**Glasgow Kelvin College - Governance Action Plan: as at December 2022**

| **Item No** | **Item** | **Taken from/request received from** | **Item that is required** | **Person Responsible** | **Due Date** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Board Self Evaluation 2022/23  Board self-evaluations to be completed via a short, focussed questionnaire to members. | Code of Good Governance – EFER and Self Evaluation Report 2020/21: 31 August 2021 |  | Chair and Secretary to the Board | May / June 2022  April / May 2023 | The Chair and the Board Secretary have been considering the Board self-evaluation process and whether there is an opportunity to bring a fresh approach to the exercise for 2022-23. Following discussion with the Senior Independent Member of the Board the Chair and the Secretary to the Board propose that the Board Self-evaluation Session for 2022/23 is based around a ‘**Stop, Start or Continue**’ exercise that considers how the Board business might be more effectively managed, by reviewing the Board agendas over the year. The exercise would consider what should be **continued** on agendas, what new things we should **start** including on the agendas and what we can **stop** having on the agendas, either because we don’t need to see them, or they can be delegated to standing committees    In addition, the Session might include an ‘After Action Review’ approach to seek the thoughts of members. This would involve asking 5 basic questions:     * What has gone well this year? * What has helped things go well? * What hasn’t gone well this year? * What has hindered us? (i.e. what are the contributing factors to the things that didn’t go well) * What should we do differently next year? |
| 2 | Audit & Risk Committee – new Committee members meet the Head of Internal Audit prior to the first meeting of each academic year to explain the rationale behind the internal audit planning process, mid three-year cycle. | EFER Report – Areas for Consideration (7c) | Audit and Risk Schedule of Meetings | Internal Auditor / Clerk to the Board / Director of Corporate Services | Internal Auditor to organise when required | Ongoing  The Secretary to the Board to arrange a meeting with N Phillips, the new member of the Audit and Risk Committee, and the Internal Auditor. |
| 3 | Board of Management Self Evaluation Actions 2021/22 | Board of Management Self Evaluation Meeting – 27 June 2022 |  |  |  |  |
|  | * It should be possible to measure the economic impact of the College in terms of the value it brings to the community to provide leverage in discussions with stakeholders and with funders. | Board of Management Self Evaluation Meeting – 27 June 2022 | Board Report | Chair of Board / Secretary to Board / Vice Principal Operations | Include on Board Agendas in October and December Board meetings | It is recognised that the cost of a full economic impact assessment would be prohibitively expensive at this time and that there are other ways to articulate the value of the College. As a first step it is proposed that the Board consider the significant work done on refreshing the College Brand which will be submitted to the October Board meeting.  A further step would be to ensure that the Board is able to monitor delivery of the College strategy through meaningful metrics and KPI’s. This should be addressed at the Board’s development session in December.  A third step would be to ensure the Board is aware of the evidence already gathered by the College that can be used to demonstrate value to the students and to the community, such as information on student postcodes analysed by SIMD, and student survey information on satisfaction levels. It is proposed that the analysis by postcode for SIMD purposes is included in the information produced under the category below ‘Cost of Living Crisis’. |
|  | * The increase in the Cost of Living will hit deprived areas most severely. This represents a new crisis facing our students and the local community. A few actions were suggested in particular it would be useful;   + to receive reports so that student mental health issues can be monitored; and   + to understand how the colleges in the GCRB region and colleges in other areas in the UK were tackling issues of deprivation. | Board of Management Self Evaluation Meeting – 27 June 2022 | Board Report | Chair of Board / Secretary to Board / Vice Principal Operations | March 2023 Board meeting | It is proposed that a report on cost of living issues including the monitoring of student mental health issues, and an analysis of student postcodes by SIMD is provided to the Board.  The Chair will raise the Cost of Living Crisis and support for students with the GCRB. |
|  | * It would be useful to understand what bids had been made to funding sources other than SFC; which bids had been successful, and the sums of money involved. | Board of Management Self Evaluation Meeting – 27 June 2022 | Board Report | Vice Principal Operations / Director of Business Development | June 2023 Board agenda | A report on non SFC funding bids and the outcome of those bids will be provided to the Board in this academic year. |
|  | * It was important to understand who the College views as key stakeholders and partners to allow board members to assist with engagement. | Board of Management Self Evaluation Meeting – 27 June 2022 | Board Report | Vice Principal Operations / Director of Business Development | Information to be provided by December 2022 to align with new Brand Strategy | Board members may be in situations e.g., business dinners or other events where they meet key stakeholders and have an opportunity to discuss the College. A short script/brief will be provided to Board members that sets out key points about the College that they might wish to use in these circumstances. Board members should be aware that, at times, the College relationship with a stakeholder, might be sensitive. Board members should be aware that they cannot make commitments on behalf of the College when in conversation with key or potential stakeholders |
|  | * Diversity in board recruitment might be encouraged by holding an open event where people could meet the Board. There are a wide variety of people from many countries who are in the vicinity of the College with experience and professional backgrounds. A “Come and Meet the Board Event” might be an option to encourage more diverse applications. | Board of Management Self Evaluation Meeting – 27 June 2022 | Meet the Board Event | Secretary to the Board / Director of Corporate Services | Spring 2023 | It is proposed that a meeting with a panel of members of the board is included as part of the board recruitment process in 2023. |
| 4 | Chair of the Board Appraisal | Code of Good Governance for Scotland’s Colleges | Appraisal Paperwork | Vice Chair / Senior Independent Member | by end of academic year 2022/23 |  |
| 5 | Principal’s Appraisal including 6 monthly review. | Code of Good Governance for Scotland’s Colleges | Appraisal Paperwork | Chair / Vice Chair | by end of academic year 2022/23 |  |
| 6 | Secretary to the Board of Management Appraisal | Code of Good Governance for Scotland’s Colleges | Appraisal Paperwork | Chair / Vice Chair | by end of academic year 2022/23 |  |