

John Wheatley College
Joint Consultative Committee

Minutes of the meeting held on Friday 23 February, 2007 at 2pm in Room S/09, Easterhouse Campus.

1 Sederunt

The meeting commenced at 2.00pm and was attended by:

I Graham (Chair);
A Kirk (Depute Principal);
D Sneddon (HR Manager);
A Sherry (Assistant Principal);
P Gallagher (EIS/FELA); and
P Currie (EIS/FELA)

In Attendance:
S Wilkie/M McAdam (for recording purposes only);

2 Apologies

R Boyd (ACM); and
B McQuillan (UNISON)

3 Minutes of Meeting held on 3 November, 2006

The minutes of the meeting were taken as read. They were accepted as an accurate record of the meeting held on 3 November, 2006.

4 Matters Arising from the Minutes of the Previous Meetings

The Principal highlighted Item 9 – Draft Annual Accounts informing members that the College as yet had not received confirmation from the Auditor General that the accounts could be placed in the public domain.

5 Correspondence

- a) **UNISON – Change to Regional Organiser’s Packages**
Members agreed to note the correspondence from UNISON confirming the changes to the regional organiser packages.
- b) **Scottish Executive**
 - i) **Development in Provision for Teacher Training**
The Principal informed members of the update from the Scottish Executive on the changes made to TQFE in respect of the ESOL qualification.
 - ii) **Family Friendly Colleges**
Members noted the summary information from the Executive on the recent project examining the experience of parents who were students in FE Colleges.

c) GTC Scotland – Revisions to the Teachers’ Registration (Scotland) Rules

Members noted the revisions issued by GTC on the Teacher Registration (Scotland) Rules.

d) Scottish Funding Council – Circular 04/07 Council Review of Quality Assurance and Enhancement

Members noted the Funding Council circular on the Review of Quality Assurance and Enhancement for both FE and HE.

e) ASC

i) Circular 07/01 SFC Consultation – Collection of Individual Data on College Staff

Members noted the circular informing colleges of the proposal to replace the current collect of staff data with an individualised staffing return.

ii) Scotland’s Colleges’ 2007 – Election Prospectus

iii) Scotland’s Colleges – Forward Together

Members noted both the confirmation that the Scotland’s Colleges’ Prospectus, produced by the Association of Scotland’s Colleges, had been forwarded to all MSPs, MPs, MEPs, Local Authority Leaders and Chief Executives.

iv) Shaping the Lifelong Learning Strategy

v)

Members noted the ASC response to the Scottish Executive Lifelong Learning Strategy consultation exercise.

f) Department for Education and Skills – Promoting Good Campus Relations

Following discussion members expressed concern with regard to the tone and contents of the publication as in their view it did not contribute to the promotion of positive race relations. The Principal reminded members that this document had been produced for use in England and Wales and that the Scottish Executive were currently seeking to engage with colleges on how best to provide guidance in this area.

g) HERA Report – UNISON Draft Comment

The Principal reminded members that the College was participating in the HERA pilot with Motherwell and James Watt colleges.

He further reminded members that the current job evaluation system had been in place since the College was governed by Strathclyde Regional Council, more than 15 years ago. General discussion took place with the Principal informing members that the cost of producing a bespoke system for the College would be prohibitive and not represent value-for-money.

Members agreed to note the comments received from the UNISON Branch.

h) Miller Samuel – Employment Matter

The Principal informed members of the analysis conducted by Miller Samuel on the Scottish Funding Council circular on the outcome of the independent report on the industrial relations matter at Central College of Commerce. He reported that Miller Samuel have concluded that John Wheatley College policies and procedures in this area were 'best practice' and that there was no need to act on any of the recommendations contained within the report.

Members welcomed this independent legal view and noted that the College required to take no action following the recommendations made for Central College of Commerce.

i) CIPD – Woman in the Boardroom – A Change Agenda

Members noted the CIPD information on women in the Boardroom.

j) Eversheds – e-Briefing 254 – Working Time Update

The Principal emphasised to members the importance of ensuring all staff take adequate breaks when working.

Members noted the briefing from Eversheds on Working Time Regulations (WTR) and the guidelines by the Department of Trade and Industry (DTI).

6 Approved Committee minutes for information - Equalities Committee – 31 October 2006

D Sneddon highlighted the approved minutes of the Equalities Committee meeting held on 31 October, 2006. Members also noted her call for further staff membership on the Committee.

7 Annual Audit Report 2005-06

The Principal informed members that the Annual Audit Report, by the Chair of the Audit Committee had been include on the agenda for information. He reminded members that this report was required by the SFC Financial Memorandum and contained an overview of the work of the Audit Committee in session 2005/06. He further informed members that the report had been considered by:

- a) the Financial Control Committee on 30 November 2006;
- b) the Audit Committee held on 4 December 2006; and
- c) the Board of Management held on 7 December 2006.

Following approval at the Board this was forwarded to the Funding Council.

The Principal informed members that the Annual Report highlighted the reduction in the number of high level recommendations identified by both internal and external services, note the continued improvement in the financial health of the College and the progress made on the Board's Value-for-Money agenda. In addition he informed members that the report included commentary on the other quality audits undergone by the College in session 2006/07 including those required the Scottish Qualifications Authority and the British Computer Society.

Having heard the Principal members agreed to note the report by the Chair of the Audit Committee.

8 CHASTE – Health and Safety Survey Report to SFC*

The Principal informed members that this report on the work of CHASTE project had been considered by the Board of Management at its meeting held on 22 February, 2007. He reminded members that the CHASTE project had been established by Scottish Funding Council to review the quality of Health and Safety Management in Scotland's Colleges.

He proceeded to highlight the conclusions contained in the report which included:

- i) the management systems associated with health and safety in colleges varies from poor to very good (and indeed excellent).

In many cases 'considerable work' will be required to improve the situation to a reasonable standard;
- ii) only a few colleges have 'competent advice' provided on health and safety matters by appropriately qualified individuals;
- iii) all colleges visited had a functioning Health and Safety Committee;
- iv) in the majority of colleges risk assessment processes is 'not at a high level of sophistication' and they are 'not well managed';
- v) most colleges have some form of procedure to record and report accidents and incidents. 'Only a few' produce useful data on trends in accident reporting;
- vi) the vast majority of colleges have suitable physical fire safety precautions but many have no fire risk assessments;
- vii) most colleges have procedures to manage statutory testing but many management's cannot demonstrate whether these are satisfactorily discharged;
- viii) first aid was 'well managed' in most colleges.
- ix) Occupational health care is provided by all colleges (but to different standards). The implementation of 'stress policies' by colleges is problematic in some institutions;
- x) the provision of health and safety training in the College Sector ranges from poor to very good;
- xi) the vast majority of colleges have very little or no contingency plans in place; and
- xii) a significant minority (10 out of 43) colleges have not, as yet, participated in the CHASTE exercise (despite a variety of 'prompts').

He also reminded members that the College's individual CHASTE assessment contained only one recommendation for improvement (the appointment of specific health and safety coordinators in each of the College's teaching Schools) and that this had been addressed in the recent

review of Management Structures (which was, it will be recalled, implemented from the start of session 2006/07). Two Senior Lecturers have now been appointed to these roles and are currently undergoing externally provided training to support in these posts.

The Principal further informed members that following the recent retirement of the College's Health and Safety Officer this post had been advertised and following the interview procedure a new appointment had been made.

Members agreed to:

- i) note the contents of the Principal's report and its annexes;
- ii) note the conclusions of CHASTE about the College's Health and Safety Management (as described in annex 2);
- iii) note the actions already taken to overtake the CHASTE recommendations; and
- iv) note the steps taken to replace the Health and Safety Officer.

9 RoSCo Governance Review

The Principal spoke to his report informing members of the conclusions of the Review of Scotland's Colleges (RoSCo) Governance and Accountability Study which was conducted on behalf of the Scottish Executive by DTZ Pida. He reminded members that the College had participated in this exercise with a range of staff members, including trades unions and professional body representatives, being interviewed by an external consultant and the completion of a questionnaire by the Chair of the Board. He further reminded members that they had previously considered the informal feedback received from this consultant which concluded that the standards of corporate governance at the College were of a very high order.

The Principal proceeded to highlight the primary conclusion of the study which was that general standard of governance in the college sector is generally good (and that, in some cases, colleges represent the 'cutting edge' of Public Sector practice in Governance in Scotland).

He further informed members that Further Education Colleges are the only group within the Scottish public sector which have been subject to such an in-depth review of corporate governance..

Following a short discussion members agreed to:

- i) note the contents of the Principal's report;
- ii) note the conclusions and recommendations of the RoSCo Review of Governance and Accountability in Scotland's Colleges (attached as an annex to this report); and
- iii) note that the Scottish Executive is shortly expected to publish its response to the RoSCo Review's conclusions and recommendations and that, as a consequence, no immediate action is required in that respect by the College.

10 Scottish Funding Council – Circular 04/07 Council Review of Quality Assurance and Enhancement*

The Principal informed members that this report contained a formal declaration of interest on behalf of A Inglis, Assistant Principal as a consequence of his membership of the Joint Quality Review Group.

The Principal informed members that this report had been considered by the Board of Management at its recent meeting held on 22 February, 2007.

He reported that the Scottish Funding Council had undertaken to conduct a review of its policies on quality assurance and enhancement for both the Further and Higher Education sectors. He further reported that the Council had established a joint FE/HE working group which will make recommendations to the Council in autumn 2007 on the approach to quality which will be taken from the commencement of academic year 2008/09. The Principal requested that members note that the Joint Working Group was chaired by James Alexander, President of NUS-Scotland.

Members agreed to:

- a) note the contents of the report and its appendix; and
- b) request that a report on the outcome of the joint quality review process is brought to an appropriate future meeting.

11 SFC – Collection of Individual Data on College Staff - Consultation

The Principal spoke to report by the Human Resources Manager informing members of the Scottish Funding Council proposal to review its collection methods of data on college staff. He informed members that currently the College is required to submit aggregated staff data to the Council on an annual basis. This data included information on gender, ethnicity, qualifications and age. The Council proposes to replace this system with a return based on a separate record for each member of staff which they believe would provide greater flexibility in the analysis and monitoring of data while reducing the administrative burden on colleges.

In response to questions the HR Manager reported that collecting the data in revised format was feasible. However she requested that members consider the Funding Council proposal and provide her with any comments.

Following discussion the trade union representatives raised no objections to the proposed changes to the collection of this data.

Members agreed to note the contents of the report and its appendix on the Funding Council proposal to change its current process from the collection of aggregate staff data to individualised return for each member of staff..

12 Staff Attendance Report – 1 August 2006 to 31 October 2006

D Sneddon, Human Resources Manager spoke to her report apprising members on contents of the staff attendance report from 1 August 2006 to 31 October 2006.

She in turn spoke of the permanent staff, support staff and temporary staff attendance within that period informing members noted that the first quarter of 2006/07 recorded a slight decrease in the College percentage absence rate for permanent staff. She reported that this was mainly attributable to a reduction in short-term intermittent absence. However she reported that there had been an increase in the number of days lost to long-term absence. The HR Manager informed members that there had been an increase in the absence rate for support staff in the first quarter mainly attributable to an increase in long-term absence.

She reported that overall the short-term intermittent absence was declining there had been an increase in instances of long-term absence with seven staff members currently experiencing this form of absence..

D Sneddon further informed members that the College specifically recorded information on stress-related absences reporting that six employees had indicated that this was the cause of their absence. Three of these staff members had experienced personal difficulties while the remaining three felt that their absence was due to work issues. The College has managed the absence of two these staff in accordance with its Attendance at Work Policy making use of the Occupational health Service and the Individual Stress Risk Assessment process. One employee has subsequently returned to work while one employee declined to participate in the Individual Stress risk Assessment and subsequently took the decision to resign from the College. The remaining staff member returned to work after one day and their absence has been dealt with by the line manager.

The HR manager reported that the direct cost of staff absence for the first quarter was £47,731.

D Sneddon informed members that a review of the Attendance management Handbook would take place later in session 2006/07 in order that it could be updated to take account of recent legislative changes. Members welcomed this development.

The Principal reminded members of the emphasis being placed by Audit Scotland on the staff absence within the public sector and while recognising that there had been an improvement in absences levels there was a need to ensure that the procedures were effectively implemented to continue this trend.

Members agreed to:

- i) note the contents of the report and its appendices; and
- ii) request the Human Resources Manager to bring forward a further report at a future meeting of the Committee.

13 Gender Comparison of Salaries – Academic Year 2005/06

The Principal spoke the report informing members that this document contained a gender comparison of College staff salaries. He reminded members that this analysis was undertaken on an annual basis. He reminded members that due to composition of the Senior Management Team this group had a slight imbalance when compared to other staff groups.

D Sneddon informed members that the analysis indicated that there was no substantial difference in the salaries of College staff as a result of gender with the exception of the Senior Management Team where all post holders were male.

Members of the Joint Consultative Committee agreed to note the content of the report and its appendix.

14 Recognition and Procedures Agreement

D Sneddon spoke to her report updating members on the progress made in reviewing the current Recognition and Procedures Agreement (RPA) dealing with consultation and negotiation.

The HR Manager reported that representatives of the Trades Union and Professional Association were invited on 16 November 2006 to submit any comments on the documents by 1 December, 2006. She further reported that the Association for College Management and the EIS/FELA branches had indicated that they had no comment to make and were content with the existing format of the RPA. She informed members that the representative of UNISON had requested an extension to the deadline in order to submit comments which the College had agreed to. Subsequently the College had received comments from UNISON which are currently being considered with arrangements being made to discuss their submission in due course.

Members agreed to:

- a) note the contents of the report ; and
- b) request the HR Manger to make arrangement with Unison; and
- c) request the HR Manger to present the revised Recognition and Procedures Agreement at a future meeting of the JCC.

15 Disability Issues

- a) **Disability Equality Scheme and Action Plan***
- b) **Disability Equality – Guidance from DRC and others***

At the request of the Chair members agreed that these items would be considered jointly.

The Principal informed members that the College was currently taking the necessary actions to ensure that the College was fully compliant with the amended Disability Discrimination Act 2005 and the recent recommendations made in a report by the Scottish Parliament's Equal Opportunities Committee (chaired by C Peattie, MSP) which was attached as appendix 3 to the report entitled Disability Equality-Guidance from DRC and Others .

He informed members of the need to respond to the recommendations which related to both the provision of learning and teaching and the role of the College as an employer. He further informed members that Board had previously considered a report on the recommendations which related to learning and teaching (appendix 4) and that D Sneddon was currently working on a response which related to the role of the College as an employer which would be considered in due course by both the Board's Personnel & Staffing Committee and the Joint Consultative Committee. Members welcomed this approach.

D Sneddon then spoke to her report informing members that the College was fully compliant with the DDA legislation. She provided members with an update on the implementation and dissemination of the Disability Equality Scheme (DES) and its associated action plan reminding members that these documents had been approved by the Board at the meeting held on 7 December 2006. She reported that

copies of the DES and its associated action plan had been disseminated in a variety of ways including:

- being made available on the College website;
- copies circulated to all managers ;
- discussion at team meetings;
- distribution to a range of external organisations; and
- consultation with Equality Forward.

The Principal proceeded to highlight the guidance from the Disability Rights Commission (DRC) which included :

- a guide for disabled people; and
- guidance for organisations working with disabled people to enable them to discharge, in full, their new statutory obligations.

Following discussion members agreed to:

- i) note the contents of both the Human Resource Managers and the Principal's Report and their annexes;
- ii) note the guidance issued by the Disability Rights Commission (Making the Duty Work);
- iii) note the Human Resource Manager will bring back the revised Disability Equality Scheme and Action Plan to a future meeting of JCC;
- iv) note the outcome of the College's links with Equality Forward (as outlined in the report);
- v) note the recommendations of the Scottish Parliament's Equal Opportunities Committee (appendix 3) and the College's response to that document (appendix 4) to the Human Resources Report; and
- vi) request the Human Resources Manager to provide a future meeting of the Board's Personnel and Staffing Committee with a response to the Equal Opportunities Committee's report recommendations for the consideration of employers.

16 Employee Counselling Service – 1 August 2006 to 31 January 2007

D Sneddon reminded members that the College was affiliated to independent the Employee Counselling Service (ECS) which provides both face-to-face counseling and a 24 hour telephone helpline. She informed members of the service provided by the ECS from the period 1 August 2006 to 31 January 2007 reporting that a total of 3 people utilised the service 1 by self-referral and 2 via the telephone helpline. She further informed members that ECS had indicated that this was fewer referrals than they would have anticipated for an organization with the staffing compliment of the College.

The HR Manager also informed members of the steps taken the Human Resources Team to ensure that all staff were aware of the service available from ECS including posters, information packs and regular articles in the College newsletter.

Members agreed to:

- a) note the content of the report; and
- b) note that the College will further promote the services of the Employee Counselling Services.

17 HERA Pilot

D Sneddon spoke to her report updating members on the review of the pilot Job Evaluation System using the HERA system and the work undertaken to source a more appropriate system for the FE sector.

She reminded members that the College had participated in a pilot project of a job evaluation system (HERA) with two other colleges (Motherwell and James Watt). The HR Manager reported that all three colleges, following the pilot, had concluded that the HERA system with appropriate modifications would be fit for purpose within the FE sector.

The HR Manager further informed members that following consideration of a report on the pilot project, attached as appendix 1, by the Senior Management Team it was proposed that the College would continue to work with the Educational Competences Consortium (ECC) Ltd who had developed HERA for the HE sector to assist in the development of a system for the Scottish FE sector. She reported that ECC Ltd had produced an introductory document entitled Further Education Development and Role Analysis (FEDRA) which was attached as appendix 2. She informed members that representatives from the recognized trades unions and professional associations would be consulted as part of the process in developing FEDRA.

In response to questions D Sneddon informed members that ECC Ltd was a not for profit organization which is wholly owned by its members.

D Sneddon reminded members that the Gender Equality Duty would come into force on 6 April, 2007 and as a result the College would require to have in place a robust Job Evaluation System to support its Equal Pay Statement. She further reminded members that the Equal Pay Statement would be required to be produced by 28 September, 2007.

Members agreed to:

- i) note the contents of the Human Resources Manager report and its appendices;
- ii) request the Human Resources Manager take forward the FEDRA project through working in partnership with ECC and representatives from UNISON, EIS/FELA and ACM with a view to implementing the FEDRA system; and
- iii) request the Human Resources Manager to provide regular update reports to future scheduled meetings of the JCC.

18 Review of Procedures at Central College of Commerce – Independent Review Panel’s Report: Implications for John Wheatley College

D Sneddon reminded members of the recent report from the Independent Review Panel, established by the Scottish Funding Council, to review the disciplinary procedures at Central College of Commerce. She also reminded that the Funding Council had requested colleges to benchmark their own disciplinary policies and procedures against that document.

D Sneddon reported that the College had sought guidance from its own legal advisor, Miller Samuel and that as part of that process the following documentation was forwarded to the College's solicitor:

- a copy of the Independent Review Panel report;
- Scottish Funding Council Circular SFC/66/06 – Review of Procedures at Central College of Commerce: Independent Review Panel's Report;
- John Wheatley College's Disciplinary and Appeals Procedure; and
- a report on the matter by the Principal presented to John Wheatley College's Executive Committee.

The HR Manager informed members that Miller Samuel had concluded that there was no need to alter College policies and procedures as a result of the Independent Review Panel report and that the detail of this advice was contained in the written response from Miller Samuel attached as an appendix to the report. She further informed members that it was the view of Miller Samuel that the College had adopted *best practice* in its procedures relating to grievance and discipline.

D Sneddon reminded members that the College had agreed to form a short-life working group to consider the implications of the Review Panel Report in relation to its Disciplinary and Appeals Procedures and to provide a report for consideration by the Board of Management. The first meeting had been scheduled to take place following receipt of the advice from Miller Samuel. She further reminded members that the composition of the working group was:

- Alan Sherry, Chair;
- Doreen Sneddon, Human Resources Manager;
- Patricia Currie, EIS/FELA;
- Brian McQuillan, UNISON; and
- Russell Boyd, ACM

There followed some discussion on the need to holding a meeting of the short life working group with P Gallagher opining that it was the view of the EIS/FELA branch that as the College had demonstrated *best practice* in this area a meeting would serve no useful purpose. The Principal requested that if this was the case it would be necessary for the branch to put these comments in writing.

Following a short discussion, members agreed to:

- i) note the contents of the Human Resources Manager's report and appendices;
- ii) request the Human Resources Manager to make the necessary arrangements for a meeting of the workgroup; and
- iii) note that the workgroup will present a report on its findings to the Board of Management.

19 Avian Flu – Contingency Plans*

The Principal spoke to his report informing members of the importance that the College had in place adequate plans in the event of influenza pandemic. He asked members to recall that the College already had in place a Service Continuity plan which the Avian Flu plan would be designed to sit within that emergency planning procedure management framework.

He reported that the College had already initiated discussions about how it might respond to such a pandemic. He also reported that he had recently written to all staff on the advice provided by the UK Government's Civil Contingencies Unit on preventative action.

The Principal also spoke of the possible need to update the contact information for all staff, to ensure that if (following official notification that there was an outbreak) the College required to be closed, then all staff would be able to kept updated on the situation. He reported that it was anticipated that the main means of communication would be electronically and that steps were being taken to ensure that the Senior Management team could utilise this form of communication. He proposed that it would be beneficial if all staff were to provide on a confidential basis a means of contacting them electronically should the need arise as a result of the closure of the College following formal declaration of a pandemic. The Principal emphasized that this information would only be used in such an emergency to keep staff informed of developments and that the College would wish to discuss with trades unions and professional bodies how such information would be collected and deployed.

He inform members that following any closure of the College as a result of a pandemic salaries would be paid based on the last 'pay run' data with any discrepancies rectified at a later date. Members welcomed this proposal

Following discussion members agreed to:

- i) note the contents of the Principal's report;
- ii) note the advice from the UK Civil Contingencies Unit in respect of Avian Flu (annex 1);
- iii) note the steps taken by the College to initiate its response to a possible outbreak of Avian Flu;
- iv) consider the College's planning assumptions (as outlined in annex 2) which will underpin an Avian Flu Contingency Plan;
- v) request the Principal and the Depute Principal to consult widely (internally and externally) on the College's response to the possibility of an Avian Flu Pandemic; and
- vi) request the College to prepare an Avian Flu Contingency Plan (within the context of the College's existing Service Continuity Framework) at the earliest opportunity.

20 Mid-Year Review – Half Year Report 2006/07*

A Kirk informed members that the half-year report was intended to provide an update on the College's financial position and its progress towards achieving the student activity target for session 2006/07 reminding members that these two measures were the most significant indicators of performance in relation to financial sustainability.

He reported that Income and Expenditure Account indicated a slight under spend in expenditure as a result of an unfilled post within estates and the close management of teaching staff utilisation. He further reported that there had been an under recovery of fee income in this period and that this was being address by both teaching schools. As a result the projected year end surplus was £24k rather than the £50k indicated in the initial budget approved by the Board.

The Depute Principal then proceeded to outline the progress made to date against the agreed student activity target for 2006/07. He reminded members that the target for session was 34,286 wSUMs and that the current confirmed activity was 28,699 wSUMs leaving circa 5,600 wSUMs to be achieved by the end of July 2007.

In response to questions the Depute Principal informed members that it was anticipated that the target would be achieved.

He reminded members that the unknown risk item for the remainder of the year was the costs associated with the new build project. He reported that the East End Campus is currently within its planned budget with a contingency of approximately £5k.

Members of the JCC agreed to:

- i) note the contents of the report and its annex;
- ii) note the report would be forwarded to the Financial Control Committee for further consideration; and
- iii) note that an updated report would be brought to an appropriate future meeting.

21 Meet the Board Event 2006/07

A Sherry informed members of the proposal for the 'Meet the Board event' scheduled to held on 29 March, 2007 at the new East End campus. He further informed members that A Macdougall and C White, staff Board members, had organised this event and had sought to expand it to include examples of student work. In addition staff and their families would also be afforded the opportunity to tour the new campus. As with previous events light refreshments would be provided.

The Principal informed members that A Macdougall and C White would invite all staff, and members of their family, to this event .

Members agreed to:

- i) note the contents of the report;
- ii) note that the proposal had been endorsed to hold the 'meet the board' event on 29 March, 2007;
- ii) note that A Macdougall and C White would coordinate the activities of the event.

- 22 Risk Management**
a) **College Risk Register**
b) **Risk Issues to be considered as a consequence of the consideration of the above agenda**

Members noted both the current College Risk Register and following discussion agreed that no additional risks had been identified as a consequence of the above agenda.

23 John Wheatley College - College Calendar 2007/08

A Sherry informed members of the proposed College Calendar for session 2007/08. He reminded members that the College had followed the holiday pattern of Glasgow City Council as had proved to be most suitable for learners. He further informed members that the Good Friday and Easter Monday holidays would fall outwith the Spring break in session 2007/08.

The Principal requested that members consider proposed calendar and provided A Sherry with proposed amendments by 2 March 2007.

The Principal thanked members for their input and reminded colleagues of the relocation to the East End Campus and the need to ensure that the Shettleston building was fully vacated by 14 March, 2007.

24 Closure

As all business had been conducted the meeting closed at 4.20pm.

25 Date of Next Meeting

Members noted that the next meeting of the JCC is scheduled to be held on 27 April, 2007 at 2.00pm.