

**BOARD OF MANAGEMENT  
[COMMITTEE OF CHAIRS]**

Minute of the Meeting of the Committee of Chairs held at 8.30 am on Monday 9 June 2008 in the Principal's Room.

**PRESENT:** B Keegan (Chair), A G Hyslop, C Scott, W Patterson,  
H McMorran, A Shelton.

**IN ATTENDANCE:** R W Paterson, C M Thomson.

**ITEM**

**ACTION**

1. **APOLOGIES**

J Scott.

2. **DECLARATION OF INTEREST**

There was no declaration of interest.

3. **MINUTE OF PREVIOUS MEETING AND MATTERS  
ARISING**

The minute of the meeting held on 14 March 2008 was approved.

The following matters arising were discussed:

▪ **HMIE Review**

Mr Hyslop reported that the accuracy check had taken place and that a satisfactory amicable agreement had been

**ITEM****ACTION**

reached. He added that the final report would be published in early July and that a paper and College action plan would be presented to the meeting of the Board of Management in September 2008.

CMT

- **Committee Self Evaluation**

Mr Thomson stated that as the coverage had not been comprehensive, he proposed and it was agreed, that all committees would carry out this exercise at the end of the session and that a report would be made to the next meeting of the Board of Management. It was also requested and agreed that the identification of Board of Management members development needs should be assisted by a list of possible areas for development.

CMT

Mr Keegan added that self evaluation by Boards would be of increasing importance and that this would extend to the role of Chairs and Chairs of committees. It was agreed to discuss this matter further at the next meeting of the Committee of Chairs.

Mr Thomson agreed to prepare a draft role description for Chairs.

CMT

- **'Promoting Excellence' Langside College Action Plan**

Mr Hyslop stated that the SMT would discuss this matter further and would look closely at College specific matters.

- **Little Scholars Nursery**

Mr R Paterson clarified matters for members regarding the defendable sources of funding of the above.

- **Qualification of the Annual Accounts**

Mr McMorran informed members that the Audit Committee had agreed to continue with the existing practice regarding the annual accounts.

**ITEM****ACTION**

4. **STRATEGIC MANAGEMENT TEAM MINUTES HELD ON 11/03/08; 05/12/07; 25/03/08; 23/04/08 and 13/05/08**

Members referred to the SMT minutes and questioned the reference to HR and Core Skills developments.

Mr Thomson clarified the reference and explained the possible staffing issues relating to the developments.

Mr Hyslop added that the matter was also a timetabling issue.

5. **CHAIR'S REPORT**

Mr Keegan reported on a number of matters including:

- ASC Conference held last week. He stated that the presentations were of mixed quality. Mr Hyslop added that Mr Salmond's speech was well informed and that colleges and college boards were well regarded.
- Governance Development Programme - Mr Keegan provided some background to the programme and reported on the launch attended by himself and Mr Thomson. Mr Keegan stated that he had been asked to chair the Steering Group on the Governance Development Programme and that he hoped that the events would begin early in the new session. He had high hopes that events would be particularly useful for new members' induction. Information on the Programme would be made available as soon as possible.

**BK/AGH/CMT  
July 2008**

**CMT**

6. **GOVERNANCE MATTERS**

- (i) Mr Thomson apologised to members that they had received a draft copy of the response and provided members with the response sent to the Funding Council. During the course of a discussion, members agreed that on the issue of excluding local authority officials and members from the position of Chair, there was a significant conflict of interest which would impede objective leadership such that the exclusion should remain.

**ITEM****ACTION**

Mr Thomson was instructed to amend the response and to send this to the SFC as amendment to the return.

**CMT**

(ii) This item had been overtaken by the Chair's report.

7. **DIRECTOR (QUALITY IMPROVEMENT/BOARD SERVICES) STRATEGIC IMPLEMENTATION PLAN**

Mr Thomson referred to the paper and stated that there had been no major changes since the last report. He referred to the issue of membership of the Board and following a full discussion it was agreed that an advert be prepared seeking co-opted members of committees with expertise in areas of HR, property and legal issues. It was agreed that candidates from among black and minority ethnic communities and from women would be particularly welcomed.

Ms Shelton agreed to advise on the target advertising. It was also agreed to advertise through our own students.

**CMT**

The role of the Board was highlighted and Mr R Paterson stated that at the Strategic Plan Roadshows, staff had asked that the role of the Board should be clarified.

Mr Thomson added that he had made some changes to the website and that a Board area would be developed in the near future.

**CMT**

The matter of a quarterly newsletter from Committees should be considered as a further mechanism for marketing the Board.

At this point Mr McMorran left the meeting.

8. **BOARD AWAY DAY: DRAFT SCHEDULE**

Mr Thomson presented the draft schedule for the away day and during the course of discussion a number of changes were made including the inclusion of a presentation on the Governance Development Programme and a more focused discussion on risk.

**ITEM****ACTION**

At this point, Mr Keegan proposed that the Committee of Chairs establish a 'think tank' comprising a small group of members. This proposal was warmly welcomed.

**AGH/HM**

9. **FORTHCOMING BOM AGENDA ITEMS ISSUES**

The following items were identified:

- Strategic Dialogue with the SFC;
- Strategic Plan 2008/11; and
- Glasgow Issues.

10. **DATE OF NEXT MEETING**

To be arranged.

Checked	
Dispatched	
Draft Approved (Chair)	
Dispatched (Members)	

Copied to Library	
Copied to Assistant Principals	