will of course be retained as a record for reference purposes.

4. Resource Implications

There are no additional resource implications arising from this report.

5. Impact on Students

There is no direct impact on students in relation to the Governance Action Plan.

6. Equalities

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

7. Risk and Assurance

Risk to the College is mitigated by ensuring that governance requirements are contained within one control document which is easy to navigate and avoids oversight. This helps to ensure that the Board continues to meet the highest standards of governance. Assurance is provided through regular reporting, internal review/evaluation and by audit reports.

8. Data Protection

No data protection issues are identified arising from this report.

9. Environmental and Sustainability

No environmental and sustainability issues are identified arising from this report.

10. Recommendation

Members of the Committee are asked 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 that a further update will be presented to the Board of Management meeting to be held on 10 June 2026.

11. Further Information

Members can obtain further information on the contents of this report from Heather Jackson, Secretary to the Board – hjackson@glasgowkelvin.ac.uk or Lisa Clark, Director of Estates and Corporate Services - lisaclark@glasgowkelvin.ac.uk

Heather Jackson/Lisa Clark
December 2025