

Glasgow Kelvin College - Governance Action Plan: as at December 2024 - Ongoing

Item No	Item	Taken from/request received from	Item that is required	Person Responsible	Due Date	Comments
1	Code of Good Governance Annual Review	Code of Good Governance Annual Review – June 2023	Refresh the values and ethos documentation	Vice Principal Operations and Director of People and Culture	June 2024 June 2025	<p>It is the intention that once the new Head of Human Resources and Organisational Development is appointed (recruitment underway) that work will take place with the Vice Principal Operations and Director of People and Culture and a refresh of the values and ethos will begin.</p> <p>The Head of Human Resources and Organisational Development has taken up her post, effective from 8 April 2024.</p> <p>The College is recruiting for a new Chief Executive and Principal and it is the intention of the Vice Principal Operations and Director of People and Culture to refresh the values and ethos documentation of Glasgow Kelvin College once the new Chief Executive and Principal takes up their post. This action has been extended to June 2025.</p>
2	Board of Management Self-Evaluation Actions 2023/24	Board of Management Self Evaluation Meeting – 19 June 2024	Format of information provided e.g. Power Bi / time for discussions of papers previously considered at a Standing Committee meeting	Secretary to the Board of Management / SMT	During session 2024/25	<p>Although good steps had been taken to ensure Board members focussed on key decisions and discussions at meetings, it was agreed that wherever possible Power BI should be used to reduce the need for board papers, particularly to provide key performance information. The Board Self Evaluation and Development Session on 19 June 2024 included a further discussion on the use of PowerBI which was positively received by Board Members.</p> <p>The Executive should consider how best to allow board members access to the information discussed at the Board Development session through the Board Portal. This would also allow access between meetings, which would be welcomed.</p> <p>In addition, consider whether papers which have been discussed at Committee through delegated powers might need less discussion/time at meetings</p>
3	Board of Management Self-Evaluation Actions 2023/24	Board of Management Self Evaluation Meeting – 19 June 2024	New Board Members - Consider Buddy or Mentor system / awareness of industrial relations	Secretary to the Board of Management / SMT	During session 2024/25	<p>It was suggested that it would be useful for new board members to have more awareness of industrial relations issues and how disputes function in the college sector, i.e. national bargaining etc. Assigning a board buddy or mentor was also suggested as a useful way to bring new board members up to speed more quickly.</p> <p>This could be addressed as part of the board member induction session and in discussions with the SMT as part of the induction process. Consider if a buddy system would be welcomed particularly given there will be 4 new members.</p>
4	Board of Management Self-Evaluation Actions 2023/24	Board of Management Self Evaluation Meeting – 19 June 2024	Improvement of Board member relationships	Board Members	During session 2024/25	<p>There was discussion around fostering a stronger sense of being part of a team and improving board relationships, which seemed to have weakened over the previous year.</p> <p>Events which offer greater opportunities for f2f meetings foster greater teamwork, but some members struggle to attend existing f2f events due to work and other commitments. It was acknowledged that team building is everyone's responsibility and that 2023/24 was a difficult year due to the ongoing industrial action. This is now settled, and it is proposed that the sense of being a team will continue to improve in 2024/25.</p>
5	Board of Management Self-Evaluation Actions 2023/24	Board of Management Self Evaluation Meeting – 19 June 2024	Deep Dives – the same subject across the	Secretary to the Board of Management /SMT	During session 2024/25	<p>It was suggested that it would be useful to undertake deep dives into the same key subject/issue across all Standing Committees to gather views and support from board members to drive actions forward.</p>

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			Standing Committees			Board Secretary to discuss a potential area for consideration by the Committees with the SMT to trial this approach.
6	Board of Management Self-Evaluation Actions 2023/24	Board of Management Self Evaluation Meeting – 19 June 2024	Self-Evaluation process every two years	Secretary to the Board of Management	Trial this during session 2024/25	<p>The amount of time spent on the annual self-evaluation process was discussed with one comment highlighting that board members might only manage to attend three out of four committee meetings in the year before they are required to set aside time as a committee to undertake the next annual evaluation.</p> <p>It was suggested that the College should commit to undertaking an EFER every 4 years and if agreed the self-assessment exercise should be undertaken every two years. A method or process could be agreed whereby an individual member could flag, through agreed channels, if they believed an ad hoc review was required. To be pursued by the Board Secretary through appropriate channels.</p>