

John Wheatley College

Executive Committee

Minutes of the Executive Committee meeting held on Tuesday 21 December 2004 at 4.30pm in Room S/09, Easterhouse Campus.

1. Sederunt

The meeting commenced at 2.30pm and was attended by:

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

Also in attendance:

Alex Kirk (Depute Principal)
Alan Sherry (Assistant Principal)
Bob Forrest (Chief Accountant)
Roger Stewart (Clerk to the Board)
S Vaughan (minute taker)

2. Apologies

Martin Axford
Andrew Woolley

3. Terms of Reference

Members noted the terms of reference of the Executive Committee. It was confirmed that the meeting was quorate with 5 members in attendance.

4. Declarations of Interest

There were no declarations of interest.

5. Minutes of the Previous Meeting held on 29 October 2004

Item 8 – Additional Capital Allocation – session 2004/05

I Graham requested that a statement be added to this item to the effect that the College will receive approximately £60,000 from SFEFC. It was proposed that this additional funding would be used to supplement the routine maintenance work budget and to upgrade the ICT infrastructure in the Easterhouse campus. I Graham stated that he would produce a paper documenting the progress that had been made with regard to this item for a future meeting of the Executive Committee.

6. Matters Arising from the Minutes of the Previous Meeting

There were no matters arising from the minutes of the previous meeting.

7. Correspondence

a) Association of Scottish Colleges

i) Proposed changes to Board of Management

Members considered the contents of the correspondence and were subsequently referred to item 13.

ii) Board Members' Annual Conference 2005

Members noted the contents of the correspondence. It was agreed that A Sherry would write to all Board members informing them of the conference and requesting expressions of interest. Members also noted the cost of participation at the event.

I Graham stated that he would not be able to attend the Board Members' Annual Conference.

iii) Scottish Executive Draft Budget 2005-08

Members noted the contents of the correspondence. I Graham requested members to note Stage 2 of the budget approval process which was outlined in the letter under consideration, which stated that in October and November 2004 the Finance Committee of the Scottish Parliament would be taking evidence from Ministers, Executive Officials and other key stakeholders. At the same time, each select committee has been asked to consider and report to the Finance Committee on the detailed spending proposals for their area of responsibility. The Finance Committee will then produce a full Stage 2 report for debate and approval at a full meeting of the Parliament in mid-December 2004. I Graham informed all present that a detailed report on the aforementioned developments would be produced for the Board in due course.

b) SFEFC – Scottish Parliament Audit Committee's report on performance management of the FE Sector

Members noted the contents of the correspondence. I Graham stated that he would produce a paper on Performance Management in the FE Sector for the next Board meeting.

c) Audit Scotland – charges – 2004/05 audit

Members noted the contents of the correspondence.

I Graham also reported that the College had received a copy of the final audit management letter for 2003/04 on 21 December 2004 and that he intended to write to Roger McClure (SFEFC) enclosing a copy of this document.

8. College Relationship with the Scottish Further Education Funding Council

Having heard a verbal report on the recent meeting held with Roger McClure and Esther Robertson by Jim Cope, members considered the contents of his report and after discussion agreed to note the contents of the report.

9. Coopted Members: Proposed membership of Standing Committees

A Sherry spoke to the report informing members that the proposals were based on the information which had been provided by applicants. He reminded members that they had seen this information as part of the selection process.

I Graham stated that there would require to be a further meeting of the Committee with the Clerk to the Board to discuss the approach which the Board would adopt to replace the Chair and Vice chair. It was agreed that such a meeting would take place in early January 2005.

I Graham requested that this item be added to the agenda of the next scheduled Board meeting.

Following discussion members agreed to:

- i) note the contents of this report and its appendices; and
- ii) endorse the proposed membership of Board Standing Committees for new coopted members.

10. Chief Accountant: Revised Job Description and Person Specification

The Principal informed members that the report that was circulated with the papers had been withdrawn and replaced with the one which had been tabled by the Secretary to the Board. He apologised for this late change, but informed members that there were no major changes to the substance of the report.

A Kirk reported that the qualifications which were listed in the job description had been amended in order to reflect the Scottish professional educational qualifications. Members noted the revised job description and the person specification.

I Graham proposed that a letting meeting for the position of Chief Accountant should be held on Monday 14 February 2005 at 3.00 pm. The members present agreed to this proposal.

Members agreed to:

- i) note the contents of the Principal's report and its Appendices;

- ii) endorse the person specification and job description for the Chief Accountant post; and
- iii) note the proposed schedule for advertising and letting the post of Chief Accountant.

11. Annual Wage Offer for Support Staff – Financial Year 2004/2005

The Depute Principal spoke to his report, informing members that the wage offer which would be made to support staff had been framed based on the guidance offered by SFEFC, the Treasury on Public Sector pay and the College's ability to fund wage rises. He also informed members that the claim made by Unison was attached as an Appendix to the report.

Members agreed to:

- i) note the contents of the Depute Principal's report and its Appendices;
- ii) note the details of the salary claim for 2004/05 lodged by Unison;
- iii) approve the wage offer in respect of the College's Support Staff for 2004/05; and
- iv) request the College's Human Resources Manager to apprise the Board's Personnel and Staffing Committee of the details of this report and its Appendices.

12. Internal Audit Report: Corporate and Governance

Members considered the contents of the report, noting that there were no major recommendations. One of the recommendations that was made in the report was that the College should maintain formal records of the training that is provided for Board members. Members acknowledged that although minutes of development events were considered by the Board, there was no one report which collated all of the activities which were undertaken by Board members. It was agreed that A Sherry would ensure that the College would maintain formal records commencing with session 20004/05.

Members agreed to:

- i) note the contents of this report;
- ii) note the audit recommendations contained in the Internal Auditor's report on Corporate Governance;
- iii) note the College Management response; and
- iv) request the College to address the audit recommendations and update the College's Audit Action Plan.

13. Internal Audit Report: Insurance Arrangements

Members considered the contents of the report. Members were asked to note that Alex Kirk did not write the actions to the recommendations that were outlined in the report and that I Graham had instead performed this task.

Members agreed to:

- i) note the contents of this report;
- ii) note the audit recommendations contained in the Internal Auditor's report on Insurance Arrangements;
- iii) note the College Management response; and
- iv) request the College to address the audit recommendations and update the College's Audit Action Plan.

The Chair requested that members consider an additional item which had been tabled. Members agreed to this request.

14. Reform of Boards of Management- Progress Report

The Principal spoke to his report reminding members that the College had previously responded to the Scottish Executive's consultation exercise. Attached for information as Appendix 1 was the proposed response from the Association of Scottish Colleges (ASC). He requested members to note that the ASC response was broadly similar to that of the College and in particular that they too were seeking the removal of the age limit of 65 years contained in the consultation exercise. In addition, ASC was proposing that in exceptional circumstances members should be able to serve more than eight years.

Following discussion members agreed to:

- i) note the contents of the Principal's Report and its Appendices; and
- ii) endorse the College's response to the ASC consultation paper (attached as Appendix 2).

14. Closure

The meeting closed at 5.10 pm, with the Chair thanking all present for their attendance at the meeting.

15. Date of Next Meeting

The date of the next meeting is to be confirmed.

AS/SV
John Wheatley College
26 December 2005

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