

**BOARD OF MANAGEMENT  
[DEVELOPMENT COMMITTEE]**

Minute of the Meeting of the Development Committee held on 22 September 2008 at 9.30 am in the Boardroom.

**PRESENT:** W Patterson (Chair), A G Hyslop, A Struthers, K Finn,  
C Daly, R Ashton

**IN ATTENDANCE:** R W Paterson, E Proudfoot, S Bruce, C M Thomson  
(Secretary to the Board)

**ITEM**

**ACTION**

1. **APOLOGIES**

I Duncan

2. **DECLARATION OF INTEREST**

None.

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

The minute of the previous meeting of 19 May 2008 was approved.

▪ **Sector Support Agencies**

Mr Hyslop provided an update and reported that the Shadow Board and the Scottish Funding Council were in discussion regarding the cost of pension transfer and possible complications with respect to a publicly funded

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body acting as a lobby organisation. Despite these difficulties, Mr Hyslop stated that he expected a merged model of some description to be in place by December.

- **Embedding ICT**

Mr Hyslop stated that there was a live debate in the College with regard to the above. He stated that the Strategic Management Team was concerned about the slow speed of implementation of ICT in the delivery of curriculum. Mr Paterson advised that colleagues would receive the level of ICT support in the new building which they had requested.

4. **ACADEMIC BOARD - DRAFT MINUTE OF MEETING OF 17/09/08**

A number of items were highlighted. Mr Hyslop outlined the new process for monitoring the Development Committee's SIP and stated that the Academic Board would receive a composite report. The following points were noted:

- the secondary school consultation exercise formed the backcloth to some of today's papers; and
- item 7 page 6 should read 'informed' decisions.

5. **STRATEGIC IMPLEMENTATION PLAN 2008/09: SPECIFIC COMMITTEE REPORT/UPDATE**

Mr Hyslop referred to the new process regarding reporting of the Committee's SIP. Mr Hyslop stated that as the report would be very large, a way of reporting progress was still under consideration. During the course of a full discussion the following matters were raised:

- the usefulness of summarised reports;
- the position regarding equal opportunities in the provision. It was agreed to 'wait and see' the first quarterly monitoring reports. It was noted that although equal opportunities did not appear in this SIP, it was

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covered in the SIP for the Staffing Committee.

Mr Hyslop concluded by saying that this meeting was for the lodging of the SIP for the Committee.

6. **BUSINESS DEVELOPMENT UNIT REPORTS**

(i) **Lifelong Partners**

Mr W Patterson introduced the range of issues regarding schools/college links.

Mrs Proudfoot referred members to the summary report and to supporting documentation relating to the above. She outlined the present situation regarding methods of engagement and extent of engagement with local authorities and schools. Mrs Proudfoot highlighted some of the difficulties for the College and the impact for the College in terms of staffing and estates. Mr Hyslop provided a briefing on the present situation regarding the establishment of a college centre in Barrhead.

Following a full discussion, the Development Committee agreed to:

- (i) note the report; and
- (ii) recognise the additional LLP activity outlined in the table in terms of its range and volume and to commend the LLP team and faculties in their endeavours to secure additional school/college business and to widen access and opportunity for school pupils.

(ii) **External Funding**

Mrs Proudfoot referred members to the summary report and to supporting documentation relating to the above. She provided an overview of the applications and commented how ESF applications had become increasingly challenging.

Following a discussion, the Development Committee

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agreed to:

- (i) note the report and recognise the efforts of external funding team to secure additional income.

**(iii) Knowledge Transfer and DEEP**

Mrs Proudfoot referred members to the summary report and to supporting documentation relating to the above. She stated that while the BDU supports the faculties, the BDU works on its own to engage with employers. Mr W Patterson described the level of activity as encouraging. Mr Hyslop described the lack of community capacity building as a gap.

Following a discussion, the Development Committee agreed to:

- (i) note the report; and
- (ii) commend the value additional non standard activity generated and its impact on the College's overall financial position.

**(iv) International Activity**

Mrs Proudfoot referred members to the summary report and to supporting documentation relating to the above. She stated that while the market is volatile and Pakistan and China our biggest customers have sent smaller numbers of students than previously, the overall total was close to the estimate of 175 students.

Following a discussion the Development Committee agreed to:

- (i) note the report; and
- (ii) recognise the difficulties in this challenging market and to commend the International Team for the significant income generated from this activity.

**ITEM****ACTION****COMMUNITY LEARNING AND DEVELOPMENT UNIT REPORTS**

7.

**(i) Lifeskills ALN Unit**

Mr Hyslop referred to this paper as a background paper for the SMT, but one which showed members the full range of activities. He referred to the debate regarding mainlining of lifeskills and the decision of the SMT not to do so at this point in time.

**(ii) CPD Conference 2008**

Mr Hyslop reported that this detailed report would not normally be presented to the Committee. However, he referred to the report as very positive and reported that the recommendations had been accepted. Mr Hyslop added that the recommendations anticipated some of the recommendations in the HMIE report.

Following a discussion the Development Committee agreed to:

- (i) note the report; and
- (ii) endorse the recommendations

**GLASGOW COMMUNITY LEARNING STRATEGY****8. PARTNERSHIP: SYSTEM TRANSFORMATION INVOLVING LEARNING PROVIDERS IN GLASGOW**

Mr Hyslop referred members to a strategic document relating to the above. He intimated that although led by the City Council's Executive Director of Education, the document was collaboratively constructed with an input from himself as a representative of Glasgow's Colleges. He stated that this was a radical learning system which would be an excellent vehicle for a *Curriculum for Excellence*. Mr Hyslop stated that the SMT would finalise the document and hoped that this would underpin the new Strategic Plan. Mr W Patterson added that the Board would decide upon the strategic direction of the College and would not be dictated to by this document. A

**ITEM****ACTION**

discussion took place on funding and other issues following which the Principal was requested to keep the Committee apprised of developments.

**ARTICULATION AGREEMENTS AND UPDATE ON FE/HEI PARTNERSHIP ACTIVITY**

9.

Mrs Proudfoot referred members to the summary report and to supporting documentation relating to the above. She stated that the College had benefited from the SFC's initiative and the College team was commended.

Following a discussion, the Development Committee agreed to:

- (i) note the report; and
- (ii) welcomed the improved and improving opportunities for college students to benefit from the fuller account that is being taken of SCQF.

**APPLICATIONS/ENROLMENTS**

10.

Mr Hyslop referred members to the summary report and to supporting documentation relating to the above. He advised that figures from last year were not included in the report. Mr Hyslop stated that overall the College was on target, while there was still a degree of uncertainty regarding figures for the Higher Programme and ESOL (as reported to the Academic Board). Mrs Bruce referred to issues which the College would address with regard to applications/enrolments. These included marketing courses where numbers are low, the impact of low numbers on fee waivers, the examination of 'targets', over activity and the robustness of reporting. Mr W Patterson added the issue of FT and PT and FE and HE balance and core and supplementary figures.

Following a discussion, the Development Committee agreed to:

- (i) note the reports; and
- (ii) request the Principal to present an initial enrolment report for the present academic session to the Board at the October meeting.

**ITEM****ACTION****HMIE**

11.

**(i) School/College Partnerships - HMIE Report**

Mr Hyslop referred members to the summary report and to supporting documentation relating to the above and stated that the College would complete an action plan from the report.

Following a discussion, the Development Committee agreed to:

- (i) note the report and await the College's action plan.

**(ii) Tasks in the 2008/09 Service Level Agreement between SFC and HMIE**

Mr Hyslop referred to the letter and stated that the College would write to the appropriate task manager identifying areas for review for the College.

**(iii) HMIE Review**

Mr Hyslop referred members to the summary report and to supporting documentation relating to the above and stated that the College would vigorously progress the action plan from the HMIE review. Mr Hyslop stated that HMIE's comments were generally fair but that there had been pockets of serious disagreement. He stressed that the action plan focused on the weaknesses identified, but added that the letter from Mr Howells was supportive and stated that this was underlined by the fact that there would be no requirement for a follow up visit from HMIE. A discussion took place on the impact of the HMIE review on staff morale and it was recognised that morale among academic staff was low.

**ITEM****ACTION****SCOTTISH GOVERNMENT**

12.

**Consultation on the Next Generation of National Qualifications in Scotland**

An updated College response was tabled. Mr Hyslop stated that this document was one piece of the panoply of documents relating to a *Curriculum for Excellence*, and described this particular element as 'the tail wagging the dog'. He expressed his view that the College sector is the solution to the need for flexibility in education. He added that the SMT had contributed to the response. Following a discussion the Development Committee endorsed the response and congratulated Mr Hyslop on the quality of the response. It was also agreed that Mr Hyslop could make the response available to other colleges and the ASC.

**GOVERNANCE**

13.

**(i) Self Evaluation of Development Committee**

Mr Thomson referred to the self evaluation and described the response as generally very satisfactory.

**(ii) Remit of Development Committee**

Mr Thomson referred to the remit of the Development Committee and highlighted a number of areas where changes in nomenclature were required. This was approved.

**COLLEGE POLICIES**

14.

**(i) Child Protection Policy; and****(ii) Continuous Professional Development Policy**

In the absence of Mr Duncan it was agreed to approve both policies in principle (in order to allow existing College procedures to operate as appropriate, in a proper context) and to bring both policies, with any amendments, to a future meeting of the Development

ID

**ITEM****ACTION**

Committee.

**COUNCIL GUIDANCE ON QUALITY ARRANGEMENTS**

15.

Mr Hyslop referred members to the summary report and to supporting documentation relating to the above. He stated that this remained a draft framework for the baseline report which was required for December 2008. Mr Hyslop stated that the role of the Board in quality assurance would be developed in full as this, together with a draft position statement and action plan, would be presented to the Board in October 2008. Mr Hyslop added that once agreed, this would become a process. Mr Hyslop asked that Mr Duncan and Mr Thomson prepare the draft in consultation with Mr W Patterson.

ID

Following a discussion the Development Committee agreed to:

- (i) comment on the proposed actions; and
- (ii) instruct the Assistant Principal (Quality, Community and Learning Development) to complete the draft action plan.

**STUDENT ISSUES**

16.

There were no student issues raised.

**DATE OF NEXT MEETING:**

17.

Monday 24 November 2008 at 9.30 am.

Checked	
Dispatched	
Draft Approved (Chair)	
Dispatched (Members)	

Copied to Library	
Copied to Assistant Principals	