

John Wheatley College

Executive Committee

Minutes of the Executive Committee meeting held on Wednesday 19 January 2005 at 4.30pm in Room S/09, Easterhouse Campus.

1. Sederunt

The meeting commenced at 4.30pm and was attended by:

Jim Cope (Chair)
Jimmy Graham (Vice Chair)
Ian Graham (Principal)
Desmond O'Brien
Helen Ostrycharz
Andy Woolley
M Axford

Also in attendance:

Roger Stewart (Clerk to the Board)
S Vaughan (minute taker)

2. Apologies

None.

3. Terms of Reference

Members noted the terms of reference of the Executive Committee. It was confirmed that the meeting was quorate with 7 members in attendance.

4. Declarations of Interest

There were no declarations of interest.

5. Minutes of the Previous Meeting held on 21 December 2004

The minutes were accepted as read and as an accurate record of the business conducted on that date.

6. Matters Arising from the Minutes of the Previous Meeting

Item 8 – College Relationship with the Scottish Further Education Funding Council

I Graham stated that J Cope had received a letter from Ms Esther Robertson (Chair of the SFEFC) asking if the paper that was produced following the meeting that was held between Roger McClure, Ms Robertson, J Cope and I Graham could be amended. J Cope had since written to Ms Robertson informing her that

the amendment that she requested cannot be made to the paper, because the paper was considered at a meeting of the Board's Executive Committee held on 21 December 2004. The Chair had informed her that he would add the letter outlining her request for the paper to be amended to the agenda of the next meeting of the Executive Committee as a 'matter arising'.

Item 10 – Chief Accountant: Revised Job Description and Person Specification

I Graham expressed concern that, to date, a low number of responses had been received in response to the College's advertisement for the Chief Accountant position and stated that it may be necessary to reconsider the salary which was being offered to candidates for the position. Consequently I Graham proposed that the meeting which was originally scheduled for 14 February 2005 at 3.00 pm be cancelled and rescheduled for a later date. Members agreed with this proposal and I Graham stated that members would be informed of the new date for the meeting in due course.

7. Correspondence

a) Association of Scottish Colleges – Circular 04/112 – Merger of the Funding Councils – Further and Higher Education (Scotland) Bill

Members noted the contents of the correspondence.

b) SFEFC

i) Request under the Code of Practice for Access to Scottish Executive Information (The Code)

Members noted the contents of the correspondence.

ii) Scottish Parliament Audit Committee's Report on performance management of the FE sector

Members noted the contents of the correspondence. I Graham drew members' attention to paragraph 6, action point 2 of the correspondence, which stated that "In January 2005 SFEFC will refine the strategic planning guidance to colleges so that each college's plans (and reports) contain their targets for key national policies in the local context and are published". However, to date, no guidance had been provided about what these 'key national policies' were.

iii) Confirmation of receiving financial statements

Members noted the contents of the correspondence.

c) HMIe – Review of John Wheatley College

Members noted the contents of the correspondence. I Graham asked members to note the procedure for feedback, indicating that this would

require the College to take appropriate steps to ensure that appropriate levels of management attended every feedback session.

d) Standards Commission for Scotland – Training of members of devolved public bodies

Members noted the contents of the correspondence. I Graham stated that both he and A Sherry would jointly draft a reply to the letter from the Standards Commission for Scotland in due course.

8. Succession Planning – Proposed Strategy

R Stewart discussed the contents of his report and informed members that there was provision for an additional meeting of the Board to be held to consider the nominations for the Chair and the Vice Chair of the Board (and any other appropriate items of business). It was agreed that the closing date for nominations would be 4 February 2005. Members noted the contents of the report.

Members agreed to:

- i) note the contents of this paper and its Appendices;
- ii) approve the approach proposed to replace the Chair and the Vice Chair of the Board of Management outlined in the paper;
- iii) identify a date and time for an additional meeting of the Board to consider the nominations for the Chair and the Vice Chair of the Board (and any other appropriate items of business);
- iv) request the Clerk to the Board to circulate, to all members eligible to vote, the nomination forms (as described in Appendix 2a and 2b to the report);
- v) agree that the closing date for the receipt of nominations be close of play on Friday 4 February 2005; and
- vi) note the individuals who are constitutionally ineligible for nomination as the Chair of the Board.

I Graham subsequently requested that A Sherry organise an additional meeting of the Board on 16 February 2005, for the purpose of agreeing the stage D designs of the design plan for the new building. I Graham requested that this item be added to the agenda of the Board meeting that was organised for that date. I Graham stated that the College has received £500K from the East End Social Inclusion Partnership (EESIP) for the new building on the condition that the College spends the money by 31 March 2005. I Graham stated that this money will partly be used for the purchase of the land for the new building. However, the conditions of its award necessitated early consideration by the Board of key issues related to the future program of the East End Campus Project.

I Graham stated that the Funding Council had requested that the College submit a draft report on the status of the new building (namely a Stage 3 report) by the end of January 2005 and that he had subsequently contacted the Council to ask if it would accept a draft version of the report by that date. I Graham informed all present that a draft report would be sent to the Funding Council, accompanied by a letter informing the Council of the date that the report would be tabled at a meeting of the Board. I Graham stated that both he and A Kirk had almost finalised the Stage 3 report and that this would be circulated to the Executive Committee, before the report was sent to the Funding Council on Friday 28 January 2005.

I Graham stated that the alterations to the risks that were associated with the new build project would be added to the agenda of a forthcoming Project Management Group meeting.

9. Induction of new Board Members

I Graham outlined the contents of his report. Subsequent discussion suggested that the induction for Board members should be broken down into a three-stage process as a consequence of the proposed contents. I Graham informed all present that the Executive Committee was in agreement that the agenda in Appendix 2 would be divided in two, which would mean that there would be two seminar dates (with an additional opportunity for new members to view the College's estate). I Graham stated that both he and R Stewart would compile a list of possible dates for the induction of Board members. H Ostrycharz suggested that a section be added to enable the potential candidates to meet the other members of the Board. I Graham agreed to this suggestion. I Graham proposed that the induction of Board members begin at 6.30 pm.

R Stewart informed all present that all new appointees have accepted the College's invitation to become full members of the Board. R Stewart also stated that although six individuals had initially accepted the College's offer to become co-opted members to various Standing Committees, one of the co-opted members (John Rogerson) had subsequently withdrawn his acceptance, partly because of the large distance between his residence and the College.

Members agreed to:

- i) note the contents of the Principal's Report;
- ii) note and endorse the detail of the proposed Induction Programme for new members of the Board (both full and co-opted);
- iii) note the induction schedule which the College proposes; and
- iv) request the Assistant Principal (Secretary to the Board) to log the participation of new members in the induction (as recommended by the Board's Internal Auditors).

10. Additional in-year funds

Members noted the contents of the report. I Graham stated that the College would receive £60,272 from the SFEFC from the £4million budget that the SFEFC has at its disposal to allocate to Colleges in Scotland. I Graham stated that this funding would be used by the College for maintenance work, to upgrade the College's ICT equipment and for the creation of a DVD library. I Graham stated that the College would allocate approximately £40,000 of the funding for accelerated maintenance work to maintain the quality of the Easterhouse estate. However, I Graham reported that over the next 2 years only a limited amount of money would be allocated by the College to enhance the ICT capabilities of the College. I Graham stated that currently the College was leasing lines from British Telecom (BT) and NTL at considerable expense and that the College hoped to identify less expensive alternatives in the future. In response to an enquiry from H Ostrycharz, I Graham informed members that the UKERNA does not own any of the ICT lines that the College currently uses (it contracts for this service with THUS). Regarding the creation of a DVD library, I Graham reported that the College intended to replace the 100 videos that were contained within the library which were most commonly used by students with DVDs.

Members agreed to:

- i) note the contents of the Principal's report;
- ii) note the allocation of an additional £60,272 for expenditure on the priorities outlined in SFEFC circular: 53/04 (attached as Appendix 1 to this report);
- iii) note the College's analysis of its priorities for the use of these funds as outlined in the report; and
- iv) endorse the proposal to allocate an additional £40,000 to augment and enhance estates-related priorities for building maintenance and related matters and an additional £20,272 to up-grade the ICT infrastructure in the Easterhouse building.

11. Scottish Information Commission – Annual Report

Members noted the contents of the report and its Annex. I Graham commented that the Annual Report by the Scottish Information Commissioner (Kevin Dunion) for 2004 which was attached as Annex 1 to the report. Mr Dunion's report highlighted the approach which the commission would take in developing public access to information within the new legislative framework. The Principal reminded members of the Board Development Event planned, on Freedom of Information issues, scheduled for Wednesday 26 January 2005. Members noted the contents of the Principal's report and its Appendix (the Annual Report of the Scottish Information Commissioner).

12. Closure

The meeting closed at 5.00 pm, with the Chair thanking all present for their attendance at the meeting.

13. Date of Next Meeting

The date of the next meeting is to be confirmed.

AS/SV
John Wheatley College
21 January 2005

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