

John Wheatley College

Board of Management

Executive Committee

Minutes of the meeting of the Executive Committee held on Friday 6 November, 2009 at 2.15 pm in Room MF15, East End Campus.

1. Sederunt

A Woolley (Chair);
Prof A Allison;
H Ostrycharz;
I Graham (Principal).

In Attendance

A Kirk (Depute Principal);
D Sneddon (Human Resources Manager);
R Stewart (Clerk to the Board); and
L McEwan (for recording purposes).

2. Apologies

B Rooney; and
E MacArthur.

3. Terms of Reference

Members noted the terms of reference for the Executive Committee. It was confirmed that the meeting was quorate with 4 (four) members in attendance.

4. Declarations of Interest

D Sneddon expressed a declaration of interest in respect of item 11 (Wage Settlement – Operational Management Staff 2009/10) as a consequence of her role as an Operational Manager within the College.

5. Minutes of the Previous Meetings held on

- a) **30 September, 2009**
- b) **27 October, 2009**

Members of the Executive Committee agreed to note the contents of the above items.

6. Matters arising from the Minutes of Previous Meetings

- a) **30 September, 2009**

Item 14 – Nomination for membership of the Board of Management (from Glasgow City Council)

The Chair reminded members that Councillor Ruth Simpson had been nominated by Glasgow City Council following the completion of Baillie Catherine McMaster's maximum tenure as a Board Member.

A Woolley informed those present that following the lunch with Cllr Simpson and members of the Executive Committee he was content to recommend the appointment of Councillor Ruth Simpson to the Board of Management.

Members noted that Cllr Simpson would be offered membership of the College's Board of Management (for an initial period of four [4] years from 3 December, 2009); and would also serve on the Board's Financial Control Committee.

Members of the Executive Committee endorsed this proposal.

A Woolley proposed that Cllr Simpson be invited to attend the next meeting of the Board of Management scheduled to take place on Thursday 3 December, 2009. Board members would give consideration to the recommendation made by the Executive Committee and if approved, Cllr Simpson would be invited to join the meeting as a member.

Members of the Executive Committee endorsed this proposal.

The Chair proposed that item 19 (Terms and Conditions of Employment of Senior Management Team Members) be considered as the last item on the agenda.

Members of the Executive Committee endorsed this proposal.

7. Correspondence

a) Scotland's Colleges – Letter of 16/10/09 from M Batho, SFC to R Harris, Scotland's Colleges re Visits to Individual Institutions

The Principal spoke to the contents of the above correspondence which sought to apprise members of the Executive Committee of the intention of M Batho to personally visit all institutions funded by the Scottish Funding Council, on a more systematic and regular basis.

Members of the Executive Committee agreed to note the contents of the correspondence.

b) Standards Commission Scotland – Change of Address

The Principal spoke to the contents of the above correspondence which sought to apprise members of the relocation, on 21 October 2009, of Standards Commission Scotland.

Members of the Executive Committee agreed to note the contents of the correspondence.

8. Note of SFC / Scotland's Colleges Liaison Meeting of 5 October, 2009

The Principal spoke to the contents of the note which sought to apprise members of the Executive Committee of the meeting of the SFC and Scotland's Colleges which took place on 5 October, 2009.

Members of the Executive Committee agreed to note the contents of the above item which had been provided for information only.

9. Evaluation of Principals' CPD Programme

The Principal spoke to the contents of the report which sought to provide members of the Executive Committee with an overview of a recent evaluation (undertaken by the Inter-ed Consultancy) of the Programme of Principals' Continuous Professional Development (CPD) which had been provided, in the past, by the Scottish Further Education Unit (SFEU) with financial assistance from the Scottish Funding Council (SFC).

The qualitative evaluation of the Principals' CPD Programme (entitled *Leading and Learning*) produced by Inter-ed was provided, for members' information.

Members noted that the Inter-ed "brief" was to:

- engage with Principals and Senior Managers who have participated in the programme;
- evaluate the Programme in the light of comments received;
- make recommendations to 'strengthen' the Programme.

Members further noted that John Wheatley College participated in this process.

The Principal informed members that the report had been brought to the attention of the Committee as a consequence of its relevance to the College's Succession Planning processes which had been discussed at recent meetings of the Board and its Personnel and Staffing Committee and as a consequence of members particular interest in senior management development.

Members noted that the report concluded, amongst other things, that:

- the Programme was appropriate and professional;
- the Programme content was seen, by participants, as 'relevant and interesting';
- there was evidence that the Programme had supported effectively the ongoing professional development of Principals;
- some aspects of earlier programmes would need to be repeated as a consequence of the high turnover of posts of Principal in the Sector in recent years;
- there was support (led particularly by John Wheatley College) for the extension of the Programme to other senior managers;

- there was support for new components to the Programme which might include mentoring and external secondments of ‘aspiring’ senior managers; and
- the Programme’s overall ‘coherence’ could be improved.

I Graham informed members that the evaluation concluded that the *Leading and Learning* Programme was ‘highly professional’ and compared well with others elsewhere in the UK.

Members of the Board’s Executive Committee agreed to:

- note the contents of the Principal’s report; and
- note the conclusion and recommendations of the Inter-ed evaluation report into the *Leading and Learning* CPD (Continuous Professional attached as the report’s annex).

The Executive Committee from this point in the agenda would act as the Board’s Remuneration Committee and as per Standing Orders would be chaired by the Vice Chair of the Board.

10. Survey of Remuneration made to Teaching Staff

The Principal spoke to the contents of the report which sought to provide further information related to the remuneration made by Colleges in Scotland to basic grade teaching.

Members were provided with the up-dated survey of the remuneration made to basic grade members of the teaching staff employed in Colleges in Scotland. The report had been provided by GM Associates on behalf of *Scotland’s Colleges*.

Members recalled that, as was the College’s usual practice, the information in the report by GM Associates had been provided by Colleges on a confidential basis and, as a result, it was recommended that it was not placed in the Public Domain.

A discussion followed on pay deals to staff offered by other Colleges in the Sector.

Members of the Executive Committee (acting as the Board’s Remuneration Committee) agreed to:

- note the contents of the Principal’s report;
- note the contents of the up-dated information provided by GM Associates in respect of the remuneration made to basic grade teaching staff employed throughout the College Sector in Scotland; and
- agree that the report’s appendix (the GM Associates Survey) was not placed in the Public Domain for reasons of confidentiality.

11. Wage Settlement – Operational Management Staff 2009/10

D Sneddon expressed a declaration of interest as a consequence of her role as an Operational Manager within the College.

The Depute Principal spoke to the contents of his report which sought to apprise members of progress in negotiations with the Association for College Management (ACM), the recognised body in respect of College Operational Management Staff. It also sought to provide details of a final offer package which would be made to representatives of ACM in respect of the period 1 August 2009 to 31 July 2010.

Members noted that the proposed offer was a salary increase of 1.5% on each salary scale point of the Operational Management staff pay scale.

Members further noted that the offer was made within the following circumstances:

- a) the constraints imposed by the provisions of the College's grant-in-aid settlement and proposed revenue budget for financial year 2009/2010;
- b) the current trend in the rate of annual inflation indicating that it would be under 1.2% and mortgage rates were at an all-time low level (which had, for many buying their own homes, led to significant increases in household disposable income.

Members of the Executive Committee acting as the Board's Remuneration Committee agreed to:

- i) note the contents of the report and its appendices;
- ii) agree to the terms outlined in the Final Offer to ACM in respect of the College's Operational Management Staff for 2009/2010;
- iii) authorise the Principal to settle with recognised representatives on the basis outlines in the Final Wage Offer; and
- iv) request the Principal to apprise the Board's Personnel and Staffing Committee of the details of the report and its appendices.

12. Risk Issues to be considered as a consequence of the discussions which took place at the meeting of 6 November, 2009.

Members of the Executive Committee agreed that there were no risk issues to be considered as a consequence of the discussions of 6 November, 2009.

The Principal and Depute Principal left the meeting at 2.40 pm.

Item 6a – Matters arising from the Minutes of the Previous Meetings

- a) **30 September, 2009**

Item 19 – Terms and Conditions of Employment of Senior Management Team Members

Following discussion it was agreed that Senior Management Team members would be offered a salary increase of 1.5%. A Woolley confirmed that he had received emails of support from members of the Executive Committee who were unable to attend the meeting (E MacArthur and B Rooney).

It was agreed that D Sneddon would consult with Miller Samuel, (the College's legal adviser), and draft a letter to Senior Management Team members in respect of the offer of 1.5% salary increase. H Ostrycharz would then approve and sign the letter.

A discussion followed in respect of a 3 (three) point Salary Scale for Senior Management Team Members.

Members recalled the preference of SMT to be dealt with 'collectively' rather than on an individual basis in respect of Terms and Conditions of Employment.

Following a request from H Ostrycharz to hold a separate meeting to further consider the Terms and Conditions of Employment of Senior Management Team members, R Stewart agreed to make arrangements in this respect.

13. Closure

The meeting closed at 2.55 pm with the Chair and Vice Chair thanking members for their attendance and contribution to the meeting.

14. Date of Next Meeting

The date of the next meeting would be confirmed in due course.