

West College Scotland Board of Management

Minute of Meeting held on Monday 29 April 2024

Present:

Hilary Cameron (HC)
Liz Connolly (LC)
Jillian Couto-Pheonix (JCP)
Ed Cselik (EC)
Terry Dillon (TD)
Waiyin Hatton (WH) **(Chair)**
Gordon Hunt (GH)
John Leburn (JL)
Ronald Leitch (RL) (TEAMS)
Fiona McLaren (FMcL)
Danny McMahan (DM)
George Rice (GR)
Jackie Russell (JR) (TEAMS)

In attendance:

Stephanie Gunn (SG), Vice Principal Educational Leadership
Amy McDonald (AM), Vice Principal Operations (TEAMS)
Susan McDonald (SM), Governance Manager (Minutes)
Joe Rafferty (JR) Director Organisational Development and HR
Nathan Tyler (NT), Director Communications, Engagement & Student Experience

BM996	Welcome & Apologies Apologies were noted from Linda Johnston (LJ) (TEAMS), Jane McKie (JM) and Kyle Prele (KP). Candy Munro, CDN, was welcomed to the meeting as an observer and round table introductions were given.
BM997	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.
BM998	Minutes of Meetings held 26 February 2024 The Board approved the Minute of the meeting held on 26 February 2024 as an accurate record of discussions at the meeting.
BM999	Actions from the Minute The Board noted the updates on the actions since the last meeting.
BM1000	Matters Arising The Chair referred Members to her recent email on deferring paper 7.2. An extraordinary meeting of the Board will be arranged w/c 13 May to fully discuss this item. Action: SM

	<p>The Board approved the recommendation of the two people for appointment. A letter would be sent to the Minister asap. The Board noted the confidentiality of the outcome until approval has been received from the Minister.</p>
BM1006	<p>Corporate Strategy Reporting (KPIs)</p> <p>AM spoke to the paper previously issued; she advised the KPIs had been created from the ROA (Regional Outcome Agreement). She noted that both Vice Principals were meeting to further review and refine, to give more clarity on credits and income, as well as linking to the future direction of travel. Action: VPs</p> <p>The Board also asked for the following additions:</p> <ul style="list-style-type: none"> • Information provided in the current form to be developed into intelligence summary of progress against targets/objectives. • Ownership for each KPI. • Remedial actions to be taken, where targets were not being met. • Ensure that reporting requirements sought at previous Board meetings were included for the content of reports. • A Balance Scorecard/equivalent approach is included in future performance reporting once new Strategy is in place. <p>The Board noted the paper provided and the updates requested for future reports.</p>
BM1008	<p>2022/2023 Annual HR Report</p> <p>JR spoke to the report, that had been discussed and recommended from the Corporate Development Committee. He noted the involvement of Paul Ferguson, OD Manager, in production of the report, and highlighted the following:</p> <ul style="list-style-type: none"> • Headcount reduced, mainly due to Voluntary Severance • Investments in staff wellbeing • Increased use of Evolve, training platform. <p>WH welcomed the visual information and benchmarking references.</p> <p>The Board approved the HR Annual Report for 2022/2023.</p>
BM1009	<p>Internal Governance Activities</p> <p>The paper provided informed Board members on the governance activities that have taken place since the last meeting.</p> <p>The Board were asked to ratify the appointment of Janie O’Neill, Director of Children’s Services, Renfrewshire Council, as a co-opted member of the Learning, Teaching & Quality Committee, noting the skillset and experience Janie would add to the membership.</p>

	The Board ratified the appointment of Janie O’Neill as co-opted member of the Learning, Teaching & Quality Committee, and noted the updates provided.
BM1010	<p>Committee Chair Updates</p> <p>Papers were provided on Chair’s updates of the recent Committee cycle. Highlights were noted as follows:</p> <p>Vice Chair of Corporate Development Committee (12 March 2024) (DM) noted the following from discussions at the meeting:</p> <ul style="list-style-type: none"> • Future budget challenges. • Smaller pool of staff now available for any VS scheme. • Procurement approval given for BidFoods Ltd. • Disappointment in the ongoing issues with the District Heating System at Clydebank. AM advised that SG now working with West Dunbartonshire Council to try to resolve and asked that this item remain confidential. • IT Cyber Security server rationalisation. • Implementation of the Little Green Button project to help protect vulnerable front-line staff. • Risk Register – and the full review taking place to ensure it is representative of efforts and mitigations being undertaken. <p>Audit & Risk Committee (27 March 2024) (RL) noted the following from discussions at the meeting:</p> <ul style="list-style-type: none"> • Be The Change framework approach, and asked to see a worked example. • Approval of the Fee Policy. <p>Chair of ARC to write to Board Chair and Principal to suggest appointing Wylie Bisset to undertake an audit of system challenges and lessons to be learned from CIVICA project.</p> <p>The Board noted the updates provided.</p>
<p>The following papers were provided for information. Unless otherwise stated, there were no comments made and the Board noted the papers provided.</p>	
BM1011	<p>Committee Minutes</p> <p>Corporate Development Committee - 12 March 2024 – Draft Minute Audit & Risk Committee – 27 March 2024 – Draft Minute</p>
BM1012	Schedule of Business
BM1013	Date of Next Meeting Monday 24 June 2024, 4pm, Paisley Campus
BM1014	AOCB With no further business raised, the Chair closed the meeting.