Glasgow Kelvin College

Board of Management

Minute

Minute for the meeting held at 5pm on Monday 8 June via Go To Meeting

1. Sederunt

Ian Patrick, Chair
Elizabeth Robertson, Vice Chair
Derek Smeall, Principal
Clark Whyte
Michael O'Donnell
Mohammed Razaq (until 5.30pm)
Laura Birch
Stephen Birrell
Deborah Thomson
Dr Marion Alison
Elaine Clafferty
John Hogg
Robert Doyle
Pam Currie, Teaching Staff Member
Fiona Taylor, Support Staff Member
Kathleen Kelly, Student Association Member
Karen KonKon, Student Association Member

In attendance:

Eileen O'Neil, co-opted member - Audit and Risk Committee
Iain McCaskey, co-opted member - Human Resources Committee
Douglas Wilson, Clerk to the Board
Carol Goodwin, EIS/FELA – In attendance
Jennifer Lavery, UNISON – In attendance
Robin Ashton, Vice Principal – Curriculum and Quality Enhancement
Audrey Miller, Vice Principal – Human Resources and Organisational Development
Lisa Clark, Interim Assistant Principal
Alan Carr, Head of Finance
Annette McKenna – Governance and Executive Support Manager *(for recording purposes)*

Observer:

Grace MacCrae, EIS substitute in attendance member

The meeting was quorate with 17 members in attendance.

2. Apologies

Anne McTaggart

3. Declarations of Interest

No declarations of interest were received. The Chair reminded members that they could declare an interest at any point during the meeting.

4. Minutes of the Previous Meeting held on 2 March 2020

The minute of the meeting held on 2 March 2020 was accepted as an accurate record of the business conducted at the meeting.

5. Matters Arising from the Previous Meeting held on 2 March 2020

a) Voluntary Severance Update (Including new S/OMT Structure) – NOT IN THE PUBLIC DOMAIN

The Principal spoke to the content of the report that sought to provide members with an update on the Voluntary Severance Scheme (VS) and the Senior and Operational Management (S/OMT) structure.

D Smeall took members through the content of the report and highlighted the main points. He informed members that the College had received approval from the Glasgow Colleges' Regional Board (GCRB) and the Scottish Funding Council (SFC) to open the scheme in April 2020.

He also informed members that the College Remuneration Committee met on 6 May 2020 to consider the applications for VS and agreed to offer this to six members of staff. He highlighted that the scheme was at a cost of £237,472k to the College with an annual saving of £459,279k.

In addition, he informed members that all six offered the VS scheme had accepted therefore the College would now implement successfully the restructure of the S/OMT during academic session 2020/21 as highlighted on page 5 of the report. He added that the Executive Committee had approved the restructure of the S/OMT at its meeting held on 6 May 2020 and the structure would comprise of:

- Vice Principals from 3 to 2;
- Directors from 5 to 7; and
- Operational Managers from 12 to 8.

Members of the Board of Management agreed to note the contents of the report.

CORRESPONDENCE

6. a) Letter from SFC re. Financial Statements 2018-19

The Principal spoke to the content of the correspondence that informed the College that their Annual Report and Accounts for 2018/19 had been laid before the Scottish Parliament and could now be made available to the public and added to the College website.

Members of the Board of Management noted the content of the correspondence.

b) Certificate of Assurance

The Principal spoke to the content of the correspondence and informed members that the Certificate of Assurance was an annual submission to GCRB who then submitted to the SFC on behalf of the Glasgow Region.

D Smeall informed members that the College's current financial situation and operating deficit had arisen as a consequence of a forecasted fall in non-SFC income as a direct result of the ongoing COVID-19 health, social and economic crisis.

He further informed members that the Certificate of Assurance had been considered in detail at the Financial Control Committee held on 27 May 2020.

Members of the Board of Management noted the content of the correspondence.

c) Letter from K Watt, SFC, to Principals' re. COVID 19

The Principal spoke to the content of the correspondence that was intended to provide assurances and comfort that the Sector would find solutions together that would work for learners and colleges.

D Smeall highlighted the following points contained in the correspondence:

- one plus credit restrictions removed;
- failure to meet credit target will not result in clawback in sessions 2019/20 and 2020/21 – this is not the case for ESF funding; and
- further relaxations of the early withdrawal date, 25% rule and the credit claim for work placements will be considered at national level.

In a response to a question, D Smeall informed members that the Scottish Government Action Plan, noted in the correspondence, was not expected to be published in June 2020.

Members discussed future provision and tertiary education.

Members of the Board of Management noted the content of the correspondence.

STANDING ITEMS

7. Draft Standing Committee Minutes and Meeting Summary - NOT IN THE PUBLIC DOMAIN

a) Draft Minute Audit and Risk Committee – 24 March 2020

The Chair of the Audit and Risk Committee spoke to the content of the minutes and highlighted the positive comments made by the Internal and External Auditors.

Members noted the content of the draft minute provided for their information.

b) Draft Minute Learning and Teaching Committee – 17 March 2020

The Chair of the Learning and Teaching Committee spoke to the content of the draft minute and highlighted the Education Scotland (ES) Progress Visit held on 17 and 18 February 2020. She informed members that ES had gained assurance that the College had made significant progress in implementing its Enhancement Plan.

Members noted the content of the draft minute provided for their information.

c) Executive Committee
i) 25 March 2020 - Approved
ii) 22 April 2020 – Approved
iii) 6 May 2020 – Draft

The Chair of the Executive Committee spoke to the content of the above noted minutes. He provided members with an update on the recruitment exercise to appoint a Vice Principal and added that the external advert had gone live on Friday 5 June 2020.

In addition, he provided members with an update on the Board recruitment exercise and informed members 6 candidates would be interviewed on Wednesday 10 June 2020.

He commended the standard of the minutes as they show discussions and agreed recommendations of the meetings.

Members noted the content of the draft minutes provided for their information.

d) Draft Remuneration Committee – 6 May 2020

The Chair of the Remuneration Committee spoke to the content of the minutes and noted that the Principal had covered the items considered at the meeting when discharging item 5a on the agenda.

Members noted the content of the draft minute provided for their information.

e) Draft Minute Financial Control Committee – 26 May 2020

Members noted the content of the draft minute provided for their information.

8. Chair's Update Report

The Chair paid tribute to staff, on behalf of Board members, for the tremendous job they had undertaken since lockdown in supporting our learners and each other. He added that the Senior Management Team had done remarkably well under unprecedented circumstances. He informed members that he had written to staff, on behalf of the Board of Management, thanking them for their efforts.

I Patrick provided members with an update on Colleges' Scotland Chairs' meetings he had attended. He highlighted the possible structural changes facing the Sector

and confirmed that the Board is committed to the College vision and mission, the prime aim was for this to be maintained.

9. Principal's Update Report

The Principal spoke to the content of his report that sought to outline key activity and events for members since the last meeting of the Board of Management.

D Smeall provided members with an update on COVID19 that included communication with learners, staff and unions. He provided an update on curriculum and teaching and added that a huge amount of work had been undertaken in relation to learner accreditation for academic year 2019/20 and planning for academic year 2020/21.

He informed members that the College had published its Transformation & Renewal Framework, item 12ai on the agenda, which presented the current challenge, the likely challenges and how the College would plan, prepare and implement new ways of working to accommodate the "new normal". He added that the planning phase was now well underway.

In addition, he updated members on the UK Government Coronavirus Job Retention Scheme and thanked local and full-time officials for assisting in the production of a Memorandum of Understanding and the format of all necessary paperwork. He added that local stewards had provided reassurance to staff involved.

He provided members with a summary of the College Mid-Year Return to SFC that included Scottish Funding Council (SFC) grant assumptions, tuition fee income assumptions, staff costs assumptions, other operating expenditure assumptions and an adjusted operating result. He reminded members that this was a snapshot in time and that the College were dealing with daily shifting parameters.

D Smeall informed members that the College's current catering contractor's, Servest, contract expires on 31 July 2020 and the College had offered them a 12-month extension with a reduced service due to the reduced number of staff and students accessing the buildings due to social distancing. Servest informed the College in writing that they had decided not to quote for a reduced service in academic year 2020/21. He added that Servest had served redundancy notices to their staff. He added that the College had met with representatives from Unison and GMB to explain the College position and to consider possibilities for the staff involved.

He highlighted the risks associated with COVID19 and the possibility of the recruitment of the Vice Principal vacancy not being successful, as noted in his report.

Members discussed, at length, the situation with regard to Servest and their employees being served with redundancy notices. Both J Lavery and P Currie commented on the length of service the employees had with the legacy colleges. They also highlighted that vulnerable learners relied upon breakfast and lunch when attending college and asked that the College work with the unions and the employees to find a solution. The Chair thanked them both for their heartfelt

comments and added that these would be taken on board by the Senior Management Team.

Members of the Board of Management agreed to:

i) note the contents of this update report;
ii) note the challenges and progress relating to the COVID-19 crisis;
iii) note progress in the recruitment of a new Vice Principal post;
iv) note the implications surrounding the Certificate of Assurance statement (as considered at item 6b on the agenda); and
v) note the potential risks and equalities impact identified.

10. Course Delivery Update - 2019-20

The Vice Principal Curriculum and Quality Enhancement spoke to the content of the report that sought to provide an update and assurance for members.

R Ashton took members through his report that included the work undertaken with regard to the completion of 2019-20 courses. He highlighted that the College was confident it would meet its credit target for academic session 2019/20.

Members of the Board of Management agreed to note the content of the report.

ITEMS FOR APPROVAL

11. College Financial Monitoring 2019/20
a) Management Accounts – Eight Months to March 2020 – NOT IN THE PUBLIC DOMAIN

The Head of Finance spoke to the content of the report that sought to provide the Board of Management with a detailed overview of financial performance for the 8 months to 31 March 2020 measured against the budget approved by the Board of Management. He reminded members that the Board of Management approved a revised budget at its meeting held in October 2019. The revision was required to remove the unidentified savings in the original budget document considered in June 2019, following completion of the restructuring exercise, and apply them to specific budget lines. He added that the management accounts had been considered by the Financial Control Committee at its meeting held on 26 May 2020.

A Carr took members through the content of his report, in detail, and highlighted the further analysis undertaken in respect of the financial performance for the first 8 months versus the actual budget.

He also took members through the income and expenditure performance and noted that the budget for 2019/20 was for a deficit of £442k. He added that This accounting deficit was funded from the impact of non-cash net depreciation charges. Therefore, a deficit at this level is affordable in cash terms. He reminded members that the College budget included an allocation of £470k in revenue income from the Glasgow Kelvin Learning Foundation which has been applied for and paid to the College by the Foundation.

He informed members that financial situation prior to COVID19 had been favourable.

F Taylor raised a query with regard to the Foundation Apprenticeship figures noted in the report and A Carr agreed to take her through them in detail, off line.

Members of the Board of Management agreed to:

i) note the contents of this report and the financial performance of the College for the 8 months to 31 March 2020; and
ii) note that although the College was on track to operate well within the budget approved by the Board of Management in the current session, the impact of COVID-19 as outlined in the Mid-year Return Forecast to 31 July 2020 has had a seriously detrimental impact.

b) Mid Year Return to Scottish Funding Council – NOT IN THE PUBLIC DOMAIN

The Principal provided members with a summary of the College Mid-Year Return when discharging item 9 on the agenda.

12. College Recovery Plan 2020/21

ai) College Operational Transformation & Renewal Framework 2020/21

The Principal spoke to the content of the Framework document and informed members that the next stage was to produce a Transformation and Planning document. He added that a huge amount of work had been undertaken by the Incident Management Team and thanked them for their support and efforts.

D Smeall informed members that he was scheduled to meet all staff, over 4 online sessions via Microsoft Teams, to provide them with an update on the planning to date for session 2020/21.

Members of the Board of Management noted the content of the report.

ii) College Operational Transformation & Renewal 2020/21 – Update

The Vice Principal Curriculum and Quality Enhancement spoke to the content of the report that sought to provide members with an update on the broad areas of work currently being progressed to support the safe and effective delivery of the College curriculum in 2020/21.

R Ashton took members through the content of his report and highlighted:

- social distancing – course provision, mode of learning, amount of time spent in college buildings for both staff and learners and maximum occupancy numbers for classrooms;
- Digital Classroom Working Group - formed of teaching and ICT staff representatives from across the College to identify key digital skills,

techniques and approaches which will enable all teaching staff to deliver teaching remotely;
- college calendar – two weeks at the start of term for induction and development; and
- course portfolio - review to identify any changes required so that it continued to align with employer and learner needs.

Members discussed digital poverty for students, student engagement and experience if learning remotely. R Ashton informed members that the College was writing to all new students regarding their ICT capacity and connectivity for their thoughts on online learning and their ICT skills / equipment.

Members of the Board of Management agreed to note the content of the report.

b) College Funding Allocations 2020/21 - NOT IN THE PUBLIC DOMAIN

The Principal spoke to the content of the report that sought to provide members with a summary of the Scottish Funding Council (SFC) funds allocated to the College by GCRB for Academic Year (AY) 2020/21. He informed members that 6 detailed, tabulated breakdowns had been attached to the report as appendices 1-6.

D Smeall took members through the content of his report and highlighted the following:

- credit count remained the same - 79,196 Credits;
- net core grant uplift of 0.8%; and
- student funding had been increased by £237,515 or 3.82%;

He informed members that there where risks involved with ESF activity as the SFC had instructed colleges to consider the ESF credit element as to be subsumed within the overall credit allocation presented in section 3 of his report. He added that it was very likely that SFC's expectation with regards to ESF credit delivery of 2,008 and associated funding of £556k would be the same as in AY 2019/20. He noted that this activity and income was subject to the College delivering this activity over and above the SFC core credit target, and if this was not achieved it may be more vulnerable to clawback of funds.

The Chair highlighted the funding for Glasgow and the funding split between the three Glasgow colleges as noted in appendix 2 attached to the report. He added that the College was underfunded considering the communities it served. He also highlighted the top slice of funding being retained by GCRB. The Principal added that per head count the College was the lowest funded, per student, in Scotland.

Members of the Board of Management agreed to note the content of the report.

c) Scenario Based Financial Forecast & Budget Academic Year 2020/21 2020/21 – NOT IN THE PUBLIC DOMAIN

The Principal spoke to the content of the report that sought endorsement from the Board of Management of the three financial scenarios presented within the report, the College Scenario Based Financial Forecast & Budget (FF&B) 2020/21.

D Smeall informed members that normally the Board of Management, in accordance with Glasgow Kelvin College's Financial regulations, would have received a budget and yearly projected cash flow to the SFC / GCRB prior to the beginning of the financial reporting year which is 1 August 2020. However due to the current present global health, social and economic crisis caused by the COVID19 pandemic and the financial situation facing the Sector, a scenario based FF&B had been produced for members' endorsement.

He further informed members that a more detailed budget was unlikely to be available to members until August 2020 and reassured members that the College believed this was fully in line with both SFC and GCRB expectations during the current COVID19 crisis.

He took members through the content of the report, in detail, that included:

- context and assumptions for income and expenditure;
- income and core funding;
- other items including pensions, staff pay increases, capital budget and cash flow;
- value for money and savings plans; and
- budgeting returns to SFC.

He also took members through the three Financial Forecast & Budget scenarios for the coming year that had been prepared, as far as possible, on a 'bottom up' detailed basis, based on the current understanding the College had of its costs and income for 2020/21.

He informed members that all three draft scenarios highlighted a significant funding gap in each and presented an extremely high risk of experiencing serious cash flow issues during the year. He added that the level of that risk changed marginally across each scenario but still remained extremely high throughout.

The Chair reminded members that it was fundamental that the Board of Management approved a budget for session 2020/21. He added that he would liaise with the Principal on the requirement of an Executive Committee meeting prior to the August 2020 Board meeting to review the interim position of the College financial position and Budget.

Members of the Board of Management agreed to:

i) note the contents of this report;
ii) note that the Board is required to set a break-even budget in cash terms;
iii) note the inability of the College to provide a break-even budget in cash terms in the context of the current economic crisis and the extreme limitations of available options;

iv) note that the College, in accordance with its own Financial Regulations, is required to submit a budget and yearly projected cash flow to the SFC / GCRB prior to the beginning of the financial year (1 August 2020) to meet SFC expectations;
v) note that the College is unlikely to be in a position to submit a definitive budget and yearly projected cash flow to the SFC/GCRB prior to the beginning of the financial year (1 August 2020);
vi) note that the College's approach to forecasting and budget scenario planning is in line with the current expectations of SFC;
vii) note the extremely high levels of uncertainty in respect of income and costs facing the College;
viii) note the key assumptions and risks contained within this report;
ix) endorse the savings proposals and approach in the Value for Money and Savings section; and
x) endorse the 2020/21 Scenario Based Financial Forecast & Budget.

d) Capital Investment Plan and Budget 2020-21 (Including ICT)

The Interim Assistant Principal spoke to the content of the report that sought to provide an update to members in relation to the Capital Investment Plan and the Capital Budget for 2020/21.

L Clark informed members that the College had received £393,455 towards the cost of lifecycle maintenance that was critical to ensuring that the College was able to carry out day to day planned and reactive maintenance in respect of all of its campus buildings. She added that £91k of the allocated funding had not been spent due to the COVID19 crisis, as highlighted in appendix 1 of the report, and added that these projects were now being progressed.

She further informed members that a Capital Plan had been submitted to GCRB requesting more capital money, £500k, as outlined in appendix 2 to the report. She added that the College had been advised, verbally on 29 May 2020, that this application had been approved.

In addition, she informed members that due to the likely effects of Covid19 on session 2020/21, the College has brought forward a staff mobility project which would require significant investment. She added that the intention is to equip every member of staff[1] with a laptop to facilitate 'Work from Home' (WFH) and remote teaching.

She further informed members that out of the 545 staff at the College, 110 had adequate laptops. She added that 205 additional laptops had been ordered and were awaiting delivery, this left a short fall of 230 at a cost of £606.00 as outlined in appendix 3 to the report.

She highlighted the investment required to ensure that students are equipped with an adequate device for their studies as a large part of teaching in session 2020/21 would be delivered remotely. She added that after taking all student support funding needs into account, the College had identified approximately 700 fundable students who may benefit from the provision of ICT equipment at a cost of

approximately £300k. She informed members that further investment was also required to facilitate such items as remote labs, remote support, enhancing security and ensuring Health and Safety compliance when working from home. She noted that at the time of writing the report there were significant sector uncertainties and that workings in relations to detailed costings were currently being gathered.

Members of the Board of Management agreed to note the content of the report and its appendices.

13. Regional Outcome Agreement and Strategic Priorities 2020/23

The Vice Principal Curriculum and Quality Enhancement spoke to the content of the report that sought to provide an overview of regional and national commitments related to the Glasgow Regional Outcome Agreement (ROA) for 2020/23 and related sector strategic priorities, in the context of the impact of COVID19 on college education.

R Ashton informed members that a final draft 2020-21 Regional Outcome Agreement had been considered at the GCRB Board meeting held on 27 April 2020. He further informed members that overall the document was similar to the 2019/20 ROA, with the main difference related to the projects set out in the Regional Programme of Action for 2020/21. He highlighted the planned commitment in respect of session 2020/21 as detailed in the report.

He further informed members that the College's academic improvement targets for 2020/21 and 2021/22 were broadly unchanged from those submitted last year, with the new targets provided for 2022/23 building on those previously set. He added that It was recognised however, that the commitments and targets set within the Glasgow 2020/23 ROA, were defined prior to the COVID19 pandemic.

He spoke to the correspondence from the Scottish Funding Council (SFC) attached as an appendix to the report that begins to address the need to review previously agreed ROA commitments. He highlighted that the correspondence suggests that this will realign priorities to support economic recovery, and to support those already in the education system such as schools, colleges and universities during the crisis period, and those who may be looking to re-enter employment. He noted that the SFC continued to expect colleges and universities to continue to widen access and ensure a high quality learning experience for all students, but which may be different in shape, structure and mode to previous years.

Members of the Board of Management noted the content of the report and its appendix.

14. Risk Appetite and Risk Register Review

The Interim Assistant Principal reminded members that as part of the Risk Management Strategy, the Board of Management were required to review the full Risk Register and Risk Appetite Statement twice in each academic year. She added that the purpose of this report was to provide Board members with the opportunity to undertake this review.

L Clark took members through the content of her report, the Risk Register and Risk Appetite Statement. She informed members that by far, the biggest risk facing the College was the effects of COVID19 and this was listed as a Strategic Risk that has a predominantly negative impact on all areas of the College. She highlighted the financial risks due to the impact of COVID19 and noted the extreme risk that the College would not have sufficient resources to operate throughout the year.

She highlighted the increase in red risk gradings to 17 as noted in the report and added that she would update the Risk Register to add the risk associated with the issues surrounding the current catering contract.

The Chair of the Audit and Risk Committee commented that the major risk to the College was financial sustainability due to COVID19 and that the College was not alone in this regard.

The Chair requested that the Audit and Risk review the large number of red risks noted in the Risk Register and feedback comments to the Risk Management Committee.

Members of the Board of Management discussed and agreed to:

i) note the contents of this report and its appendices;
ii) review and approve the Risk Appetite Statement with the caveat it be referred to the Audit and Risk Committee for a further detailed review;
iii) review and approve the Risk Register with the caveat it be referred to the Audit and Risk Committee for a further detailed review;
iv) request that feedback from the Audit and Risk Committee on the Risk Appetite Statement and Risk Register be passed to the Risk Management Committee to take forward;
v) revised versions and feedback be considered at the Board of Management meeting in August 2020.

15. a) Policies

i) Fees Policy Session 2020-21;
ii) Letting Policy Session 2020-21; and
iii) Professional Learning Policy.

The Vice Principal Human Resources and Organisational Development spoke to the content of the report that sought to provide members with an update on the above noted College policies which were due for review and to provide details of any suggested changes.

A Miller highlighted that the changes had been reviewed by the Senior Management Team and/or relevant Standing Committees with some minor changes made that had been denoted in blue text for members ease.

Members of the Board of Management agreed to:

i) note the contents of this report and its appendices; and
ii) approve the Fees Policy 2020/21, Letting Policy 2020/21 and the Professional Learning Policy.

b) Annual Health and Safety Policy Review

The Vice Principal Human Resources and Organisational Development spoke to the content of the report that sought approval from the Board of Management on the annual review of the Health and Safety Policy.

A Miller informed members that the Policy had been subject to minor amendments listed in the report and it had been approved by the Health and Safety Committee. Members of the Board of Management agreed to:

i) note the contents of this report; and
ii) approve the changes to the Health and Safety Policy.

16. Board and Committee Structure and Calendar 2020/21

The Clerk to the Board spoke to the content of the report that sought to:

- provide an update on Board membership and the position of Vice Chair;
- seek approval to merge the Board's Human Resources Committee and Financial Control Committee with effect from 1 August 2020;
- agree the Chair and Vice Chair of each of the Committees of the Board; and
- agree the Board Calendar 2020/21.

Board Membership and Position of Vice Chair
D Wilson informed members that a recruitment exercise was currently underway to recruit two new non-executive members to the Board of Management.

He added that E Robertson was not seeking reappointment as Vice Chair of the Board and that the proposal was to appoint R Doyle as Vice Chair.

He further informed members that P Currie, teaching staff member, tenure expires on 31 July 2020 and that C Breathnach would take up this role from 1 August 2020 for a period of four years.

In addition, he confirmed that the two new student members of the Board, effective from 1 August 2020, were Lauren McLaren and Sarah Loughran.

Committees
D Wilson took members through the proposal to merge the Human Resources Committee and Financial Control Committee into a Finance and Resources Committee. He informed members that this would provide an opportunity to rationalise reporting structures and this approach had been approved in principle by the Board's Executive Committee at its meeting on 6 May 2020. He added that it was recognised that effective agenda management would be required for the newly merged committee to ensure robust reporting and efficient time management. He took members through the proposed terms of reference for the new Committee, attached as appendix 2 to the report.

In addition, he took members through the proposed Chairs and Vice Chairs of each Committee as listed in appendix 1 to the report and asked members to

approve those positions. He added that final membership of each committee would be progressed for the start of the new academic year taking account of individual Board member preferences and the anticipated appointment of 2 new non-executive members to the Board together with a new teaching staff member and 2 student members.

Board and Standing Committee Calendar 2020/21
D Wilson sought approval from members on the Board calendar for session 2020/21 and informed members this was pending the Board decision regarding the merger into a Finance and Resources Committee but could be amended if that was not agreed.

He informed members that there were currently 2 sessions set aside for Board development, one early in the academic year to reflect challenges and response to College operations arising from Covid19. He added that the later session was provisional and may be subject to change dependent on the timing of the College external effectiveness review and would be subject to further reporting to the Board.

Members of the Board of Management agreed to:

i) note the update on Board membership and the contribution of those members for who this will be their last Board meeting;
ii) approve the appointment of Rob Doyle as Vice Chair of the Board;
iii) approve the Chair and Vice Chairs of each of the Board's committees as set out in Appendix 1;
iv) note that full committee membership details will be finalised at the start of the new academic year;
v) approve the merger of the Board's Financial Control Committee and the HR Committee into the Finance and Resources Committee and its associated terms of reference as detailed in Appendix 2; and
vi) approve the Board's meeting calendar for 2020/21 as set out in Appendix 3.

ITEMS FOR NOTING

17. Governance Action Plan Update

The Clerk to the Board of Management spoke to the content of the report that sought to update members of the Board on progress against the Governance Action Plan (GAP).

D Wilson informed members that the GAP was attached to the report as Appendix 1. He noted it had been revised and updated since being last reported to the Board in December 2019 and reflected the implications arising from COVID19.

Members of the Board of Management agreed to:

i) consider and note progress against the Governance Action Plan; and
ii) note that further updates against the GAP will be presented for consideration by the Audit and Risk Committee as required.

18. Reinvigoration of the College Health and Safety Culture – The follow up

The Vice Principal Human Resources and Organisational Development reminded members that at the Board of Management meeting held on 9 December 2019 the Health and Safety Manager (HSM) gave a presentation addressing the reinvigoration of the college health and safety culture. She informed members that this report aimed to update members on the progress of this initiative.

A Miller provided members with a summary of the report and highlighted since the beginning of 2020 the College had placed a greater emphasis on staff health and safety awareness and competence. Indirectly, the COVID19 pandemic had provided added impetus to this change in focus. She also highlighted the greater emphasis and increase in staff training with regard to Health and Safety.

Members of the Board of Management agreed to:

i) note the contents of this report;
ii) note the additional training costs; and
iii) note the Health and Safety Update Report.

ITEMS FOR INFORMATION

19. Community Empowerment Act 2015 – Annual Report for Year End 31 March 2020
20. Alternative Sources of Information
21. OSCR – Charity Annual Return

The Chair reminded members that items 19 – 21 had been provided for their information. No questions were raised regarding the items and members noted the content.

RISK, EQUALITY AND DATA PROTECTION

22. Risk Management – Risk Issues to be considered as a consequence of the consideration of the above agenda

Members agreed that no new risk management issues had arisen as a consequence of the business conducted at the meeting held on 8 June 2020.

23. Equality Management – Equality Issues to be considered as a consequence of the consideration of the above agenda

Members agreed that no new equality management issues had arisen as a consequence of the business conducted at the meeting held on 8 June 2020.

24. Data Protection – Data Protection Issues to be considered as a consequence of the consideration of the above agenda

Members agreed that no new data protection management issues had arisen as a consequence of the business conducted at the meeting held on 8 June 2020.

25. Long Term Agenda

Members of the Board of Management noted the content of the Long Term Agenda.

26. Closure – Chair's Concluding Remarks

The Chair reminded members that this was the last Board meeting of some staff and Board members. He expressed his and the Board's thanks and appreciation as follows:

A Miller
He informed members that A Miller had made a life choice to apply for and accept voluntary severance and to retire from the College. He paid tribute to the work she had undertaken on behalf of the College and added that she had bought into the vision, mission and ethos of the College since joining the Senior Management Team at merger. He reminded members that it was the first anniversary of Anne Porter's untimely death at the beginning of June 2020 and passed on his personal thanks to A Miller for the tremendous role she took on in supporting Anne's family and colleagues. He wished her all the best in her future, on behalf of Board members, and added she had been a pleasure to work with.

P Currie
He reminded members that this was the last Board meeting that P Currie would attend in her role as teaching staff member of the Board due to the end of her tenure. He thanked her, on behalf of Board members, for her contribution to the Board and for caring passionately about students and staff.

Karen Konkon and Kathleen Kelly
He thanked both Karen and Kathleen for their contribution to the Board and added it was a great pity that Board members had not been able to get to know them better due to the situation with COVID19 and the lockdown. He wished them both, on behalf of Board members, good luck with their studies.

Clark Whyte
He commended C Whyte's unbelievable commitment to the College adding that he consistently supported the College by attending events. He thanked him for his contribution to the College and for being an excellent Chair of the Human Resources Committee and representing the College at Employers' Association meetings. He thanked him, on behalf of Board members, for his great service to the Board and the communities it serves.

Elizabeth Robertson
He informed members that E Robertson had been a Board member at legacy North Glasgow College since 2011. He added that she had been a Glasgow Kelvin College Board member and Chair of the Learning & Teaching Committee for 7 years and had undertaken an excellent job in this regard. He also added that she had been Vice Chair of the Board for the past two years and been a source of wise words and support to him personally. He stated that he believed she lives her life in a way that is consistent with what the College stands for, in helping those less fortunate than herself. He thanked her, on behalf of the College, for her commitment to the Board, SMT, learners and the communities the College serves.

27. Date of Next Meeting

31 August 2020

The Chair reminded members to remove the undernoted dates from their calendars:

- **Board annual self-evaluation event - 22 June 2020; and**
- **Summer Awards Ceremony: The Bridge, Platform Theatre, Thursday 25 June 2020 – 2 ceremonies 1.30pm and 4.30pm.**