



**Stow College  
Board of Management  
Minute of the Meeting held on Wednesday, 16 March 2011 @ 1.30pm  
Boardroom**

**Members Present<sup>1</sup>:**

- |   |              |   |                     |
|---|--------------|---|---------------------|
| ✓ | Mr J Barbour | ✓ | Mr S Pirie          |
| ✓ | Mr I Baxter  | ✓ | Mr K Ramsay (Chair) |
| ✓ | Mr N Currie  | ✓ | Dr J Rieck          |
| ✓ | Mr G Hunt    | ✓ | Mr J H Robertson    |
| A | Mr I Hume    | ✓ | Mr R Rose           |
| A | Mr P Lord    | ✓ | Mr D Sibbald        |
| ✓ | Dr R McGrory | A | Mr D Stark          |
| ✓ | Mrs A Peters | ✓ | Mr R Wilson         |

**In Attendance:**

- |   |                |   |               |
|---|----------------|---|---------------|
| A | Mr H Blackwood | ✓ | Mr A McLean   |
| ✓ | Mrs L Clark    | ✓ | Ms A Miller   |
| ✓ | Dr M Green     | A | Prof A Roach  |
| ✓ | Mrs K Henry    | ✓ | Mr S Roney    |
| ✓ | Mr M Lofthouse | ✓ | Mr B Scoullar |
|   |                | ✓ | Mr B Young    |

**Presentation for Recently Retiring/Departing Board Members**

Prior to the Board meeting, a short presentation was held to mark the contribution of M Paris, T Arbuckle and D Robertson to the Board of Management over many years.

A Roach had also been invited but was unable to be present.

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✓	Present
A	Apologies
X	No Apologies Received

<b>Item</b>	<b>Action</b>
<b>BOM11/01</b>	<p>K Ramsay welcomed J Barbour and S Pirie to the meeting.</p> <p><b>Apologies</b></p> <p><u>Members</u></p> <p>I Hume, P Lord and D Stark.</p> <p><u>Advisers</u></p> <p>H Blackwood and A Roach.</p>
<b>BOM11/02</b>	<p><b>Declaration of Interests</b></p> <p>None in relation to the business of the meeting. The Sederunt was signed and there being a quorum the meeting proceeded to business.</p>
<b>BOM11/03</b>	<p><b>Approval of the Minute of Meeting:</b></p> <p>(a) <u>the Minute of the Meeting on 19 November 2010</u></p> <p>Approved.</p> <p>(b) <u>Record of Peebles Governance Meeting on 20 November 2010</u></p> <p>Amendments:</p> <p><b>Present:</b></p> <p>R McGrory was present at this meeting.</p> <p><b>Apologies:</b></p> <p>R Rose indicated that he had passed on his apologies.</p>
<b>BOM11/04</b>	<p><b>Matters Arising</b></p> <p><u>Record of Peebles Governance Meeting: Item 14 – Learning and Teaching Committee</u></p> <p>A McLean referred to the above committee and advised that this was not a Board committee but an operational committee with Board membership.</p>

**Item****Action**

N Currie advised that he was not a member of the Learning and Teaching Committee but was on the Human Resource Committee.

(a) Action List

The Board received a traffic-light colour coded document detailing all actions flowing from the Board meeting on 19 November 2010 and the Governance meeting on 20 November 2010. The document detailed actions completed/in progress. This is regularly reviewed/progressed and updated.

**LC**

*Website*

It was agreed that the Board advisers should be included in the membership list currently displayed on the website.

**LC**

*Glasgow City Council Representation on Board*

R McGrory reported that contact had been made with [REDACTED]

**BOM11/05****Appointment of New Board Members**

K Ramsay asked J Barbour and S Pirie to leave the room.

*J Barbour and S Pirie left.*

K Ramsay discussed the preliminary use of an electronic voting system used in relation to approval the three new suggested Board members:

- J Barbour
- I Hume
- S Pirie

A positive response had been received in relation to the electronic voting system. The Board had agreed to the appointment of these 3 members. Since the e-voting system had not previously been approved for use the Board was asked to formally confirm their approval of these new members.  
Confirmed.

*J Barbour and S Pirie returned.*

**Item****Action**

K Ramsay advised J Barbour and S Pirie that their appointment to the Board had been confirmed as well as that of I Hume. The election period was noted as being 4 years.

K Ramsay welcomed these new members and stated how much he was looking forward to working with them.

**BOM11/06****Governance****(a) General Points***Register of Interests*

K Ramsay asked that members/advisers advise B Scoullar if there are any changes to their Register of Interests. B Scoullar will then alert the Chair accordingly.

**ALL/BS***Electronic Voting System*

K Ramsay advised that the preliminary use of the e-voting system had enabled progress with new member recruitment and updating of statements of responsibilities more efficiently than had previously been possible. General reaction and feedback from members had been positive and helpful amendments suggested and incorporated where appropriate. This experience suggested that Board business could be continued between scheduled meetings with all members being able to participate. He referred to the Board sub group having been set up to deal with issues between meetings and that with appropriate use of the e-voting method the need for such a group may be eliminated.

K Ramsay tabled a paper and discussed in full.

Following discussion the Board agreed that the e-voting system would be used where appropriate and that the time for responses would be 5 working days. It was emphasised that this methodology does not change the aim of the Board to reach full consensus on all matters.

It was agreed that the Board advisers would be added to the e-voting system for future items for information and advice purposes only.

**LC**

**Item****Action****(b) PWC Actions**

Actions listed on paper noted.

*Policy Register*

Approved.

*Performance Data*

A McLean and M Lofthouse discussed the key information contained within this document on the College performance.

*How Good is Our College*

K Ramsay requested sight of this document before it is issued to staff. A McLean confirmed that this was the normal process.

*Publication Scheme*

Approved.

*International Travel*

M Lofthouse discussed the review of the policy and the changes made. This will be reviewed again in 2 years. Approved.

*Whistle Blowing Policy*

This has been assigned to the Governance and Audit Committee and will be reviewed at the June 2011 meeting.

**GH**

*Financial Limits*

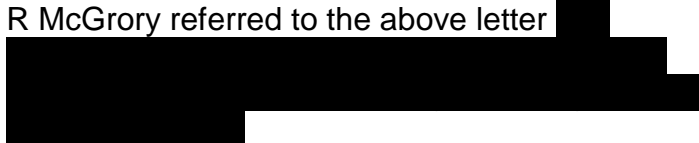
M Lofthouse discussed APUC process used by the College. APUC is part of the Scottish Government framework for procurement of goods/services. M Lofthouse advised that the College is in this consortium and would wish to continue in this way.

K Ramsay thanked M Lofthouse for his clear explanation. Approved.

**ML**

**(c) CPD Activities**

Paper tabled. K Ramsay discussed the logging of

Item	Action
<p>Board activities undertaken in Academic Year 2010/11. An information base is being built up which clearly displays the efforts of individuals to equip themselves with essential skills.</p>	
<p>K Ramsay agreed that the Board advisers would be included in the distribution list for all future events.</p>	<b>BS</b>
(d) <u>Attendance Record</u>	
<p>K Ramsay discussed the record being kept and the need to ensure that attendance is adequate.</p>	
<b>BOM11/07</b>	<b>Statement of Roles and Responsibilities of:</b>
<p>(a) <u>The Chair</u>  (b) <u>The Vice Chair</u>  (c) <u>Board Member</u></p>	
<p>K Ramsay discussed the preliminary use of the electronic voting system used to review/amend these papers.</p>	
<p>It was noted that there was no particular mention of CPD in these documents. It was agreed that K Ramsay/ B Scoullar would add in appropriate wording.</p>	<b>KR/BS</b>
<p>It was raised that there was no Statement on Roles and Responsibilities of a Board Adviser. K Ramsay advised that he will produce a brief resume on what is expected of a Board Adviser.</p>	<b>KR</b>
<b>BOM11/08</b>	<b>Future Planning</b>
<p>K Ramsay discussed how best Stow College could be placed for future developments and went on to discuss demographics/business opportunities in Glasgow.</p>	
<p>K Ramsay asked everyone to give this some consideration and this matter will be discussed in full during the Strategic Planning day on Tuesday, 19 April 2011. Any suggestions could be forwarded to K Ramsay via B Scoullar.</p>	<b>ALL</b>
(a) <u>Letter received from M Batho, SFC</u>	
<p>R McGrory referred to the above letter  </p>	

Item	Action
(b) <u>R McGrory response to SFC</u>	
Noted.	
<p>R McGrory advised that a meeting has been scheduled between himself and M Batho for Tuesday, 21 March 2011. [REDACTED]</p> <p>[REDACTED] He will report to the Board following this meeting.</p>	<b>RMcG</b>
<p>K Ramsay discussed a previous statement made by M Batho SFC at a Board training event held at Cardonald College on 27 January 2011 [REDACTED]</p> <p>[REDACTED]</p>	
<p>K Ramsay referred to his meetings with J McClelland, Chair, SFC [REDACTED]</p> <p>[REDACTED] He advised that he and P Lord were scheduled to meet again with J McClelland on 12 April 2011.</p>	
<p>H Robertson advised that Unison had received a letter from SFC [REDACTED]</p> <p>[REDACTED]</p>	
<p>A discussion took place on correspondence sent to M Russell, Cabinet Secretary in relation to coherent provision/collaboration and how this was welcomed by the College. Various meetings with politicians were also discussed.</p>	
<b>BOM11/09 The Bribery Act 2010</b>	
<p>Noted. B Scoullar awaits appropriate guidance from Scotland's Colleges.</p>	
<b>BOM11/10 Board Members' and Officers' Insurance Policy</b>	
<p>B Scoullar discussed paper and recommended that the College take out an additional premium at an annual cost of £3,300 to take the cover from £1m-£5m. Approved.</p>	<b>ML</b>
<b>BOM11/11 Chair's Report</b>	
<p>K Ramsay discussed the report he had produced and advised that comments on this were welcome. He</p>	<b>ALL</b>

**Item****Action**

advised that he is attending a dinner event [REDACTED]  
[REDACTED]

K Ramsay encouraged the Board to take notes of key points prominent individuals say.

**ALL**

*The Chair asked that the Board now deviate from the set agenda. This was approved.*

**BOM11/19  
BOM11/21**

**SFC Indicative Grant 2011/12  
Draft Organisational Structure**

K Ramsay advised that the above two items would be taken together and were included in a tabled paper entitled "Stow College Planning Outline 2011-12."

R McGrory discussed the background to the production of this document and the various meetings that he has had with several Principals. He discussed the Board's support of the No Compulsory Redundancies at Stow College and how this was welcomed.

R McGrory went on to discuss the work of the Executive in producing this document. The proposals do not make anyone redundant but reflect a College of a reduced size. He encouraged Board members to speak to him on an individual basis should they wish to do so.

R McGrory advised the Board that the cuts in the education sector will see reduced places for students in future but the Ministers are reporting differently.

R McGrory discussed the document in its entirety and then the Board deliberated on its content at length.

A McLean stressed that the proposed actions are not about meeting requirements for 2011/12 but about putting the College on a solid footing for the future.

A McLean went onto discuss curriculum areas with poor PI's and the SEN area which does not necessarily progress students academically.

A Miller discussed the 14 staff who have been accepted for Voluntary Severance (it was noted that two of these were from the SEN area.) These individuals will leave prior to the commencement of the next Academic Year.

**Item****Action**

A Miller went on to discuss imminent changes in default retirement age legislation. Three members of staff will shortly depart on age retirement.

A Miller discussed the previous round of Voluntary Severance and the many members of support staff who left. A re-structure had taken place at that time.

A Miller discussed the possibility of outsourcing catering and cleaning and how staff would be protected by TUPE. She stressed that staff absences (particularly in the catering area) used up a lot of management time.

M Lofthouse went on to discuss the difficulties in putting together a budget for next year as only two known facts can be included. He discussed how operating budgets had been reduced (where possible) and new targets set.

M Lofthouse advised that a reduction in temporary hours also was a measure implemented to avoid the need for redundancy.

K Ramsay asked the Board to consider the proposals outlined by the Executive.

Following discussion with all members offering views and advice, A McLean was asked to provide a breakdown of the educational needs and categories of students in the SEN area.

**AMcL**

Whilst the Board expressed concern that the SEN area may be cut they expressed their understanding of the disproportionate level of funds involved in running this area. The need for strategic direction/positioning was deemed to be the most important at this time. The Board confirmed their agreement to the Executive pursuing the proposals as stated in the document and that all practical options be examined as detail is being developed. The Board will review the detailed plan at the Strategic Planning day on Tuesday, 19 April 2011.

**RMcG**

It was noted that SFC expect to have Board approved plans for 2011-2012 from all colleges by end of April 2011.

It was also noted that this paper was Non Disclosable.

**Matters for Decision:****BOM11/18****Terms of Reference of Board Committees**

**Item****Action**Finance and General Purposes Committee

I Baxter recommended that the Board approve this document. Approved.

Governance and Audit Committee

G Hunt recommended that the Board approve this document. Approved.

A further member of the Committee is required.

**BS**Human Resource Management Committee

Draft document tabled. Formal approval of this document was noted assuming it is accepted by the Human Resource Management Committee.

**BOM11/20****Single Equality Scheme**

A Miller discussed the above which encompassed three specific papers:

Disability Equality Annual Review

Noted. This document will be available via the College website.

**LC**Single Equality Scheme

A Miller discussed in full. Approved.

On-Line EDI Training

A Miller discussed the above training which was available to Board members via the College Moodle system. It was agreed that the Board members/advisers would undertake this on-line course.

**LC**Reports:**BOM11/12****Board Sub Group Update**

K Ramsay advised that the Board sub group had not met. Improved communications had meant that issues arising were dealt with promptly and fully through normal means. He expressed the view that appropriate use of the e-voting system could provide a reliable means of all

Item		Action
<b>BOM11/13</b>	<p><b>Report by the Chief Executive and Principal</b></p> <p>R McGrory gave a PowerPoint presentation and tabled a copy of same discussing all major events which have occurred since the prior meeting of the Board on 19 November 2011.</p>	
<b>BOM11/14</b>	<p><b>Reports by Board Chair and Committee Chairs</b></p> <p><u>Board of Management Finance and General Purposes</u></p> <p>Minutes of 8 February 2011 – approved.</p> <p><u>Board of Management Governance and Audit</u></p> <p>Minutes of 8 February 2011 – approved.</p> <p><u>Human Resource Management</u></p> <p>Minutes of 9 February 2011 – approved.</p>	
<b>BOM11/15</b>	<p><b>College Performance Report</b></p> <p>M Lofthouse discussed the above report in full. K Ramsay requested that M Lofthouse bring an “in progress” report to the Board in future for any matters not completed in order to give a greater insight; this should include completion dates. A McLean advised that some dates had been set out incorrectly from the outset which had caused some confusion over actual status reported.</p>	<b>ML</b>
<b>BOM11/16</b>	<p><b>College KPI</b></p> <p>M Lofthouse discussed above in full. The Board noted this.</p>	
<b>BOM11/17</b>	<p><b>Summary Report from the Learning and Teaching Council</b></p> <p>A McLean discussed the summary report in full including the membership of this committee.</p>	

<b>Item</b>		<b>Action</b>
	K Ramsay welcomed this report and requested that the Board continue to receive a regular update from this committee.	<b>AMcL</b>
	<b><u>Matters for Information:</u></b>	
<b>BOM11/22</b>	<b>Report on International Travel Academic Session 2009/10</b>	
	R McGrory discussed the above report. Noted.	
	K Ramsay advised the Board that he had agreed that R McGrory would visit Rostov on Don in April 2011 to attend a conference and network with the Rostov Civil Engineering University as appropriate.	
<b>BOM11/23</b>	<b>Risk Update</b>	
	The Board reviewed above document and noted their contentment with the report as it stands given the actions that are underway for the current planning year.	
<b>BOM11/24</b>	<b>Latest Information</b>	
	(a) <u>Letter received from SFC re HLC</u>	
	K Ramsay discussed the letter received. Noted.	
	(b) <u>Letter sent from R McGrory to SFC re HLC</u>	
	K Ramsay discussed the letter sent. Noted.	
	<b>New Items</b>	
	(c) Note of Thanks	
	K Ramsay thanked B Scoullar and the College Executive for their hard work. He gave a special thanks to L Clark for her recent extra efforts in relation to Board matters.	
	(d) Scotland's Colleges Board of Management	
	The Board noted K Ramsay's recent appointment to the above and welcomed the added value this would bring.	

<b>Item</b>	<b>Action</b>
(e) Induction for New Board Members	
K Ramsay advised that the new Board members would receive an induction pack. Membership of the various Board committees will also be reviewed.	
(f) Open Letter from Mike Russell: 14 April 2011	
Tabled and discussed.	
(g) Glasgow Colleges Federation	
Tabled. K Ramsay read the draft letter to M Batho, SFC from all members of the federation. The value of this group was recognised by the Board and R McGrory was approved to proceed with these initial steps.	<b>RMcG</b>
<b>BOM11/25 Equality and Diversity in Practice Training</b>	
As per BOM11/20: On-Line EDI Training is taking place and will be completed by all Board members.	
<b>BOM11/26 The Date of Next Meeting: 22 June 2011</b>	
Strategic Planning Day to be held on 19 April 2011.	