

**MINUTES of the MEETING of the CHAIRS COMMITTEE held in the Board Room,
1 Inverness Campus on Wednesday 28 September 2016**

PRESENT: Hazel Allen, Brian Henderson (by VC), Louise James,
Neil Stewart, John Wilson
CHAIR: Neil Stewart
APOLOGIES: -
ATTENDING: Principal
College Secretary

1. MINUTES OF MEETING OF THE COMMITTEE HELD ON 18TH AUGUST 2016

The Minutes of the Meeting held on 18th August 2016 were agreed as a correct record, **APPROVED** and signed.

2. BOARD MEMBER EVALUATION

The Chair referred to the decision at the last meeting to evaluate the three members on the board who had been in post for a period of more than 12 months in advance of this meeting. He advised that this had not been achieved.

It was **AGREED** that the College Secretary would liaise with the board members to be evaluated and organise evaluation dates on behalf of the Chair.

3. GUIDANCE NOTE – CONDUCTING EXTERNALLY FACILITATED EFFECTIVENESS REVIEWS

A report by the College Secretary referred to a guidance note on conducting externally facilitated effectiveness reviews and the decisions which the Board were required to make to progress this requirement. To ensure that the College was in full compliance with the Public Contracts Scotland Regulations and also the College's own internal Local Governance Procedures, the College Secretary advised that the College would need to tender for the work and obtain 3 formal quotations.

The Committee discussed the scope of the review in some detail and raised some concerns regarding the suggested timescale of 5 – 9 days.

The Committee **AGREED** to follow the required tender process and seek quick quotes from Scott Moncrieff and Henderson and Loggie, the College's External and Internal auditors respectively and from Jan Polley of Polley Solutions Ltd.

4. STATEMENT OF ACCOUNTS 2015-16 – GOVERNANCE REQUIREMENTS

A report by the College Secretary made reference to the governance requirements highlighted in the Accounts Direction 2015/16 for Scotland's Colleges and Universities and also made reference to a number of suggested actions in the City of Glasgow College – FRS102 Gap Analysis and Action Plan.

The College Secretary advised that the Director of Corporate Services was working with the College's External Auditors, Scott Moncrieff on the annual report and accounts. Most of the governance requirements appeared to already be included in the current set of accounts so it was anticipated that few changes would be required in order to comply with the accounts direction.

The Committee **AGREED** that

1. Scott Moncrieff, the College's external Auditors be asked to provide a briefing on the FRS102 conversion arrangements and also make Board members aware of the high level impacts on the management accounts and the financial statements as a result of the implementation of the new standards.
2. Scott Moncrieff to provide this briefing at the start of the Joint Audit/Finance committee meeting on 8th December.
3. Any members of the Board who were not members of the Finance and General Purposes or Audit Committees be invited to attend the Joint Meeting so that they would have the knowledge and understanding required to be able to take part in the discussion on the annual accounts at the December Board meeting.

5. KEY DATES 2017

A report by the College Secretary highlighted the need to

1. carry out a board recruitment campaign
2. undertake the externally facilitated evaluation review in early 2017
3. ensure Board Members attended a mandatory governance workshop.

The Committee **AGREED** that

1. A recruitment campaign should be progressed in the period from mid-January to mid-March 2017 so that new appointees could attend the March Board Meeting.
2. It would be important to focus on the appointment of new members with educational skills.
3. Subject to the appointment, and availability of an external facilitator (as discussed at agenda item 3 above), the effectiveness review should take place in the period from mid-January to mid-February, with the facilitator observing the Board Meeting at the end of March.
4. All board members who had not yet attended the mandatory governance workshop training to be advised of the training date in Inverness, namely Tuesday 14th March.

6. DATE OF DECEMBER BOARD OF MANAGEMENT MEETING

The College Secretary advised that the final board meeting of 2016 was scheduled for 22nd December at 4.30 p.m. This is very close to the college closing on 23rd December for the festive break.

The Accounts required to be submitted to the SFC by 31st December. Because of the days and dates on which public holidays fell this year, there were very few working days in which any amendments could be made between 22 and 31 December. It was therefore proposed that the Meeting be rescheduled.

The Committee **AGREED** that the December Board meeting be held on Tuesday 20th December at 4.30 p.m.

7. UHI STRATEGY WORKING GROUP

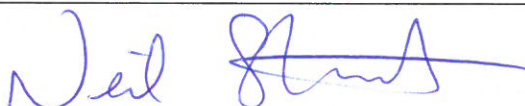
The Principal gave a very brief outline of the meeting with the Deputy First Minister on Friday 23rd September and referred to the establishment of a small group which had been tasked to come up with a redesigned SMT for UHI. They would bring this back to a reconvened meeting with the Deputy First Minister on 17th October for all Academic Partner Principals and the Vice Chancellor to sign up to. The group had also been tasked to design a communication and relationship building programme and define responsibility, accountability and decision-making.

The Committee **NOTED** the position.

6. DATE OF NEXT MEETING

Thursday 24th November– 8.30 a.m.

Signed by the Chair: _____



Date: _____

24 / 11 / 16

