Glasgow Kelvin College

Board of Management

Minute

Minute of the meeting held at 5pm on Monday 7 June 2021 via Microsoft Teams

1. Ian Patrick, Chair
Robert Doyle, Vice Chair
Derek Smeall, Principal
Michael O'Donnell
Mohammed Razaq
Stephen Birrell
Elaine Clafferty
John Hogg
Gerry Lyons
Heather McNeil
Colm Breathnach, Teaching Staff Member
Fiona Taylor, Support Staff Member
Lauren McLaren, Student Association Member
Sarah Loughran, Student Association Member
Dr Marion Allison

In attendance:

Eileen O'Neil, co-opted member
Douglas Wilson, Clerk to the Board
Jennifer Lavery, UNISON – In attendance
Carol Goodwin, EIS – In attendance
Janie McCusker, Chair GCRB
Robin Ashton, Vice Principal – Curriculum and Quality Enhancement
Jeanette Evans, Vice Principal – Operations
Lisa Clark, Director of Corporate Services
Doreen Shiels, Director of Human Resources
Tracy Leavy, Director of Community Engagement and Curriculum
Annette McKenna – Governance and Executive Support Manager *(for recording purposes)*

2. Apologies
Deborah Thomson
Laura Birch

3. Declarations of Interest
There were no declaration of interest noted. The Chair reminded members that they could declare an interest during the meeting.

The Chair welcomed J McCusker, Chair of Glasgow Colleges' Regional Board (GCRB) to the meeting. He added that D Thomson and her new arrival, baby Albert, had joined the meeting for the first 5 minutes to say hello and to allow members to congratulate her.

The Chair noted that the running order of the agenda would be amended slightly as per below:

- draft note from the Strategy Event, item 8f, would be taken with Strategic Priorities and Context Statement 2021/24, item 10; and
- Community Delivery report, item 21, would be take prior to the Voluntary Severance Scheme – Reopening for Restricted Cohort, item 16.

4. Minute of the Previous Meeting held on 1 March 2021

Members accepted the minute as an accurate record of the business conducted at the meeting held on 1 March 2021.

5. Matters Arising

Item 5a) Voluntary Severance Scheme Update – NOT IN THE PUBLIC DOMAIN

The Vice Principal Operations spoke to the content of the report that sought to provide members with an update on the Voluntary Severance (VS) Scheme operated by the College during 2020/21.

J Evans took members through the content of the report and highlighted the timeline for the VS Scheme. She informed members that a request to approve individual VS applications for teaching and support staff had been considered and approved by the Remuneration Committee at a meeting held on 6 May 2021. She added that shortly after that meeting, the College received a Stage 1 dispute from Unison in relation to the VS consultation process, this prevented the issuing of any VS offers to Support Staff.

She informed members that the dispute with Unison had now been resolved and highlighted the actions agreed at the dispute hearing. The Principal informed members that one of the aspects following on from the dispute was to agree that Unison, following consultation with their members, help shape the reinvestment for support staff and provide their findings to the Board of Management. The Chair highlighted that support staff had declared an interest in VS in February 2021 and it seemed unfair for them to wait until the next meeting of the Board in August 2021 to be provided with an outcome. He proposed that the Board provide the Executive Committee delegated authority to consider the report produced by Unison, when available. Members discussed and agreed to the proposal by the Chair.

The Chair highlighted a point on the report and requested that the word “notify” be changed to “approval” in paragraph 2 of the report as the Executive Committee had approved the compensation package. J Evans agreed to take this forward.

Members noted the contents of the report and its appendix and that the Executive Committee had been provided with delegated authority re. VS for support staff as above.

ACTION: Chair to arrange, at a suitable date prior to the August Board meeting a meeting of the Executive Committee

6. Correspondence

a) Scottish Funding Council (SFC) - Financial Statements 2019-20

The Principal spoke to the content of the correspondence that provided formal confirmation that the College Annual Report and Accounts 2019/20 had been laid before Parliament and could be placed in the public domain.

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

b) Scottish Funding Council (SFC) - Recovery of funding under ESF Youth Employment Initiative programme 2015-16

The Principal spoke to the content of the correspondence that provided formal confirmation that the recovery of funding under the ESF Employment Initiative programme for 2015/16 had been reduced to £14,763.39. The Chair thanked the Business Development Team, on behalf of the Board of Management, for the work undertaken.

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

c) MSPs – Congratulations

i) J Hepburn
ii) C McKelvie
iii) J Gilruth

The Principal spoke to the content of the correspondence that he had sent, on behalf of the Board, to MSPs to congratulate them on their appointments.

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

7. Standing Update Reports

a) Chair Update Report

The Chair of the Board provided members with a summary of key activities, meetings and events he had attended since the last meeting of the Board of Management, that included:

- attendance at College Standing Committee meetings: Remuneration Committee, Nomination Committee, Strategy Session, Learning and Teaching Committee and Finance and Resources Committee;
- involvement in the Board recruitment exercise;
- currently in the process of having one to one meeting's with Board members re. Board self-evaluation;
- holding individual meeting with Board members who had requested reappointment;
- holding individual meetings with two new Board members re. Board self-evaluation; he highlighted that all the self-evaluation meetings had been positive;
- attendance at a large number of meetings re. GCRB review, GCRB Chairs' and Principals' meeting, GCRB Board meeting, GCRB Externally Facilitated Effectiveness Review Report Meeting;
- attendance at CDN summit on governance; and
- attendance at Employers Association (EA) meetings; he noted that a review on the effectiveness of the EA was currently underway.

I Patrick reminded members that D Wilson had decided to relinquish his role as Clerk to the Board. He added that D Wilson had agreed to stay on as Clerk until the end of August 2021. He noted that he would meet with the Vice Chair and the Executive Team to consider options regarding filling this role and as this was a Board appointment any proposals would come to the Board for approval.

Members noted the content of the Chairs update and that the Board of Management would be involved in the appointment of a Clerk to the Board.

b) Principal's Update Report

The Principal spoke to the content of his report that sought to provide members with a summary of key activities, meetings and events he had attended since the last meeting of the Board of Management.

- Management of Covid19 – he highlighted that the safety and wellbeing of the staff and students is paramount and the College was fully compliant with Scottish Government guidance. He highlighted that the expectation was that the vast majority of courses would be able to complete within this academic year; 50% of all students to complete their course fully online, around 40% of all students completing with a blended approach with the remaining 10% related to engineering SVQ apprentices. He added that the College was hopeful that some of these learners can complete this academic year.
- Regional Outcome Agreement (RoA) and Ministerial Guidance – he informed members that the RoA and Ministerial Guidance for academic year 2021/22 had been delayed. He added that the College would report against its RoA KPIs in October as normal but noted there was nothing to report on next academic year.
- Transformation & Renewal Plan (T&RP) – he informed members that the positive trajectory for the T&RP continued. He noted that a draft three-year budget would be considered at this meeting.

He highlighted the events, partnership meetings, including at a national level and stakeholder engagement he was involved in.

Members of the Board of Management agreed to note the contents of the Principal's update report.

c) Student Association Update

The Vice Principal Curriculum and Quality Enhancement informed members that L McLaren had been re-elected as President of Welfare, Sustainability and Community and J McGunnigle was elected as President of Learning and Teaching for academic year 2021/22. He set the context for the draft Student Association (SA) Constitution, attached as an appendix to the report, that had been worked on by the Student Association Presidents', Learner Engagement Officer and had been reviewed by the Director of Corporate Services and the Clerk to the Board.

L McLaren informed members that the final class rep meetings for the academic year had been held and good feedback had been provided. She added that students overall had enjoyed the blended learning and approach and hoped this would continue going forward. She noted that however some students had commented that they required face to face teaching.

She informed members that the additional funding provided by the SFC would be used to fund a Digital Assistant position on a part-time basis. She noted that this post holder would be responsible for social media, digital support, and to increase engagement with all students.

S Loughran spoke to the content of the revised SA Constitution provided for members approval. She highlighted the changes that included the clarification of the two Student Association Presidents' and the update on finance procedures.

The Chair congratulated L McLaren on her re-election. He asked members for comment on the SA Constitution and the update report. In a response to a question regarding the Constitution picking up points raised at the Learning and Teaching Committee and the Student Satisfaction Survey, R Ashton informed that generally the survey is about awareness of the SA and this was clear within the Constitution. The Chair thanked L McLaren and S Loughran for the work undertaken on behalf of students during these unprecedented times.

Members of the Board of Management agreed to:
i) note the contents of the report; and
ii) approve the attached refreshed Students Association Constitution.

8. Draft Standing Committee Minutes and Summary of Meeting

a) Draft Learning and Teaching Committee Minute – 16 March 2021

The Chair of the Learning and Teaching Committee spoke to the content of the draft minute.

M Allison informed members that the main business of the meeting was CLD activity and Voluntary Services. She noted that both areas of business were being considered as part of tonight's Board agenda.

Members of the Board of Management noted the content of the draft minute.

b) Draft Audit and Risk Committee Minute– 23 March 2021

The Chair of the Audit and Risk Committee spoke to the content of the draft minute.

J Hogg informed members that the main area of business at the meeting was in relation to risk management and that this was being considered on the agenda of tonight's meeting. He highlighted that there was lots of engagement and discussion at the meeting with a robust exchange with the Internal Auditor re. the report on the internal audit of Sickness Absence.

C Breathnach raised a point related to *item 12 – Suspected Fraud Update* in the minute, he asked how this related to the remit and responsibility of Board members as the issue was dealt with by a Standing Committee. The Clerk to the Board informed members that in this instance it was sufficient to deal with this matter at a Standing Committee, there was a great deal of assurances provided by the Internal and External Auditors on events which had occurred and the College's response which had been completely in line with reporting requirements. He added that had it shown further failings and the auditors had raised concerns it would have been brought to the Board of Management.

Members of the Board of Management noted the content of the draft minute.

c) Draft Nominations Committee Minute – 8 April 2021

The Chair informed members that the content of the minute would be covered when discharging item 18 on the agenda.

d) Draft Remuneration Committee Minute – 8 May 2021
The Chair of the Remuneration Committee informed members that there had been good engagement by all at the meeting and that the content was discussed when discussing item 5b on the agenda.

C Breathnach raised a point related to item 7 in the minute that made reference to closure of two courses, TV and Film. He asked if the staff involved had been consulted even though there was no reference to job losses but may affect staff in relation to a reduction in hours. R Ashton confirmed that the two members of staff involved in the delivery had been consulted.

Members of the Board of Management noted the content of the draft minute.

e) Draft Finance and Resources Committee Minute – 11 May 2021
The Vice Chair spoke to the content of the draft minute in the absence of the Chair of the Finance and Resources Committee.

R Doyle informed members that it had been useful to see the details regarding the College financial planning and a prudent review of the budget and financial position of the College had taken place.

H McNeil commented that there had been positive developments in the past in terms of report writing, a lot of scrutiny took place at meetings and that she was not sure this was being minuted accordingly. She highlighted that this was not a criticism of the minute taker. The Chair agreed with the comments made by H McNeil in that the minute required more information on conversations held. J Evans agreed to get the minute back to what members are looking for. D Wilson agreed to meet with L Clark and A McKenna to take this forward and highlighted the need for a corporate view on reports, minutes and agendas in order that there was one consistent style throughout.

Members of the Board of Management noted the content of the draft minute.

ACTION: D Wilson to meet with L Clark and A McKenna re minute style.

f) Draft Strategy Event – 20 May 2021
The Chair informed members that the content of the minute would be covered when discharging item 10 on the agenda.

g) Summary of Learning and Teaching Committee Meeting – 1 June 2021
The Chair of the Learning and Teaching Committee spoke to the content of the draft minute.

M Allison informed members that the meeting had gone well and that robust conversations had taken place. She highlighted the impressive overview and demonstration provided with regard to Power BI. She noted that members had requested a more in depth Student Satisfaction report to be considered at the next meeting of the Learning and Teaching Committee.

I Patrick suggested that the Bower BI demonstration be presented to the Board at a Board Development Event next session. Members discussed and agreed this would be welcomed and R Ashton agreed to take this forward with the Director of Digital Services.

Members of the Board of Management noted the content of the draft minute.

ACTION: R Ashton to provide an in depth report on student satisfaction data for consideration at the next meeting of the Learning and Teaching Committee on Wednesday 15 September 2021

ACTION: R Ashton to organise Power BI demonstration at future Board meeting

9. Draft Three Year Budgets 2021-24 – NOT IN THE PUBLIC DOMAIN

The Vice Principal Operations spoke to the content of the report that sought approval from the Board of Management for the three-year budgets for 2021-24**.**

J Evans took members through the content of the report and highlighted the huge improvement on last year's budget and noted this was a testament to the hard work of staff throughout the College. She added that this was also due to the impact of the Transformation and Renewal Plan (T&RP), the Voluntary Severance (VS) Scheme, one-off windfall related to Lennartz and general pressure funding received from the SFC.

She informed members that the College is projecting a surplus budget with an aim to get to a balanced budget. She noted that the budgets would be rolled forward on annual basis and any changes to budgets will be reflected yearly. She highlighted the analysis provided in each section of the report and hoped members found this useful.

She highlighted that the College was no longer reliant of the Arm's Length Foundation to fund its revenue expenditure and drew members attention to the financial risks and mitigations noted in section 6 of the report.

The Principal asked if point 5 in the recommendation section of the report should read 'approve' VS savings. J Evans explained that it was the savings in the budget that had changed, was different from what was previously agreed. The Chair reminded members that the Board approved the VS Scheme in December 2020 but if the scheme was to be reopened then it required to come back to the Board of Management for approval.

F Taylor raised a question regarding the figures noted on page 7 of the report that related to Foundation Apprenticeships (FA). The Vice Principal Operations agreed to meet with F Taylor to take her through the figures in detail. Members discussed, at length, the assumptions for FA funding when the funding method changes and the associated risks. J Lavery highlighted that FA funding was a complex area and that the change in the funding method would affect a group of staff, she suggested that a briefing note or workshop for Board members would be helpful. The Chair requested that a briefing note on the future of FA funding be produced for members and the Principal agreed to take this forward.

J McCusker commented that GCRB are aware of the extent of work undertaken by the College on FAs and appreciate the success of the programme that the College leads.

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 that, based on the key assumptions detailed at section 2.2, the College is able to set compliant budgets for the next three years;
iv) note the risks and mitigating actions highlighted at section 6;
v) approve the VS savings proposals;
vi) approve the three-year surplus budgets for 2021-24;

[ACTION Executive to produce a briefing note on FA funding for Board members

10. Strategic Priorities and Context Statement 2021-26; and Item 8f - Draft Strategy Event – 20 May 2021

The Chair reminded members that items 8f and 10 on the agenda would be taken collectively. He highlighted that the note of the meeting reflected the discussions held and that there had been good engagement from Board members. The Principal noted that he welcomed the feedback received from members. Members noted the content of the draft note of the Strategy Event.

The Principal spoke to the content of the report that sought to provide members with the latest update on the development of the College Strategy for AY 2021 – 2026 and associated context statement.

D Smeall took members through the report and highlighted the timeline for consultation and that the draft final version of the Strategic Priorities would be brought to the October 2021 Board meeting for members approval. He informed members that they would normally receive an updated Context Statement at the June meeting of the Board but due to Covid19 it would be misleading to offer a Context Statement at this time. He assured members that the College had taken a rigorous approach in its execution of its environmental scanning as part of the strategy development process. He added that to date there was still no formal definitive direction from the SFC and the Scottish Government.

The Chair asked members to comment on the draft strategic priorities. Members discussed and the following comments were made:

- more emphasis required on student results and attainment;
- more of a commitment required on how we measure, monitor and report;
- more emphasis required on stakeholder engagement and employers;
- more of a commitment on attainment and achievement required;
- more on destinations and delivery of destinations; and
- add further text on raising the College profile and benchmarking not just with Glasgow colleges but also nationally.

Members agreed that the document flows well and would benefit from the further comments noted above. The Chair agreed to discuss a timeline for further Board engagement with the Principal.

Members are recommended to:
i) note the College's intention to consult more widely with stakeholders and staff over the period June – August;

ii) note Management's intention to bring back a final version of the College Strategy to the Board for approval prior to publishing in October 2021; and
iii) endorse the development of the College Strategy to date, as detailed within the contents of this update report, including discussions held at the meeting.

ACTION: Chair and Principal to consider ways in which Board members could have further engagement with the Strategic Priorities prior to the October Board meeting

11. People Strategy - 2021-26

The Director of Human Resources spoke to the content of the report that sought approval from the Board of Management on the People Strategy 2021/26.

D Shiels took members through the key points in the Strategy and noted that the Strategy sets out five inter-related strategic objectives, which will support the delivery of the College's overall priorities contained with its Strategic Plan and will further embed its ethos and values.

She highlighted feedback from the Chair in relation to supporting staff with mental health due to Covid-19 and agreed to build this into the Strategy. She noted that the Strategy would be produced into an appropriate design format and launched at the start of academic session 2021/22.

C Breathnach commented that he welcomed the Strategy and noted the good relations between management and staff at the College and appreciated this was reflected in the Strategy. He raised an issue regarding the College approach to permanisation of staff and noted this could, in the future, cause unnecessary conflict and requested that the College open up dialogue with EIS in this matter. The Chair requested that this be considered and an update provided to a future meeting of the Finance and Resources Committee.

Members of the Board of Management agreed to:
i) note the content of this report and its appendix;
ii) approve the People Strategy 2021 – 26; and
iii) note the document will be presented in an appropriate design format and be launched in academic 2021/22.

ACTION: an update report on the subject of permanisation to be presented by the Executive to a future meeting of the Finance and Resources Committee

12. Financial Strategy 2016-17 to 2021-22 6 Month Extension Requested

The Vice Principal Operations spoke to the content of the report that sought approval for a six-month extension of the current Financial Strategy to allow time for a fundamental review of the Strategy and to ensure the document fully aligns with the overall College Strategy and approved supporting strategies. She noted that the plan was to bring a revised Strategy to the Board of Management meeting in December 2021.

Members of the Board of Management agreed to:

i) approve the six-month extension to the revision of this Strategy document with the intention being to bring it back to the Board for approval in December 2021; and
ii) note that the key financial planning aspects of this document have been considered in the College's Transformation and Renewal Plan and in the Three-Year Budgets for 2021-24, presented separately on this Agenda.

ACTION: J Evans to present a revised Financial Strategy to the Board of Management at their meeting in December 2021.

13. Annual Health and Safety Policy Review

The Vice Principal Operations spoke to the content of the report that sought to highlight the changes made to the Policy since last year and to seek approval for the revised Policy.

J Evans highlighted the changes made to the Policy noted in the report and that the College Health and Safety Committee had approved the Policy in April 2021.

I Patrick commended the work undertaken by the College Health and Safety Manager.

Members of the Board of Management agreed to:
i) note the contents of this report and its appendix; and
ii) approve the revised Health and Safety Policy.

14. Revised Policies and Procedures

- Equality, Diversity and Inclusion Policy
- No Smoking (Smoke Free) Policy
- ICT Acceptable Use Policy
- Safeguarding Children, Young People and Vulnerable Adults Policy

The Director of Human Resources spoke to the content of the report that sought to apprise members of the outcome to the review of the above noted policies and procedures and request approval from the Board of Management. She noted that the policies had been endorsed by the Finance and Resources Committee at its meeting on 11 May 2021.

D Shiels informed members that the College had undertaken a consultation exercise on the revised policies with staff, students, managers and representatives of its recognised Trade Unions. She added that the consultation process ran from 18 March to 26 April 2021. She highlighted that changes had been highlighted in blue text for members ease.

C Breathnach raised the issue of enforcing the detail noted in the No Smoking Policy. He cited the East End Campus entrance as an example of this. D Shiels informed that the College would look at further consultation with staff, students, mangers and unions next academic year with the intention being for the College campuses to be smoke free.

Members of the Board of Management agreed to:
i) note the content of this report and its appendices; and
ii) approve the revised policies and procedures.

15. Fees Policy – Session 2021-22

The Vice Principal Operations spoke to the content of the report that sought approval for the Fees Policy 2021/22 that is updated and brought to the Board annually for approval.

J Evans informed members that the Policy is in the same format and outlines the standard fees for the next academic year. She highlighted that management can, under certain special circumstances, vary the payments. She added that there is a process for when this is appropriate.

Members agreed to:

i) note the contents of this report and its appendix;
ii) delegate authority to the Vice Principal Operations to amend the fee rates and eligibility criteria to align with SFC, SAAS and/or Scottish Government guidance/regulations in the event that these diverge from the proposed College rates for session 2021/22; and
iii) approve the Fee Policy for session 2021/22.

16. Voluntary Severance Scheme - Reopening for Restricted Cohort - NOT IN THE PUBLIC DOMAIN; and

Item 21 - Community Delivery Update

The Vice Principal Curriculum and Quality Enhancement informed members that the report sought to provide members with an update on community delivery undertaken this year and plans for 2021-22. He highlighted that community focus was central to the College. He introduced the Director of Community Engagement & Curriculum who spoke to the content of the report.

T Leavy informed members that the College deliver a huge community service supported by a large number of CLD staff across three broad areas of the College activity:

- *Youth Access Provision* targeting young adults outwith College core hours providing access to engagement activities such as computer skills and music production and performance;
- *Supporting Community Groups* mainly through the coordination of Community Achievement Awards which helps residents and community groups to complete SCQF accredited capacity building awards; and
- *Providing Additional in-Class Support* for vulnerable learners in mainstream College provision, particularly our Transitions programmes which are provided in liaison with Social Work services and targeted at care experienced young people.

She took members through the challenges the College had faced this academic year due to the pandemic and highlighted the positive engagement undertaken with young people in relation to the Street Work Programme.

In addition, she took members through the planning for 2021/22 that included a focus on providing community based learning to assist the College communities to recover from the pandemic. She highlighted the 50% reduction in funding for community development services by Glasgow City Council Integrated Fund (IGF). She took members through three planned new projects to start in August 2021.

G Lyons highlighted the potential opportunity for the College to work with schools over the summer. In a response to a question from C Breathnach, T Leavy informed members that there were no plans for a significant reduction in pre-covid19 numbers of learners able to access community development services.

Members discussed, at considerable length, the content of the report and agreed it highlights the 'USP" of the College. Members also discussed the requirement for a contingency plan for funding in this area and the effect the cut in funding would have on recruitment to CLD programmes next academic year.

The Chair thanked the Director of Community Engagement & Curriculum for presenting the paper to members. He noted his appreciation of the work undertaken by staff in this area.

Members of the Board of Management agreed to:
i) note the contents of the report.

The Director of Human Resources spoke to the content of the report that sought to recommend to the Board of Management that the Voluntary Severance (VS) Scheme be reopened to Community Learning Development (CLD) staff.

D Shiels took members through the content of the report and highlighted the reduction to CLD funding and that the IGF had widened the grant out to third sector organisations. She also highlighted the consultation process undertaken with Unison and that they had requested additional time to consider if VS was a suitable option for CLD staff and that VS be made available at a later date, hence the request to reopen the VS Scheme. She noted that if agreed the scheme would open on 8 June 2021 and close at noon on 22 June 2021.

Members discussed, at considerable length, the content of the report. Members agreed that the report did not inform on numbers of CLD staff involved, what the consequence of the cuts would have on the delivery of CLD and what the impact would be to the communities and learners.

M Allison declared an interest as Director of the CLD Standards Council in relation to the discussion on CLD staffing levels.

Members also discussed the impact on CLD HNC and HNC programmes and the Principal confirmed these would not be affected as teaching staff deliver these programmes. He added that there is no risk to any form or impact to community education provision the College provides, there will be a small impact on how it is delivered. He added that the College is trying to optimise the development of what it offers.

The Chair noted that Board members respect the views of the Executive Team and the view of Unison to reopen the VS Scheme to CLD staff. Members discussed and agreed that more information was required. Members agreed to open the VS Scheme as proposed and that a detailed report in relation to feedback by members be presented to the Remuneration Committee prior to their approval of any VS offers to staff.

Members of the Board of Management agreed to:

i) note the contents of this report;
ii) approve the VS Scheme and its opening to CLD Staff on 08 June and closing at noon 22 June 2021;
iii) require the College to consult fully with staff representatives in respect of the operation of the VS scheme;
iv) require that all offers of VS are approved by the Remuneration Committee prior to being communicated to members of staff;
v) note that the Board of Management will be informed of the outcome of the operation of the reopened VS scheme at an appropriate future meeting.

ACTION: Executive to bring a detailed report addressing feedback made by members to the Remuneration Committee prior to VS offers being approved

17. Risk Appetite and Risk Register Review – reformatting to August meeting

The Vice Principal Operations reminded members that the Board of Management review the Risk Appetite and Risk Register twice annually and noted this was the second review for academic year 2020/21. She highlighted that the report is a standing item on the Audit and Risk Committee and Risk Management agendas.

J Evans took members through the content of the report and highlighted that a revision of the format of the Risk Register had been proposed by her to the Audit and Risk Committee and this would be brought to the Board for approval at its meeting scheduled to be held in August 2021. J Hogg added that a lengthy discussion had taken place at the Audit and Risk Committee meeting on a revised format and noted that both the Internal and External Auditors supported the change.

Members of the Board of Management agreed to:
i) approve the contents of this report and its appendices;
ii) review the Risk Register and request any changes be considered by the Audit and Risk Committee;

ACTION: VP Operations to present a proposed revision to the current Risk Register format to the Board at its meeting in August 2021

18. Board and Committee Membership and Calendar of Meetings 2021-22

The Clerk to the Board spoke to the content of the report that sought to provide an update on Board and committee membership together with approval for the Board calendar of meetings for 2021/22.

D Wilson provided members with an update on reappointments and appointments to the Board of Management. He added that the ratification of the posts would be considered by GCRB at their meeting scheduled to be held on 21 June 2021. He highlighted that it was proposed that the Chair of the Audit and Risk Committee undertake the role of Senior Independent Member (SIM) from 1 August 2021 as the current SIM term of office ends on 31 July 2021.

He took members though the changes to the Board Standing Committees due to the reappointments and recruitment attached as appendix 1 to the report.

He took members through the content of the draft calendar of meetings, attached as appendix 2 to the report and highlighted that the dates of meetings had been set so that each Standing Committee feeds into a meeting of the Board. He also highlighted

that there a joint meeting of the Finance & Resources Committee and Audit & Risk Committee had been scheduled for November 2021 to consider the College Annual Report and Accounts collectively.

Members of the Board of Management agreed to:
i) note the membership update;
ii) note the proposed reappointment of Rob Doyle, John Hogg and Debbie Thomson to the Board of Management for the period 1 August 2021 to 31 July 2025;
iii) note the recommended appointment of Dermot Grenham to the Board also from 1 August 2021 for a 4 year period;
iv) note that Lauren McLaren and James McGunnigle will be the student members of the Board for 2021/22;
v) agree that the role of senior independent member be undertaken by whoever is the Chair of the Audit and Risk Committee with John Hogg assuming the role from 1 August 2021;
vi) approve the Board's committee membership 2021/22 as detailed in appendix 1;
vii) note the Board's planned re-appointment and recruitment processes for 2021/22 with a further report to a future meeting on the process for the Chair appointment;
viii) approve the Board and committee calendar of meetings for 2021/22 as detailed in appendix 2; and
ix) record their appreciation for the contribution of outgoing members.

19. Quarter 3 Forecast and Management Accounts at 30 April 2021
NOT IN THE PUBLIC DOMAIN

The Vice Principal Operations spoke to the content of the report that sought to present the Board of the Quarter 3 Forecast and the Management Accounts to 30 April 2021.

J Evans took members through the content of her report and highlighted that the figures had been built into the draft three-year budget considered earlier in the agenda by members. She further highlighted that the management accounts as at 30 April 2021 showed a positive position for the financial year end.

The Board of Management agreed to:
i) note the improved financial position reflected in the Quarter 3 Forecast; and
ii) note the actual financial performance for the first 9 months of the year reflected in the Management Accounts to 30 April 2021.

20. College Funding Allocations 2021-22 - NOT IN THE PUBLIC DOMAIN

The Vice Principal Operations 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) 2021/22.

J Evans reminded members that the grant awarded from the Scottish Funding Council (SFC) forms the main element of the College income budget and provides the credit-based learner activity target for the Glasgow Region. She took members through the indicative funding noted in table A on the report and highlighted that that the final allocation would be approved by GCRB at its Board meeting held on 1 June 2021.

J Evans also took members through the detailed, tabulated breakdown listed in tables 1-5 attached to the report.

Members are recommended to:
i) note the contents of this report and the tables attached.

21. Community Delivery Update

This report was considered at item 16 on the agenda.

22. Governance Action Plan - Update

The Clerk to the Board 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 highlighted that the management responses to the recommendations contained the Externally Facilitated Effective Review had been added to the GAP.

Members of the Board of Management agreed to:
i) consider and note progress against the Governance Action Plan; and
ii) note that a further update will be provided to the December meeting of the Board.

23. Capital Plan Update
24. Community Empowerment Act 2015 - Annual Report for Year Ended 31 March 2021
25. OSCR - Charity Annual Return
26. Financial Memorandum – Compliance
27. Alternative Sources of Information for Members

Members noted the content of items 23 – 27 that had been provided for members' information.

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

Members agreed that no new risk and assurance issues had arisen as a consequence of the business conducted at the meeting held on 7 June 2021.

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

Members agreed that no new equality issues had arisen as a consequence of the business conducted at the meeting held on 7 June 2021.

30. 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 issues had arisen as a consequence of the business conducted at the meeting held on 7 June 2021.

31. Long Term Agenda

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

32. Closing Remarks

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

Eileen O'Neil – he noted that her experience of Audit and Risk had been appreciated by Board members. He added that she was a great advocate of what lifelong learning is and what FE can achieve. He thanked her for contribution over the past three years.

Anne McTaggart – he reminded members that Anne had been a Board member since August 2016 and had always been focused in supporting local communities and the College Vision and Mission. He thanked her for her contribution over the years.

Mohammed Razaq – he noted that he had made a huge contribution to the Board, as Chair of the Finance and Resources Committee and as Senior Independent Member. He added that he always constructively challenged the Board on equality issues. He thanked him for her contribution over the years

Sarah Loughran – he noted that she had been a Board member for one year in her role as SA President of Learning and Teaching. He added that she had made a contribution to students in Glasgow as the Vice Chair of Glasgow's Student Forum. He thanked her for her contribution over the year.

The Chair thanked J McCusker for attending the Board meeting. Ms McCusker noted that it was a pleasure and noted Board members passion for its communities.

The meeting closed at 8.05pm and the Chair thanked members for their contribution and attendance.

33. Date of Next Meeting

The date of the next meeting of the Board of Management is to be confirmed as per Item 18 on the agenda. The Chair reminded members of dates for their diaries as noted on the agenda.