

Glasgow Kelvin College

Board of Management Meeting of 29 August 2022

Board Development Programme

Report by Secretary to the Board and Director of 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 2021/22; and
- agree a member development programme for 2022/23.

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 2021/22

3.1 Summary of Member Development

A summary of member development during the previous academic year 2021/22 is noted below and detailed in **Appendix 1**. Should there be any omissions from those members should advise the Secretary to the Board / Secretariat. Clearly, there was again an impact on activity as a consequence of Covid 19.

3.2 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, a note of dates will be provided as soon as they are received. It should be noted that it is anticipated that this will be run as an online event. Full details for this academic year are awaited and will be circulated to members as soon as they are available.

3.3 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.

3.4 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.

3.5 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 and OSCR.

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.

3.6 Board Development Sessions

A Board Development Programme with indicative dates for Academic Year 2022/23 is detailed in **Appendix 2** with indicative dates. 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 but that will of course depend on circumstances at that time.

4. 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.

5. Equalities

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

6. 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.

It is recognised that Covid-19 continues to cause some uncertainty and disruption and therefore a degree of flexibility remains necessary before firming up on specific sessions, dates and format.

7. Data Protection

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

8. Recommendations

It is recommended that members:

- i) note the development programme undertaken for 2021/22 as detailed in **Appendix 1**; and
- ii) consider and approve the outline member development programme for 2022/23 which is detailed in **Appendix 2**, recognising that this may be subject to amendment.

9. 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 Corporate Services at lisaclark@glasgowkelvin.ac.uk

L Ellison/L Clark
July 2022

Appendix 1

Board of Management – Development/Training Summary for Academic Year 2021-22

Event Name	Provider	Board Members	Date
Strategy Day	GCRB	Ian Patrick	13/09/2021
Exploring the Complexities of College Governance	CDN	Ian Patrick	23/09/2021
Board of Management Risk Register Session	Alan Ross, Zurich	Deborah Thomson, Dermot Grenham, Elaine Clafferty, Fiona Taylor, Heather McNeil, Ian Patrick, Laura Birch, Lauren McLaren, Linda Ellison, Marion Allison, Michael O'Donnell, Robert Doyle, Stephen Birrell, Robin Ashton, Jeanette Evans, Derek Smeall	17/11/2021
Board Development Event - Health and Safety Presentation	Prof Willey	Stephen Birrell, Robert Doyle, Michael O'Donnell, Linda Ellison, Lauren McLaren, Laura Birch, John Hogg, Ian Patrick, Heather McNeil, Fiona Taylor, Elaine Clafferty, Derek Smeall, Dermot Grenham, Deborah Thomson, Colm Breathnach	19/01/2022
Board Development Event - Financial Awareness Presentation	J Evans, GKC	Stephen Birrell, Robert Doyle, Michael O'Donnell, Linda Ellison, Lauren McLaren, Laura Birch, John Hogg, Ian Patrick, Heather McNeil, Fiona Taylor, Elaine Clafferty, Derek Smeall, Dermot Grenham, Deborah Thomson, Colm Breathnach	19/01/2022
Board Development Event - Power BI Development Update & How future developments will assist Board members to monitor delivery of Strategic	J Quinn & R Ashton, GKC	Stephen Birrell, Robert Doyle, Michael O'Donnell, Linda Ellison, Lauren McLaren, Laura Birch, John Hogg, Ian Patrick, Heather McNeil, Fiona Taylor, Elaine Clafferty, Derek Smeall, Dermot Grenham, Deborah Thomson, Colm Breathnach	19/01/2022

Priorities			
Cyber Security for Principals and Board Members	CDN	Stephen Birrell, Michael O'Donnell, Laura Birch, Fiona Taylor, Elaine Clafferty, Derek Smeall	02/03/2022
Leadership and Governance Summit: College as Key Drivers of Inclusive Economic Renewal	CDN	Michael O'Donnell, Jeanette Evans, Heather McNeil	28/04/2022
Board Self-Evaluation Session	GKC	Robert Doyle, Heather McNeil, Elaine Clafferty, Michael O'Donnell, Dr Marion Allison, Lauren McLaren, Natalie Philips, John McBride, Linda Ellison, Lisa Clark	27/06/2022

Appendix 2

Board of Management – Development/Training

Planned and Suggested for Academic Year 2022/23

Date	Event
29 August 2022	Glasgow Kelvin College – Stakeholder and Key Partner Presentation
Part 1 1 September 2022 11 October 2022 10 November 2022 2 December 2022	On Board Governance Training Online
Part 2 9 September 2022 18 October 2022 18 November 2022 9 December 2022	On Board Governance Training Online
25 August 2022 12 December 2022	On Board – Chairing Effective Meetings Online
29 August 2022 23 November 2022	On Board – Finance for Board Members Online
6 September 2022 25 October 2022 6 December 2022	On Board – The Effective Audit and Risk Committee Online
8 September 2022 26 October 2022 8 December 2022	On Board – Effective Board Oversight of Risk Online
16 September 2022 14 December 2022	On Board - Effective Scrutiny and Challenge Online
23 August 2022	College Development Network – College Expo 22
1 September 2022 2 September 2022	College Development Network – Student Board Member Induction (Attendance at both workshops is required)
8 September 2022	College Development Network – Pathways from Poverty – The Role of Colleges in Leaving No-One Behind
13 September 2022 22 November 2022 24 January 2023 – evening session 7 March 2023 25 April 2023	College Development Network - Board Member National Induction

13 September 2022	College Development Network – NCFE’s Assessment Innovation Fund: Project Showcase & 22/23 Funding Opportunities
25 October 2022	College Development Network – The real work of the Board, moving into governance (Steve Mostyn Associate Fellow at Saïd Business School, Oxford and Honorary Professor at the Adam Smith Business School University of Glasgow)
2 November 2022	College Development Network – Understanding PREVENT responsibilities (Scottish Government)
6 December 2022	College Development Network - Meet the Stakeholders (Policy and Funding SFC, Colleges Scotland, Scottish Government)
7 February 2023	College Development Network - All you need to know about college funding (James Thomson Director of Finance, Student Funding and Estates Ayrshire College)
8 March 2023	College Development Network – How college leaderships are shaping economic recovering and curating environmental renewal (Paul Smart, Ross Martin, Willie Mackie CDN Economic Recovery Group)
May 2023	College Development Network – Leadership and Governance Summit
Ongoing	College Development Network – Pedagogy Matters Podcast Online/Ongoing Available to stream via CDN website or Spotify.
TBC	OSCR – Meet the Regulator (online event)
6 December 2022	Board Dinner
6 December 2022	Glasgow Kelvin College – Power BI & Scorecard
11 August 2022 23 November 2022 8 March 2023	Glasgow Kelvin College – Staff Development Days (The programme for the sessions will be circulated to members in advance of the sessions)
26 June 2023	Board Self-Evaluation Session
TBC	Glasgow Kelvin College – Code of Conduct Refresher
TBC	Glasgow Kelvin College – Bullying and Sexual Harassment Training
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.
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