

**WEST COLLEGE SCOTLAND**

**BOARD OF MANAGEMENT**

**MONDAY 27 OCTOBER 2014 at 4.00 p.m. in**

**Ardgowan 1, Finnart Street, Greenock Campus**

**AGENDA**

**General Business**

1. Apologies
2. Declaration of Interests
3. Minutes of the meeting held on 22 September 2014 Enclosed KM

.1 Actions from the minutes Enclosed KM

1. Matters Arising from the minutes

(and not otherwise on the agenda)

**Main Items for Discussion and/or Approval**

1. Chief Executive’s Report Paper 1 AC
2. Chair’s Report Oral report KM
3. Annual Quality Report to SFC Paper 3 SG
4. Student Engagement Strategy Paper 4 SG
5. Appointment of Board Members: Update Oral Report KM

**Committee Reports**

1. Learning, Teaching and Quality Committee Paper 5 JH

Minutes of the meeting of 1 October 2014

1. Estates Committee Paper 6 JM

Minutes of the meeting of 7 October 2014

1. Audit Committee Paper 7 MMcA

Report from meeting of 9 October 2014

**Items for Information**

1. Board Business: Membership, Dates of meetings and

Schedule of Business 2014/15 Paper 8 GMcA

1. Report on Delegated Action Taken since last meeting

None

1. Any other business
2. Next meeting: Monday 8 December 2014 at 4.00 p.m. at the Clydebank Campus

 Gwen McArthur

Secretary to the Board

**Confidential**

**BOARD OF MANAGEMENT**

**Minutes:** 27 October 2014

**Present:** Keith McKellar (Chair), Audrey Cumberford, Lee Campbell, Jim Hannigan, Jacqueline Henry, Andrew Hetherington, Johnpaul Johnston, Gerard Kelly, Lyndsay Lauder, Michael McAuley, David McDonald, Maggie McManus, John McMillan, Alison Mitchell, Joyce White.

**Attending:** Stephanie Graham (Vice Principal Educational Leadership), David Alexander (Vice Principal Operations), David Gunn (Director, Organisational Development and HR), Gwen McArthur (Secretary to the Board).

**Apologies:** Mike Haggerty.

**BM131 MEMBERSHIP**

On behalf of the Board the Chair welcomed Alison Mitchell, the newly elected member of Support Staff, to her first meeting.

 The Board noted that Maggie Morrison had resigned from membership of the Board.

**BM132 DECLARATION OF INTERESTS**

John McMillan, Audrey Cumberford and David Alexander declared an interest as Trustees of the West College Scotland Foundation.

**BM133 MINUTES**

The minutes of the meeting held on 22 September 2014 were approved.

**BM134 ACTIONS FROM THE MINUTES**

The Board noted the actions taken since the last meeting.

**BM135 CHIEF EXECUTIVE’S REPORT (BM121)**

The Board noted the report from the Principal and Chief Executive and in particular the following matters:

* **Funding for 2015/16 –** the Principal provided the Board with information issued by Colleges Scotland regarding the Scottish Government’s announcement on funding for the College sector in 2015/16. This funding was for the fiscal year 2015/16, and further information would be required on the funding for the period 1 April to 31 July 2016, given the change in the accounting year end. This showed that the sector was facing another reduction in funding. It was noted that the Government had set aside £16.6M in 2015/16 to take forward the recommendations in the report ‘Developing the Young Workforce’, and clarification would be sought to determine if colleges could access this funding. While the Board was disappointed in this reduction in funding, it was aware that further reductions in funding across the public sector would also be made in subsequent years. Further savings and efficiencies would, therefore, be required. The College would need to be imaginative in meeting the savings required and securing additional funding from other sources. Further information would be brought to the Board when available.  **[Action: AC]**

* **New Funding Methodology –** the Principals and Senior College staff had attended a workshop organised by the Scottish Funding Council (SFC) which provided colleges with information about the new funding methodology and the potential impact it would have on the colleges. While it was a simpler methodology than the one currently in use, it would cause some movement in the levels of funding each region received, and could impact negatively on the College, although the SFC had confirmed that, during the transition, no region would lose more than 1% in any one year. Further consideration needed to be given to this and some negotiation with the SFC would be required in order to secure the best level of funding possible for the College. Further information would be brought to the Board when available. **[Action: AC]**
* **Internationalisation –** the Board was aware that international student recruitment had become a major challenge for both the College and the University Sectors due to a number of changes in legislation. Steps were being taken at government level to identify the barriers and to identify ways of assisting colleges and universities to increase international recruitment. The Scottish Government had established an International Advisory Group, led by Colleges Scotland, to develop a policy around the internationalisation of the College Sector. The Principal was a member of this group and would keep the Board informed of progress. **[Action: AC]**
* **Job Evaluation** – the Board was aware that a job evaluation exercise involving Support staff was underway within the College. The College Management were working with the Unions to carry out this evaluation during the period December/January, with the aim of completing this by March, which would then lead into pay modelling which should be completed by April 2015. A company, Northgate, had been hired as external facilitators for this exercise. The Board noted this information.

**BM136 CHAIR’S REPORT**

The Board noted a report from the Chair which provided a brief update on a range of matters affecting the College as well as feedback from the various meetings the Chair had attended. The Board noted the following:

* **Commercial Insurance** – Colleges Scotland had successfully negotiated a 3 year derogation from the Scottish Government, which meant that the Colleges could continue to purchase commercial insurance cover until July 2018. However, the Colleges had to demonstrate efficiencies and reductions in the cost of such premiums. Colleges Scotland would be discussing this matter further with APUC (Advanced Procurement for Universities and Colleges) regarding the procurement of insurance cover across the sector in order to achieve a reduction in costs.
* **College Development Network** – the Board noted that Joe Wilson, currently Head of New Ventures at SQA (Scottish Qualifications Authority), had been appointed Chief Executive of College Development Network.
* **Colleges Scotland –** it was noted that Colleges Scotland was currently undertaking a root and branch review of its services and structure in order to ensure that it could provide one voice for the sector in the future.

**BM137 ANNUAL QUALITY REPORT TO SFC (LM51)**

In presenting this report Stephanie Graham, Vice Principal Educational Leadership, informed the Board that this would be the first year that West College Scotland would be submitting an Annual Quality Report to the SFC (previously it had been annual reports from the 3 legacy colleges). The focus of the report was on quality and what had been achieved in the first year following merger. The student data that had been captured for inclusion in this report confirmed that the College had exceeded its target for Higher Education student outcomes, and had achieved the target for Further Education outcomes.

Ms Henry, Deputy Chair of the Learning, Teaching and Quality Committee, confirmed that the Committee had discussed this matter fully and had been pleased with the report. The Committee appreciated the amount of work that had gone into ensuring the quality of provision, in terms of the quality of the curriculum, the student experience and the improvements in student outcomes, and wished to congratulate the staff on their achievements. The Board welcomed this information and it was suggested that some of the information in this report should be used to publicise the College’s success.

The Board

**RESOLVED** that, subject to any final adjustments deemed necessary,

1. the Chair be authorised to sign the Annual Report on Quality Assurance and Enhancement (2013/14), and
2. the signed report be submitted to the SFC. **[Action: SG; KM]**

**BM138 STUDENT ENGAGEMENT STRATEGY (BM106.3; LM53)**

The Board had previously considered the first draft of the Student Engagement Strategy at its meeting in June. Since then further refinements had been made to this strategy in discussion between the students and staff of the College. Lee Campbell, Student President, informed the Board that the Students Association were satisfied with this strategy and had now adopted it. Ms Henry, Deputy Chair of the Learning, Teaching and Quality Committee, confirmed that the Committee had also been satisfied with this strategy and recognised the significant amount of work undertaken by the students and the staff to achieve this position.

 The Board welcomed the Student Engagement Strategy and was particularly pleased to note that students were encouraged and supported to undertake volunteering within the local communities, as well as ambassadorial roles within the College. The Student President confirmed that students from other Colleges were now seeking out advice from them on how to develop and implement similar structures and strategies. It was also recognised that, given the financial constraints the College had to operate under, a robust Students Association and engagement strategy would be crucial to success.

 The Board

 **RESOLVED** that the Student Engagement Strategy be approved with immediate effect.

**BM139 APPOINTMENT OF BOARD MEMBERS (BM126)**

The Board noted progress made to date with the appointment of Board members.

 **.1 Non-Executive Members of the Board**

The Chair provided the Board with an update on progress with the appointment of non-executive Board members.

 **.2 Support Staff Member**

Following the outcomes of the recent election the Board

 **RESOLVED** that, under the terms of paragraph 1.5.2 of the College Constitution, Alison Mitchell be appointed as the Support Staff member of the Board for a period of four years with effect from 8 October 2014.

 **.3 Teaching Staff Member**

It was noted that the nomination and election process for the Teaching staff member of the Board would shortly be initiated. The process would the same as used for the Support staff. The Board **agreed** that John McMillan be appointed as the Independent verifier for this process. The outcomes of this process would be brought to the Board in due course.  **[Action: GMcA]**

**BM140 COMMITTEE REPORTS**

The Board noted the following reports:

 **.1 Learning, Teaching and Quality Committee**

The minutes of the meeting held on 1 October 2014 were noted. The recommendations emerging from this report had been approved earlier – see BM137 and BM138 above.

 **.2 Estates Committee**

The minutes of the meeting held on 7 October 2014 were noted. Mr McMillan, Chair of the Estates Committee, drew the Board’s attention to the significant amount of work that was currently underway within the College to develop a statement of strategic intent and an estates strategy for the College. The Board noted the update on progress with the estates work at Finnart Street, Greenock, and was particularly pleased to note that the Scottish Funding Council (SFC) had advised that the College would be awarded £70k to fund the development of a business case in relation to estates opportunities at Greenock.

**.3 Audit Committee**

The report from the meeting held on 9 October 2014 was noted. At the last meeting of the Board it had been noted that the External Auditors had not completed their audit of wSUM’s (weighted Student Unit of Measurement) prior to the formal approval of the Financial Statements which had to be submitted to the SFC by 10 October 2014. At its meeting on 9 October 2014 the Audit Committee had received the final report from the External Auditors who had, by then, completed the wSUM’s audit. The wSUM’s audit revealed that there had been a shortfall in the actual numbers achieved, which meant that there was a shortfall in income of £41,409. The External Auditors did not consider this to be a material adjustment but had to reflect the outcomes in their report. The Board noted this information.

**BM141 BOARD BUSINESS: MEMBERSHIP, DATES OF MEETINGS AND DRAFT SCHEDULE OF BUSINESS 2014/15**

The Board noted its current membership, dates of meetings and draft Schedule of Business for 2014/15. This would be updated throughout the coming session.

**BM142 CORPORATE PLANNING SESSION (BM121)**

The Board noted that there would be a Corporate Planning session, involving Board members and the Senior Management Team, on Wednesday 29 October 2014. This would also include a review of the Board committee structure.

**BM143 NEXT MEETING**

Monday 8 December 2014 at 4.00 p.m. at the Clydebank Campus.

GMcA/9.11.14/Final