

**South Lanarkshire College**  
**BOARD OF MANAGEMENT MEETING**  
**Held on Tuesday 26<sup>th</sup> November 2019**

**Present** A Kerr (Chair), S McKillop, L Newlands, R Harkness,  
C Gibb, J Carratt, R Smith, Y Johnston, P Hughes, I Johnstone,  
C McDowall, P Hutchinson, S Duffy, L Glen, T Donnelly.

**In attendance** A Martin, K. McAllister, A Allan

**Apologies** G Stillie, S Dillett, K Dougans-Haining.

**1. Declarations of Members' Interests**

Membership of The Lanarkshire Board was declared by A Kerr, R Smith, S McKillop, L Newlands, R Harkness and J Carratt.

**2. Presentation by Gill Ritchie, HMI – Education Scotland**

Members received a presentation on the College Progress Visit Report, November 2019.

Ms Ritchie took members through the detail of the report, stressing the excellent work across the organisation.

Mr Kerr stated that the Board was delighted with the report. Members enquired what was the key difference between the College and other organisations. Ms Ritchie stated that one thing that was particularly striking was the lack of attainment gap. Students at SLC achieved on equal par regardless of background. This is something to be celebrated.

Members praised the level of support offered by staff to students across the College, all agreed that this extra commitment was what drove the students forward.

Members thanked Ms Ritchie for her input.

**3. Minutes of the Previous Meeting**

The Minute of the meeting held on 17<sup>th</sup> September 2019 was agreed by the Board of Management.

**4. Update from Chair**

Scottish Funding Council – Mr Kerr informed members that he had been appointed as a Board member of the Scottish Funding Council Board. All congratulated him on this appointment.

Recruitment Process – members noted the detail of the process for the new Principal thus far. The interviews would be held on 28<sup>th</sup> November 2019. In line with legislation the appointment would be passed to The Lanarkshire Board for ratification. Members would be notified of appointment as quickly as possible after this point.

## 5. Update of Key Performance Indicators

Mr Allan provided an interim update on the performance indicators.

Discussion took place regarding the statistics given. Members noted the overall good news story and congratulated staff on these achievements.

## 6. Constitution of the Board of Management – South Lanarkshire College

The draft document had been discussed at the Board Training day in June 2019 and feedback taken and incorporated into the document. This had included input from Mr Fulton as Acting Chair of The Lanarkshire Board.

The Constitution was then approved.

## 7. Update from Committees

- Audit Committee

Ms Glen took members through the minute of the Audit Committee which had taken place on 4<sup>th</sup> November 2019, highlighting the following:

Annual Audit Report – Draft to the Board of Management and Auditor General for Scotland – South Lanarkshire College – Year ended 31<sup>st</sup> Jul 2019

Ms Nutley, Mazars was in attendance at the meeting to deliver the report. It was an extremely positive report and the Committee had been taken through the key points. The main area of discussion had been the adjustment for pensions. Members had noted this was a sector-wide discussion. Ms Nutley had explained the processes in place in respect of setting the pension valuation assumptions and the systems used by Mazars to verify that the calculation and accounts treatment were correct.

The Committee noted and approved the final fee for 2018/19 and noted there had been no variance from the initial fee proposed by Mazars. This fee is in line with the scale set by Audit Scotland.

Committee members had agreed that, based on the assurances given in the report by the external auditors, they would recommend that the draft financial statements could be considered by the Finance and Resources Committee.

The Board of Management duly noted the foregoing and approved the document.

Internal Audit (Scott-Moncrieff)

Three reports were presented to the Committee:

- Review of Credits Return 2018/19 (October 2019)
- Student Support Funds and EMA 2018/19 – Management Points (September 2019)
- Progress Report (November 2019)

### Review of Credits Return 2018/19 (October 2019)

An audit of the College's funding statistics was carried out in September 2019. The audit examined the procedures and controls over the preparation of the 2018/19 credit return, together with audit testing to ensure the accurate calculation of the return.

Ms Young of Scott-Moncrieff had informed the Committee that the audit considered the controls over the collection of data and the preparation of the Credits returns to be well designed and effective.

Under the conditions of grant, the SFC may claw-back an element of the grant if actual credits provided are below target. Actual credits claimed for 2018/19 were 50,366 against a target of 49,753 after an in-year regional transfer from New College Lanarkshire of 900 credits. The College has therefore delivered an excess of 1.23% above its credits target. The Committee also noted that the Report stated that there were no issues that required adjustments to the claim.

This was a clean report with only one minor recommendation which the College had accepted and was in the process of addressing.

The Committee had noted the report and brought it forward to the Board of Management for their consideration.

The Board noted the content and approved the Report.

### Students Support Funds and EMA 2018/19 – Management Points

The Student Support Funds and EMA 2018/19 audits were carried out in September in accordance with the Scottish Funding Council's guidance.

Ms Glen informed members that there was no requirement by SFC for a report, but that the College asked for one annually. The Committee noted the report as giving assurance that the claim was indeed correct and in line with SFC requirements. Again, there was only one minor recommendation which the College had accepted and was in the process of addressing.

Members welcomed this update.

### Internal Audit Progress Report – November 2019

This report provided a summary of the internal audit activity during the year to date and confirmed the reviews planned for the coming quarter.

Ms Glen stated that the Committee had been happy with progress to date.

Annual Report of the Audit Committee to the Board of Management from November 2018 to September 2019 – Ms Glen presented the content of the report which detailed the work of the Committee.

She concluded by drawing the Board's attention to the opinion section of the Report with there being no issues of concern which required to be highlighted.

The Board considered and approved the Annual Report from the Committee.

### Risk

The Committee had considered the College's Risk Register and noted the ongoing issue re long-term financial sustainability, which was an inherent risk across the sector.

The Board reviewed the Register and noted its contents.

Evaluation of Auditors – Ms Glen informed members that the Committee would consider this at the next meeting.

The Board then noted that the Audit Committee had met with the internal and external auditors at the end of the meeting with no College management present for an annual update. All feedback had been extremely positive with no issues to report.

- Finance and Resources Committee

In the absence of Mr Dillett, Ms Donnelly took members through the minute of the Finance and Resources Committee which had taken place on 4<sup>th</sup> November 2019, highlighting the following:

#### Draft Financial Statements for the year ended 31<sup>st</sup> July 2019

The Audit Committee had met directly before the Finance and Resources Committee with Mr Dillett in attendance. The Audit Committee had considered the report of the external auditors allowing the Finance and Resources Committee to consider the financial statements for recommendation for approval to the Board of Management. Ms Glen had attended the Finance and Resources Committee to affirm this.

It had been noted that a minor adjustment in respect of a late revaluation of the College's Strathclyde Pension Fund liability was to be made to the Financial Statements; this would amend the figures by £11K and would be presented to the forthcoming Board meeting. (Note - Ms Donnelly confirmed that the updated Financial Statements incorporating this change were in the papers sent to the Board).

The Board noted the Operating Surplus of £230k as shown in the audited accounts and, as per the recommendation of the Finance Committee, approved these.

It was noted that the College had sent all pertinent information to staff at New College Lanarkshire as per the agreed timetable for them to prepare the Region's Consolidated Financial Statements.

#### Management Forecast for the year to July 2020

Although it was still very early in the financial year, there had been no indication that the projected surplus would vary significantly from budget. Supporting schedules, including the most recent cashflow projection submitted to the Funding Council, had been included in the papers for the Board's consideration.

The Board noted the update.

### Reports on Estates and Procurement

The Committee reported that there were no issues of concern that they would bring to the Board's attention.

Both Reports had been included in the Board papers.

### Updated Financial Forecasting Return (FFR) dated 5<sup>th</sup> November 2019

Mr McAllister took the Board through the notes and figures in the updated FFR, which had been produced as a result of SFC query and subsequent clarification. Board members noted the changes made from the original document surrounding assumptions made for mid to long term projections. Members noted that assumptions and scenario planning direction were those given to all colleges.

Following discussion, the Board agreed to approve the updated FFR and the scenario planning document for submission to the Funding Council.

It was noted that the documents would also be remitted to The Lanarkshire Board.

Annual Report of the Finance and Resources Committee to the Board of Management from November 2018 to September 2019 – Ms Donnelly presented the content of the report which detailed the work of the Committee.

The Board considered and approved the Annual Report from the Committee.

- Development Committee

The Principal took members through the minute of the Development Committee which had taken place on 5<sup>th</sup> November 2019, highlighting the following:

Education Scotland – the Principal stated that the visit would go ahead on 6<sup>th</sup> and 7<sup>th</sup> November 2019 and that all preparations were now in place. Members were reminded that under the new format, high-performing colleges were receiving early visits thus the November dates allocation to South Lanarkshire College.

City and Guild Launch – the Principal stated that the relationship between the College and City and Guilds continued to develop and the College had been chosen as the location for the launch of new products.

Enrolment Figures – last year final figure was 50,313 credits. This submission was made to the Funding Council and only one credit was lost from the final total. The Committee agreed that this was an impressive result and spoke highly for the internal controls the College had in place.

Match Funding for European Social Funding - at the last Board meeting this had been discussed as an area of concern for all colleges. The Principal informed members that the Scottish Funding Council appears to have given a commitment to match its element of this funding, no matter what the final outcome of Brexit. The Committee welcomed this positive news.

Internal Audit Programme - the 2018-19 internal audit programme has been completed. Members noted the content of the detail on the reported audits.

Seven of the eight audits took place. The Assessment Arrangements internal audit was postponed allowing the College to update procedures, in response to SQA revised policies and procedures. The findings from all internal audits were reported to the CMT. Actions are reviewed with the teams involved on an on-going basis to ensure completion of the actions, recommendations and general compliance.

Complaint Handling - the College annual complaints performance indicators and summary for 2018-19 against the SPSO Performance Indicators (PIs) was distributed to the members and the detail was noted.

The Principal stressed the importance of the College learning from complaints. Of the 14 complaints that had been received over the year, eight were upheld and 6 not.

The Committee noted the details of the complaints and the actions arising from them. It was agreed that the level of complaints was entirely acceptable for an organisation welcoming approximately 5,000 students across the year.

Media Campaign for January 2020 session – the Principal highlighted the level of credits to be recruited through the January campaign. Some students who are successful in January may have just missed a place for September 2019. The Committee discussed whether it was possible for the College to gather information on students who fell into the category of unmet demand. The Principal stated that this year alone there had been 427 applicants within this category the details of which were kept on file. He added that all possible was done to assist these students and that alternative courses and colleges were sourced and suggested.

Schools Provision – the Principal outlined the work of the College with both South Lanarkshire and East Renfrewshire schools. The Committee discussed the choice of locations for this provision and noted that it was for the best part, demand driven. The College had a long-standing menu of provision across South Lanarkshire, which had always proven very successful. The Principal added that he was delighted with the work being carried out in East Renfrewshire and the relationship that continued to be built.

The Marketing Team represent the College at various school events across South Lanarkshire, Glasgow and East Renfrewshire.

Annual Report of the Development Committee to the Board of Management from November 2018 to September 2019 – The Principal presented the content of the report which detailed the work of the Committee.

The Board considered and approved the Annual Report from the Committee.

- Human Resources Committee

Mr McDowall took members through the minute of the Human Resources Committee which had taken place on 12<sup>th</sup> November 2019, highlighting the following:

## Organisational Development

The College is committed to delivering a diverse range of activities to encourage all staff to be empowered to develop their own professional learning and to further embed innovation in the teaching and support areas of the College.

The key areas within Organisational Development (OD) include:

- Professional qualifications
- Professional learning opportunities
- Career Review System
- Investors in People

## Professional Qualifications

### Teaching Qualification Further Education (TQFE)

The Scottish Funding Council (SFC) College staffing return for 2018/2019 was submitted in October 2019. It was reported that during 2018/2019 138 members of the teaching staff were qualified to TQFE or held a direct equivalent, as recognised by the Scottish Government. This represents 84% of teaching staff who were employed by the College during 2018/2019. This was an increase of 15% on 2017/2018.

The College is supporting an additional 8 members of staff in completing their TQFE during 2019/2020. Under the provisions of the National Joint Negotiating Committee (NJNC) the College will also ensure that all lecturers undertaking a recognised lecturing qualification for 2019/2020 receive remission on the basis of 150 hours reduction in class contact time over an academic year. Line managers are requested to ensure that lecturers have one full day with no class contact for the duration of the course.

### Other Teaching Qualifications

The SFC return also reported that during 2018/2019 70 staff held other teaching qualifications which are not equivalent to TQFE. This is a slight increase of 3%. The majority of these have a PDA in Teaching. In most cases, the priority for these staff will be to progress to TQFE in the next academic session. In some instances, staff may be required to undertake L&D Units beforehand, to meet the demands of College's provision.

It is anticipated that the College will support 13 staff through their PDA in 2019/2020 and a further 15 staff will undertake Assessor and Verifier qualifications in 2019/2020.

Members discussed the level of work taken to collate the staffing return and the information available in return. Ms Beresford stated that a sector wide report would be published in March 2020.

## Absence Management

The absence report detailing the levels of absence over the second quarter period 1<sup>st</sup> July to 30<sup>th</sup> September 2019 and the full quarterly report had been provided to members with the papers.

Staff absence continues to be a high priority, and significant efforts are made to support staff to attend work. Every absence is followed by a formal return to work interview with the appropriate manager, and trigger point meetings with the Principal or Depute Principal and HR staff also take place as appropriate. Professional occupational health and counselling services are used to support staff attendance.

Ms Beresford took members through the detail of the figures. Members noted the low levels of absence were in part a result of pro-active management. The Committee wished to record its gratitude for the work and support in this area.

### Mental Health

The Mental Health Working Group met on the 11<sup>th</sup> of September 2019. The Minutes will be presented at the next meeting of the Committee.

The College supported World Mental Health day on the 10<sup>th</sup> October 2019. This year's theme was suicide prevention and the College was supported by Lanarkshire Action for Mental Health (LAMH), K Woodlands, the Student Association and the Chaplaincy team who hosted information stands.

There are currently 29 members of staff ASIST trained.

The College is currently reviewing the Employee Assistance Programme to ensure that we are providing a service that meets the needs of our staff. It is anticipated that a new provider will be in place by December 2019. The Committee had noted the additional services that this new provider would bring.

### Equality and Student Focused Initiatives

The Equality Group met on Wednesday 30<sup>th</sup> October 2019 and a number of items were discussed and actioned. A copy of the minutes will be provided to the February 2020 HR Committee.

The audio induction loops from Deaf Action were installed in the College in October 2019.

Dyslexia Awareness Week is taking place from the 4<sup>th</sup> to the 9<sup>th</sup> of November and the College will be promoting the campaign throughout the College and on social media.

The College is reviewing the provision of accessible toilets to increase accessibility. The hoist in the 3<sup>rd</sup> floor toilet (350) has been replaced with a smaller hoist. The College is also looking into installing a Changing Place Accessible toilet which has extra features than a standard accessible toilet.

The College is delighted to be part of a project with Advance HE to support colleges in developing positive action measures for disabled staff recruitment. The project is launched in June 2019 and the College is currently finalising the project plan which will be shared with the HR Committee in February 2020.

Ms Beresford stated that she had attended an event on 'Menopause in the Workplace' during September 2019. The College is organising a Menopause Café to increase understanding of how the menopause is affecting the staff in the College and support the development of the Menopause Policy. This is scheduled to take place in November 2019.



Members welcomed the many initiatives. The importance of creating a platform to open up the discussion on the issues attached to menopause, not only for those experiencing it but indeed their partners and colleagues, was agreed by members.

### National Bargaining

#### Lecturing Staff

The terms and conditions of employment implementing the NWPA have been updated and discussed with the Joint Negotiating Committee on the 21<sup>st</sup> August 2019. It is anticipated that they will be finalised and issued to all lecturing staff in November 2019.

#### Support Staff

All Role Outline questionnaires for support staff within the College have now been submitted and the evaluation process is now confirmed to re-commence on Monday 11<sup>th</sup> November 2019.

Annual Report of the Human Resources Committee to the Board of Management from November 2018 to September 2019 – Mr McDowall presented the content of the report which detailed the work of the Committee.

The Board considered and approved the Annual Report from the Committee.

## **8. Report from the Student Association**

Ms Newlands drew members' attention to the detail of the November report. She highlighted the following areas:

Glasgow Pride – staff and students from SLC had taken part in the march on 17<sup>th</sup> August 2019.

Freshers' – had been a great success again this year.

Deaf Awareness Training – International Day of Sign Language was on 23<sup>rd</sup> September 2019. To expand the support, a lunchtime class has been organized to teach students the basics of sign language. This had been well attended and the efforts welcomed by the College's deaf students.

Graduation 2019 – Graduation dinner took place on Sunday 27<sup>th</sup> October 2019. It was a fantastic evening. The Graduation ceremonies took place on 28<sup>th</sup> and 29<sup>th</sup> October 2019. Students and their families celebrated their successes.

Construction Awards 2019 – ceremony took place on the 23<sup>rd</sup> September 2019. This was a great evening for all the prize winners and their families to recognise and celebrate their success.

Members thanked Ms Newlands for her detailed report and once more congratulated the Student Association on the excellent work being carried out in the support of the College's students.

## **9. Governance**

All members had been issued with their Register of Interest for completion at the meeting.

**10. Approval of Paperwork for Publishing on College Website**

The Board approved the paperwork marked 'for publishing' to be placed on the College website.

There being no further competent business, the Chair closed the meeting by thanking everyone for their attendance.