

**Glasgow Kelvin College**

**Board of Management Meeting of 28 August 2024**

**Board of Management Development Programme 2024/25**

**Report by Secretary to the Board of Management and Director of Estates and  
Corporate Services**

**1. Introduction and Purpose**

The purpose of this report is to:

- provide an update on member development and engagement activities for the academic year 2023/24; and
- agree a member development programme for 2024/25.

**2. Background**

Board members will be aware that, as part of their role, there is a requirement to undertake appropriate training and development. This requirement is included within the Code of Good Governance and should cover areas general to all Board Members as well as any specific development needs identified by Board members.

**3. Academic Year 2023/24**

A summary of member development during the previous academic year 2023/24 is detailed in **Appendix 1**. Should there be any omissions from those, members should advise the Secretary to the Board of Management / Secretariat.

**4. College Development Network (CDN) Programme**

CDN runs an annual programme of events for College Board members. In particular, it runs a national induction programme. All College Board members are expected to attend a national induction programme and thereafter keep their skills and knowledge up to date. The national induction programme is designed to reflect the requirements of the Code of Good Governance and to complement the induction offered by individual colleges and strategic bodies. For any Board member yet to undertake the online development sessions they can be accessed via [All courses | LearnOnline \(cdn.ac.uk\)](#) detailed in **Appendix 2**.

**5. College/Regional arrangements**

Internal induction meetings are organised for all new (and co-opted) members by the Secretary to the Board of Management. The Chair will also continue to take the opportunity to meet individually with all members as part of the Board's annual programme.

## **6. College Development Network - Governance Hub**

Board members are reminded of the CDN Governance Hub. Within this area there is a range of information available to Board members across the sector. This Hub is periodically refreshed and is updated with useful material for Board members. Members are encouraged to access and take the opportunity as appropriate to undertake the modules or sessions offered. Link as follows:

[CDN LearnOnline: All courses \(collegedevelopmentnetwork.ac.uk\)](http://collegedevelopmentnetwork.ac.uk)

## **7. Other Opportunities**

Other opportunities which arise for Board members will continue to be circulated via the Board Secretariat and members should arrange any bookings through them in order to maintain an accurate and up to date professional development record. Those will include sessions organised, for example, through On Board (as listed in **Appendix 2**) and OSCR training events.

Should any members wish to discuss any individual development requirements they can talk to the Chair of the Board of Management, Senior Independent Member or the Secretary to the Board of Management.

## **8. Board Development Sessions**

A Board Development Programme with indicative dates for Academic Year 2024/25 is detailed in **Appendix 2**. It is intended that this programme will be implemented through the course of the academic year with the most appropriate dates and format.

The Board has generally also held an annual Board dinner in December of each year which is also listed on the Board Development Programme.

## **9. Resource Implications**

There may be minor resource requirements in relation to Board development and training events, however, these are covered within the existing Board development resource budget.

## **10. Impact on Students**

There are no negative impacts on students identified as a consequence of anything contained within this report. Appropriate Board development ensures that individuals are kept informed and aware of events occurring within the public sector arena.

## **11. Equalities**

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

## **12. Risk and Assurance**

Risk to the College is mitigated by ensuring appropriate and relevant member development opportunities with assurance provided by implementation and reporting of any programmes undertaken.

**13. Data Protection**

There are no data protection implications arising as a consequence of Board training and development.

**14. Environmental and Sustainability**

There are no environmental and sustainability issues as a consequence of this report.

**15. Recommendations**

It is recommended that members:

- i) note the development programme undertaken for 2023/24 as detailed in **Appendix 1**; and
- ii) consider and approve the outline member development programme for 2024/25 which is detailed in **Appendix 2**, recognising that this may be subject to amendment/additions.

**16. Further Information**

Further information can be obtained from Linda Ellison, Secretary to the Board of Management at [lellison@glasgowkelvin.ac.uk](mailto:lellison@glasgowkelvin.ac.uk) or Lisa Clark, Director of Estates and Corporate Services at [lisaclark@glasgowkelvin.ac.uk](mailto:lisaclark@glasgowkelvin.ac.uk)

**L Ellison/L Clark**  
**August 2024**

## Appendix 1

### Board of Management – Development/Training Summary for Academic Year 2023-24

Event Name	Provider	Board Members	Date
Update Communications, Marketing and Stakeholder Engagement Framework 2022/27	GKC – Vice Principal Operations & Marketing & Stakeholder Engagement Framework 2022/27	Ian Patrick, Derek Smeall, Heather McNeil, Dermot Grenham, John McBride, John Hogg, Michael O'Donnell, Natalie Phillips, Marion Allison, Elaine Clafferty, Michele Stevenson, Steven Caldwell, Jennifer Lavery, Colm Breathnach, Sonique Noreiga	30/08/23
Cyber Security	GKC – Network and Security Engineer	Ian Patrick, Derek Smeall, Heather McNeil, Dermot Grenham, John McBride, John Hogg, Michael O'Donnell, Natalie Phillips, Marion Allison, Elaine Clafferty, Michele Stevenson, Steven Caldwell, Jennifer Lavery, Colm Breathnach, Sonique Noreiga	30/08/24
Financial Awareness Session	GKC – Vice Principal Operations	Ian Patrick, Colm Breathnach, Steven Caldwell, Elaine Clafferty, Marie Docherty, John Hogg, John McBride, Heather McNeil	13/03/24
Risk Register / Appetite Session	David Archibald, Henderson Loggie	Ian Patrick, Robin Ashton, Jeanette Evans, Steven Caldwell, Calum Campbell, Elaine Clafferty, Lisa Clark, Linda Ellison, Dermot Grenham, Jennifer Lavery, Heather McNeil, Derek Smeall	18/04/24
Active Campus Coordinator Role – Overview	GKC - Active Campus Coordinator & Senior Curriculum Manager	Elaine Clafferty, Derek Smeall, Ian Patrick, Marie Docherty, Dermot Grenham, Colm Breathnach, John McBride, Calum Campbell, Michael O'Donnell, Heather McNeil, Robin Ashton	09/05/24
Artificial Intelligence (AI) Presentation	GKC - Robin Ashton, Vice Principal Curriculum & Quality Enhancement	Ian Patrick, Marion Allison, Calum Campbell, Elaine Clafferty, Lisa Clark, Linda Ellison, Dermot Grenham, Jennifer Lavery, John McBride, Heather McNeil, Natalie Phillips	19/06/24
Board of Management Power-Bi Presentation	GKC - Director of Digital and Information Services	Ian Patrick, Marion Allison, Calum Campbell, Elaine Clafferty, Lisa Clark, Linda Ellison, Dermot Grenham, Jennifer Lavery, John McBride, Heather McNeil, Natalie Phillips	19/06/24

Board of Management Self-Evaluation Session	GKC – Linda Ellison Secretary to the Board of Management	Ian Patrick, Marion Allison, Calum Campbell, Elaine Clafferty, Lisa Clark, Linda Ellison, Dermot Grenham, Jennifer Lavery, John McBride, Heather McNeil, Natalie Phillips	19/06/24
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**Board of Management – Development/Training Planned  
and Suggested for Academic Year 2024/25**

On Board - <a href="https://onboard-training.co.uk">On Board Training Belfast (onboard-training.co.uk)</a>
College Development Network (CDN) - <a href="https://www.cdn.ac.uk/courses-events/">https://www.cdn.ac.uk/courses-events/</a>
OSCR - <a href="#">OSCR   Home</a>
Glasgow Kelvin College

Date	Event
23 August 2024	On Board – Chairing Effective Meetings – Online
3 September 2024	On Board – The Effective Audit and Risk Committee – Online
5 September 2024	On Board – Part 1 – Online
5 September 2024	Student Board Member Induction – Online
18 September 2024	On Board – Finance for Board Members – Online
3 October 2024	On Board – Effective Scrutiny and Challenge – Online
9 October 2024	Risk Register / Risk Appetite
18 October 2024	On Board – Part 1 – Online
25 October 2024	On Board – Part 2 – Online
12 November 2024	On Board – The Effective Audit and Risk Committee – Online
13 November 2024	On Board – Effective Board Oversight of Risk – Online
20 November 2024	College Staff Development Day (The programme for the sessions will be circulated to members in advance of the sessions).
23 November 2024	On Board – Finance for Board Members – Online
10 December 2024	On Board – Part 1 – Online

<b>17 December 2024</b>	On Board – Part 2 – Online
<b>Dec 2024 – March 2025</b>	Participation in Externally Facilitated Effectiveness Review (EFFR)
<b>3 March 2025</b>	College Staff Development Day (The programme for the sessions will be circulated to members in advance of the sessions).
<b>June 2025</b>	Board Self-Evaluation Session
<b>Date to be Announced</b>	Board Dinner
<b>CDN - Online CPD Governance Modules via <a href="#">All courses   LearnOnline (cdn.ac.uk)</a></b>	<p>Introduction:</p> <ul style="list-style-type: none"> <li>Get into Governance</li> <li>New Board Member Induction</li> <li>Understanding your Role</li> <li>Audit Committee Training</li> <li>Remuneration Committee Training</li> </ul> <p>Core:</p> <ul style="list-style-type: none"> <li>Working with Student Members on Boards</li> <li>Introduction to Strategy, Mission &amp; Values</li> <li>Introduction to Curriculum Design &amp; Planning</li> <li>Curriculum Offer &amp; Student Profile</li> <li>Self-Assessment &amp; Quality Improvement Process</li> <li>Financial Management for Board Members</li> </ul> <p>Advanced:</p> <ul style="list-style-type: none"> <li>Developing Educational Character</li> <li>Supporting Effective Risk Management</li> <li>Advanced Financial Decision-Making</li> </ul>
<b>Dates to be confirmed</b>	On Board: Cyber Security and the Board – Part 1 Cyber Security and the Board – Part 2 Governance & Accountability in the Public Sector
<b>Date to be confirmed</b>	OSCR – Meet the Regulator
<b>GKC - Ongoing</b>	<p>Succession Planning and providing Committee Vice Chairs appropriate development opportunities including to Chair committee meetings.</p> <p>Opportunity for members to observe other meetings e.g. Academic Board.</p> <p>Financial Awareness Training available at members' request.</p> <p>Campus Tours available at members' request.</p>
<b>Subject to discussion and confirmation</b>	Further session on Power-Bi focused on how Board members can use the programme.

