



**Stow College
Board of Management
Minute of the Meeting held on Tuesday, 28 September 2010 at 9.15am
Boardroom**

Members Present¹:

A	Mr I Baxter	✓	Ms J Rieck
✓	Mr G Hunt	✓	Mr J H Robertson
✓	Mr P Lord	✓	Mr R Rose
✓	Dr R McGrory	✓	Mr D Sibbald
A	Mrs M Paris	✓	Mr D Stark
✓	Mrs A Peters	✓	Mr R Wilson
A	Mr K Ramsay (Interim Chair)		

In Attendance:

	<u>Stow College</u>		<u>Advisors</u>
✓	Mr A McLean	X	Mr H Blackwood
✓	Mr M Lofthouse	✓	Mr B Young
A	Ms A Miller	✓	Dr M Green
✓	Mr B Scoullar	✓	Mrs K Henry
✓	Mrs L Clark	✓	Prof A Roach

Item	<u>Preliminary Item</u>	Action
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BOM10/38 Election of Chair for this Meeting

B Scoullar advised that Kirk Ramsay, Interim Chair had tabled apologies for the meeting and therefore there was a need to appoint a Chair for the meeting.

B Scoullar suggested G Hunt as Chair of the meeting.
Approved.

Chair's Items:

1

✓	Present
A	Apologies
X	No Apologies Received

Item		Action
BOM10/39	<p>Apologies</p> <p>Apologies noted from I Baxter, M Paris, K Ramsay and A Miller.</p>	
BOM10/40	<p>Declaration of Interests</p> <p>B Scoullar advised that he has been approached by Cardonald College to act as Secretary to their Board of Management.</p> <p>The Board discussed any potential conflicts of interest and issues of confidentiality.</p> <p>B Scoullar assured the Board of Management that there were no apparent conflicts of interest and that all matters would remain confidential.</p> <p>R McGrory spoke of the positive relationship between both colleges and also of the FEDD's recommendation.</p> <p>B Scoullar advised that he will complete an appropriate Register of Interests form although there is no requirement for this under the Constitution.</p> <p>The Board confirmed their contentment with B Scoullar undertaking this role.</p>	BS
BOM10/41	<p>Approval of the Minute of the Meeting:</p> <p>Board of Management Meeting: Minute of 2 July 2010</p> <p>Read and approved.</p>	
BOM10/42	<p>Appointment of a New Chair for Board of Management Human Resource Management Committee</p> <p>R McGrory proposed that the Board Sub Group make a recommendation which will be communicated electronically to the Board. Agreed.</p>	RMcG
BOM10/43	<p>Register of Interests</p> <p>B Scoullar advised that forms have been sent and many have been returned. He asked that any outstanding</p>	ALL

Item	Action
forms to be returned to him a.s.a.p. M Lofthouse advised that these are required for the end of year accounts.	
B Scoullar advised that he would deal with the Board Advisors separately.	BS
BOM10/44 Post of Chair	
R McGrory advised that K Ramsay is currently off ill and is expected to be off for another couple of weeks. R McGrory will ensure that the Board are kept informed accordingly.	RMcG
B Scoullar confirmed that K Ramsay is willing to accept the post of Chair.	
It was therefore proposed and seconded that K Ramsay should be nominated as Chair. K Ramsay was confirmed as Chair.	
Ms J. Rieck arrived in the course of this item.	
BOM10/45 Post of Vice Chair	
B Scoullar advised that I Baxter is willing to accept the above post in an "interim" capacity until the process of electing a new Vice Chair is concluded.	
It was therefore proposed and seconded that I Baxter be nominated as Interim Vice Chair. I Baxter confirmed as Interim Vice Chair.	
The Board requested that information on the role of the Vice Chair be sent to them.	RMcG
The process of selecting/indentifying a Vice Chair will now commence.	BS
BOM10/46 New Board Members	
<u>Student Member</u>	
B Scoullar advised that the Students Association have a meeting scheduled for 7 October 2010 to nominate an individual.	

Item**Action**

The Board welcomed the idea of having a Student Observer present at its meetings who, of course, would not have a vote.

Member of the LEC

B Scoullar referred to the Constitution which states that the local LEC should nominate a person to serve on the Board. The Board agreed that they should comply with this legal requirement although past difficulties/ attendance issues were noted.

R McGrory advised that he would check this situation with B Keegan and Ray Harris at Scotland's Colleges and he would write to the Board accordingly.

RMcG

Advert in Press for New Board Members

R McGrory advised that an advert would be placed in the press and the process of recruitment would commence consistent with the one previously conducted.

RMcG

Advertisement would provide transparency in the selection procedure

Individuals who had expressed an interest in becoming a Board member (or who had been placed on hold during the last round of interviews) would be invited to apply.

RMcG

R McGrory confirmed that a skills analysis update had recently been conducted. Any gaps would be identified.

There are vacancies for two members.

The Board approved the procedure to be followed.

Training

G Hunt discussed training for Board members which would include induction events.

Board Advisors

G Hunt asked that the Board formally ratify A Roach as a Board Advisor. Agreed. A Roach confirmed as a Board Advisor.

Item**Action****Reports:****BOM10/47****Board Sub Group Update**

G Hunt referred to two papers; one showing a list of meetings that had taken place along with relevant documentation attached and the other was a letter to the Board from the EIS.

G Hunt referred to the City of Glasgow College; vesting day 1 September 2010.

The Board discussed in detail all matters in relation to the position of Stow College.

The Board noted that R McGrory and the Chair² had a meeting with M Batho and L Howells, Scottish Funding Council scheduled for 19 October 2010. It was agreed that this meeting must take place in order to provide clarity on the position of Stow College and the way forward.

Following this meeting other options (if appropriate) could be then explored.

The Board noted the letter from the EIS and the position of Unison as articulated by J H Robertson ie Unison did not wish the College to enter into merger discussions

The Board agreed therefore that the Executive should proceed in the way as previously planned.

The Board asked that the staff of the College be kept informed of these plans to alleviate their concerns. R McGrory would reflect on how best this could be done and advise the Board accordingly.

RMcG

At this stage, the representatives of HMle having arrived the Board decided to adjourn the order of business on the Agenda to enable them to address the Board.

P Lord left the meeting.

² R McGrory would liaise with K Ramsay to ascertain if he would be able to attend this meeting with him. If he was not then he would liaise with the other members of the Board Sub Group accordingly.

Item**Action****Presentation – HMle:**

K Muir, HM Chief Inspector and J Fraser, HM Inspector from HMle gave a presentation on the HMle review of Stow College which had taken place during w/c 10 May 2010. Full report now published and available via the HMle website.

The Board noted the report which they had received from the College.

K Muir and J Fraser discussed the review and the achievement of the College of 4/4 full confidence statements; they emphasised that this was the highest level that could be achieved.

The Board thanked K Muir and J Fraser for their clear and concise presentation and for the opportunity to discuss the review with them.

There was then a short adjournment during which K Henry and A Roach left the meeting.

BOM10/48**Report by the Chief Executive and Principal**

R McGrory delivered a PowerPoint presentation detailing all pertinent events which had occurred since 2 July 2010 which was noted by the Board.

BOM10/49**Reports by Board Chair and Committee Chairs**

G Hunt referred to above report and advised that only two of the draft minutes required to be approved as the other sets had been previously approved.

7 September 2010 – Board of Management Finance and General Purposes Committee

Read and approved.

7 September 2010 – Board of Management Governance and Audit Committee

Read and approved.

Item		Action
	<u>Committee Training</u>	
	G Hunt advised that M Lofthouse will provide training to Governance and Audit Committee Board members as appropriate in line with a CIPFA event he had attended.	ML
	<u>Committee Membership</u>	
	G Hunt referred to the above meeting and advised that he was the only Board member in attendance. He advised that the membership will be reviewed to ensure that Board members are available to attend.	BS
BOM10/50	College Performance Report	
	M Lofthouse discussed the above report in full and advised that the Recovery Plan is being met. The Board noted its terms.	
BOM10/51	College KPI	
	M Lofthouse gave a PowerPoint presentation on above. Initiatives undertaken to improve KPI's were noted by the Board. The Board noted its terms.	
BOM10/52	PWC Governance Report and Draft Actions	
	M Lofthouse discussed the above report and took the Board through the action plan that had been produced. The Board noted the content of the report and the minor improvements suggested. It was further noted that management/governance matters are being conducted properly within the College.	
	The suggested Policy Register may have to come back to the Board. In particular the Board noted the recommendation that there should be a policy on attendance; the Chair of the Audit Committee should be a member of the Board; and that there should be an agreed period of service on committees for persons who are not Board members.	
	Ms. J. Rieck left the meeting in the course of this item.	
	M Lofthouse advised that PWC have a meeting with B Baverstock, Scottish Funding Council on 5 October 2010 to finalise this report.	

Item		Action
	R McGrory and the Chair will discuss this report with M Batho and L Howells, Scottish Funding Council during their meeting on 19 October 2010.	
	There will be a report on progress at the next Board Meeting.	BS/ML
	<u>Matters for Decision:</u>	
BOM10/53	New Political Agenda – Meeting with Mike Russell MSP Cabinet Secretary for Education and Lifelong Learning 14:00 Thursday, 19 August at Scottish Parliament	
	The Board noted the above papers. R McGrory advised that the next meeting will be held on Thursday, 30 September 2010 at City of Glasgow College. R McGrory would attend this meeting and asked if a member of the Board would like to accompany him (in K Ramsay's absence.) The Board Sub Group members had all been asked but none were available on this date. The Board would consider this and advise R McGrory accordingly.	ALL
	<u>Matters for Information:</u>	
BOM10/54	Proposed Residential Event on 19/20 November 2010	
	G Hunt discussed the need for a residential event which would provide an opportunity to look at the operations of the College ie teaching departments, their current operations/plans for the future. The Board welcomed the holding of this event.	
	G Hunt spoke of the Board of Management meeting scheduled for 24 November 2010; this may not be required as the business could be covered at the residential. It should, however, remain in the diary in the meantime in case it is required.	
	It was noted that this residential event may be "as well as" and not necessarily "instead of" the one normally held each February.	
BOM10/55	Strategic Plan 2010-2013	
	This document was posted to all Board members. This	BS

Item		Action
BOM10/56	Stow College Graduation Event – Friday, 26 November 2010	RMcG
BOM10/57	Report on International Travel Academic Session 2009/10	
BOM10/58	Risk Update	
BOM10/59	Date of Next Meeting: 24 November 2010	

will be looked at during the residential event.

R McGrory advised that the suggested guest speaker was motivational speaker, [REDACTED] Full details will be provided in due course.

The Board received two reports, one annual report giving an outline of all international trips undertaken across the College along with costs/income and the other report which provided a more in-depth analysis of international work; this report would be produced twice yearly. The Board welcomed the transparency of these reports and noted the receipt of these as good practice.

M Lofthouse discussed the above report, in particular the two amber areas. G Hunt advised that the Board of Management Governance and Audit Committee regularly review this report. The Board noted the terms of the Report.

A decision will be made at the Board of Management residential event on 19/20 November 2010 if this meeting is required.