

BOARD OF MANAGEMENT

Minute of the Meeting of the Board of Management held on Tuesday 1 April 2008 in Room 4 of the Business School.

PRESENT: B Keegan (Chair), A G Hyslop, N Etherington,
D McCrindle, R Ashton, A Struthers, A Graham, A Shelton,
W Patterson, B Miller, J Scott, P McGurk,
H McMorran (arrived late).

IN ATTENDANCE: R W Paterson, S Bruce, E Proudfoot, I Duncan, C Daly,
C Scott, T Keir, (J Duffy - Minute Secretary).

ITEM

ACTION

Mr Keegan welcomed Trudie Keir to the meeting in her role as representative of the Students' Council. Members formally introduced themselves to Trudie.

1. **APOLOGIES**

J Dick, K Finn, J Hamilton, C M Thomson.

2. **DECLARATION OF INTEREST**

There were no Declarations of Interest.

3. **MINUTE OF PREVIOUS MEETING**

The minute of the meeting of 18 December 2007 was approved.

ITEM**ACTION**4. **MATTERS ARISING FROM PREVIOUS MINUTE**▪ **Principal's Appraisal**

Mr Etherington informed members that it was not he who had sought and gained College trade union approval but rather he had been approached by two members of staff to raise the issue on their behalf. The minute would be altered accordingly.

Secretariat

Mr Keegan clarified that no decision regarding the Principal's salary grade had been made at the meeting of 18 December 2007. A decision was made at a further meeting, the notes of which, although confidential, are available to all members.

▪ **Annual Accounts and Report for the Year 2006/07**

Mrs Bruce confirmed that the College had now received an invoice from Scottish Gas for £302,000 and efforts were being made to obtain a reduction for quick payment. She also advised that the contract with Scottish Gas was being investigated, the outcome of which will be duly reported to the Property and Estates Committee.

5.

MINUTES OF COMMITTEES**Property & Estates Committee: 17/02/08, 13/03/08 (draft)**

Mr Scott reported good progress on the new build and advised that the Disaster Recovery Plan was underway although, before becoming effective, a lot of work still required to be carried out.

Mr Scott further informed members that the College had been very successful, with the help of Mrs Bruce and Mr Paterson, in securing the release of funds from the Funding Council for the early stages of the new build. He suggested that this augured well with the likelihood of bigger claims being made shortly.

ITEM**ACTION****Development Committee: 03/03/08 (draft)**

The draft minutes were noted with the following points highlighted:

Item 4: International Student Services Update

Mr W Patterson highlighted his concern over the reduction in the volume of international students attending the College. Mr Hyslop highlighted a combination of issues which contributed to this decline and assured members that every effort was being made to attract more international students to the College. Mr Hyslop also referred to the uncertainty over external funding (Community Planning, ESF, LEC).

Item 7 (i): Teaching Methods Survey

Mr Duncan reported on the recent student survey on teaching methods which proved to be very useful. The College was commended for this work and members were assured that further action would continue in developing teaching methodologies.

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Mr Miller reported on a recent meeting of the Programme Monitoring Committee and advised that a significant number of applications were not likely to be approved and that the process of analysing and scoring projects was flawed.

Mr Hyslop gave an update to members on the situation surrounding ESF applications and advised that he had already written to the Minister (in his capacity as Chair of the West of Scotland Colleges' European Partnership) regarding his concerns but was still awaiting a response.

ITEM**ACTION****Staffing Committee: 12/03/08 (draft)**

The draft minutes were noted with the following points highlighted:

Item 7 - Disciplinary and Grievance Policies

Mr Struthers recommended that Human Resources should be requested to speed up the process of the review of College policies so that the outcome could be presented to the Staffing Committee at their 'special' meeting in April.

Item 11 - Social Partnership Model

Ms Shelton expressed her wish that there should be formal documentation of this model by the College. The Principal replied that he had recently developed a Sector Leading Innovative Practice (SLIP) proposal for the HMIE review, which outlined the main elements of the social partnership model. He advised that he would be in a better position to report to the next meeting when the final HMI report becomes available. However, he agreed to copy to Ms Shelton the formal documentation on the Fair Treatment Initiative which formed the bedrock of the model.

**AGH
Immediate**

Disclosure Scotland issues were discussed and clarified including the issue of credit transfer.

Mr McMorran joined the meeting at this point.

Committee of Chairs: 14/03/08 (draft)

The draft minutes were noted with the following points highlighted:

Item 7 - Self Evaluation Forms

Mr Keegan requested Board members to return completed self

ITEM**ACTION**

evaluation forms as soon as possible.

Mr McMorran provided members with a comprehensive report on the meeting which he and the Principal had attended with Audit Scotland regarding pensions treatment in the annual accounts. He intimated that the meeting - which had lasted more than two hours - and which had been attended by the SFC, five audit firms (including KPMG - the College's external auditors), three other Glasgow colleges, a representative of the Finance Directors Community of Practice and the Strathclyde Pension Fund actuaries, had been largely indecisive with respect to the actuary's capacity to identify consistently (and to a sufficiently high auditable standard) the costs to the College of the Strathclyde Pension Fund.

Consequently, he recommended that the College should continue to report its pensions liability on the SPF on a defined contribution basis. The Board accepted Mr McMorran's recommendation.

Finance Committee: 17/03/08 (draft)

The draft minutes were noted with the following points highlighted:

Mr Keegan informed members that the half yearly financial report was not as fully developed as had been expected due to staff shortages. However, these issues were now being addressed. Mrs Bruce agreed to produce a 2007/08 probable outturn as soon as possible.

SB

6.

STUDENTS' ISSUES

Ms Keir reported that students were generally content with College services and facilities; however, she had received the following comments:

- a cash machine facility would be very useful;
- the temperature of some teaching rooms was a cause for

ITEM**ACTION**

concern - very cold in the mornings and too warm later in the

day - windows do not close properly; and

- canteen prices are too expensive for students.

SB

7. It was agreed that these issues would be investigated.

SCOTTISH FUNDING COUNCIL

- (i) Further Education Development Directorate Report on James Watt College - Langside College Action Plan

Mr Hyslop referred members to the summary report and to supporting documentation relating to the above which was self-explanatory. He also apologised for the delay in the production of this plan.

Following a brief discussion, the Board of Management agreed to:

- (i) note the SFC/FEDD report on James Watt College;
- (ii) approve the action plan proposed; and
- (iii) request the Principal to report to the Board or appropriate Committee on an ongoing basis.

Mr A Graham left the meeting at this point.

- (ii) Minutes of the twenty-fifth meeting of the SFC held on 23 November 2007

BK

Noted for information. It was agreed to write to Mr Roger McClure congratulating him on his retirement. Mr Hyslop commended Mr McClure for his campaign to protect financial security for Scottish colleges. Mr Etherington expressed a contrary view that Mr McClure as Chief Executive of SFC, could and should have intervened to prevent, or act upon, the financial crisis at

ITEM**ACTION**

James Watt College

- (iii) Minutes of the twenty-sixth meeting of the SFC held on 14 December 2007

Noted for information. Mr Miller referred members to the support, in principle, for the East Renfrewshire College Centre which, he intimated, should be seen as part of the £100m+ regeneration of Barrhead. Mr Hyslop informed members that at the most recent SFC meeting funds of £2m had been approved for the centre, subject to certain issues which Reid Kerr College (as the lead College) would be required to clarify.

- (iv) Minutes of the twenty-seventh meeting of the SFC: Strategy Meeting held on 25 January 2008

8. The above minute was noted.

SCOTTISH GOVERNMENT

- (i) College action plan in response to *Promoting Excellence* - the Cabinet Secretary's response to the Review of Scotland's Colleges

Mr Hyslop referred members to a summary report and a detailed (initial) action plan relating to the above. He intimated that the initial action plan was set out as a precursor to more detailed work by the College, some of which would be in collaboration.

Following a brief discussion, the Board of Management agreed to:

- (i) note the report;
- (ii) endorse the position statement and initial action plan;
- (ii) instruct the Principal to circulate the report and action plan in order to commence implementation of further action; and

ITEM**ACTION**

9. (iv) instruct the Principal to keep members apprised of progress.

ASSOCIATION OF SCOTLAND'S COLLEGES

- (i) Notes of Principals' Forum held on 10/12/07

Noted.

- (ii) Notes of Principals' Forum held on 14/01/08

10. Noted.

**THE CONFIGURATION OF GLASGOW'S COLLEGES -
REPORT BY THE PRINCIPAL**

Mr Hyslop referred members to a report and background information relating to the above.

Members were universally in favour of the proposal and recognised the changing landscape for the delivery of public services in Glasgow and the absence of a cohesive group to address areas of common interest such as important contexts for the proposal.

Following a full discussion, the Board of Management agreed to:

11. (i) note the Principal's report;
(ii) endorse the proposal; and
(iii) instruct the Principal to present and report on the proposal to a future meeting of the Board of Management.

HMIE REVIEW

- (i) Interim Report of HMIE: Review of Langside College

Mr Keegan, in the absence of the Secretary, provided an interim update on the HMIE review which would be completed by 4th April 2008.

ITEM**ACTION**

Following a short discussion, the Board of Management agreed to:

- (i) note the report; and
- (ii) request the Principal prepare an action plan to address the weaknesses identified by HMIE review.

(ii) College Context Statement

Mr Hyslop referred members to the published context statement which had formed part of the College's preparation for the Review.

12. The Board commended the document and agreed that it should be updated annually.

ESTATES DEVELOPMENT

(i) Report on the Provision of a Nursery Facility within the New College Estates

Mr Hyslop referred members to an options paper and report relating to the above.

Mr J Scott confirmed the view taken by the Property and Estates Committee (that a Nursery had been properly included in the planning and design in the New Build) and Mr Keegan confirmed the view taken by the Committee of Chairs (that as a community college committed to widening access, the College should continue to have a Nursery).

Following a full discussion, the Board of Management agreed to:

- (i) note and endorse the proposal to include a nursery, as part of the Langside Campus development programme;

ITEM**ACTION**

13. (ii) instruct the Principal to explore the appropriate options for capital and revenue funding for the project;
- (iii) instruct the Principal to apprise the appropriate Committees of the outcomes of the option approved; and
- (iv) instruct the Principal to take the necessary delegated/action to ensure the project is completed timeously.

STRATEGIC REVIEW OF 2006/07

Mr Hyslop - in the absence of Mr Thomson - referred members to a summary report and a well developed version (Version 3) of the Strategic Annual Review of 2006/07. He intimated that further work was required but that the draft was well developed in format. The Review would be published in web format as part of the Strategic Plan and Review process.

Following a full discussion, the Board of Management agreed to:

14. (i) note the draft strategic annual review for 1006/07; and
- (ii) request Principal to bring the final document to the meeting of the Board in June 2008.

GOVERNANCE

- (i) Identification of Development for Board of Management

Mr Keegan - in the absence of the Secretary - referred members to an aggregated feedback report on development requirements identified by Board members. It was agreed that the profile would be updated following the present self evaluation exercise.

- (ii) The Position of Secretary to the Board

Mr Keegan informed members that he was in the process of setting out - on a succession planning basis - an engagement process/procedures which would see the Board contract with Mr Thomson (as the new

ITEM**ACTION**

independent Secretary) for one year.

BK

It was agreed that the post would be advertised in the future and reviewed annually.

15.

DATE OF NEXT MEETING

Members were reminded of the Annual Board Development day on **Tuesday 17 June 2008** and that the board meeting would take place at the end of the development day at 4.00 pm.

Checked	
Dispatched	
Draft Approved (Chair)	
Dispatched (Members)	

Copied to Library	
Copied to Assistant Principals	

AGH/JD/HB/BOM0104M
3 April 2008
Amended 4 April 2008 (HB)