

Glasgow Kelvin College - Governance Action Plan: as at December 2020

Item No	Item	Taken from/request received from	Item that is required	Person Responsible	Due Date	Comments
1	<p>Board of Management and college response to Covid19:</p> <ul style="list-style-type: none"> Agile shift to home working and learning. Effective communication with staff, students and Board members Effective move to online committee and Board meetings Effective use of Board's Executive Committee which met regularly to ensure effective governance, oversight and support to the Principal and SMT. 	Covid19 Pandemic		Principal, Clerk to the Board and Chair	Ongoing	Current online meeting arrangements will continue in accordance with government guidance while ensuring effective governance and decision making procedures continue to be in place
2	<p>College sector review</p> <ul style="list-style-type: none"> A joint Board activity event for the Glasgow Region (and other College regions) would be useful with a common topic such as the Funding Landscape/Curriculum Developments. Continue to lobby on behalf of the College to GCRB to ensure the College and Glasgow receive a fair deal with respect to overall sector funding. <p>Board Response to SFC Review of Coherent Provision and Sustainability:</p> <ul style="list-style-type: none"> Board approved response to SFC led review. <p>In response to Phase 1 report:</p> <ul style="list-style-type: none"> establishment of response group to consider issues and implications arising with reporting through Board. 	<p>Board of Management Self Evaluation, Tuesday 25 June 2019</p> <p>Financial Control Committee Self Evaluation 5 May 2019</p> <p>Submitted 20 August 2020</p> <p>Executive Committee Meeting held on 28 October 2020 / first response group meeting held on 5 November 2020</p>	<p>Enquire about a joint Board activity</p> <p>Continue to lobby</p>	<p>Chair</p> <p>Chair/SMT Members and Board Members</p> <p>Board Members / Chair / Principal</p>	<p>AY 2020/21</p> <p>Sept 2019 Ongoing</p> <p>In line with SFC / GCRB response timescales</p>	<p>Chair and Clerk to the Board have raised this with GCRB and will continue to pursue. This is even more relevant and necessary in light of implications arising from Covid-19.</p> <p>Ongoing.</p>
3	<p>Review of Code of Good Governance / Externally Facilitated Effectiveness Review - see 3a – 3c below:</p>	Code of Good Governance for Scotland's Colleges		Clerk to the Board / Director of Corporate Services	April 2021	

3a	MHA Henderson Loggie attend the December 2020 Board meeting.	Code of Good Governance – EFER and Self Evaluation Report 2020/21: 5 October 2020	Board Meeting	Clerk to the Board / Director of Corporate Services	December 2020	
3b	MHA Henderson Loggie undertake the review in January and February 2020.	Code of Good Governance – EFER and Self Evaluation Report 2020/21: 5 October 2020	College Documents and processes	Clerk to the Board / Director of Corporate Services	Jan / Feb 2021	
3c	MHA Henderson Loggie report to the Board of Management in March 2021.	Code of Good Governance – EFER and Self Evaluation Report 2020/21: 5 October 2020		Clerk to the Board / Director of Corporate Services	March 2021	
4	Board self-evaluation 2020/21 - see items 4a to 4i below:	Code of Good Governance – EFER and Self Evaluation Report 2020/21: 5 October 2020		Chair and Clerk to the Board	December 2020 to September 2021	It should be noted that the format of evaluation sessions will be undertaken in line with the most appropriate advice with respect to Covid-19
4a	Annual statement of compliance against Code of Good Governance included in college annual report and accounts 2019/20 together with an assessment of progress against Governance Action Plan	Code of Good Governance – EFER and Self Evaluation Report 2020/21: 5 October 2020		Clerk to the Board / Director of Corporate Services	December 2020	
4b	Chair to meet with newly appointed members	Code of Good Governance – EFER and Self Evaluation Report 2020/21: 5 October 2020	Meetings	Chair	Feb / March 2021	
4c	Individual standing committees – Audit and Risk, Finance & Resources Committee and Learning and Teaching – to undertake at their last meeting of the academic year - a self-evaluation review using a standard proforma and assisted by the Clerk to the Board.	Code of Good Governance – EFER and Self Evaluation Report 2020/21: 5 October 2020	Self-Evaluation	Clerk to the Board and Vice Principals'	May / June 2021	
4d	Committee Chair evaluations to be completed via a short focused questionnaire to members of relevant committees.	Code of Good Governance – EFER and Self Evaluation Report 2020/21: 5 October 2020	Committee Chair Evaluation	Clerk to the Board	May / June 2021	
4e	Chair of Board evaluation via questionnaire to all Board Members and conducted by Senior Independent Member (with respect to Senior Independent Member their review to be conducted by another committee Chair)/	Code of Good Governance – EFER and Self Evaluation Report 2020/21: 5 October 2020	Chair of Board and Senior Independent Member Evaluation	Clerk to the Board	May/June 2021	
4f	Individual meetings with all Board Members with Chair (with exception of any recently appointed members who are scheduled for earlier in the session.)	Code of Good Governance – EFER and Self Evaluation Report 2020/21: 5 October 2020	Individual Meetings	Chair	May/June 2021	

4g	Report on Progress Against Governance Action Plan	Code of Good Governance – EFER and Self Evaluation Report 2020/21: 5 October 2020	Action Plan	Clerk to the Board / Director of Corporate Services	June 2021	
4h	Member self-evaluation session.	Code of Good Governance – EFER and Self Evaluation Report 2020/21: 5 October 2020	Self-Evaluation Session	Chair/Clerk to the Board/ Director of Corporate Services	June 2021	
4i	Annual evaluation report considered at first meeting of Board in new academic year enabling a Board assessment of overall effectiveness.	Code of Good Governance – EFER and Self Evaluation Report 2020/21: 5 October 2020	Annual Evaluation Report	Clerk to the Board/ Director of Corporate Services	Sept 2021	
5	Board Member Development Programme Session 2020/21 (including college recovery and development – input from Glasgow Economic Recovery Group, CLD overview and stakeholder session)	Code of Good Governance for Scotland's Colleges	Development Plan approved at the August 2020 Board meeting.	Chair of the Board / Clerk to the Board	June 2021	
6	Self-evaluation action – Learning and Teaching: enabling further student feedback through our reporting processes, in particular through the Learning and Teaching Committee	Board of Management Self Evaluation Report 31 August 2020		Clerk to the Board/VP Operations/ Director of Corporate Services	June 2021	
7	Self-evaluation action – financial oversight: detailed oversight must be fully maintained during this period recognising the huge public finance challenge and the impact on the most deprived individuals, families and communities	Board of Management Self Evaluation Report 31 August 2020		Clerk to the Board/VP Operations/ Director of Corporate Services	June 2021	
8	Self-evaluation action - Risk Management: continue to be a priority area for the Board through the Audit and Risk Committee.	Board of Management Self Evaluation Report 31 August 2020		Clerk to the Board/VP Operations/ Director of Corporate Services	June 2021	
9	Self-evaluation action - Agenda Management and Decision Making Arrangements: <ul style="list-style-type: none"> • further improvements in the number of items, volume and categorisation of papers. • assess the Board decision to merge the FCC and HR Committees. 	Board of Management Self Evaluation Report 31 August 2020		Clerk to the Board/ Director of Corporate Services/ Governance and Executive Support Manager	June 2021	Ongoing process throughout this Academic Year to ensure enhanced agenda management and reduction in volume of information. Member feedback will be sought in due course as part of our annual self-evaluation and through the next externally facilitated review.
10	Board Reappointment and Recruitment Exercise Self-evaluation action - Board Skills Mix / Diversity: further financial expertise may be beneficial and this can be considered during any future Board recruitment process.	Board Committee and Recruitment Report – 31 August 2020 / Board of Management Self Evaluation Report 31 August 2020	Tenure List	Chair / Clerk to the Board/ Director of Corporate Services	By May 2021	

11	Self-evaluation action - Partnership and Stakeholder involvement: Going forward, there is recognition that partnership working will be even more vital and that the college must ensure it engages effectively.	Board of Management Self Evaluation Report 31 August 2020		Clerk to the Board/ Principal / Director of Corporate Services	June 2021	
12	Members agreed that it would be useful for the Chair of the Learning and Teaching Committee and perhaps the Committee itself to receive regular updates / minutes from the proceedings of the Glasgow Regional Learning and Teaching Group	Learning and Teaching Committee Self Evaluation – 9 May 2019	Regular updates	Vice Principal Curriculum and Quality Enhancement	Oct 2020/21	To be discussed with the Committee Chair and Glasgow colleges in June, with a view to being implemented for the 2020-21 academic year.
13	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 2020/21	
14	Principal's Appraisal	Code of Good Governance for Scotland's Colleges	Appraisal Paperwork	Chair / Vice Chair	by end of academic year 2020/21	
15	Clerk to the Board Appraisal	Code of Good Governance for Scotland's Colleges	Appraisal Paperwork	Chair / Vice Chair	by end of academic year 2020/21	
	Board's Standing Orders to include the following wording: Ordinary meetings of the Board shall be held at least four times per academic year, according to a schedule which the Board shall determine including the time and place of such meetings.	Board of Management Self Evaluation Report 31 August 2020		Clerk to the Board/ Director of Corporate Services		Complete.
	Board Member Development Programme session 2019/20 (including finance, funding and risk)	Code of Good Governance for Scotland's Colleges		Chair of the Board / Clerk to the Board	June 2020	Progress made. Available on request.
	Continue to review agenda management and reporting arrangements to avoid unnecessary duplication	Board of Management Self Evaluation, Tuesday 25 June 2019	Volume of reports streamlined	Clerk to the Board	AY 2019/20	Ongoing review and monitoring of Board and Committee agendas. Current arrangements for Operational Plan reporting were reviewed as part of the Board Development Event - 5 Year Business Plan held on Thursday, 13 February 2020. A report on the Standing Committee Annual Reports approved at the Board of Management meeting in December 2019.
	Chair to meet with any newly appointed members including any newly appointed co-opted committee members.	Board of Management Self-Evaluation Report – 2 September 2019 Board of Management Meeting	Meetings	Chair	March/April 2020	Restrictions in contact as per Government requirements in relation to Coronavirus currently in place, however, the Chair is progressing these during May 2020.
	Individual standing committees – Audit and Risk, Financial Control, Human Resources and Learning and	Board of Management Self-Evaluation Report	Self-Evaluation	Clerk to the Board and Vice Principals'	May/June 2020	This year's committee evaluation is being incorporated and undertaken via an online Board member questionnaire with the self-evaluation report to be presented to the first meeting of the Board in the new academic year.

	Teaching – to undertake at their last meeting of the academic year - a self-evaluation review using a standard proforma and assisted by the Clerk to the Board.					
	Committee Chair evaluations to be completed via a short focused questionnaire to members of relevant committees.	Board of Management Self-Evaluation Report	Committee Chair Evaluation	Clerk to the Board	May/June 2020	This has been incorporated into the online Board member questionnaires. Completed.
	Chair of Board evaluation via questionnaire to all Board Members and conducted by Senior Independent Member (with respect to Senior Independent Member their review to be conducted by another committee Chair.)	Board of Management Self-Evaluation Report	Chair of Board and Senior Independent Member Evaluation	Clerk to the Board	May/June 2020	Completed.
	Individual meetings with all Board Members with Chair (with exception of any recently appointed members who are scheduled for earlier in the session.)	Board of Management Self-Evaluation Report	Individual Meetings	Chair	May/June 2020	Completed.
	Report on progress against Governance Action Plan	Board of Management Self-Evaluation Report – 2 September 2019 Board of Management Meeting	Progress Report	Clerk to the Board/ Director of Corporate Services	December 2019 June 2020	Completed
	Member self-evaluation session.	Board of Management Self-Evaluation Report – 2 September 2019 Board of Management Meeting	Self-Evaluation Session	Chair/Clerk to the Board/ Director of Corporate Services	22 June 2020	This will not take place due to the impact of the Coronavirus. A Board member questionnaire was issued in order to complete the annual self-evaluation. Arrangements for an evaluation session will be made as appropriate for 2020/21
	Annual evaluation report considered at first meeting of Board in new academic year enabling a Board assessment of overall effectiveness.	Board of Management Self-Evaluation Report – 2 September 2019 Board of Management Meeting	Annual Evaluation Report	Clerk to the Board/ Director of Corporate Services	Sept 2020	Completed.
	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 2019/20	Completed.
	Principal's Appraisal	Code of Good Governance for Scotland's Colleges	Appraisal Paperwork	Chair / Vice Chair	by end of academic year 2019/20	Completed.
	Clerk to the Board Appraisal	Code of Good Governance for Scotland's Colleges	Appraisal Paperwork	Chair / Vice Chair	by end of academic year 2019/20	Completed.