

Glasgow Kelvin College**Board of Management – 7 October 2021****Secretary to the Board's Performance Objectives 2021/22****Report by Chair of the Board of Management****1. Introduction**

- 1.1 The purpose of this report is to advise members on the Secretary to the Board's performance objectives for academic year 2021/22.

2. Background

- 2.1 The Code of Good Governance for Scotland's Colleges states that 'the Board as a whole must appoint a Board Clerk/Secretary who is responsible to it and reports directly to the Chair in their Board secretary capacity'. In line with good practice the Clerk/Secretary to the Board provides a review and objectives report to the Chair and Vice Chair as part of an annual review and as agreed previously by the Board. With the previous Clerk resigning from the Board from 31 August 2021 no performance review was held at the end of session 2020/21.

3. Secretary to the Board's Performance Objectives 2021/22

- 3.1 The Secretary to the Board undertook a meeting with the Chair of the Board on 22 September 2021. The agreed performance objectives for 2021/22 are set out in the attached appendix and are all designed to support the Board's objective to continue to achieve the highest standards of governance.

4. Resource Implications

- 4.1 There are no additional resource implications as a consequence of this report.

5. Equalities

- 5.1 No adverse impacts on individuals with protected characteristics have been identified as a consequence of this report.

6. Risk and Assurance

- 6.1 Any potential risk to the college's strategic leadership and management arrangements is mitigated by ensuring the appropriate performance and review process for the Secretary to the Board which is duly recorded and reported to the Board on an annual basis.

7. Recommendations

- 7.1 It is recommended that the Secretary to the Board's performance objectives for 2021/22, as set out in an appendix to this report, be noted.

8. Further Information

Further information can be obtained from Ian Patrick, Chair of the Board of Management, or Linda Ellison, Secretary to the Board of Management at lellison@glasgowkelvin.ac.uk.

Appendix

Glasgow Kelvin College

Secretary to the Board's Performance Objectives 2021/22

- 1 Provide advice and support to the Chair, to Board members and to the Executive on all matters relating to governance.
- 2 Ensure the processes for the recruitment and the reappointment of Board Members are implemented effectively.
- 3 Oversee the implementation of Board Member induction and the Board Development programme for 2021/22 as agreed by the Board.
- 4 Ensure the process for the annual evaluation of the Board and its Committees is implemented effectively.
- 5 Ensure there is effective engagement and relationships with Glasgow's assigned colleges and the Regional Board, as well as with the CDN and the Board secretaries' network on all matters relating to Governance.