

**South Lanarkshire College
Board of Management
Meeting held on 22nd June 2011**

Present J McCartney, T McDaid, C McDowall, I Todd, B Johnstone,
C Ferguson, J Gallacher

Apologies J Evans, D Burnett, S Dillett.

Observer Ken McInnes

In Attendance A Martin, K McAllister, A Allan.

The Chair introduced Ken McInnes who was attending the meeting as an observer. All members then introduced themselves.

1. Declaration of Members' Interests

No declarations were received.

2. Minutes of the Previous Meeting

The Minutes of the meeting of 23rd March 2011 were agreed by the Board.

3. Matters Arising

Restructuring

The Principal updated the Board on the process of restructuring. He explained that 21 FTE staff had left the College, 20 under voluntary and 1 who may be a compulsory redundancy.

Members were then informed of the financial savings that had been made and the cuts being made to temporary staff to ensure the salaries costs would be reduced in the next financial year.

Discussion took place on next year Accounts and the budgeting that would require to take place.

4. Reports from the Committees

Human Resources

The Chair drew members' attention to the content of the Human Resources Committee which had taken place on 1st June 2011 highlighting the following areas:

Investors in Diversity – The Principal informed members that the College was the first organisation in Scotland to achieve an accreditation at level 2 in Investors in Diversity. The Chair stated that this was a very positive achievement for the College.

Restructuring – detailed discussion took place with regard to the process of the restructuring and how it would be taken forward.

Audit Committee

In the absence of Ms Evans, Mr McAllister drew members' attention to the detail of the Audit Committee meeting minute which had taken place on 7th June 2011.

He drew members' attention to:

Internal Audit Reports in the following :

- Revision of Previous Reports
- Budgetary and Financial Controls
- Personnel and Payroll
- Income Collection and Credit Control

Mr McAllister then stated that the Risk Register had been presented to the Audit Committee and feedback had been received. He stated that as Chair of the Risk Management Group it was the intention to bring the final document to the September Board and thereafter on a bi-annual basis with and update being done at every Audit Committee.

Members then went through the document, with Mr McAllister fully explaining how the College sought to be pro-active in addressing the risks which may be faced by the College.

The Chair stated that at future meetings the Risk Register would be shown as a separate agenda item. She stated that this was an extremely important document to the College and that she would seek input from the Board at future meetings. She added that this was in line with the recommendation of Audit Scotland's audit on the Role of Boards.

Mr Todd stated that this was a good start but would look for some of the low level risks being reduced on the agenda. Mr McAllister agreed to look at this.

Non Financial Audits

Mr McAllister stated that the Audit Committee had been keen to have sight of audits carried out which did not fall under the financial umbrella and this was now being done.

Internal Audits

The Principal stated that at present there may be a political agenda on the merging of colleges. He stated that the College would look at working closely with Coatbridge College to consider shared resources to achieve savings through economies of scale.

He added that at present Wylie & Bissett were looking at procurement, then perhaps policies and at a future point on staffing expertise.

The report will come back from Wylie and Bissett on 13th July, the colleges will then make the Scottish Funding Council aware of this collaborative working. The Principal and Chair emphasised that the College had no intention of merging and this would be explained to the Funding Council. He asked that this be supported by members. Members fully supported this and stated that as a Board they would have to be constantly emphasising how successful the College is and how it is reported by external bodies such as HMLe, Investors in People, Investors in Diversity.

Mr McDowall stated that if the College continues to be in a good financial position and was shown to be working collaboratively this would surely protect the College.

Finance Committee

Mr Gallacher drew members' attention to the detail of the minute of the Finance Committee meeting which had taken place on 7th June 2011.

Members discussed the budget and the monies set against estates.

The Chair enquired as to the solidity of the monies which would be received next year. Mr McAllister drew members' attention to the Forecasts for 2010/11 and 2011/12 and the detail therein.

Mr McAllister stated that in line with the final figure given he had drawn up a further budget for the Board and this would be sent to the Scottish Funding Council. He added that whilst doing this he updated the figures for

alternative funding and staffing figures as these were now more robust due to the later date of compilation.

He stated that all budget holders would now bring proposals of what they might need next year and final decisions would be made by the Principalship as to allocations. In essence budget figures would be issued but monies would be allocated on a request and permission process.

Mr Gallacher added that the big difference was the grant in aid but it was to the credit of the college management team that the good financial management of the College allows it to survive such difficult times. The Principal added that the finances were key but on top of this the College was being forced to work on a lower level of students due to the restrictions being made on WSUMs.

Mr McAllister then asked that the Board approve the budget. It was agreed that this would be passed to the Scottish Funding Council.

Property and Estates Committee

Mr Johnstone took members through the detail of the minute of the Property and Estates Committee which had taken place on 31st May 2011.

He highlighted the following:

Health and Safety – Mr Johnstone stated that firm systems and controls were in place and the Committee had asked for annual analysis and benchmarking against the sector.

Carbon Management – discussion had taken place with regard to costs and Committee had requested feedback on the College's Climate Action Plan.

Development Committee

In the absence of Ms Burnett the Principal took members through the detail of the minute of the meeting of the Development Committee which had taken place on 31st May 2011.

External Verification Visits – the Principal explained the changes which were being worked on in order to bring the College in line with the changes which SQA would be making to their system. He added that this would be a fairly radical overhaul.

Internal Audit – the Principal stated that this too would be subject to revision. He added that it took place to ensure that the findings are well documented

and reported back to staff. This in turn would ensure the sharing of good practice and allow all to learn from areas that may need to be improved.

Senior Management Question Time – members were informed that this had taken place to allow the class representatives to have direct access to the Senior Management Team. Also the class representatives had meetings with the Faculty management three times a year. Mr Allan stated that the class representatives had since contacted the College thanking the management team for this positive and useful forum.

Professional Discussion on Learning and Teaching (PDLT) – now have 91 staff participating and our process is now seen as good practice and many other colleges have visited to observe our system.

Marketing Report

Advertising – very limited as a lot of the courses now full.

Website – now looking at revamping College website. Due to feedback from our Indian students and agents who felt this was a key marketing tool for the College.

Principal explained the work being done by Micrositez at present.

Mr McDaid stated that we must be aware of the issues attached to Facebook and the vulnerabilities and being aware that problems exist. The Chair asked that solid advice on the use of these social websites be sought.

International Visits

Mr Allan gave members an update on his and Karen Cleary's visit to China to meet with agents to assist in the recruitment of Chinese students. The Principal stated that it was important to increase the number of countries the College was trading with to spread the risk.

Mr McDowall asked for explanation of foreign agents. The Principal explained how the College recruited agents and the remuneration given to them.

Corporate Publications

The Principal stated there would be no new printed prospectus this year, no postal drops and no participation in roadshows as these would only stimulate demand which could not be met.

5. Any Other Competent Business

Visitors

The Principal informed members that in order to highlight the constant flow of good practice out of the College due to requests from other colleges to visit the College had compiled a list of visitors to each Faculty and in one Faculty alone some 64 organisations had visited.

He then added that at present the College was giving consideration to charging for the products produced internally. Mr Allan added that this would include our in-house produced timetabling systems etc. He then added that the new systems being used were very successful cutting down on multiple entries for staff.

All Staff Conference

Principal stated that this would take place on Tuesday 16th August 2011 and this year would be an in-house event. He stated that Linda Fabiani would be the keynote speaker and Iain Lawson HMIe would also address the staff.

Meeting with Mike Russell

The Chair and Principal will be now seeking to meet with Mike Russell in regard to the issue of unmet demand for colleges. The Chair added that this would be an opportunity to highlight the College's successes.

There being no further competent business the Chair closed the meeting by thanking everyone for their attendance.