CARDONALD COLLEGE, GLASGOW
Board of Management

Minutes of the 110th formal meeting of the Board of Management held on Thursday, 27 August 2009 at 5.00pm in rooms 1.33 and 1.34 of the Skills Centre.

Present:

Michael Adair	
George Bramhill	
Ian Brennan	
Bruce Durning	(Chair)
Susan Walsh	
George Chalmers	
Margaret Gilroy	
Erlinda Matheson	
Sandy Martin	
Graham Smith	
Mark Toma	(from item 09.52.01)

Apologies:

Anne McGillivray
Lynn McHattie
William O'Neill
Alison Sinclair

Attending:

Eleanor Harris	Vice Principal, Learning & Teaching
Janet Thomson	Vice Principal, Finance & Resource
Duncan McDougall	Director, Enterprise and International Development
Cathy McSkimming	Director, Quality and MIS
Christine Jardine	Director, Organisational Development
David Christie	Director – Finance and Resources
Michael McDowall	Castle Consultants (to item 09.52.01 only)

Observers:

Andrew McGowan	SRC Officer
Martin Reeves	

BUSINESS		**ACTION**
9.50	**WELCOME AND APOLOGIES** Apologies, which were noted, were received from Anne McGillivray, Lynn McHattie, William O'Neill, and Alison Sinclair The sederunt was signed by all present. For the benefit of the observers, all Board and Staff members introduced themselves.	
09.51	**DECLARATIONS OF INTEREST** There were no declarations of interest.	

BUSINESS		ACTION
09.52	**PRESENTATION**	
09.52.01	**Estates Strategy, Mike McDowall** The Chair advised that Mr McDowall of Castle Consultants is an architect who has been appointed to review the recent campus development project works and to propose further developments that will improve the campus. He is supporting the development of our new Estates Strategy. Mr McDowall provided members with a brief background on his work to date and then referred members to his presentation. Throughout the presentation extensive discussion took place. Members were advised that the circulated Estates Strategy is a draft only. The structure of the Strategy and the information supplied is as required by SFC. Following discussion it was **agreed** that the Strategy should be referred to the Estates Project Group (EPG). Members to send any comments to one of the Board representatives on the EPG (G Chalmers, S Martin, M Adair and B Durning) as soon as possible.	**SW/JT** **ALL**
	S Walsh said that management would, following further work, seek the views of staff, students and stakeholders e.g. employers, community. She will then engage with SFC, discussing options, funding etc. Formal feedback would then be awaited, this will include information on plans for the City Centre and other Colleges. The Gateway process is extremely robust and the College is required to follow this through from Outline Business Case which has detailed justification to Full Business Case which is presented to SFC.	
	The Strategy will be brought back to the December Board meeting. It will also be discussed by the Finance and Resources Committee.	**SW**
	The Chair offered the Board's thanks to Mr McDowall for his informative presentation. Mr McDowall then left the meeting. M Toma joined the meeting during this item.	
09.53	**MINUTES OF BOARD OF MANAGEMENT MEETINGS**	
09.53.01	**Meeting of 25 June 2009** Due to the abrupt departure of C Jack there were no formal minutes for the meeting held on 25 June 2009. A note of the meeting has been produced and was tabled for members to consider. It was **agreed** that members should forward any comments to the Principal as soon as possible.	**ALL**

BUSINESS **ACTION**

Matters arising
There were no matters arising.

09.54 GOVERNANCE

09.54.01 Secretary to the Board of Management
S Walsh provided members with information on the recent events pertaining to this post. She reminded members that that, legally, we must have a Secretary and that the Principal should not be involved in the recruitment process.

Following discussion with Mr Martin Reeves, he indicated his willingness to accept the post and members were asked to confirm this appointment.

Members unanimously **approved** the appointment and offered their congratulations to Mr Reeves.

09.54.02 Chief Executive's Report to the Board
S Walsh provided the following update to her report -

Tim Glen – after a prolonged hospital stay Mr Glen is now at home. He will not be returning to college this session. Staff will keep in touch with him. J Findlay (assailant) pleaded guilty in court which means no witnesses will be called. This is good news as most of them are vulnerable students.

Voluntary Severance – information on this will be issued to staff next week. S Walsh and C Jardine explained that the delays were due to us waiting on information from Pension offices and late notification of additional funding for student activity.

The report was **noted**.

09.54.03 SFC: Advice to Colleges following a recent Audit Review
Members were advised that 'Trivial Contracts' are those worth less than £1,000. It has now been agreed that we will have rigorous documentation for all contracts. New systems are in place for this session. There will be a clear communication trail to support all historical contracts.

The report was **noted**.

09.54.03 Remuneration Process for Senior Staff
S Walsh reminded members of the previously agreed changes. The circulated paper clearly outlines the process.

BUSINESS **ACTION**

Membership of the Remuneration Committee comprises the Chairs of all committees. The Principal is not a member but can attend as an adviser. B Durning advised that this Committee will be meeting shortly.

The report was **noted**.

09.54.04 **Fellowship Proposal**

S Walsh talked to her report. The award is to recognise those persons who have contributed to our community or the education sector. Nominations will be accepted from staff, students and Board members. There are no rules as to how many, if any, awards should be presented each year. The decision to award Fellowships lies solely with the Board.

Members **agreed** that Mr Bailey and Mr Deryck Walker be awarded fellowships at the Awards Ceremony in November and that Mrs Bailey be asked to accept it on behalf of her husband.

09.55 **STRATEGIC ISSUES**

09.55.01 **Sector Issues Update**

Members **noted** the contents of the report.

09.56 **FINANCE AND RESOURCES**

09.56.01 **Estates**

J Thomson reported that the summer works programme had gone well and the results have been well received by students and staff.

S Walsh advised that SFC have appointed Gardiner & Theobold to review the payment process for Doig & Smith and Mott MacDonald, to ensure that correct procedures have been followed. The College lawyers will also be involved.

The Board offered its thanks to J Thomson, Campus and IT staff for all their hard work during the summer works.

The report was **noted**.

09.57 **LEARNING & TEACHING**

09.57.01 **Circular SFC/24/2009 – Additional Funding**

Members were advised that all costs are covered by additional funding programmes, (staffing and student support). Any costs beyond the allocated £300k will be carried by the College.

The report was **noted**.

BUSINESS		ACTION
09.58	**CORPORATE ISSUES**	
09.58.01	**Organisational Development** After reviewing the report, members discussed staff perceptions on the restructure. C McSkimming explained the measures being put in place to alleviate any concerns and explained that 'good practice' is being implemented across college. Staff are being encouraged to think of themselves as part of a college team rather that as part of a specific faculty only. C Jardine reported on changes to the lecturing staff pay structure and the progress of the support staff pay claim. J Thomson advised that a temporary IT manager had been appointed and he would advise on improvements that should be made.	
09.59	**Committee Minutes**	
09.59.01	**Audit Committee – 4 June 2009**	
09.59.02	**Finance and Resources Committee – 11 June 2009**	
09.59.03	**Organisational Development Committee – 18 June 2009**	
09.59.04	**Learning & teaching Committee – 9 June 2009**	
	As previously advised there were no formal minutes produced for the Board meetings that took place during June 2009. A note of meeting for each committee has been produced and these were tabled for members to consider. It was **agreed** that members should forward any comments to the Principal as soon as possible.	**ALL**
09.60	**CONTINUING IMPROVEMENT**	
09.60.01	**Review of Meeting and Papers** It was suggested that if members are being asked to approve strategies etc, there should be more context provided and a more detailed, in depth discussion should take place. It may be necessary to have policy debates.	
	Members asked that M McDowall be assured that his work is fully appreciated and the concerns raised were regarding Board operation and were not pertinent to his presentation.	**SW**
09.61	**FOR INFORMATION**	
09.61.01	**SFC Circulars published since 6 June 2009** This information was **noted**.	

BUSINESS		ACTION
09.61.02	**Calendar of Events** Members were asked to note that the Awards Ceremony takes place on Fri., 6 November 2009 in the Royal Concert Hall. Members should contact either Sandy Martin or Executive Support as soon as possible if they wish to attend a dinner in the Urban Brasserie following the Ceremony.	
09.61.03	**Schedule of Meetings for 2009/10** Members were advised that these dates are subject to further review. Depending on SFC requirements meetings may have to be moved to accommodate response dates e.g. annual staffing data returns.	
09.62	**DATE OF NEXT MEETING** The next meeting of the Board will be held on Thursday, 8 October 2009 at 5.00pm.	

Signed …….…….

B Durning
Chair
29 October 2009