

West College Scotland Board of Management

Minute of Meeting held on Monday 24 March 2025

Present:

Alisdair Barron (AB)
Hilary Cameron (HC)
Liz Connolly (LC)
George Cooper (GC)
Jillian Couto-Pheonix (JCP)
Waiyin Hatton (WH) **(Chair)**
Gordon Hunt (GH)
Joanne Kerr (JK)
Ronald Leitch (RL) (TEAMS)
Samantha Mason (SM)
Jane McKie (JM)
Fiona McLaren (FM)
Danny McMahon (DM)
Samantha Mason (SM)
Jackie Russell (JR)
John Scott (JS)

In attendance:

Nicola Connelly (NC), Director of Finance & Estates
Stephanie Gunn (SG), Vice Principal Educational Leadership
David Leese (DL), Vice Principal Operations
Susan McDonald (SMc), Governance Manager (Minutes)
Joe Rafferty (JR), Director of HR & OD
Nathan Tyler (NT), Director Communications, Engagement & Student Experience (TEAMS)

BM1097	Welcome & Apologies Apologies were noted from T Dillon, D Donaldson, K Mohamed and G Rice. Welcome was given to Alisdair Barron, Joanne Kerr and Samantha Mason who were joining for their first meeting.
BM1098	Declaration of Interest The standing declarations of interests of members, as available on the Register of Interests on the College website, were noted as current. There were no specific interests declared regarding the items on the agenda for the meeting.
BM1099	Minutes of Meetings held on 9 December 2024 and Notes from the Strategy Day held on 27 January 2025 The Board approved the Minutes of the meetings held on 9 December 2024 and the notes from the Strategy Day held on 27 January 2025 as accurate records of discussions at both meetings.
BM1100	Actions from the Minute & Matters Arising The Board noted the updated actions since the last meeting and agreed that the 2023 Key Performance Indicators (KPIs) reporting actions can now be removed from

	<p>the actions register as they had now been superseded and will be incorporated into the KPI reports to be submitted to Committees and Board from the Summer 2025 meeting cycle. Other completed actions were agreed and can be removed.</p>
BM1101	<p>Student Association Report</p> <p>SG and SM gave a brief update on the paper provided.</p> <p>The Board noted the resignation of J McNicol and thanked him for his work and time on the Board.</p> <p>GH advised he had spent some time with the new Student President, K Mohamed and commended him for his pro-active approaches in the role. GH advised that he was happy to continue to provide support to both Student Members.</p> <p>The Board requested an update on the proposals for the terms and conditions for future Student Presidents. Action: GT/CM/LM</p> <p>The Board noted the update provided and welcomed the energy reflected in the range of actions.</p>
BM1103	<p>Chair's Report</p> <p>The Chair advised that the first interviews for the Principal's post took place last week, further interviews taking place this Friday and the Board would be updated on the outcome as soon as this was possible. WH thanked the panel, and everyone involved in supporting the process.</p> <p>The Board noted the Chair's report and update provided for information.</p>
BM1106	<p>Governance Update</p> <p>The Board noted the updates provided in the paper including the proposed dates of meetings for 25/26, and:</p> <ul style="list-style-type: none"> • Ratified the recommendation from Audit & Risk Committee to award the Internal Auditors Contract to WBG Ltd. • Approved the process for the Board's Internal Effectiveness Review.
BM1111	<p>Committee Chair Updates</p> <p>Paper was provided on LTQ Chair's update of the recent meeting, and the following was highlighted:</p> <ul style="list-style-type: none"> • A review of the curriculum plan and tracking of progress. • Agreement of risks to be further scrutinised as part of the Committee's remit. • Noting it had been SG's last meeting, thanks was given for her stellar work and input over the years. <p>Verbal updates were given from Chairs of ARC and CDC:</p>

	<ul style="list-style-type: none"> • ARC <ul style="list-style-type: none"> • Agreement to offer a direct award for internal audit contract to WBG, with them being No.1 on the APUC Framework for Internal Audit purposes. • Positive session with External Auditors and the strong audit provided, with particular note to the work of NC. • Informative update from Procurement Team, advising of c.£500k savings achieved over the last year. • CDC <p>The Chair noted that most items discussed had been previously covered on agenda. He thanked the staff team for the content and detail within the papers and the work ongoing to improve budget controls and cover the financial challenges being faced.</p> <p>Copies of the updates from ARC and CDC would be uploaded to the Teams Channel</p> <p>The Board noted the updates provided</p>
	Items for Information:
BM1112	Committee Minutes <p>LTQC – 26 February 2025 (Draft) CDC – 4 March 2025 (Draft) ARC – 12 March 2025 (Draft)</p> <p>The draft minute of the LTQC meeting was provided for information to the Board. The draft minutes of the CDC and ARC would be uploaded to the Board Teams Library for Members information. Action: SM</p>
BM1113	Schedule of Business & Updated Membership List <p>The Board noted the Schedule of Business and the updated Membership list provided.</p>
BM1114	Internal Audit Reports <p>Copy of the recent Internal Audit Reports on Financial Systems, CIVICA Governance and Succession Planning will be added to the Board Teams Channel for Members information.</p>
BM1115	Date of Next Meeting <p>Monday 12 May 2025 – Board Development Session (pm), Cunard Suite, Clydebank Monday 23 June 2025, Board Meeting, Finnart Campus, Greenock</p>
BM1116	AOCB

	<p>LC asked for a replacement Trustee for the WCS Foundation. The Board endorsed the request. NB. Following the meeting G Hunt agreed to become the Trustee.</p> <p>The Chair noted this is the last Board meeting that Stephanie Gunn would attend as she retires at the end of the month after a career of over 35 years in the sector. On behalf of the Board, WH thanked Stephanie for her hard work, professionalism and incisive comments and support provided to the Boards over the years. The Board wished Stephanie well for the future.</p> <p>The Chair also noted that Fiona McLaren was about to finish up on maternity leave and the Board noted their best wishes.</p> <p>Reserved Item minute in separate document.</p>
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