

## **John Wheatley College**

### **Executive Committee**

**Minutes of the Executive Committee meeting held on Thursday 3 February 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  
Martin Axford  
Helen Ostrycharz  
Andy Woolley

#### **Also in attendance:**

Alan Sherry (Assistant Principal)  
Alex Kirk (Depute Principal)  
Bob Forrest (Chief Accountant)  
L Crouchman (Committee Coordinator)

#### **2. Apologies**

Roger Stewart (Clerk to the Board)

#### **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**

Andy Woolley declared an interest in *Item 8 – Gateway 3 Report* as an employee of one of the potential funders (Scottish Enterprise Glasgow) of the College's new build project and as a member of the Scottish Further Education Funding Council 's(SFEFC) Property and Capital Investment Committee.

#### **5. Minutes of the Previous Meeting held on Wednesday 19 January 2005**

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**

##### **i) Draft Induction for New Board Members**

I Graham reminded members that the induction of new Board members had been discussed at the previous meeting. He added that the induction would be over 3 stages and that the College was in the process of contacting Tom Kelly (Chief Executive, Association of Scottish Colleges) to speak at the session scheduled for 1 March 2005.

Members endorsed the induction programme for the new Board of Management members.

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

## **7. Correspondence**

### **a) SFEFC**

#### **i) Jim Cope – Relationship between the College and the Council**

Members noted the contents of the correspondence.

#### **ii) Esther Robertson – Reply to the letter regarding the relationship between the College and the Council**

Members noted the contents of the correspondence.

### **b) West of Scotland Colleges' Partnership – Approved minutes of Extraordinary General Meeting held on 16 January 2005**

Members noted the contents of the correspondence.

### **c) Marsh Ltd – Service Agreement**

A Kirk informed members that this was a standard agreement between Marsh and the College and was here for members' information.

## **8. Gateway 3 Report**

I Graham spoke to the report and reminded members that the College would be provided with a £5.8 million grant from the Scottish Further Education Funding Council (SFEFC) following its acceptance of the Gateway 3 report. He informed members that a draft of this report had been already been sent to Martin Kirkwood at SFEFC for information. He added that SFEFC's Property and Capital Investment Committee was scheduled to meet on 16 February 2005 where it was anticipated that the report would be considered. The Principal commented that it was his view that it was now doubtful that the report would be considered at this meeting but the College was hopeful the report would be endorsed as soon as possible without much of a delay under delegated arrangements (given the time criticality of aspects of the project).

The Principal confirmed that he and A Kirk had met with M Kirkwood on the 2 February 2005 and Mr Kirkwood had advised the College to instruct the sale of the Shettleston building. Mr Kirkwood also advised that the Funding Council was likely to agree to the College's request to revert all the proceeds of the sale to the College.

A Kirk informed members that the College had now received full planning consent for the New East End campus and that he had already contacted SFEFC to confirm this.

I Graham informed members that the College had also sought to purchase the additional triangle of land which was owned by BSB Residuals Ltd but as yet there had been little progress with this matter. In response to questions he confirmed that this could be a space for future development or used for car parking making the existing car parking less dense or to further promote the College's biodiversity strategy. He also confirmed that there would be more parking at the new campus than that available at the Shettleston campus. A Kirk added that the College's Travel Plan explained this in more detail. This document had been accepted by the City Council's Planners.

I Graham informed members that the College was meeting with SFEFC, at the request of R McClure (Chief Executive of SFEFC) on 11 March to discuss its approach to biodiversity and sustainability. The Principal further reported that it was anticipated that the College could utilise wind turbines to generate energy to power air sourced heat pumps and to provide energy for the national grid. However, this was on the conditions that they would not interfere with military radar (which occurs regularly with some wind types of turbines) and that SEPA (Scottish Environmental Protection Agency) could confirm there was enough wind to generate sufficient energy. There was also discussion about the costs of the new building's links to Clydenet (which had led to all unanticipated expenditure of £115,000).

After discussion, members recommended that the Project Management Group, which was scheduled for 2 March 2005, be rescheduled to 9 March 2005 as this would coincide more effectively with scheduled deadlines. A Sherry undertook to inform members of this change of date.

With no further discussion, members endorsed the Gateway 3 Report.

## **9. Replacement of Chief Accountant – Progress Report**

I Graham spoke to his report and informed members that four applicants had been received for the post of Chief Accountant from the previous advertisement and this was not thought to be an appropriate number to form a competitive leet. It was therefore proposed that the College should seek to re-advertise the post.

I Graham informed members that following discussion it was proposed that the job description be modified to include a range of duties not currently undertaken by the Chief Accountant including the role currently undertaken by the Financial Advisor to the Board (in respect of the development of the financial management skills of non-accountant budget holders). He reminded members that this post was a fixed term nature supported funding as part of the College's Financial Security Strategy (Recovery Plan) and that resources to support this post would no longer be available in due course.

The Principal informed members that following this redefinition of duties D Sneddon (Human Resources Manager) had reviewed a range of remuneration surveys and this had led to an upgrading of the salary level to

take account of the increased responsibilities included in the revised Job Description.

The Principal added that the advert had been changed accordingly and Personnel would write to the four previous applicants to invite them to re-apply for the new post.

In response to questions I Graham confirmed that M Brennan's job expired at the end of academic/financial year 2004/05. He added that the College may also seek to approach B Forrest to act in a consultancy basis following his retirement in order to assist with the preparation of financial statements and annual accounts from session 2004/05.

Members of the Board's Executive Committee agreed to:

- i) note the contents of the Principal's report;
- ii) note the steps taken by the College to regrade the salary which will apply to the Chief Financial Officer's post;
- iii) agree to the re-advertisement of the post as Chief Financial Officer at the salary levels indicated in the Principal's report on Friday 4 February 2005;
- iv) note the possibility that Mr Forrest (the College's existing Chief Accountant) will, on a consultancy basis, assist the College in the preparation of the College's Financial Statements for financial/academic year 2004/05 and other matters identified by the Principal during the months of August and September 2005;
- v) authorise the Principal to engage Mr Forrest on a consultancy basis to undertake the tasks outlined in the report (within the College's resource base for 2005/06); and
- vi) identify appropriate dates and times to meet and to interview for the Chief Financial Officer's post; and
- vii) request the Human Resources Manager to apprise the College's Joint Consultative Committee (JCC) of this paper's recommendations and the Committee's decision at the next scheduled meeting.

**10. Closure**

The meeting closed at 5.25 pm, with the Chair thanking all present for their attendance at the meeting.

**11. Date of next meeting**

The date of the next meeting was to be confirmed.

LC  
John Wheatley College  
25 February 2005