

John Wheatley College

DRAFT

Executive Committee

Minutes of the Executive Committee meeting held on Thursday 16 September at 12.30pm in the Board Room of Strathclyde European Partnership, Elmbank Street.

1. Sederunt

The meeting commenced at 12.30pm and was attended by:

Jim Cope (Chair);
J Graham;
Ian Graham (Principal);
Desmond O'Brien;
Andrew Woolley; and
Martin Axford.

Also in attendance:

A Sherry (Assistant Principal)
L Crouchman (minute taker)

2. Apologies

A Kirk (Depute Principal)
Helen Ostrycharz

3. Terms of Reference

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

4. Declarations of Interest

There were no declarations of interest.

5. Minutes of the Previous Meeting held on 28th July 2004

The minutes of the previous meeting were taken as read. They were accepted as an accurate record of the meeting held on the 28 July 2004.

6. Matters arising from the minutes of the previous meeting

Item 8 - Survey of Salaries of Basic Grade Lecturers

The Principal advised members that there had been no further progress on this and that the paper would be on the agenda of the Joint Consultative Committee.

Item 10 - Langside College – nomination for future Chair of Glasgow College Chairs and Principals meeting

The Principal confirmed to members that he would be meeting with Bill Miller this week

Item 11 - Tender Process – Clerk to the Board of Management – Additional Information

I Graham confirmed to members that the appointment of the Clerk to the Board was near completion with a letter confirming the terms with CDU being sent this week. He further added that a report on this would be brought to the Board of Management meeting on the 7 October 2004.

7. Correspondence

a) **Investment in Glasgow Infrastructure - letter from Principal**

I Graham confirmed to members that the College would be writing to SFEFC asking that they give consideration to the development of a wireless ICT infrastructure which could serve the needs of all nine colleges (AND POSSIBLY Higher Education establishments) in Glasgow. A Woolley suggested that a company called Access Glasgow was funded to support public sector organisations with some of the cost of carrying out this kind of 'scoping' project. I Graham confirmed that he and T Wilson Principal of Glasgow College of Building & Printing) would investigate this opportunity if the SFEFC response was positive.

Members noted the contents of the correspondence.

b) **Scottish Further Education Funding Council**

i) **Full Business Case – Additional Information**

The Principal advised members that this confirmed receipt of the additional information required by the Funding Council.

I Graham informed members that it was anticipated that the College would receive a grant of £5.8 million from SFEFC to support the new campus development. He added that this had been confirmed verbally by M Kirkwood of SFEFC, however the College had not yet received formal written notification of the situation.

ii) Developing a Strategic Dialogue: national forum

I Graham confirmed that the College would be represented at this event.

iii) 21st Century Further Education in Glasgow – options for the city centre

I Graham advised members that he had attended this seminar (and that A Woolley was also there representing Scottish Enterprise Glasgow). The Chair had been unable to attend as a consequence of a serious personal situation which had arisen that evening. The Principal further informed members that there would be a detailed report about the content of the event brought to the next Board meeting however it was his view that little progress had been made dealing with the estates issues which faced the City Centre Colleges.

The Principal informed members that he had subsequently written to SFEFC (in response to an invitation to do so from Ms Esther Roberton) to highlight concerns with regard as to how RMJM had conducted the optional appraisal exercise for City Centre Colleges, in particular the failure to consider revenue costs over the lifespan of the proposed estates solutions. He indicated that this correspondence would also be made available to members at the next meeting of the Board.

c) Association of Scottish Colleges

i) Petition (PE583) on the Governance and Management of Scotland's FE Colleges

The Principal confirmed to members that the Clerk to the Public Petitions Committee had written to ASC inviting comment on the petition on governance and management within FE colleges. He indicated that the report highlighted the Association's response.

Members noted the response.

ii) ASC Activities Update – June

Members noted the details of the correspondence.

d) Scottish Executive – letter from Margaret Curran MSP

I Graham informed members that M Curran MSP is supportive of the College's proposed East End Campus. He confirmed that M Curran had asked the Communities Scotland Glasgow Area Team to contact the College in order to explore potential sources of funding to support the development of the new campus. He indicated that he was hopeful that additional funding may be

available from specific budgets intended to address social exclusion.

He further informed members that the College was keen to make an announcement in the East End about the new campus. In response to questions from members, the Principal suggested that Parkhead Library or the Bluevale Community Centre in Haghill were likely venues. In answer to questions from Mr O'Brien the Principal confirmed that the Bambury Centre was not being considered as it was too far from the site of the new campus.

I Graham further informed members that he had met with Calum McLeod from the Scottish Environmental Protection Agency (SEPA) and that he was very supportive of the project and had written to Laurie Russell (Chief Executive of SEP) to that effect.

8. Recruitment of Board Members

The Principal spoke to his report and informed members that the closing date for the receipt of applications was 10 September 2004. He further informed members that two candidates had sent their expressions of interest in after the deadline and enquired whether members would want to consider these two candidates.

After discussion members agreed that they should see all the candidates provided the original letter did not state late applicants would not be considered. A Sherry undertook to review the original letter and inform members if late applicants required to be excluded.

I Graham informed members that there had been 19 expressions of interest. Members agreed to consider all those who had submitted applications.

I Graham and A Sherry agreed to carry out an independent analysis of the applicants against the person specification agreed at an earlier date by the Board and distribute this analysis to members in advance of the first meeting with candidate members.

I Graham informed members he would be happy to give a half hour presentation to all the candidates in order to provide them with an overview of the College and its activities. He further proposed that members might wish to meet applicants at an informal lunch as the initial stage of the selection process. Following this initial meeting it was proposed that members who identify a short leet and proceed to hold individual interviews with those selected for this stage. He reminded members that female candidates and representatives of ethnic minority and disabled group, who met the basic requirements of the person specification, would automatically be included on any short leet. Members agreed to this approach. Due the number of applicants members agreed to set two dates for lunch 15 and 29 October 2004. The Principal was requested to write to all candidates inviting them identify their preferred date.

Members expressed concern that due to the number of applicants it may not be possible to complete the selection process within the original timescale established by the Board as individual interviews may not be able to be completed prior to the meeting scheduled for 23 November 2004. The Principal suggested that in these circumstances it may be necessary to take any recommendations on new Board members to the additional meeting scheduled for 7 December 2004. This was also agreed.

The Chair reminded members that the Senior Management team would have no role in selecting new Board members.

I Graham confirmed that Katrina Maguire had resigned as support staff representative and informed them that an election would be held, after giving all support staff (including those on part time contracts) an opportunity to nominate candidates, on 1 October 2004.

With no further discussion Members (discharging the role as the Board's Appointment Committee) agreed to:

- i) note the contents of the Principal's report and its appendices;
- ii) agreed dates for meetings with prospective Board members as indicated in the report (these were the 15 and 29 October);
- iii) establish a target date for the Board of Management to consider the Committee's recommendations about future membership (this was agreed to be the Board meeting scheduled for 7 December 2004);
- iv) note the resignation of Ms Katrina Maguire as the support staff representative;
- v) agree to her replacement as support (non-teaching) staff representative as outlined in the report until 31 July 2008;
- vi) endorse the election procedure and schedule outlined in the report; and
- vii) request the Principal to report the outcome of the support (non-teaching) staff election to the meeting of the Board scheduled for 7 October 2004 for members' endorsement.

9. East End Campus

I Graham spoke to his report and informed members that an application (for £500,000) had been submitted to the East End Social Inclusion Partnership's Capital Fund as part of the funding 'package' for the proposed East End Campus at Haghill.

The Principal informed members that he would be meeting with Marian Keogh (Chief Executive, Glasgow Alliance) on Tuesday 21 September 2004 to discuss

issues related to the application. I Graham confirmed in response to questions that Ann McDonald (Chief Executive, Parkhead Housing Association) was aware of this bid. Members also noted that Ms McDonald was not a member of the East End SIP Board.

Members agreed to:

- i) note the contents of the Principal's report;
- ii) endorse the application of SIP Capital Grant (attached as an annex to the report) on behalf of the Board; and
- iii) request the Principal to apprise the Committee (at an appropriate future date) of the outcome of the application.

10. Proposed Organisational Culture Effectiveness Survey

I Graham confirmed that the College had been in discussion with Richie Cameron of the Pacific Institute as part of the College's overall approach to tackle the issue of staff absence. Those discussions had suggested that it might be appropriate to consider the current perceptions of both the College's management and its staff on its mission and shared values. He added that this process might also give pointers as to how to further develop a common organisational culture. The Principal outlined that the approach adopted by the Pacific Institute was based on a number of survey instruments which would be distributed to a selected sample of staff and all Board members.

I Graham informed members that the Pacific Institute had a world wide reputation that it had conducted a number of such surveys with other educational institutions , including Langside College. This wider experience provided the potential for wider benchmarking of the College's current position against a range of other appropriate organisations.

Members enquired as to whether the survey would be anonymous. The Principal confirmed that this was the case and that the reports produced from the data would be such that it would be impossible to identify individuals.

The Exercise would, he assured members, be considered at an appropriate meeting of the College's Joint Consultative (JCC).

Members agreed that after more than 10 years of self governance it was entirely appropriate that such an activity be undertaken.

Members agreed to:

- iv) note the contents of the Principal's report and its appendix;
- v) agree to the proposal that, in academic/financial year 2004/05, the College participate in a Pacific Institute Organisational Culture Effectiveness Survey (OCES) on the terms described in the report's appendix;

- vi) request the Principal to consider, in the light of the conclusions of the OCES, further investment in the Pacific Institute's development programme;
- vii) request the Principal to apprise the College's Joint Consultative Committee (JCC) of the decision to proceed with an OCES in 2004/05; and
- viii) request the Principal to arrange for the Institute's staff to make a presentation to a future meeting of the Board in respect of the OCES conclusions.

11. Consultancy in Lithuania

I Graham spoke to his report informing members that the College had been involved in the development of a range of consultancy services, with officers from WoSCoP (the West of Scotland Colleges' Partnership), to be provided to the Lithuanian government. These would be arranged within the Technical Assistance. The European Union was providing to prepare new member states for full participation in Structural Fund programmes. The focus of any College input would be in the development and implementation of ERDF capital projects based on the experience gained in delivering the Easterhouse campus and to enable Lithuanians to 'action learn' about capital project management as an integral part of the East End Campus Proposal. This would be an example of the College's contribution to 'knowledge transfer' to the new member states.

The Principal informed members that members at the moment senior management would be visiting Lithuania possibly in November 2004. However this had not yet been confirmed. In response to questions he confirmed that the College would receive a consultancy fee and appropriate travel and subsistence costs.

Members agreed that participation in this type of support for countries such as Lithuania was to be welcomed.

With no further discussion, members agreed to:

- i) note the contents of the Principal's report; and
- ii) agree, in principle, to the College's participation in the Lithuanian project described in the paper on the terms described therein.

12. Appointment of Senior Staff

I Graham spoke to his report and informed members that the College will probably be required, in due course, to produce for the Scottish Further Education Funding Council a statement of the procedure that it will apply in the selection of senior staff members. The Principal further added that attached as

an annex to the report was a best practice guide which has been produced by Universities UK.

I Graham explained that there would be conflicts of interest if, for example, the College was recruiting a new Principal and the current Principal was a the selection panel. He further confirmed that the College would establish a short-life group to draft a procedure for the recruitment of senior staff for consideration by members in due course. The group might usefully include the Principal, Ms Ostrycharz and Mr Axford.

After no further discussion, members agreed to:

- i) note the contents of the Principal's Report;
- ii) note the best practice guide on the appointment of senior managers in Higher Education (produced by Universities UK and attached as an annex to this report);
- iii) establish a short-life working group to advise the College on the development of procedures to appoint senior staff (i.e. the Principal and the Depute Principal); and
- iv) request the College to produce a Policy Statement and associated procedures on the Appointment of Senior Staff by 31 July 2005

13. SFEFC Communications and Customer Satisfaction Survey

Members noted the contents of the report and agreed to:

- i) note the contents of the Principal's report;
- ii) note the details of the PiES Survey (attached as an annex to the report);
- iii) complete the questionnaire attached to the annex and return it to PiES before 24 September 2004; and
- iv) request Mr Sherry (Assistant Principal) to circulate this report to other Board members also requesting them to complete and return the questionnaire to PiES by 24 September 2004.

14. Complaint Against Scottish Further Education Funding Council

I Graham spoke to his report and informed members that a complaint had been drafted with regard to actions of officers of the Scottish Further Education Funding Council (SFEFC) in their dealings with the College.

The Principal advised members that the College felt that it had been treated differently to other colleges in the sector. He also indicated that the Council's 'interest' in the College amounted to unjustified micro-management. He provided examples. He reminded members that they had be made aware of a number

issues over the last twelve months and further highlighted that both the Chair of SFEFC and its Chief Executive had undertaken to review and address the issues raised by the College. To date neither had responded and in these circumstances it was his view that the College no option but to proceed with a formal complaint to the Public Service Ombudsman (given the Funding Council's insistence that it could not hear the complaints as a consequence of potential conflicts of interest).

After considerable discussion it was agreed that the complaint should be re-drafted to ask the Council to meet with the Chair and the Principal to seek an informal resolution to the complaint. It was further agreed that if the Council had not replied within the 10 working days then College would then formally raise a complaint with the Ombudsman.

Members expressed concerns about the amount of time and work which the reference to the Ombudsman might require. There was concern that this would have a detrimental effect on the College's Management Teams (at a time of significant challenge). Members gave the College their unanimous support in pursuing this matter with SFEFC on these terms.

Members agreed to:

- i) note the contents of the Principal's report and its appendices;
- ii) request the Principal to write to the Chief Executive of SFEFC to seek a meeting to resolve informally the issues raised by the College; and
- iii) delegate authority to the Chair and the Principal to prepare and submit a formal complaint about the conduct of the SFEFC to the Public Services Ombudsman should SFEFC not respond within 10 working days of receipt of the above request.

15. ASC Circular 04/82 – Notice of Annual General Meeting

Members noted the contents of this report

16. Closure

The meeting closed at 2pm with the Chair thanking all members for their contribution to the meeting.

17. Date of next meeting

To be confirmed.