**Glasgow Kelvin College - Governance Action Plan: as at 1 December 2023**

| **Item No** | **Item** | **Taken from/request received from** | **Item that is required** | **Person Responsible** | **Due Date** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Board of Management Self-Evaluation Actions 2022/23 | Board of Management Self Evaluation Meeting – 24 April 2023 | Highlight Key Points only in papers | SMT | A.S.A.P. | Authors/presenters of Papers will highlight key points only as briefly as possible allowing more time for board questions and discussion |
| 2 | Board of Management Self-Evaluation Actions 2022/23 | Board of Management Self Evaluation Meeting – 24 April 2023 | Mode of Paper Delivery and Development Session | SMT | A.S.A.P. | Wherever possible Power BI should be used during board meetings to reduce the need for board papers, particularly to provide key performance information. Power BI should be more accessible for Board members between meetings.  It is recognized that this will involve another development session. *Note: This is on the Board Development Programme. This has been scheduled for March 2024.* |