Glasgow Kelvin College

**Glasgow Kelvin College**

**Board of Management**

**Minute**

**Minute of the Board of Management meeting held at 5pm on 13 December 2021 via MS Teams**

**1. Sederunt**

Ian Patrick, Chair
Rob Doyle, Vice Chair
John Hogg
Derek Smeall, Principal
Michael O'Donnell
Elaine Clafferty
Deborah Thomson
Heather McNeil
Laura Birch
Stephen Birrell
Dermot Grenham
Fiona Taylor, Support Staff Member
Lauren McLaren, Student Association Member
James McGunnigle, Student Association Member
Dr Marion Allison

In attendance:

Linda Ellison – Secretary to the Board of Management
Maree Shepard, UNISON – In attendance
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
Alan Carr, Head of Finance
Annette McKenna – Governance and Executive Support Manager *(for recording purposes)*

**2. Apologies**

Colm Breathnach, Teaching Staff Member
Carol Goodwin, EIS – In attendance

The Chair informed members that the meeting had been moved to online due to the guidance issued by the Scottish Government; work from home where possible.

He welcomed M Shepard to her first meeting of the Board of Management. He informed her that in-attendance members are treated the same as Board members in relation to contribution at the meeting and reminded everyone that she did not have voting rights.

He thanked A Jones, J Lavery and A McKenna for the work undertaken in relation to the new Board Portal, SharePoint online site.

**3. Declarations of Interest**

There were no declarations of interest noted. The Chair reminded members that they could declare an interest during the meeting.

**4. Minute of the Previous Meeting held on 7 October 2021**

Members accepted the minute as an accurate record of the business conducted at the meeting held on 7 October 2021.

**5. a) Matters Arising from the Previous Meeting held on 7 October 2021**

There were no matters arising that would not be considered when discharging the agenda.

**b) Matters Arising / Action List** *(For Noting)*

**i) Board of Management Action Log as at December 2021**

Members of the Board of Management agreed that the actions highlighted in green had been completed and should be removed from the Action Log.

**ii) Board of Management and Standing Committee Action Log**

Members of the Board of Management noted the content of the Action Log.

**<u>Standing Items</u>**

**6.** a) Chair's Report

The Chair 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:

- attended a number of meetings that are reflected in the Principal's report;
- met with Bob Doris, MSP, and the Principal; good meeting, first of a series of meetings being held with MPs and MSPs in December and January. He added that B Doris is supportive of the College and buys into its vision and mission. He noted that he intended to put forward a question in parliament highlighting what the College has been doing in terms of supporting deprived communities during covid19;
- attended a meeting of the Arms Length Foundation (ALF). He noted that L Ellison had resigned from the ALF when she took up her post of Secretary to the Board. He informed members that M Forsyth, previous Chair of John Wheatley College Board had agreed to join the ALF and noted she would make a valuable contribution;
- attended the College Achieving Climate Justice Event. He thanked F Taylor on behalf of Board members for organising the event; and
- CDN Awards. He noted that the College had won the Skills Development Award for collaboration with Youth Enterprise Scotland. He thanked and congratulated all involved.

**b) Principal's Update Report**

The Principal 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:

- Covid19 – He drew members attention to the additional item of correspondence previously circulated, received by the College on 13 December 2021, from the Covid-19 Advisory Sub-Group on Universities and Colleges. He added that the

Advice Note provided an early stage response to the Omicron variant and areas of concern. He provided members with assurance that the College continues to take a cautious approach, has low numbers of students on campus and has robust and significant controls in place. He added that the Senior Management Team would meet on Tuesday 14 December 2021 to consider fully the Advice Note received;

- Green Gown Award – the College did not win but he noted the great accolade at being chosen as a finalist. He thanked all involved;
- Scottish Hair and Beauty Awards – the College MADE Academy had won the award for best training school. He thanked all involved; and
- attended the College Achieving Climate Justice Event. He noted that the event would not have happened but for the initiative of F Taylor and thanked her for organising the international class event.

He informed members that he was delighted to announce that Jason Quinn would take up the post of Director of Digital Services in January 2022.

The Chair highlighted section 8 'Assurance and Risk' of the Principal's report and noted the strategic risk mapping table. He added that he welcomed members comments at the end of the meeting on this proposed addition to future reports.

He also highlighted the reference in the Principal's report to direction received from Shirley-Anne Sommervile, MSP, on limiting face to face teaching in block two. He added that this is having a detrimental impact on the College learners but that it had no choice but to adhere to the guidelines.

Members of the Board of Management noted the content of the Principal's Update Report.

**c) Student Association Update**

The Student Association Presidents' spoke to the content of the report that sought to provide members with an update on the Student Association (SA) activities so far in session 2021/22.

J McGunnigle informed members that the SA continued to work with the Digital and Social Media Assistant promoting the work of the SA. He further informed that the recent focus of the SA was student wellbeing and they are currently working with the Curriculum Manager Sport to establish fitness classes and initiatives for students.

L McLaren highlighted that the SA continues to engage with class representatives and the current focus was on establishing a Student Executive Committee. She added that both she and J McGunnigle were delighted to be involved in the College Achieving Climate Justice Event.

Members of the Board of Management agreed to note the contents of the report.

**d) Standing Committees**

**Draft Standing Committee Minutes**

**i) Learning and Teaching Committee – 24 November 2021**

The Vice Chair of the Learning and Teaching Committee provided members with an overview of the reports considered at the meeting and added that the draft minute reflected the discussions held.

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**ii) Audit and Risk Committee – 30 November 2021**

The Chair of the Audit and Risk Committee provided members with an overview of the discussions held at the meeting that included:

- the endorsement of the new Risk Management Framework and College Risk Register. He noted that members liked the new format and the Auditors had made positive comments. He added that it had been agreed that a deep dive into one or two of the identified risks would be held at each meeting of the Committee; and
- student support funds and activity had received a positive audit report. He added that the College had deviated from its credit target but it was agreed by members that in context with the challenges faced in regard to Covid19 a huge amount of work had been undertaken by staff.

**iii) Finance and Resources Committee – 30 November 2021**

The Chair of the Finance and Resources Committee provided members with an overview of the discussions held at the meeting that included:

- capital works are progressing;
- the College are looking to recruit an Environment and Sustainability Manager who will look to access funding for projects going forward; and
- two Strategies and three Policies had been endorsed, all on the agenda of tonight's Board meeting.

**iv) Joint Meeting of Audit & Risk Committee and Finance & Resources Committee – 30 November 2021**

The Chair of the Committee noted that the approach to hold a joint meeting to consider the Annual Report and Financial Statements had been welcomed by members. She added that the report was considered fully and endorsed by the Committee.

**<u>Items for Approval</u>**

**7. Annual Report and Financial Statements – NOT IN THE PUBLIC DOMAIN**

**a) Annual Report and Financial Statements – Year Ended 31 July 2021**

**b) External Audit Annual Report to the Board of Management 2020/21**

**c) Letter of Representation for External Auditors**

The Vice Principal Operations spoke to the content of the report that required approval from members on the Annual Report and Financial Statements 2020/21 (ARFS), item 7a on the agenda. In addition, authorisation was required for the Letter of Representation 7c on the agenda. She noted that items 7a, 7b and 7c would be considered collectively

J Evans informed members that a considerable and robust discussion had been held at the joint meeting of the Finance & Resources Committee and the Audit & Risk Committee held on 30 November 2021. She noted that members had provided feedback at the meeting and by email on the ARFS; no substantial changes to the numbers. She added that the Committee had endorsed the report.

She highlighted that a small amendment had been made to paragraph 95 of the External Audit Report to the Board of Management, item 7b on the agenda. She noted the positive report and the complimentary comments made at the joint meeting by the

External Auditor and the good position the College was now in with regard to financial sustainably.

The Chair highlighted the unqualified opinion made by the External Auditor and noted if approved by Board members, he and the Principal would sign the ARFS.

A Board member thanked the Vice Principal Operations for adding context to the paragraph contained the ARFS on page 11, as requested, in relation to the reduction in students who reside in Glasgow. The Principal informed members that the reduction in figures should be taken in context with regard to Covid19. He added that the figures should not be taken individually, they should be considered as part of three golden measures when reviewing any measurement in profile; head count, enrolment figures and credit / student activity figures. He added that the College were actively trying to rebuild and reshape its community provision with initiatives such as the HUB at Springburn to encourage engagement. He proposed that a 'deeper dive' be undertaken on the profile figures by the Learning and Teaching Committee in the new year. M Allison and R Ashton agreed to meet in the new year to consider the proposal for the Learning and Teaching Committee further.

Members of the Board of Management acknowledged the huge amount of work undertaken to produce the ARFS and noted the comments made by the External Auditor on the calibre of the Executive Team.

In a response to a question from a Board member, J Evans informed members that the reduction on staffing levels noted on page 8 of the ARFS aligned with the Financial Forecast Return, it would be a last resort and if required it would be for a small number of teaching staff. The Chair provided reassurance that any reduction in staffing levels would be required to be approved by the Board of Management.

A Board member raised a question in relation to the five year review and transformation programme being undertaken to include a new fair and transparent funding model. The Principal informed members that this is part of a national HE and FE review and any changes to the funding model will not be in place for session 2022/23.

Members discussed and noted the huge achievement met by the College in delivering 100% of the objectives in the Transformation and Renewal Plan.

The Chair raised an issue with figures and resignations noted in paragraph 95 in the College External Audit Report to the Board of Management. He added that, in his opinion, this was double reporting as some of the information will be reported again in the report next academic year. A Board member echoed the Chair's comments and concerns. The Vice Principal Operations agreed to pass on the Chair's concerns to G Devlin, External Auditor.

Members of the Board are recommended to:

i) note the contents of this cover report;
ii) approve the College Annual Report and Financial Statements for the 12 months ended 31 July 2021;
iii) note the External Audit Annual Report and its unqualified audit opinion;
iv) note that the Annual Report and Financial Statements and the External Audit Annual Report will not be placed in the public domain at this time;

v) authorise the Principal and Chair to sign the Letter of Representation on behalf of the College Board; and
vi) approve the Annual Report of the Audit and Risk Committee 2020/21.

**Action: M Allison and R Ashton to meet in the new year to consider the proposal for a 'deep dive' into the College profile figures at a future meeting of the Learning and Teaching Committee.**

**d) Annual Report of the Audit and Risk Committee 2020/21**

The Chair of the Audit and Risk Committee spoke to the content of the report. He informed members that it reflected the work undertaken by the Committee during session 2020/21 and provided assurance to Board members that the Committee is fulfilling its responsibilities. He added that it would be submitted to the Scottish Funding Council and Glasgow Colleges Regional Board alongside the Annual Report and Financial Statements by the deadline of 31 December 2021.

J Hogg provided members with a summary of the report and highlighted that the Committee was pleased with the progress made in implementing recommendations made by the Auditors in previous years.

He added that the Committee had discussed the length and detail contained in the report and agreed as it provides assurance to Board members then they should be asked for feedback. Members discussed and agreed that the report is easy to read, comprehensive and is the right length as it is an external document that provides assurance.

Members of the Board of Management are recommended to:
i) approve the Chair of the Audit & Risk Committee's Annual Report for the financial year ended 31 July 2021;
ii) note the Audit and Risk Committee opinion outlined in section 16 of the Report; and
iii) note that, once authorised by the Board, the Principal will forward the Annual Audit Report (and its appendices) to the Scottish Funding Council/GCRB.

**8. College Strategy 2022-2027**

The Principal spoke to the content of the report that sought approval for the final draft of the College Strategy 2022/27 attached to the report as appendix 1.

D Smeall provided members with a detailed overview of the consultation meetings and feedback provided, how the College Strategy sits at the head of the Strategic Framework attached as appendix 2, introduction of the College Scorecard attached as appendix 3, mock-up of the College Strategy publication style attached as appendix 4 and the schedule for formal publication.

In a response to a question from a Board member, D Smeall informed members that the College Scorecard would allow Board members to review the details mapped directly to Strategic priorities. He added that it was hoped that going forward the College would have the ability to use Power Bi for this purpose.

Members discussed, at length, the College Scorecard and how this would show what steps the College had undertaken to achieve its ambitions and how it linked to the priorities. Members noted that this might be a lot of work for the Executive Team to

keep up to date and may provide too much information; more graphics might be useful to show trends etc.

The Chair reminded members that the role of the Board of Management is to monitor the College Strategy and ensure that its priorities are achieved. He added that a high level Scorecard would be required, with a summary for Board members linked to the priorities; quarterly updates were not required. He welcomed the work undertaken by the Principal and Executive Team on the College Scorecard and proposed that a Development Event on the Strategic Framework and College Scorecard for Board members in the new year would be helpful. The Principal agreed that a Board Development session would allow members to consider the Strategic Framework further and show them how this could work for them. The Chair agreed to consider this further with the Principal and the Secretary to the Board of Management.

He added that the Strategy, if approved, would be laid out in the example layout as shown in appendix 4 with publication on 31 January 2022.

Members of the Board of Management agreed to:
i) note the contents of this summary report and its Appendices 2-4; and
ii) approve the Glasgow Kelvin College Strategy 2022-27, Appendix 1.

**Action: The Chair, Principal and the Secretary to the Board of Management to meet to consider a development session for Board members on the College proposed Strategic Framework and College Scorecard.**

**9. Risk Management Framework and College Risk Register – Appendix 2 NOT IN THE PUBLIC DOMAIN**

The Vice Principal Operations spoke to the content of her report that sought approval for the Risk Management Framework that replaces the previous Risk Strategy. She added that the new Framework included the Terms of Reference for the Risk Management Committee and an updated Risk Register and Risk Appetite Statement.

J Evans reminded members that the Board had agreed at its meeting held in August 2021 that the College would review its approach to Risk Management. She noted that the new Framework had been considered at the recent Audit and Risk Committee held on 30 November 2021.

She highlighted that the Board had, at a recent Risk Management session, identified risks that had then been compared with those identified by the Senior Management Team; this had created the College Corporate Risk Register and Risk Appetite Statement as attached as appendix 2 to the report. She also highlighted that the strategic risks for the College had come down from 34 to 11. She added that the College internal and external Auditors had commented that the College was moving in the right direction with regard to Risk Management.

In response to a question from a Board member, the Vice Principal Operations informed members that they could be innovative and creative outside the norms set within the Risk Appetite; it could be escalated by the Audit and Risk Committee and brought back to the Board of Management for approval. The Principal echoed the Vice Principal Operation's comments and reiterated this would not restrict Board members innovation. Members discussed the process if the proposed amendment was

recommended by the Audit and Risk Committee and was required outside the normal Board of Management meeting schedule. Members agreed this could be approved by the Executive Committee on behalf of the Board of Management.

Members discussed and agreed that a specific risk related to Covid19 be added to the Corporate Risk Register.

A Board member added that he welcomed the addition of the strategic risk register mapping table that the Principal had included in his reports at the Risk and Assurance section and members agreed.

Members of the Board of Management agreed to:

i) note the contents of this report and its appendices; and
ii) approve the new Risk Management Framework.

**10. Campus Reinvestment Project – NOT IN THE PUBLIC DOMAIN**

The Vice Principal Operations spoke to the content of the report produced by her and the Vice Principal Curriculum & Quality Enhancement. She noted that the report sought to set out proposals for reinvestment in the College campuses to improve the estate and the learning and working environment for students and staff.

J Evans added that the project aligns with the new College Strategy 2022/27 and provided members with the background, agreed principles and reinvestment proposals. She took members though the proposal to submit a funding application to the Arms Length Foundation to assist with the project and highlighted that the College was also planning to use its own funds to finance a proportion of the project.

The Vice Principal Curriculum and Quality Enhancement informed members that the proposals had been set around refreshing the campuses and reconnecting and rebuilding with regard to the communities the College serves. He added that this also aligned with the College Transformation and Renewal Plan as the next step was development of the student experience.

In a response to a question, R Ashton informed members that consultation with students would form part of the project, they would be included in the workstreams that would be set up.

**Members of the Board of Management agreed to:**

i) note the contents of this paper;
ii) approve in principle proposals to take forwards the campus reinvestment projects as outlined in this report; and
iii) give approval to the Senior Management Team to apply to the Arm's Length Foundation for £600k to support the project.

**11. Terms of Reference, Policy and Strategy Review**

The Secretary to the Board of Management spoke to the content of the report and reminded members that the Scheme of Delegation had been considered and approved at the Board meeting held on 7 October 2021. She added that it had been agreed at that meeting if an amendment to a policy was a routine or minor change then the appropriate Standing Committee could approve, as listed in appendix 2 to the report.

She noted that only new, or existing policies with a material or substantial change would be considered by the Board of Management.

L Ellison highlighted that the Standing Committees' Terms of Reference had been amended to reflect this, as appendix 1 to the report, and required approval by the Board of Management. She added that the additional wording to point 6.8 of the Learning and Teaching Committee Terms of Reference had been amended slightly since the papers had been circulated to members, and informed members of the minor change.

Members of the Board of Management agreed to:

i) note the contents of this report and its appendices;
ii) approve the Terms of References for the Audit and Risk Committee, Finance and Resources Committee and Learning and Teaching Committee as contained within Appendix 1; and
iii) approve the list of policies and strategies that each Standing Committee will approve in future (if there are no material/substantial changes to these) as contained within Appendix 2.

**12. Financial Strategy and Estates and Sustainability Strategy**

**a) Financial Strategy 2022-26**

**b) Estates and Sustainability Strategy 2022-26**

The Vice Principal Operations spoke to the content of the report that sought approval for the Financial Strategy 2022/26 and the Estates and Sustainability Strategy 2022/26. She added that they had been endorsed by the Finance and Resources Committee held on 30 November 2021. She noted that few minor amendments had been made as a result of comments made by members of the Finance and Resources Committee.

The Chair requested that the Financial Strategy include specific reference to the student experience and J Evans agreed to amend accordingly.

In addition, members agreed that the wording in relation to strategic priority B be amended slightly to read 'generate' rather than 'maximise' as this could be misinterpreted. J Evans agreed to amend accordingly.

Members of the Board of Management agreed to:

i) note the contents of this report and its Appendices;
ii) approve the Financial Strategy: 2022-27; and
iii) approve the Estates and Sustainability Strategy: 2022-2027.

**Actions:**

- **The Vice Principal Operations agreed to include specific reference to the student experience in the Financial Strategy 2022-27**
- **The Vice Principal Operations agreed to amend the wording in strategic priority B in the Financial Strategy 2022-27**

**13. Polices**

The Director of Human Resources spoke to the content of the report that sought to apprise members of the outcome of the review of policies and procedures and request approval from the Board of Management; Lone Working Policy, Professional Learning

and Development Policy and Dignity and Respect Policy. She noted that the policies had been endorsed by the Finance and Resources Committee on 30 November 2021.

D Shiels highlighted the consultation process and provided members with a brief overview of the changes made to the policies.

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.

**Items for Noting**

**14. Scottish Funding Council's Review Coherence and Sustainability: A Review of Tertiary Education and Research**

**a) The Scottish Government's Response to the Scottish Funding Council's**
**b) Glasgow Colleges Regional Board's (GCRB's) Review of Coherent**
**c) The Scottish Government's Response to the Scottish Funding Council's Review of Tertiary Education and Research in Scotland**

The Principal spoke to the content of the above noted reports collectively. He provided members with a summary of the documents and on the Review of Coherent Provision and Sustainability of Glasgow College Region – Progress Report at item 24 on the agenda, provided for members information. He added that the Minister has requested a recommendation on the Glasgow Region as soon as possible. He also informed members that the College continued to present its opinion on the review through the SFC and SFC Regional Manager.

The Chair reminded members that in response to a question from John Mason, MSP, in Parliament Jamie Hepburn, MSP, had confirmed that there were no plans for one college in Glasgow. He added that it was hoped that an outcome of the review for the Glasgow Region will be available for the next meeting of the Board of Management in March 2022.

Members of the Board of Management agreed to note the content of items 14a, 14b and 14c.

**15. Regional Collaborative Initiatives with Glasgow Clyde College**

The Principal spoke to the content of the report that sought to provide members with an overview of collaboration activity which is currently taking place with Glasgow Clyde College. He added that it provides members with comfort that collaboration can and does work.

D Smeall provided members with a summary of the report that included future opportunities for greater collaboration.

Members noted that collaboration can work without GCRB and the importance of getting these initiatives out in the public domain.

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

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**16. Employers Association Discussion Sessions & Business Meeting Held on the 10 and 11 November 21 – Update**

The Chair reminded members that he had requested that the Principal produce a report on the discussions held at an Employers Association (EA) session and business meeting held on 10 and 11 November 2021. He reminded members that staff are the most important and expensive resource the College has and that the EA currently deals with any staffing issues. He added that the Principal and the Director of Human Resources represent the College on the EA.

The Principal provided members with a summary of the report and highlighted the draft EA Business Proposal document considered at the Business Meeting held on 11 November 2021, noted in section 3 of his report. He added that he had provided the Chair and the Chair of the Finance & Resources Committee with an update on the discussions held at the meeting.

He provided members with a detailed overview of the proposal that included restructure, increased resources and the costs involved to the College. He added that the College is broadly supportive of the proposal and that the EA have been tasked to produce a full business case for consideration and approval in the new year prior to submission to the Scottish Funding Council.

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

**17. Chair and Board of Management Recruitment**

The Secretary to the Board spoke to the content of the report that outlined the process and timeline for appointment of the Chair of the Board of Management and the recruitment of Board members. She added that the Chair's tenure ends on 31 July 2022 and that he wished to be considered for reappointment.

L Ellison noted that the appointment process for Board members was reasonably straight forward however the reappointment of the Chair is driven by Glasgow Colleges Regional Board. She added that a further report on the Chair and Board member recruitment would be brought back to the Board of Management when appropriate.

Members of the Board of Management agreed to:

i) note the content of this report; and
ii) request a further report on Chair and Board member recruitment in due course in line with the aforementioned timeline.

**18. Governance Action Plan - Update**

The Secretary to the Board of Management spoke to the content of the report that sought to update members on progress made against the Governance Action Plan (GAP). She remined members that the GAP is reviewed by members twice annually and provides assurance that governance activities are in hand, captured in one document.

The Chair informed members that a lot of work is undertaken to maintain this massive document and that D Archibald, the College Internal Auditor, had noted that it provides him with reassurance that the College continues to proactively act on governance tasks whilst maintaining a robust register.

The Secretary to the Board highlighted that she has attended College Scotland Board Secretary meetings and it appeared that some colleges found it challenging to manage and evidence their compliance with the various governance documents. This underlined the volume and high standard of work undertaken by the Director of Corporate Services and the Governance & Executive Support Manager.

Members of the Board of Management agreed to:
i) note the content of this report and its appendices;
ii) consider and note progress against the Governance Action Plan in Appendix 1; and
iii) note that the Board of Management will receive a further update on progress made on the GAP in June 2022

**19. College Development Network Review of Codes**

**a) The role and experience of a Board Secretary as a Governance Professional in Scotland's Colleges**

The Chair of the Board of Management spoke to the content of the report.

I Patrick provided members with a summary of the report and informed that a link to the full College Development Network (CDN) report had been included for members information. He highlighted the College already meets the main recommendations found by CDN report and that no further action was required.

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

**b) Model Code of Conduct, Externally Facilitated Effectiveness Review and Board Secretary (Governance Professional) Handbook**

The Secretary to the Board of Management spoke to the content of the report that sought to provide members with an overview of three documents that had been reviewed by College Development Network; Model Code of Conduct; External Effectiveness Review (EFER) Overview Report and Board Secretary (Governance Professional) Handbook.

L Ellison provided members with an overview of the report and highlighted that the College is required to review its Code of Conduct in relation to the CDN report and has six months to adopt any changes. She noted that any required changes would be brought back to the Board of Management for approval.

She added that the College had undertaken and completed its EFER. In addition, she noted that the Board Secretary Handbook was a useful document.

The Director of Corporate Services informed members that the procedures undertaken by the College largely reflect the recommendations contained in the EFER report. She added that she, the Secretary to the Board and the Governance & Executive Support Manager would consider the recommendations further to consider effective practice.

Members of the Board of Management agreed to:
i) note the contents of this report and its appendices; and
ii) note that the Director of Corporate Services and Secretary to the Board will review in detail the Model Code of Conduct and report to the Board in due

course in respect of any resulting actions that will need to be taken to ensure continued compliance.

**Action: The Secretary to the Board, Director of Corporate Services and the Governance & Executive Support Manager to review the recommendations contained in the CDN report and feedback on any amendments required to the College Code of Conduct within 6 months.**

**20. Management Accounts to 31 September 2021 – NOT IN THE PUBLIC DOMAIN**

The Vice Principal Operations spoke to the content of the report that sought to present the Management Accounts to 31 September 2021 to members.

J Evans informed members that the accounts showed an improved position in terms of the Annual Operating Result (AOR) against the Budget. She added that the positive position is mostly due to the timing of expenditure and that a more detailed analysis would be undertaken at Period 3 and any changes to the year reflected in the Quarter 1 Forecast.

She highlighted that a number of unforeseen absences in the Finance Department had meant that the resource concentrated on the Annual Report and Accounts. She noted that the Quarter 1 Forecast would be undertaken in January 2022 and presented to the Finance and Resources Committee in February 2022.

The Chair noted that that careful scheduling of Finance and Resources Committee meetings was required going forward to ensure that quarterly forecasts are available for the first Finance and Resources Committee meeting after the end of each quarter.

Members of the Board of Management agreed to note the financial performance for the first two months of the year, reflected in the Management Accounts to 30 September 2021.

**Action: The Secretary to the Board, Vice Principal Operations, Director of Corporate Services and the Governance & Executive Support Manager to review dates for the Finance and Resources Committee in session 2022/23 to ensure that the quarterly forecasts are available at the appropriate meetings.**

**21. Foundation Apprenticeship Update**

The Vice Principal Curriculum and Quality Enhancement spoke to the content of the report that sought to provide members with an update on the current status and ongoing development of the regional Foundation Apprenticeship Programme (FAP).

R Ashton took members through the content of his report and highlighted that the College is currently the lead partner in the Glasgow College Region for the FAP. He noted that the funding for these programmes will now be funded direct to the three Glasgow Colleges via credits and highlighted the uncertain context on how funding for these programmes will be promoted going forward. He added that he would bring an update report back to the Board of Management when available.

F Taylor noted a declaration of interest as she is a member of the Foundation Apprenticeship Team. She asked if the issues noted in the resource implications section of the report would be finalised by March 2022.

R Ashton informed that the Foundation Apprenticeship delivery is unique and has a very high overhead, outwith the teaching. He added that it will continue to be funded and hopefully the College will have a clearer view on the thoughts of the Scottish Funding Council by Spring 2022. He noted that FA will remain a Scottish Government (SG) policy.

The Chair added that as FA are an important part of the SG policy so will remain an important part of the College curriculum. The Principal echoed the Chair's comments and added that the commitment is there from the SG but the College will not know the outcome until March / April 2022 at the earliest.

Members of the Board of Management agreed to:
i) note the contents of the report
ii) note that a further update on the development of the regional FA position will be provided to a future meeting of the Board.

**22. Public Sector Climate Change Duties Report**

The Director of Corporate Services spoke to the content of the report that sought to update members on the recently submitted Public Sector Climate Change Duties (PSCCD) Report, attached as appendix 1 to the report.

L Clark informed members that the report provided members with assurance that the PSCCD had been submitted by the due date. She highlighted that the data showed that the College had reduced its carbon omissions by 3% although due to the addition of two new categories this then increased to 10%. She added that the report listed the main objectives for next academic year.

Members of the Board of Management agreed to note the content of the report and its appendix.

**<u>Items of Correspondence</u>**

**23.**
**a) Letter from Cabinet Secretary for Education and Skills, Shirley-Anne Sommerville MSP, invitation to Principals' to attend a meeting re. Covid19 and semester / term two**
**b) Letter from Cabinet Secretary for Education and Skills, Shirley-Anne Sommerville MSP, re. student numbers on campus in semester / term two 2**
**c) Letter from Chief Executive SFC, Karen Watt, re. managing through the covid19 pandemic**

The Principal noted that the items of correspondence are now historical documents due to the fluid situation re. the Omicron variant.

Members noted the content of the correspondence.

**<u>Items for Information</u>**

**24. Review of Coherent Provision and Sustainability of Glasgow College Region – Progress Report NOT IN THE PUBLIC DOMAIN**
**25. Colleges Scotland - College Sector Statement of Ambition 2021 – 2026**
**26. SFC Accounts Direction for Scotland's Colleges 2020/21**
**27. Glasgow Kelvin Learning Foundation SCIO Accounts – Year End to 31 March 2021– NOT IN THE PUBLIC DOMAIN**

Members noted items 24 – 27 were provided for members information.

**Risk, Equality and Data Protection - Discussion**

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

Members discussed and agreed an addition to the College Corporate Risk Register with regard to Covid19 when discharging item 9 on the agenda.

**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 13 December 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 13 December 2021.

**31. Closure**

The meeting closed at 7.40pm with the Chair thanking members for their attendance and contribution. He wished all a relaxing and safe Christmas.

**32. Date of Next Meeting**

The next meeting of the Board of Management will be held on 14 March 2022.

**33. Dates for the Diary**

The Chair highlighted the following date for members diaries:

- Online Graduation – 16 December 2021: 2.30pm and 4pm
- Board Development Event – 19 January 2022

IP/DS/AMcK
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