

**CARDONALD COLLEGE GLASGOW
BOARD OF MANAGEMENT**

Minute of the one hundred and twenty third meeting of the Board of Management held on 1 March 2012 in the Business Centre

Present	B. Durning (Chair) M. Adair G. Chalmers A. Dingwall A. McGillivray E. Mathieson P. Laverie	G. Smith D. Fairley I. Brennan M. Toma S. Walsh W. O'Neill S. Allbutt
Apologies	S. Millar	
Attending	E. Harris J. Thomson	D. Christie V. Brown
Observing:	S. Pickles	G. Llewellyn

12.08 Welcome and Apologies

The Chair welcomed everyone to the meeting.

Apologies were accepted from S. Millar, with G. Llewellyn attending in her place. Both G. Chalmers and M. Adair had indicated they would arrive later.

12.09 Declarations of Interest

There were no Declarations of Interest and the meeting proceeded to its business.

12.10 Minute of the meeting held on 15 December 2011

There were two points of accuracy:-

On page 1, Ian Brennan had attended the meeting but it was not recorded in the Minute.

On Page 4, the location of the SFC Training for Board Members had been recorded as Edinburgh, but had taken place in Cardonald College.

Subject to these two amendments to be made to the Minute, it was agreed as an accurate record.

12.11 Matters Arising

The Action Points from the Minute had all been completed, except 11.133, the addition of a column to the Management Accounts, which is in process, as it goes first to the next Finance and Resources Committee before returning to the Board as completed.

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G. Chalmers arrived at this point.

12.11(b) Electronic Voting Test

The Chair asked for comments from those Members who had participated in the test. All had been comfortable with using Electronic Voting and the recommendations in the report had captured any points which had been raised. It was agreed to use the facility in future should the need arise.

12.11 (C) Board Self-Evaluation Action Plan

The Action Plan had been created following the 2011 Board Self Evaluation Exercise, indicating good practice in taking forward the comments and issues raised by members. The Action Plan was broadly accepted with the recommendation to split the finite and on-going actions to aid future review.

It was suggested that as well as a review of the remit of each Committee, that the Board should consider the same process. It was pointed out that whilst that might be good practice, the Action Plan had been designed to take forward only the comments raised by the Self-Evaluation Exercise.

12.12 Audit Committee Minute

The Minute had already been to Audit Committee and should have had “draft” status removed. The Secretary apologised for the error.

The Committee Chair emphasised that whilst the Minute reflected little material concern for College finances and surpluses at that time (October 2011), this now needs closer monitoring due to the contextual changes. The Principal agreed, pointing out that the College was still in a stronger position than other colleges across the sector.

12.13 Finance and Resources Committee Minute

The Minute had already been to Finance and Resources Committee and should have had “draft” status removed. The Secretary apologised for the error.

12.14 Organisational Development Committee

The Minute should have had “draft” status applied. The Secretary apologised for the error.

The Committee Chair reflected on the success of the College in supporting and developing staff, noting in particular the successful external audit of the Childrens Centre and the application for a Silver Award for a Healthy College.

12.15 Chairs Report

The Chair outlined the meetings and events he had attended since the last Board, including:-

- GCSP meetings at N. Glasgow College and at Stow College
- A further GCSP meeting at Anniesland College, which was attended by the Cabinet Secretary

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- A meeting of the GCSP with Principals in attendance
- A Chairs Congress meeting to discuss Griggs Review implications
- A meeting for all Chairs and Principals, with Cabinet Secretary, on Regionalisation
- A joint meeting with the Chair of Anniesland College, resulting in a letter to SFC on merger
- Attendance at Creative Cardonald launch event
- Meeting with Education Scotland Review team, accompanied by Vice-Chair and Chair of Learning and Teaching Committee
- Attendance at the opening of Langside College
- Meeting with the Chair Designate and Principal for succession planning purposes

12.16 and 12.18 Principal's Report and Griggs Report updates

This report included the key Business of the Griggs Review Report within the Principal's Report.

The Principal reported that:-

- The Pay Award agreed at the Board meeting on 23 February, was under discussion with the colleges' unions
- The Voluntary Severance Scheme was being refined to provide an enhanced offer in line with other Glasgow colleges' Schemes; and to better reflect length of service in Cardonald
- There were areas of 2012/13 curriculum provision affected by changes in the SUMs Indicative Funding Allocation; and work is underway to finalise the 2012/13 curriculum
- The photovoltaic panels were now installed on the roof
- Other Estates projects were underway
- Kirstie Bicket, SRC Representative, has been successful in her application to become an HMIE Student Assessor; and will now participate in Education Scotland Reviews in other colleges
- Scrumptious Productions, one of the Creative Industries incubator companies, has a contract to support International Womens' Day

The Principal also updated the Board on the Education Scotland Review. She had informed the Board previously that an Action Point on low retention of FE full-time courses had been identified. It was subsequently contested by the College through a further submission of additional evidence. This had been upheld and the Action Point removed. The Principal wished to record her thanks, formally, to all those who made the Review such a success.

The Chair endorsed this and asked for the Board's appreciation to be passed to C. McSkimming and her team in particular.

A question was asked about how staff members feel about the success of the Review. It was reported that a meeting had been held to provide feedback and that it had been attended, mostly, by managers and Heads of Schools.

12.07 Merger Update

The Principal updated the Board that:

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- the revised bid to the SFC Transition Fund, for £3M for Project Blue Wave, had been made
- the joint meeting with the Board of Management at Anniesland College was scheduled for 14 March 2012 at 6pm at Anniesland College
- the decision on the “host” model would also take account of other criteria, for example, sponsorships and licences, before deciding which college is best placed to act as “host”

The Principal also reported that despite responding to SFC about the Partnership Board Template for the Shadow Board, membership from each conjoining college was still to be finalised. It was further reported that the Anniesland Board had endorsed the revised membership first raised by the Cardonald Board. The Principal updated the Board that the Anniesland Board had also approved Project Blue Wave, were keen to meet with the Cardonald Board and were keen to make progress on the merger.

Discussion followed on the Regional Board timescales; and on the duration of continuation of the Cardonald College Board of Management in the context of the new governance arrangements.

A letter was tabled at this point, from Langside College to SFC, indicating their most likely option was to seek to join the merger which has created the South-West Partnership. Their preferred position was to be decided at their next Board meeting in March.

It was decided that a letter be prepared to issue to any other colleges seeking to merge with the South-West Partnership that they **accept** any decisions already taken ahead of their joining. It was also suggested, that an option to invite a representative from Langside College to the first Executive meeting of Project Blue Wave, be extended.

It was noted that in the SRC Report, student representatives were already meeting with Anniesland and Langside Colleges representatives.

12.08 Financial Report

Although For Noting, it was reported that there were significant changes to the estimated surpluses since the Financial Report had come to the December 2011 Board meeting. This was due to savings from lower levels of temporary teaching staff, increased efficiencies and lower levels of absenteeism in staff. These figures will change again once Voluntary Severance costs are finalised.

There were a number of comments including:-

- the need to reconcile the Accounts with Anniesland College, and how that may change the surpluses. There was a request to see the Anniesland College surpluses and the costs of their Voluntary Severance Scheme.
- the responsibility of the Shadow Board in financial terms, both as a new entity and for future financial sustainability. It was pointed out that Cardonald and Anniesland as well as Langside use the same financial support system.

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- as it is customary to “sign-off” the Accounts in December, the relationship between the Cardonald Board and the Shadow Board and the Regional Board needs to be clear by that point.

At this point P. Laverie left the meeting.

12.09 WSUMS Update

As a regular update, it was reported that the College is on target to meet the SFC SUMS Targets, including the 25% Retention Rate.

12.10 Student Report

The SRC Representative updated the Board on:-

- trialling the NUS Extra Cards using on-campus printing facilities to sell sufficient numbers of cards to become self-funding. This would give £4.38 per card income back to the SRC.
- the potential to change the SRC Constitution to align with the Education Scotland Act. This was being discussed in the context of merged colleges and would be a considerable exercise with some 40 Amendments required should it proceed.
- “Liberation” is focused on Equality and Diversity matters
- the NUS Conference will take place on 3-4 March 2012

12.11 Review of Papers

There were no remarks.

AOB

The Vice-Chair gave a verbal update on the progress being made by the Search and Nominations Committee. They have short-listed 4 applicants and will proceed to personal discussion with these candidates. A full progress update will come to the next Board.

The Vice-Chair proposed a Vote of Thanks to the Chair for his selfless work on behalf of the College over the last 8 years, 5 of which have been as Chair. In response the Chair thanked the Board for all their support and expressed his good wishes for the future of Cardonald College. He remarked how he had enjoyed his time, made good friends and worked with good colleagues; and that things had changed over the years, becoming less clinical. This he welcomed.

The Chair then thanked Anne McGillivray, the Chair of the Learning and Teaching Committee, who, like him, was soon coming to the end of her Term. She then remarked how friendly and vibrant the College is; and how the College has grown and developed over the years she has been involved. She advised all members to serve on Committees to learn new aspects and work beyond their areas of expertise, citing “the more you give, the more you learn”. She also remarked about the exciting time ahead and that the College has the foundation of excellence to build upon, from the recent Education Scotland Review.

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At this point, M. Adair arrived.

The Chair then thanked Anne for all her work over the 8 years and recalled their first Board meeting together. Reflecting further the Chair remarked how much Anne has been an asset to the Board and was delighted by her insights, contribution to strategic dialogue and support.

Anne was then presented with a brooch specially commissioned from the Jewellery Department, and flowers, as a personal memento of Cardonald College.

Signed Chair.....

Date.....