



**South Lanarkshire College
Board of Management Meeting
Held on 6th December 2016**

Present J McCartney, J Gallacher, S McKillop, I Johnstone, L McTavish, P Hutchinson, C McDowall, R Ralston, P Hutchison, S Duffy, C Gibb, J Smith, J Carratt, R Harkness.

Apologies P Robertson, G Stillie, M Mitchell, S Dillett

In Attendance A Allan, K McAllister, A Martin.

1. Declarations of Members' Interests

No declarations were received.

2. College Board Members' Conference – 25th October 2016

The Chair updated members on the conference which she had attended with J Gallacher and G Stillie. The day had been opened by Shirley-Anne Somerville, Minister for Further Education, Higher Education and Science. Other speakers included Alice Brown, Chair of Scottish Funding Council and Hugh Hall, Chair of the Good Governance Steering Group.

3. Senior Independent Member

As previously notified to the Board, Gill Stillie has been nominated to go forward as the Senior Independent Member for South Lanarkshire College. The Chair then asked the Board for its approval and this was given. Ms Martin, Clerk to the Board will inform all the appropriate bodies of the appointment.

4. Remits of Committees

Each Committee had received an updated version of their Terms of Remit with the changes, additions etc as requested. A copy of all remits had been distributed with the Board papers. Each Committee will present and ask for final approval of the Board.

The Chair asked that reference was made in each remit stating responsibility for governance of the College to each Committee. Ms Martin agreed this would be done.

5. Minutes of the Previous Meetings

Minutes of the meetings held on 23rd June and 4th October 2016 were agreed by the Board of Management.

6. Updates from the Committees

Human Resources

Mr McDowall took members through the minute of the Human Resources Committee which had taken place on Monday 24th November 2016.

Attention was drawn to the following:

All Staff Conference – which had taken place on 8th August 2016 with the theme of ‘The Only Way is Up’ and the keynote speech being delivered by John Swinney, Deputy First Minister. The evaluation and summary of the day showed that the staff had found it both entertaining and informative.

The Principal stated that the College continued to seek the right mix for the day, allowing all staff across the College to feel part of the event.

Teaching Qualification in Further Education (TQFE) – the College is very much committed to supporting lecturing staff to achieve TQFE, with a further 10 members being enrolled. The Committee had noted that as of 2017/18 the funding would be at 100% bringing SLC into line with that being offered by New College Lanarkshire.

Staff Absence – the Committee had received a report detailing the absence over the second and third quarters from 1st April to 30th September 2016. This showed a decrease of 2.64% across the periods. Mr McDowall stated that whilst the College had never had a great issue with absence it was encouraging to see the figure continue to fall. Members agreed that excellent support systems were in place to assist staff back to work.

Investors in People – Platinum Award - Mr McDowall stated that it was indeed an excellent accolade that the College had been the first College in the UK to be awarded the IIP Platinum Award in August 2016 and that this had been presented to the staff at the All Staff Conference by the Deputy First Minister.

Members agreed that this was an outstanding achievement for the College and congratulated the staff on this well-deserved award.

National Pay Bargaining – the Board was updated on the ongoing EIS negotiations and industrial action.

Remit – Human Resources Committee

Mr McDowall stated that the Committee was happy to approve the Remit for the Human Resources Committee for approval to the Board of Management subject to the addition requested by the Chair. The Board approved the remit.

Audit Committee

Mr Ralston took members through the minute of the Audit Committee which had taken place on 14th November 2016.

Members were asked to note that this meeting was the Annual Joint Meeting and was attended by John Gallacher, Chair of Finance, Phil Charles of KPMG (external audit) and Chris Brown and Kirsty Steele of Scott Moncrieff (internal audit).

Members' attention was drawn to the following items;

Annual Financial Statements for 2015/16 – Draft Annual Report of the External Auditors to the Board of Management and the Auditor General of Scotland.

The Board of Management noted the content and explanations, and that the external auditors had given the Financial Statements an unqualified opinion, and then approved the document.

Internal Audit

Internal Audit Reports had been received on –

- Payroll and Expenses
- Student Experience
- Student Support Funds
- Student Activity Report

Mr Ralston stated that the reports had all been extremely positive with no areas of any real concern raised.

Annual Report of the Internal Auditors – November 2016

Mr Ralston stated that the Board should note that the overall internal audit opinion given by Scott-Moncrieff 'South Lanarkshire College has a strong framework of controls in place that provides substantial assurance' was the highest level of assurance.

Members noted the contents, thanking all those involved for all the work carried out and approved the document.

Internal Audit Plan 2016-2017

Mr Ralston stated that the Audit Committee had looked at this document in detail and were happy to request approval. The Board duly gave their approval.

Meeting with Auditors

Mr Ralston explained that, as part of the November meeting, the Audit Committee along with the Chair of the Finance Committee had private discussion with the College auditors without the executive present to discuss their overall opinions. He stated that the feedback from both Scott-Moncrieff and KPMG had been of the highest calibre. Not only was praise given to the work carried out by Mr McAllister and his team but the excellent level of interest and contact with the Principal was also highlighted.

Members thanked the Management and staff for their ongoing hard work.

Risk Management

- South Lanarkshire College Risk Register at November 2016
- Regional Risk Register at October 2016

Both of these documents had been circulated with the papers to be noted by members. The Chair stressed the importance of these documents and the possible impact. **It was agreed that time would be set aside for the Board to consider both documents in more detail. Ms Martin will take forward and the registers will be distributed with the next set of board papers.**

Draft Report of the Audit Committee to the Board of Management for the 12 months accounting period ended 31st July 2016

The Committee has overseen the internal and external duties of the College based on audit needs and appropriate guidance from bodies such as the Scottish Funding Council, Colleges Scotland and Audit Scotland.

The Committee is of the opinion that the Board of Management's duties, as described in the Statement of the Board of Management Responsibilities (pages 14 and 15 of the Financial Statements), have been satisfactorily discharged and that Audit Scotland's Code of Audit Practice and relevant parts of the Scottish Public Finance Manual have been complied with.

Mr Ralston stated that in line with the statement from the report, he sought Board approval for the documentation and this was agreed.

Head of Finance Report to the Lanarkshire Regional Strategic Board - Audit Committee meeting – 21st November 2016

Members noted the content of the report.

Remit – Audit Committee

Mr Ralston stated that the Committee was happy to approve the Remit for the Audit Committee for approval to the Board of Management subject to the addition requested by the Chair. The Board approved the remit.

Finance and Resources Committee

Mr Gallacher took members through the minute of the Finance and Resources Committee which had taken place on 14th November 2016.

A joint meeting with Audit Committee had taken place directly before the Finance and Resources Committee. At this meeting, consideration was given to the draft Annual Report of the External Auditors to the Board of Management and the draft audit financial statements. The approval of the Audit Committee allowed the Finance Committee to consider the Financial Statements.

Principal Accounting Policies

After some discussion. The Board of Management approved the above document.

Draft Annual Finance Statements 2015/16

It was noted that the College is operating with a slight operating surplus. Members were taken through the document. The changes to the format of the Financial Statements, and to the figures contained therein, were noted by the Board. The College would be continuing to report

management forecasts to the Finance Committee which would allow proper consideration of the operational financial situation of the College.

The Board of Management duly approved the Annual Finance Statements for the year to 31st July 2016.

Balanced Budget

The Principal informed the meeting that 16 out of the 20 colleges were presenting a deficit for the current academic year. The College would strive to continue to present a balanced budget.

European Funding

The Principal explained the implications being faced by the College in regard to European Funding. He added that the Regional Strategic Body had also sent representation to the Funding Council to discuss the way forward for Lanarkshire in this funding stream. **It was agreed that the Principal would keep the Chair and the Finance Committee updated in progress in this area and that he would update the Board meeting in March 2017.**

Management Accounts – Quarter to October 2016 and forecast for year to July 2017

Members noted the content of this document.

Head of Finance Report to the Lanarkshire Regional Strategic Board – Finance Committee meeting – 29th November 2016

Members noted the content of the report.

Remit – Audit Committee

Mr Gallacher stated that the Committee was happy to forward the Remit for the Finance and Resources Committee for approval to the Board of Management subject to the addition requested by the Chair. The Board approved the remit.

Development Committee

Ms Johnstone took members through the minute of the Development Committee which had taken place on 17th November 2016.

Discussion took place regarding the work of the Committee and that this may change to meet the needs and demands of the College. The Chair stated the importance of learning and teaching reporting to this Committee. **The Principal stated that this was happening at present through the Quality Report but that it could be added to the remit and agenda in a more prescriptive manner. It was agreed that this would be taken forward by Ms Martin and fed back to the Committee.**

Ms Johnstone highlighted the following –

Quality Report

Cross-college self-evaluation process – strong system in place. College uses an external verifier on the process who brings fresh eyes and excellent feedback. An overarching cross-college plan is compiled and it had been agreed that Ms Martin would place this on the Board of Management Information Portal to allow members access to this overview and progress.

Ms Johnstone stated that discussion had taken place regarding the College mantra of ‘we do a good job but’ which was in line with the College’s continual endeavour to ensure the student experience was all that it could be.

Internal Audit Programme

Staff members across both support and teaching function are trained to carry out internal audits. An annual programme is published and notifications given to departments and faculties for dates specific to their area. Staff found these audits extremely helpful and aided the preparation for external audits. The process also enhanced the sharing of good practice. The Committee had applauded the internal system.

Learner Engagement

Strong systems are in place to ensure that students are trained and supported in their roles across the College. One hundred and twenty class representatives have gone through SPARQs training. Two tailored sessions have been arranged for learning development students.

Members agreed that an excellent support system was in place to forward the ‘student view’.

Engagement with Awarding Bodies

Members noted the level of engagement between the College and external organisations. Discussion then took place agreeing the importance on this and the benefits it brings to College students and staff.

Marketing Report

Freshers’ Week – was a great success. Mr Smith stated that excellent feedback had been received.

Student Recruitment

Applications for 2016/17 full-time courses increased by 5% in comparison with 2015/16. Applications for 2016/17 part-time courses increased by 71%. The sharp increase in part-time applications can largely be accounted for from applications in Higher English, National Five Maths and Senior Phase Schools’ programmes. Numbers on evening class programmes had small in the past but had seen a significant increase.

Members noted that the total increase in applications in comparison with the same period in 2105/16 is 14%.

College Events

The Construction Awards and Graduation Dinner and Ceremony had again been a great success.

Graduation Ceremony – members noted that due to the high demand from our students to attend graduation, thought was being given to having two ceremonies. This would allow ensure all students were able to graduate and allow for more of their family and friends to attend.

The Principal stated that consideration to timings etc would be given and he would feedback to the Board of Management in due course.

International Activity

The Principal had given the Committee and short history of the College's international work over the years and had explained the impact on changes in legislation. Work is ongoing to try to grow numbers again and a delegation will be visiting China in the new year.

Remit – Development Committee

Ms Johnstone stated that the Committee was happy to approve the Remit for the Development Committee for approval to the Board of Management subject to the addition requested by the Chair. The Board approved the remit.

The Chair stated that it was a positive measure for each Committee to visit its remit on a regular basis and question the content and format to satisfy its members that the best and most relevant work was being addressed. She suggested that going forward each Committee may consider four or five risks/opportunities/challenges that may be faced in its area of responsibility. It was agreed that the Committees may look at this at the May meetings.

7. Student Association Update

Mr Smith, Student President took members through the content on his December Report to the Board. He stressed it had been an extremely successful year for the Association and hoped that this would continue.

He added that the Association now had a team of five officers and that some 250 class representatives were now in place and had received training.

Members congratulated the Student Association on the work involvement so far.

8. South Lanarkshire College Students' Association Finance Procedures and Constitution

These documents had been distributed for the consideration of the Board for approval.

Mr Gallacher stated that he was happy to recommend them to go forward. **Approval was given by the Board of Management for the adoption of the documents.**

9. Gender Action Plan

The Principal gave an update on the work being done by the College in line with the Scottish Government's requirements. The five broad themes are: Infrastructure, Influencing the influencers, Raising awareness and aspirations, Encouraging applications, Supporting success and retention.

A short-life working group has been established and discussion have also taken place with New College Lanarkshire.

Members discussed the challenges faced in rectifying gender bias.

The Principal stated that an Action Plan would be presented to the next Board of Management Meeting in March 2017.

10. ERDF

The Principal gave an update on requests from European Auditor in regard to eligible expenditure. The project expenditure was supported by the Scottish Government as the managing agency, and the College had supplied further information as requested.

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