

**JOHN WHEATLEY COLLEGE**  
**BOARD OF MANAGEMENT**  
**CAPITAL AND ICT COMMITTEE**

**Minutes of the meeting of the Capital and ICT Committee held on Wednesday 21 September 2005 at 5 pm, in the Alex Viola Suite (Room S/09), Easterhouse Campus.**

**1. Sederunt**

Professor Arthur Allison (Chair)  
Andy Woolley  
Peter Craig  
Ian Graham (Principal)  
Martin Axford (coopted member)  
Russell Boyd (Associate Principal - ICT)

**Also in attendance**

Alan Inglis (Assistant Principal)  
James Gow (Chief Finance Officer)  
Sylvia Vaughan (for recording purposes only)

**2. Apologies**

Andrew Macdougall  
Steve Gallagher  
Maggie Forsyth  
Alex Kirk  
Alan Sherry  
Craig Green

**3. Declarations of Interest**

A Woolley declared an interest in respect of item 11 (East End Campus – Additional Funding Applications) from the minutes of the previous meeting (see matters arising) as a result of his employment by Scottish Enterprise Glasgow. The Chair declared an interest in respect of item 14 (Learning and Skills Council Budget Cuts).

**4. Terms of Reference**

Members noted the terms of reference for the Capital and ICT Committee. It was confirmed that the meeting was quorate with 6 members in attendance.

**5. Minutes of the previous meeting held on 9 May 2005**

AI/SV  
John Wheatley College  
8 November 2005

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The minutes were accepted as an accurate record of the meeting held on 9 May 2005.

**6. Matters arising from the minutes of the previous meeting**

**Matters arising from the minutes of the 2 March 2005 meeting**

**Item 10(a) Correspondence: Glasgow City Council – Full Planning Permission**

The Principal stated that the College expected to receive confirmation on 27 September 2005 from Scottish Water of a solution to the problems that had been identified on the Haghill site. He then proceeded to describe the current situation at Haghill.

**Item 10 Assessment of Proposed Renewable Energy Technologies**

The Principal indicated that windmills would not now be erected at the site of the new Campus.

**Item 11 East End Campus – Additional Funding Applications**

A Woolley declared an interest in respect of this item, as a result of his employment by Scottish Enterprise Glasgow. The Principal confirmed that the application for funding which the College had submitted to Scottish Enterprise Glasgow had been successful. He also stated that the College had received confirmation that it would receive a grant of £100,000 from the Robertson Trust.

**7. Minutes of the Project Management meeting held on 22 April 2005**

Members noted the contents of the minutes. A Woolley confirmed that the next meeting of the Project Management Group would be held soon after the College received feedback from Scottish Water.

**Item 7b) Lauder College – Sustainable buildings**

The Principal stated that he had submitted a draft proposal regarding a sustainability – longitudinal appraisal project (which the College intended to undertake in conjunction with Lauder College) to Claire Bell (Assistant Director of Capital Projects, SFEFC) in June 2005 and that he had recently received a response.

**Item 8 Project Status Report No. 5 – March/April 2005**

The Principal stated that Michael Martin MP had written to the Chief Executive of BRB (Residuary) Ltd to ask if the College could purchase the land triangle at the Haghill site and that BRB (Residuary) Ltd was currently considering this.

**Item 18 East End Campus – Site Ground Conditions**

The Principal stated that a site survey had been undertaken by Geotechnics on behalf of the College and Scottish Enterprise Glasgow, which had revealed additional problems on the site, which would have to be addressed by the use of piling. He stated that piles were currently being driven into the site. He also confirmed that a mineshaft had been discovered under Haghill road, which the College had subsequently had to fill.

He further stated that the College had had to pay for masonry that was present on the site due to the collapse of a flat to be removed. He confirmed that the College was utilising a two-stage building warrant for the project.

## **8. Correspondence:**

### **a) SFEFC – Further uplift of capital grant support**

Members noted the contents of the correspondence.

### **b) JISC – Summary of JISC activities**

Members noted the contents of the correspondence. It was requested that S Vaughan circulate this correspondence to all Board members for information before the next Board Development Event on 16 November, since Professor Ted Smith and Charles Sweeney (JISC) would deliver a presentation at the event. The Associate Principal (ICT) proceeded to highlight page 19 of the report and stated that the College received funding for the MANDATE project from JISC.

## **9. Internal Audit Report – Facilities and Estates Management**

The Principal spoke to the contents of the report, which apprised members of the outcome of a recent review by the Board's Internal Auditors of the College's Facilities and Estates Management functions. He stated that the report had been discussed at a previous meeting of the College's Audit Committee. With regards to the Auditors' recommendation that the College introduce procedures to ensure that all contractors entering the College are made aware of and accept the College's Health and Safety Procedures, the Principal stated that the College had a procedure in place which had been allowed to lapse. He reminded members that the College's Estates and Property Manger had resigned in the summer of 2005 and informed them that the College intended to review the responsibilities for Facilities and Estates Management.

He stated that the College was currently hiring a Clerk of Works to address how to proceed with minor maintenance issues. The Principal advised members that the College intended to concentrate on high risk areas.

The Principal stated that the College had rejected the Auditors' advice in one case (namely that the College implement an approved list of contractors), because the College was a member of the Authorities Buying Consortium (abc) which issues contracts and qualifies contractors for most consumable materials and other equipment and because the College already utilised Constructionline. In response to a question from A Allison, the Associate

Principal (ICT) confirmed that the College had received the electronic helpdesk system which it would implement in 2005/06 for free. Members subsequently noted the contents of the report and the Internal Audit Report into Facilities and Estates Management, which was attached as an appendix to the report.

#### **10. Internal Audit Report – IT Systems**

The Principal spoke to the contents of the report, which apprised members of the outcome of a recent review by the Board's Internal Auditors of the College's IT systems. The Principal stated that the College had installed new systems for the management of IT systems a year ago. He reminded members that the risk assessment undertaken last year had shown that if the systems were not put in place, then the College would be at risk. As a result of the College's utilisation of these systems, he confirmed that the risk level had been downgraded from an 'a' grade to a 'b' grade. He stated that the Internal Audit report showed that the College's IT system was working. A Allison commented that the report was a credit to all of the College's staff that were involved with the IT systems.

With regards to the recommendation in the Internal Audit report that staff should be required to change their system password every new term, M Axford stated that he did not think that this would be a sensible recommendation for all of the College's staff. The Associate Principal (ICT) stated that this recommendation would not be implemented and that instead he would explore alternative systems for possible implementation. In response to a query regarding this recommendation from the Chair, the Principal stated that the College's management would meet to discuss what action it would undertake in the week beginning 26 September 2005. He stated that it was possible that the word "staff" would be replaced with the phrase "systems staff". Subsequently members noted the contents of the report and the Internal Audit Report into IT systems, which was attached as an appendix to the report.

#### **11. Estates Capital Formula Funding 2004-05: Detailed Report of Expenditure**

The Chief Finance Officer spoke to the contents of the report, which sought to apprise members that the SFEFC had requested that the College provide it with a detailed report on 2004-05 capital expenditure. He stated that the College received 3 formula capital allocations totalling £359,811 from the SFEFC during the 2004-05 financial year, which were fully spent by 31 July 2005. He confirmed that the SFEFC was satisfied with the College carrying capital on to the next year. The Principal reminded members that the College had carried capital on to the next year on previous occasions. The Principal confirmed that the College would send its response to the SFEFC in due course.

Members subsequently agreed to:

- i) note the contents of this report and its appendices;
- ii) endorse appendix B as the College's response to SFEFC; and
- iii) request the Chief Finance Officer to forward appendix B to the SFEFC by 30 September 2005.

## **12. E-learning Discussion Paper**

The Associate Principal (ICT Manager) spoke to the contents of the report, which sought to inform members that the Funding Council had written to all Colleges in June 2005 to provide an update on the Council's activities in support of e-learning and to invite comments on the Council's future approach to e-learning.

He informed members that a company was currently developing HN level on line assessor software. A Inglis confirmed that the SOLAR project was linked to SQA and that one member of the College's staff was currently writing material for this initiative. The Principal confirmed that he would meet with the Chief Executive of the SQA in the near future. Members subsequently agreed to note the contents of the Associate Principal's report.

M Axford highlighted appendix 2 of the report and asked whether the College utilised any other suppliers, apart from abc? The Principal stated that the College was charged more when it purchased the UnitE software package because it purchased the package on its own and not in conjunction with other Colleges. The Associate Principal (ICT) confirmed that the SMT had found the 'toolkits' referred to in appendix 2 of the report to be of limited use.

## **13. Wireless Network for GELN Update**

The Depute Principal spoke to the contents of the report, which sought to apprise members of the progress that had been made after it had awarded the tender to install a wireless wide area network for the Greater Easterhouse Learning Network to Boston Networks at the beginning of July 2005.

He stated that the College had received planning permission to install a network at both the Balbeggie flats site and the Longston flats site and that the College's proposals for these sites were currently being refined. The Associate Principal (ICT) indicated that the College had encountered a technical problem during the installation process as a result of collapsing brickwork at the fire station in Easterhouse (this was being addressing). He stated that the College had not experienced any problems with regards to bandwidth to date. Members subsequently agreed to note the contents of the Associate Principal's report and its appendix.

## **14. Learning and Skills Council Budget Cuts**

The Associate Principal (ICT Manager) spoke to the contents of the report, which sought to apprise members of how the 27.3% reduction in the level of funding allocated to the JISC budget by the Learning and Skills Council may affect the representation of Further Education on the JISC Committees. The Chair reminded members that he had declared a conflict of interest with respect to this item. He stated that English FE representatives would no longer serve on JISC committees after their terms are completed and that the College was concerned that this may seriously affect the voice of FE within the JISC. He informed members that the committee structure was being investigated with the intention of seeking a recommendation from the Scottish FE sector to the JISC to redress this balance. The Principal stated that there would be a meeting of the Clydenet Group in the near future and that the College would raise the issue of the Learning and Skills Council's budget cuts at the meeting. He confirmed that this issue was on the agenda of the next SFC liaison meeting, which would be held on the week beginning 26 September 2005.

**15. Timetabling Software**

The Assistant Principal provided a demonstration of timetabling software and responded to questions from members. The Chair thanked the Assistant Principal for providing the demonstration.

**16. Closure**

The meeting closed at 6.30 pm, with the Chair thanking all members for their attendance.

**17. Date of next meeting**

The next meeting is scheduled for Wednesday 5 December 2005 at 5 pm in Room S/09, Easterhouse Campus.