Item 11
For Approval

Glasgow Kelvin College

Board of Management Meeting of 30 August 2021

Board Development Programme

Report by Clerk to the Board and Director of Corporate Services

1. Introduction and Purpose

1.1 The purpose of this report is to:

- provide an update on member development and engagement activities for the academic year 2020/21
- agree a member development programme for 2021/22

2. Background

2.1 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 2020/21

3.1 A summary of member development during the previous academic year 2020/21 is noted below and detailed in appendix 1. Should there be any omissions from those members should advise the Clerk to the Board / Secretariat. Clearly, there was an impact on activity as a consequence of Covid 19 but key member sessions did take place with respect to a presentation by Kevin Rush, Director of Regional Economic Growth with respect to post-Covid recovery and a Board strategy session.

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. CDN also host an annual Board Members Session which in 2021 was held via online sessions. 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 Clerk to the Board and those are available for update at any time by contacting the Clerk 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. With respect to regional events, it is anticipated that sessions will be planned by Glasgow Colleges Regional Board (GCRB) and again members will be advised directly. Clearly, issues with regard to post-Covid

recovery should be prominent and the college will want to ensure that the engagement started via the presentation by Kevin Rush is followed up as recovery plans develop.

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 has recently been refreshed and updated with more 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 or the Clerk to the Board.

3.6 **Board Development Sessions**
As part of the programme for this academic year it is intended that the following areas will be covered but at this stage only indicative dates are set out in appendix 2. Members indicated at the Board Evaluation session held at the end of June that those were suitable opportunities. This programme will be implemented through the course of the academic year with the most appropriate dates and format.

Board Development Programme for 2021/22

- Recognise the need for succession planning and providing committee vice chairs appropriate development opportunities
- 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
- Internal Auditor session with new audit and risk committee members
- Potential for Vice Chairs to Chair individual committee meetings and member's able to observe other meetings e.g. Academic Board
- Campus 'tours'
- Stakeholder engagement session (on campus)
- New member committee induction meetings to be re-established

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

4.1 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

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

6 Risk and Assurance

6.1 Risk to the college is mitigated by ensuring appropriate and relevant member development opportunities with assurance provided by implementation and reporting of any programme. It is recognised that, as a consequence of Covid-19, there is greater uncertainty in terms of proposed development sessions and therefore a degree of flexibility is necessary before firming up on specific sessions, dates and format.

7. Data Protection

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

8. Recommendations

8.1 It is recommended that members:

i) note the development programme for 2020/21 as detailed in appendix 1;
ii) consider and approve the outline member development programme for 2021/22 which is detailed in appendix 2, recognising that this may be subject to amendment as issues arise during the academic year

9 Further Information

Further information can be obtained from Douglas Wilson, Clerk to the Board of Management at douglaswilson@glasgowkelvin.ac.uk or Lisa Clark, Director of Corporate Services at lisaclark@glasgowkelvin.ac.uk

Appendix 1

Board of Management – Development/Training Summary for Academic Year 2020-21

Event Name	Provider	Board Members	Date
Microsoft Teams - Drop In Session	GKC - Jennifer Lavery	Ian Patrick, Douglas Wilson	31/08/2020
Board Member Induction	GKC	Heather McNeil, Gerry Lyons	18/08/2020
Student Board Member Induction	GKC	Lauren McLaren, Sarah Loughran	28/08/2020
College Board Induction Training	CDN	Heather McNeil	06/10/2020
Staff Board Member Virtual Workshop	CDN	Fiona Taylor	10/11/2020
Board Development Session - Kevin Rush	GKC & Kevin Rush, Director of Regional Economic Growth, Glasgow City Region	Stephen Birrell, Douglas Wilson, Colm Breathnach, Deborah Thomson, Derek Smeall, Elaine Clafferty, Fiona Taylor, Gerry Lyons, Heather McNeil, Ian Patrick, John Hogg, Laura Birch, Lauren McLaren, Michael O'Donnell, Sarah Loughran, Anne McTaggart, Mohammed Razaq	07/12/2020
Financial Awareness Session for members of Finance and Resources Committee	GKC	Laura Birch, Robert Doyle, Stephen Birrell, Marion Allison, Ian Patrick, Derek Smeall, Mohammed Razaq, Heather McNeil	9/02/2021
Managing Video Content in MS Stream	GKC	Heather McNeil	10/02/2021
Board Strategy Session	GKC	Ian Patrick, Robert Doyle, Derek Smeall, Michael O'Donnell Mohammed Razaq, Laura Birch Stephen Birrell, Elaine Clafferty, John Hogg, Gerry Lyons, Heather McNeil, Eileen O'Neil, Jennifer Lavery, Unison in-attendance, Colm Breathnach, Fiona Taylor, Lauren McLaren, Sarah Loughran	20/05/2021

Board Self Evaluation / Governance Session	GKC	Ian Patrick, Robert Doyle, Michael O'Donnell, Mohammed Razaq, Stephen Birrell, Elaine Clafferty, John Hogg, Gerry Lyons, Heather McNeil Marion Allison, Deborah Thomson, Colm Breathnach, Lauren McLaren	28/06/2021

Appendix 2

Board of Management – Development/Training
Planned and Suggested for Academic Year 2021/22

Date	Event
<u>Part 1</u> **2 September 2021** **12 October 2021** **11 November 2021** **3 December 2021** **<u>Part 2</u>** **10 September 2021** **19 October 2021** **19 November 2021** **10 December 2021**	On Board Governance Training Online
9 September 2021 **21 October 2021** **9 December 2021**	On Board - The Effective Audit and Risk Committee Online
26 August 2021 **30 November 2021**	On Board - Charing Effective Meetings Online
16 September 2021 **14 December 2021**	On Board – Effective Scrutiny and Challenge Online
9 November 2021 **8 December 2021**	On Board – Effective Board Oversight of Risk Online
23 November 2021	On Board – Managing Conflicts of Interest Online
24 November 2021	On Board – Finance for Board Members Online
23 September 2021	OSCR – Meet the Charity Regulator Online (Free)
27 October 2021	OSCR – Transparency & Trust Online (Free)
1 September 2021	CDN – Student Board Member Induction Online Event

23 September 2021	CDN – Exploring the Complexities of College Governance Online Event
Dates awaited	CDN College Board Induction National Workshop The dates for the above are currently unavailable.
Dates awaited	CDN Development Sessions / Workshops / Annual Conference The dates for the above are currently unavailable.
December 2021	Board Dinner
27 June 2021	Board self-evaluation session
Dates to be determined	Glasgow Kelvin College – Staff Conference Days 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 Internal Auditor session with new audit and risk committee members – being progressed with D Archibald (MHA Henderson Loggie) for new committee members Campus 'tours' available at member's request Stakeholder engagement session (on campus) New member committee induction meetings to be re-established