

South Lanarkshire College
BOARD OF MANAGEMENT MEETING
Held on Wednesday 13th March 2019

Present A Kerr (Chair), S McKillop, L Newlands, A Carroll, R Harkness, C McDowall, L Glen, T Donnelly, C Gibb, R Ralston, G Stillie, J Carratt, P Hughes, K Fulton.

Apologies S Dillett, P Hutchison, I Johnstone.

In Attendance A Allan, K McAllister, A Martin.

1. Declaration of Members' Interests

Membership of The Lanarkshire Board was declared by A Kerr, K Fulton, S McKillop, L Newlands, R Harkness and J Carratt. No other declarations were received.

2. Presentation by A Brawley, HMI – How Good is our College? – South Lanarkshire College
(a copy of the report had been distributed with the papers)

Mr Brawley took members through the content of the report. He explained the process of compilation. Evaluative reports, Enhancement Plans and associated grade are agreed with the College and endorsed by Education Scotland (ES) and the Scottish Funding Council. The final reports for all colleges were published in February 2019. South Lanarkshire College submitted on time (31st October 2018) and the report was of the highest of standards. The final grades were as follows:

Outcomes and Impact	Very Good
Delivery of Learning and Services to Support Learning	Very Good
Leadership and Quality Culture	Excellent

This grade profile is the highest in the sector with only four other colleges (out of 27) achieving the same grade profile. In the first two profiles no college achieved a grade of Excellent. The focus for SLC now is to make progress against the milestones established in the 2018-21 Enhancement Plans.

Members discussed the importance of striving to improve our service to our students and never becoming complacent. Mr Brawley stated that this was very much the culture at South Lanarkshire College.

Discussion took place regarding the gap between the grades of Very Good and Excellent. Members stressed that it was important for the Board to fully understand where the areas for development lay. Explanation was given of the individual self-evaluation reports for all areas across the College and that each team was working to improve and address any weaknesses.

Mr Kerr thanked Mr Brawley for his presentation and took the opportunity to pass on the thanks of the Board of Management for this excellent report which only illustrated the quality work done throughout the organisation. It was agreed that the report and would be distributed to all staff along with the Board's thanks.

3. Welcomes and Formal Introductions

Mr Kerr welcomed all new members to their first full Board meeting: namely Ms Donnelly, Ms Glen, Mr Hughes and Ms Johnston. He also congratulated Ms Carroll on her appointment as Vice President of the Student Association.

4. Minutes of the Previous Meeting

Minutes of the meeting held on 27th November 2018 were agreed by the Board of Management.

5. Matters Arising

Consolidated Accounts – Mr Kerr informed members that most of the concerns raised by South Lanarkshire College had been taken into account. Mr Fulton stated that at present consideration was being given to a way of unpicking the Consolidated Accounts as indicated by the SFC. Members agreed that it would be beneficial to all if a separate set of accounts were published for New College Lanarkshire. Discussion took place on the benefits of publishing a set of Accounts for New College Lanarkshire.

Memorandum of Understanding - Mr Kerr stated it was essential that the Board of South Lanarkshire College was fully appraised of the present position regarding the proposed Memorandum of Understanding (MoU) between the two colleges.

He stated that as members were aware, there was an ongoing commentary around the relationship between the two colleges and the Regional Strategic Body. Board Members, staff, the student body and Trade Unions had advised him of their concerns, and in the last month the issue of merger has again been raised both at NCLAN and SLC by staff and unions.

Upon becoming Chair and following discussion with Ms Aileen McKechnie, The Director, Advanced Learning and Science, it had been suggested that the best way forward would be to work in partnership to reach a position of mutual respect and understanding.

To this end and to respond to the Auditor General's commentary about working as a Region we wished to set out a solid understanding of the roles of the two strong colleges within the Region. In addition, following a meeting with the SFC it was agreed between the two Chairs that a Short Life Working Group be established to set out the relationship and to allow for better understanding and working together. This short life working group comprised the two Chairs, the two Principals and the Chair of the Finance Committee of The Lanarkshire Board who had knowledge of the Financial Memorandum.

This group then developed and agreed the MoU following one meeting and a number of email exchanges. The members of The Lanarkshire Board at its meeting on 13 December had agreed that once the draft document was drawn up it would be emailed out, under written procedures, to all members asking for members to vote on the matter. The document was emailed out on the 18th January 2019 with a supportive covering note from Mr Fulton, Interim Chair of the Lanarkshire Board.

Unfortunately, whilst there had been no challenges to the accuracy of the document there have been comments by some Lanarkshire Board members as to whether such a document is

necessary. There was also a very low participation with only seven members voting on the paper. Mr Kerr surmised that five of the seven votes came from New College Lanarkshire Board members who are also members of South Lanarkshire Board and one from a member who was not a member of the Short Life Working Group. He expressed disappointment that not all the authors of the report had voted in favour and that it was such a low participation rate.

Ms Harkness then stated that as a member of The Lanarkshire Board she had been dismayed by the lack of information she had received since she responded to the email of 18th January 2019 and that she was unaware of any issues that may or may not have arisen. She considered the drawing up of a Memorandum of Understanding as a positive move forward that would define roles and responsibilities and in so doing end any unnecessary negative dialogue and perceptions.

She added that during her time as a member of The Lanarkshire Board she had on many occasions felt uncomfortable with the dialogue regarding South Lanarkshire College especially when merger continued to be raised as an option. Details were then given of an incident during a Strategic Planning Day when both the staff and student members from South Lanarkshire felt completely misrepresented by the feedback given on behalf of their group. Once again on this occasion the idea of merger had been discussed. This type of dialogue was unhelpful and demotivating for all those at South Lanarkshire College.

Mr Kerr then stated that a Chairs' Meeting of The Lanarkshire Board had taken place. At this meeting concerns were raised regarding the process surrounding the drawing up of the Memorandum of Understanding and there was also a lack of agreement about the need for a MoU but no challenges were set out as to the actual content of the MoU.

Subsequent to the Chairs' meeting and following a challenge to the process by a member/s of the Lanarkshire Board a review was being carried out by the Senior Independent Member of The Lanarkshire Board regarding the process which led to the drawing up of the document and the outcome of this is awaited.

Mr Kerr's clear view was that without a MoU being in place it was not possible for things to move forward positively and meaningfully, the MoU should be considered as a launch pad for more effective working together. Mr Kerr stated that it was now difficult to see how to proceed on the matter. Mr Kerr stressed that the discussion about the document should not be about the challenge surrounding the process but indeed the importance of the MoU as a positive way of moving forward.

Mr Fulton stated that it was important to understand that the review was not of the MoU but of the process of drawing it up. He added that he was hopeful the review would be complete and reported back on for the next meeting of The Lanarkshire Board on the 25th March 2019.

He then outlined the timeline since October 2018 to present regarding discussions at The Lanarkshire Board on the MoU which had been clear and transparent.

Mr Fulton then stated that the current objections to the MoU were not regarding content but more to do with the actual need for the additional document.

Ms Carratt then stated that she too had fed back to the Clerk of The Lanarkshire Board as required and had heard nothing. She then outlined an incident whereby she and fellow Board members (who are also Board members at South Lanarkshire College) had been asked to leave a Committee meeting of The Lanarkshire Board when the New College Lanarkshire's "How Good is our College report" was to be discussed. She stressed that as full members of this Committee this should not have been the case.

The Principal's view was that the Chair of the Committee had asked members to leave not through any malevolence but rather through a lack of understanding of the role of the Board members from South Lanarkshire College and this exemplified the need for the MoU.

The Principal stated that he had been very happy with the MoU, and that the Principal of New College Lanarkshire had also been very supportive. The MoU laid out the legislation in a single document in a coherent and clear fashion.

Ms Gibb then stated that as a Board member of South Lanarkshire College she felt strongly that the issues outlined only gave strength to the need for a MoU. She wished to focus on the work and needs of the College and our learners and that a MoU would assist all to understand the relationship.

Ms Stillie agreed that all that had been said, only crystallised the need for a MoU. She added that she could see no issue with the process and that it was only being used as an obstacle to agreeing the MoU.

Mr Allan stated that the document was factual and reasonable. It was surely ironic that a piece of work carried out by the two colleges was being turned into an obstacle. He added that he was often disappointed by the lack of understanding on the part of members of The Lanarkshire Board regarding the different roles, and he set out a number of examples and concluded that a MoU would define and allow a constructive way forward.

Members then agreed that it was their expectation that the MoU should be agreed and that failure of this would be unacceptable to the Board of South Lanarkshire College and inhibit trust and cooperation going forward.

Mr Kerr stated that he would report back further on progress.

6. Nomination – Chair of the Finance and Resources Committee

Mr Kerr stated that since the retirement of Mr Gallacher, he had been chairing the Finance and Resources Committee meetings. Now that all new members were in place and appointed to committees, it is now appropriate to have a new Chair in place to lead the Committee. He stated that this had been discussed at the last Finance and Resources Committee and it was proposed that Ms Gibb would take up the role. He then asked for any further nominations. As none were given, he asked for a seconder and Ms Harkness provided this.

Ms Gibb was then appointed as Chair of the Finance and Resources Committee as of 13th March 2019.

7. National Pay Bargaining

(A confidential paper had been tabled by the Principal – Overview of Pay of Heads of Department)

The Principal explained that the NJNC reached an agreement with support staff trade unions in November 2018 and gave the details of the settlement. He then informed members that the Support Staff members who are out with the scope of the NRPA had not yet received this settlement and he now wished the Board to approve this increase of 2% to be given to these managers.

Members noted the detail of the paper and approved the payment.

8. Strike Action

The Principal informed members that the last day of the current strike action would be 21st March 2019 but that notification had been received that a vote had gone through for ‘action short of strike action’. He then outlined the impact that such a move may have on the College and its students.

Members stated that staff’s right to carry out industrial action must be given due respect whilst the College remained mindful of the impact of the students and organisation.

9. Update from the Committees

- **Finance and Resources Committee**

Mr Kerr took members through the minute of the Finance and Resources Committee which had taken place on 11th February 2019.

He then highlighted the following:

Management forecast for 12 months to July 2019 – the Board had been issued with a copy of the document and noted the projected surplus for the 12 months of £14K.

Estates Report - members noted the content of the report. Discussion took place regarding the RAG Rating – College Performance Assessment with members enquiring the route from amber to green. Mr McAllister stated that he would seek detail on this area.

- **Development Committee**

In the absence of Ms Johnstone, Mr Duffy took members through the minute of the Development Committee which had taken place on 12th February 2019.

He highlighted the following:

Credit Targets – strong profile over the last ten years. The College has seen continuous growth over this period whilst maintaining a high level of quality.

Student Question Time – went extremely well again this year. The students had fed back positively on the session and the ‘You said Together we did’ posters are now in place. Members noted that Ms Newlands had been invited to join the College Management Team to discuss the points raised and the finalisation of the posters.

School Engagement – the College has been represented at 32 school career events and work continues on the collaboration with East Renfrewshire Council. Members agreed that this level of engagement was impressive.

- **Human Resources Committee**

Mr McDowall took members through the minute of the Human Resources Committee which had taken place on 20th February 2019.

He then highlighted the following:

Workforce Profile Overview – the College continually monitors the profile of its staff. Details have been received on gender, age and contractual status. A permanency exercise was recently carried out increasing the number of full time staff.

Organisational Development – the College is committed to delivering a wide and diverse range of activities to encourage all staff to develop their professional learning. The key areas include: professional qualifications, professional learning opportunities, career review system and Investors in People.

Teaching Qualification Further Education (TQFE) – as at 31st July 2018 118 members of the teaching staff were qualified to this level or equivalent. This represents 73% of teaching staff and during 2018/19 a further nine teaching staff have been enrolled and funded by the College to achieve their award.

Investors in People – work is being done in this area at present. The staff questionnaire will be sent to all staff directly after the Easter break.

Leaders in Diversity – the College was extremely pleased to received reaccreditation.

- **Audit Committee**

Mr Ralston took members through the minute of the Audit Committee which had taken place on 18th February 2019.

He then highlighted the following:

Internal Audit Reports – two audit reports were received from Scott Moncrieff: Alternative Funding Sources and Progress Report.

Alternative Funding Sources Report – November 2018 – this had been a positive report overall. There were three minor recommendations referring to refinements to existing controls rather than there not being controls present.

2018/19 Internal Audit Plan Progress Report – February 2019 – the Committee had agreed the proposed audits to be carried out and had received assurance that the IT Security Audit would be handled by a specialist within the firm.

Risk Management – a commentary and copy of the Risk Register as at 5th February 2019 had been distributed to the Board with the papers. The Committee had examined this document and had noted the work being carried out in the areas of EU Exit, Cybercrime and GDPR.

The Board then discussed the register and the correlation to the Risk Register for Lanarkshire. It was agreed that the absence of a Memorandum of Understanding would be added as a point on the SLC Risk Register. Mr McAllister agreed to take this forward.

Audit Committee Governance – the Committee had agreed that the changes to the Audit and Assurance Committee Handbook and the questionnaire attached would be taken forward by Mr McAllister and Mr Ralston out with the meeting and brought back for discussion to the May 2019 Audit Committee meeting.

10. Student Association Update

Ms Newlands drew members' attention to the SLCSA Report – February 2019 that had been distributed with the papers. She highlighted the following:

Claire Paterson had recently given birth to a baby boy named Blake. He and Claire are doing well and Blake has already made a visit to the College. Members welcomed this wonderful news and extended their good wishes to Claire.

January Starts – great efforts made this session to visit all new start classes. This year the Student President was accompanied by the Principal and this had been well received by all.

Beanie Hats – new SLC beanie hats now in stock. Like the hoodies, these are subsidised by the College and are already proving very popular.

Refreshers Event – went extremely well with positive feedback from all students. Many exhibitors in College from a wide range of organisations.

Healthy Body Healthy Mind Award – continuing to focus on this award and aiming for further accreditation. Smile Mile Walks have been arranged for lunchtimes and have been very well attended.

Go with Flo Sessions – 30 students have signed up so far for the no smoking classes. These classes provide them with the products of their choice to help assist them give up smoking. Students also feel the benefits of the encouragement and discussions at these sessions.

Big Bang Stem Event – took place on 2nd October 2018. The College welcomed 130 school pupils from schools across Lanarkshire. The Student Association and Student Services co-ordinated 30 Student Ambassadors on the day who had volunteered their time for the event.

Student Roundtable Event at the Scottish Parliament – this was a big day for the student movement in Scotland. Student Presidents and Association members from across Scotland got the opportunity to meet with Ministers for Higher Education, Further Education, Science, Mental Health, Housing and Social Security.

Ms Newlands stressed how beneficial this visit had been as it had allowed the student voice to be heard directly by the Ministers and allowed key issues to be raised.

Stand Alone Pledge – the SLCSA also visited the Scottish Parliament to support the Stand Alone Pledge.

Ms Newlands stated that the Association was delighted that the College signed up to support estranged students. The Pledge outlines our commitment to supporting current and prospective students who are estranged from their family network.

Members discussed the difficulties and barriers faced by this student group and applauded the College's commitment.

Learning Development Student Show – this year our students performed Grease. It was a fantastic evening, enjoyed by all.

Student Question Time – as previously highlighted by the Development Committee this was an extremely well attended and successful event. Students welcomed in particular the event taking place earlier in the College year to allow the current students to fully benefit from the outcomes.

LGBTi History Month – February – the College hosted numerous events and activities to raise awareness and support for LGBTi Equality. All events were well attended. The month closed with Purple Friday when staff and students came together to show their support by wearing purple.

Members noted the numerous events and activities and thanked Ms Newlands and her team for the ongoing hard work. Ms Harkness added that the Student Association is working extremely hard to ensure the best possible experience for all students and this was welcomed by students and staff alike.

11. Governance

Members were reminded that should they not already have access to the CDN website and hub then Ms Martin would arrange this for them. Ms Martin also drew their attention to the published dates for Board Training Days for 2019 and encouraged members who had not yet attended one of these sessions to do so. She added that she would book and include on member's individual training logs.

12. Any Other Competent Business

Chair of The Lanarkshire Board – Mr Fulton informed members that Ms McTavish had given her resignation as Chair. He added that he would continue as interim Chair until the post was filled. The process of recruitment had started.

Members will be kept updated on progress.

13. Approval of Paperwork for Publishing on College Website

The Board approved all paperwork noted 'for publishing' to be placed on the College website.

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