

Glasgow Kelvin College

Board of Management

Agenda

Agenda for the meeting scheduled to be held in WG1 and WG2 in the Springburn Campus at 4pm on Monday 12 December 2022

- 1. Sederunt
- 2. Apologies
- 3. Declarations of Interest
 - a) Interest¹
 - b) Connection²
- 4. Minute of the Previous Meeting held on 10 October 2022 (For Approval) (copy attached)
- 5. a) Matters Arising from the Previous Meeting held on 10 October 2022
 - b) Matters Arising / Action List (For Noting)
 i) Board of Management Action Log as at December 2022 (copy attached)

ii) Board of Management and Standing Committee Action Log Board of Management Action List - 2022 - 2023.xlsm

Standing Items

- 6. a) Chair's Report (For Information) Report by Chair (verbal)
 - b) Principal's Update Report (For Information) Report by Principal (copy attached)
 - c) Student Association Priorities Update (For Information) Report by Student Association Presidents (copy attached)

An interest is a connection that requires to be declared where the objective test is met. A declaration of interest should be noted as early as possible, and the Board member asked to leave the meeting when the agenda item is being discharged.

A connection is any link between the matter being considered and the Board member, or a person or body that the Board member is associated with. This could be a family relationship or a social or professional contact



 7. Draft Standing Committee Minutes (For Information) NOT IN THE PUBLIC DOMAIN

 a) Draft Executive Committee – 15 November 2022

(copies attached)

- b) Draft Learning and Teaching Committee 23 November 2022
- c) Draft Audit and Risk Committee 29 November 2022
- d) Draft Finance and Resources Committee 29 November 2022
- e) Draft Joint Meeting of Finance & Resources and Audit & Risk Committees 29 November 2022

(copies to follow)

8.

Items for Approval and Endorsement

- Annual Report and Financial Statements NOT IN THE PUBLIC DOMAIN
 - a) Annual Report and Financial Statements Year Ended 31 July 2022 Report by Principal, Vice Principal Operations and Head of Finance
 - b) External Audit Annual Report to the Board of Management 2021/22 Report by External Auditor
 - c) Letter of Representation for External Auditors
 - d) Annual Audit Report Financial Year 2021/22 Report by Chair of the Audit and Risk Committee

(copies attached)

9. College Operating Plan

- a) Update Report NOT IN THE PUBLIC DOMAIN (For Noting) Report by Principal
- b) Voluntary Severance Scheme NOT IN THE PUBLIC DOMAIN (For Approval) Report by Vice Principal Operations
- c) West Campus Feasibility and Engagement Report NOT IN THE PUBLIC DOMAIN (For Approval) Report by Vice Principal Curriculum & Quality Enhancement and Vice Principal Operations

(copies attached)

10. Board of Management Recruitment, Membership and Standing Committee Update Report by Secretary to the Board of Management (copy attached)

11. Corporate

a) Corporate Strategy

(including, Information Security Framework and Business Development Framework)

Report by Vice Principal Operations (copy attached)

- b) Communications, Marketing & Stakeholder Engagement Framework Report by Vice Principal Operations (copy attached)
- 12. Policies
 - a) Public Interest Disclosure ("Whistle Blowing") Policy
 - b) Gifts and Hospitality Policy
 - c) Recruitment and Selection Policy



d) Policy and Procedure for the Protection of Vulnerable Groups and Criminal Records

Report by Director of Corporate Services and Director of People and Culture

(copy attached)

- 13. Procurement Strategy and Action Plan 2022-24 Report by Vice Principal Operations (copy attached)
- 14. Risk Management Update and College Risk Register NOT IN THE PUBLIC DOMAIN Report by Vice Principal Operations and Director of Corporate Services (copy attached)

Items for Noting

- 15. Quarter 1 Forecast and Management Accounts to 30 October 2022– NOT IN THE PUBLIC DOMAIN Report by Vice Principal Operations and Head of Finance (copy attached)
- 16. Governance Action Plan Update Report by Secretary to the Board of Management and Director of Corporate Services (copy attached)
- 17. Public Sector Climate Change Duties Report 2021-22 Report by Director of Corporate Services (copy attached)
- 18. 2022-23 Early Student Withdrawal Report – NOT IN THE PUBLIC DOMAIN Report by Vice Principal Curriculum & Quality Enhancement (copy attached)

Items of Correspondence – For Information

19. <u>Item 19a - Ministerial letter - 07 Oct 2022 - Covid Recovery Group post CRG arrangements.pdf</u> <u>Item 19b - Ministerial letter - 02 Nov 2022 - Research on the experiences of estranged</u> <u>students.pdf</u>

Items for Information

20. <u>Item 20a - College Scotland - SG Budget 2023-24 Submission.pdf</u> <u>Item 20b - SFC College Infrastructure Strategy 2023-30.pdf</u> <u>Item 20c - SFC Strategic Plan 2022-27.pdf</u> <u>Item 20d - SDS Strategic Plan 2022-27.pdf</u>

21. Policies

- a) Item 21a Anti-Fraud and Anti-Corruption Policy.pdf
- b) <u>Item 21b Anti Bribery Policy.pdf</u>
- c) <u>Item 21c Menopause Policy.pdf</u>
- d) <u>Item 21d Attendance Management and Support Policy and Proc.pdf</u>
- e) <u>Item 21e Family Friendly and Flexible Working Policy.pdf</u>

(copies attached)



- 22. Code of Good Governance Annual Review Report by Secretary to the Board and Director of Corporate Services (copy attached)
- 23. Update on Regional Collaborative Activity NOT IN THE PUBLIC DOMAIN Report by Vice Principal Curriculum and Vice Principal Operations (copy attached)

Impact on Students, Risk, Equality and Data Protection – Discussion

- 24. Impact on Students key issues to be considered as a consequence of the consideration of the above agenda
- 25. Risk Management Risk Issues to be considered as a consequence of the consideration of the above agenda (*discussion*)
- 26. Equality Management Equality Issues to be considered as a consequence of the consideration of the above agenda (*discussion*)
- 27. Data Protection Data Protection Issues to be considered as a consequence of the consideration of the above agenda (copy attached)
- 28. Closure
- **29.** Date of Next Meeting Monday 13 March 2023, room WG1 and WG2, Springburn Campus
- 30. All Press Releases relating to the College are available to view on the Board Portal via the following link: <u>Press Releases 2022-23</u>