

West College Scotland
Corporate Development Committee
Minute of Meeting held on Tuesday 4 March 2025, 4pm, via Teams

Present: A Barron [AB] H Cameron [HC] L Connolly, Principal [LC] W Hatton [WH] (Ex Officio) F McLaren [FM] D McMahon [DM] (Chair) J Scott [JS]	In Attendance: N Connelly, Director of Finance & Estates [NC] S Gunn, Vice Principal, Educational Leadership [SG] D Lees, Vice Principal, Operations [DL] J Rafferty, Director of HR&OD [JR] B Stobbs, Director of IT & Digital Transformation [BS] N Taylor, Director of Communications, Engagement and Student Experience [NT] S McDonald, Governance Manager [SM] (Minutes)
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CD321 Welcome & Apologies

DM, as the new Chair, welcomed everyone to the meeting, particularly to Alisdair Barron who was attending his first meeting of the Committee.

Apologies were noted from, J Kerr and K Mohamed.

CD322 Declaration of Interests

The standing declarations of interests of members, as available on the [Register of Interests](#) on the College website, were noted as current.

CD323 Minute of Meeting held on 19 November 2024 and the joint meeting of Audit & Risk and Corporate Development Committee held on 19 November 2024 and Actions & Matters Arising

The Minutes of the meetings held on 19 November 2024 (CDC and joint ARC/CDC) were **approved** by the Committee. The completed actions were also noted.

CD330 Annual Carbon Emissions Return

NC spoke to the paper issued. The return had been submitted in November 2024. She noted that emissions were reducing year on year, however, to get to net zero by 2040, a subsequent amount of work would be required. She noted that this request is included in any estates tender proposals.

The Committee **noted** the paper and update provided.

CD331 Sustainability Update

The paper submitted provided the Committee with an overview of the activities undertaken since the previous meeting as well as the projects planned for 2024/2025.

DM noted the recent shifting of targets on this area. NC noted that work continues on the actions within the overall Sustainability Strategy to ensure they are robust and realistic. The Committee noted the appointment of a cycling officer which was a funded post and being used to promote cycling across all campuses to both students and staff.

NC noted the dedicated resource available in this area and would bring a more meaningful update against the actions to the next meeting. **Action: NC**

The Committee **noted** the paper and update provided.

The following items were for information.

CD335 Internal Audit Reports

Copy of the recent Internal Audit Reports on Financial Systems has been uploaded to the Board Teams Library for information. CIVICA Governance and Succession Planning Audit reports will be added following their discussion at the next Audit & Risk Committee.

CD336 Schedule of Business

The Committee **noted** the rolling Schedule of Business issued for information that is reviewed and submitted to each meeting.

CD337 Any Other Business

WH noted the good informative discussions taken place at the meeting and the high-quality papers provided. She further noted the energy of staff taking forward the SOFT programme, showing evidence for transformation and continuous improvement, as well as continuing with business as usual, and how this work and update could be conveyed to the full Board.

The Committee conveyed appreciation to all involved in the papers and discussions. LC thanked the Committee for their comments that would be relayed back to all teams. SMT would look at how to present some of this information to the Board. **Action: LC**

CD338 Date of Next Meeting

The date of the next meeting of the Corporate Development Committee was noted as Tues 10 June 2025, 4pm.

With no further business being raised, the Chair thanked all contributors and closed the meeting.