Item 14
For Noting

Glasgow Kelvin College

Audit and Risk Committee – Meeting of 5 September 2023

Governance Action Plan – Update

Report by Secretary to the Board of Management and Director of Estates and Corporate Services

1. Introduction and Purpose

This report is to update members of the Committee on progress against the Governance Action Plan.

2. Background

Members will recall that the Governance Action Plan (GAP) is prepared to capture within one document planned and required governance actions. It is also referred to as the Board Development Plan. The GAP has been developed as a key reporting document that supports the Board of Management in discharging its responsibilities for ensuring effective governance. The GAP reflects actions that have been identified from a number of sources including:

- Code of Good Governance for Scotland's Colleges
- Guidance Notes for Boards in the College Sector
- issues identified through audit processes
- developments identified internally and through the Board's annual self-evaluation
- any items for improvement identified through the Externally Facilitated Effectiveness Review

The GAP is regularly monitored by the Secretary to the Board of Management, Director of Estates and Corporate Services and the Governance & Executive Support Manager. In terms of reporting, it is presented to the Board of Management twice per year, at its December and June meetings. It is also regularly reported through the Audit and Risk Committee. It is publicly available and is shared as required with external bodies such as Glasgow Colleges Regional Board and the Scottish Funding Council.

3. Governance Action Plan

The Governance Action Plan is attached as an Appendix to this report. It has been revised and updated since being last reported to the Board on 12 June 2023.

It is considered to be comprehensive but will continue to be reviewed internally and take due account of any external advice or guidance.

The Committee is asked to consider and note progress against the GAP and to approve that the actions completed (identified in green on the GAP) be removed from the GAP. They will of course be retained as a record for reference purposes.

4. Resource Implications

There are no additional resource implications arising from this report.

5. Impact on Students

There is no direct impact on students in relation to the Governance Action Plan.

6. Risk and Assurance

Risk to the College is mitigated by ensuring that governance requirements are contained within one control document which is easy to navigate and avoids oversight. This helps to ensure that the Board continues to meet the highest standards of governance. Assurance is provided through regular reporting, internal review/evaluation and by audit reports.

7. Equality

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

8. Data Protection

No data protection issues are identified arising from this report.

9. Environmental and Sustainability

No environmental and sustainability issues are identified arising from this report.

10. Recommendation

Members of the Committee are asked to:

i) note the content of this report and its appendix;
ii) consider and note progress against the Governance Action Plan in Appendix 1.

11. Further Information

Members can obtain further information on the contents of this report from Linda Ellison, Secretary to the Board - lellison@glasgowkelvin.ac.uk or Lisa Clark, Director of Estates and Corporate Services - lisaclark@glasgowkelvin.ac.uk

Linda Ellison/Lisa Clark
August 2023

APPENDIX

Glasgow Kelvin College - Governance Action Plan: as at August 2023

Item No	Item	Taken from/request received from	Item that is required	Person Responsible	Due Date	Comments
1	Board of Management Self Evaluation Actions 2021/22	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	Noted.
	• 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; o to receive reports so that student mental health issues can be monitored.	Board of Management Self Evaluation Meeting – 27 June 2022	Board Report	Chair of Board / Secretary to Board / Vice Principal Curriculum	March / June 2023 Board meeting	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 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. <u>Update as at August 2023</u> The Vice Principal Curriculum suggests that this is covered off in a report produced by December 2023.
	• 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. <u>Update as at August 2023</u> The Vice Principal Operations suggests that this is covered off in October 2023.
2	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	Complete. A report on this will be presented at the August 2023 Board of Management meeting.
3	Principal's Appraisal	Code of Good Governance for Scotland's Colleges	Appraisal Paperwork	Chair / Vice Chair	by end of academic year 2022/23	This was slightly delay but is scheduled for 13 September 2023.
4	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	Complete. A report on this will be presented at the August 2023 Board of Management meeting.