Item 12
For approval

GLASGOW KELVIN COLLEGE

BOARD OF MANAGEMENT MEETING OF 31 AUGUST 2020

BOARD DEVELOPMENT PROGRAMME

REPORT BY CLERK TO THE BOARD AND INTERIM ASSISTANT PRINCIPAL

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 2019/20
- agree a member development programme for 2020/21

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 for individual members.

3. Academic Year 2019/20

3.1 A summary of member development during the previous academic year 2019/20 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 2 key member sessions did take place with respect to risk management and business planning.

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 in the current circumstances it is anticipated that this will be run as an online event. CDN also host an annual Board Members Conference which in 2020 was held via online sessions. Details for this academic year are awaited.

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. It should be noted that the Board's suggestion of having a regional wide event on college finance and funding was proposed to GCRB. This suggestion has been further extended to a potential regional event on the impact and response of the college sector to the implications arising from Covid-19. Members are asked to consider what they would find most useful in any such

session notwithstanding the college will also make its own individual arrangements recognising the challenges in the months and years ahead. This would link to our own Transformation and Renewal Plan.

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. In addition, there are specific training modules for members of college Remuneration Committees and Audit and Risk Committees.

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 are asked to confirm the relevance of the proposed sessions and thereafter suitable dates and format will be developed. Aside from the stakeholder event, it is anticipated that the other sessions would be time limited sessions, for example, at 4pm prior to scheduled Board meetings.

- College recovery and funding session
- Input to the Board and college from Glasgow Economic Recovery Group

  (Glasgow City Council and its partners have established an emergency COVID-19 Recovery Group, made up of members of the Glasgow Economic Leadership, the Glasgow Partnership for Economic Growth, the Glasgow Economic Commission, and some external advisors on how best the economy of Glasgow and the surrounding city-region can be renewed and rebuilt once it moves into the recovery phase.)

- Overview of Community Learning and Development (CLD) and role of college
- College stakeholder event

It is anticipated that there will be a Board self-evaluation session, currently planned for June 2021. This may be impacted by the timescale for our externally facilitated review. As it stands this requires to be completed by April 2021 but it is hoped that this may be extended to the end of the academic year thereby enabling us to use the self-evaluation session as part of that process. A fur ther update on that specific issue will be provided at the next Board meeting taking account of national advice. The Board has generally also held an annual Board dinner in December 2020 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 Coid-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 2019/20 as detailed in appendix 1;
ii) consider and approve the outline member development programme for 2020/21 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 2019-20

Event Name	Provider	Board Member	Date From	Date To	Status
Leadership and Governance Summit - Board Induction Training 2019-20	College Development Network	Michael O'Donnell	06-May-20	06-May20	Completed
Leadership and Governance Summit - Creative Governance for an Innovative Sector	College Development Network	Douglas Wilson	27-Apr-20	01-May-20	Completed
Leadership and Governance Summit - Creative Governance for an Innovative Sector	College Development Network	Robert Doyle	30-Apr-20	30-Apr-20	Completed
Leadership and Governance Summit - Future Proofing our Workforce and Creating a Resilient Organisation	College Development Network	Douglas Wilson	27-Apr-20	01-May-20	Completed
Leadership and Governance Summit - The 10 Year Lens - Colleges in 2030	College Development Network	Robert Doyle	27-Apr-20	27-Apr-20	Completed
Leadership and Governance Summit: The 10-Year Lens - Colleges in 2030	College Development Network	Ian Patrick	29-Apr-20	29-Apr-20	Completed
Leadership and Governance Summit: The 10-Year Lens - Colleges in 2030	College Development Network	John Hogg	29-Apr-20	29-Apr-20	Completed
Leadership and Governance Summit - The Three Horizons of Change	College Development Network	Douglas Wilson	27-Apr-20	01-May-20	Completed
Leadership and Governance Summit - The Three Horizons of Change	College Development Network	Robert Doyle	28-Apr-20	28-Apr-20	Completed
Leadership and Governance Summit - Using Technology as an Enabler in 2030 - Challenging assumptions	College Development Network	Douglas Wilson	27-Apr-20	01-May-20	Completed
Leadership and Governance Summit - Using Technology as an Enabler in 2030 - Challenging assumptions	College Development Network	Robert Doyle	27-Apr-20	27-Apr-20	Completed

Appendix 2

Board of Management – Development/Training
Planned and Suggested for Academic Year 2020/21

Date	Event
<u>Part 1</u> **8 September 2020** **24 September 2020** **4 December 2020** **11 December 2020** **<u>Part 2</u>** **18 September 2020** **1 October 2020** **16 December 2020** **17 December 2020**	On Board Governance Training Online
2 September 2020 **14 October 2020** **19 October 2020** **20 October 2020** **1 December 2020** **2 December 2020**	On Board Audit and Risk Training Online
15 September 2020	OSCR – Meet the Regulator Online, Free – 10am and 12pm.
Matter raised with GCRB	Region Wide Session on College Finance, Recovery and Response Session
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.
Indicative Dates	The following sessions are proposed:
September - November 2020	- College recovery and development session - Input from Glasgow Economic Recovery Group
3 December 2020	Board Dinner
January – March 2020	- CLD overview session - College stakeholder session (only when able to meet on campus in larger groups)
Date to be determined	Board self-evaluation session (linked to timing of externally facilitated review) Glasgow Kelvin College – Staff Conference Day's