

Board Development Committee

Minute of the Meeting of the Board Development Committee of the Board of Management of Dumfries and Galloway College held on 8 September 2020 at 2pm remotely via MS Teams.

Present: Hugh Carr (Chair) Delia Holland (Vice Chair)
Pat Kirby Janet Brennan

In attendance: Lorraine Grierson, Secretary to the Board
Penny Davis – Secretary to the Board (mentor)
Alex Elkins – Executive Assistant and Minute Taker

Apologies: Naomi Johnson

1 Welcome and Apologies

The Chair welcomed all to the meeting, in particular to Lorraine Grierson who joined the committee in her role as Secretary to the Board.

Apologies were received from Naomi Johnson.

The Secretary to the Board confirmed the meeting was quorate with enough members present to allow decisions to be made.

2 Declaration of Interest

Members agreed to indicate declarations of interest as appropriate throughout the meeting.

3 Minutes of the meeting held on 4 July 2019

The minutes were approved by the committee however the rationale and remit of the Board Development Committee was raised, and it was agreed that clarity was required. The Secretary to the Board confirmed that the committee was required to meet annually and also served as a nominations committee.

Decision: - It was agreed that the Board Development Committee would meet on 9 March 2021.

4 Matters Arising from the meeting held on 4 July 2019

4.1 Board Evaluation 2018-19

The proposed Board of Management self-evaluation for 2018-19 would review of the terms of reference (TOR) for the Learning and Teaching Committee. Concern was raised over the membership.

Decision: - It was agreed to discuss the matter later in the meeting.

4.1.1 SIM & Vice Chair Role

Discussion took place regarding the development of job role/job description for the Vice Chair role.

Decision: - A draft template would be developed and discussed further with the Chair and Secretary to the Board.

ACTION: - The Vice Chair would provide a draft of the job role/description to the Chair and Secretary to the Board.

4.1.2 Principal's Objectives for 2019-20

Objectives for the Principal 19/20 had previously been brought to the Board Development Committee. It was suggested that it was unnecessary as it was already within the remit of the Remuneration Committee.

Decision: - The Remuneration Committee would review the Principal's Objectives for session 20/21.

5 Board Development Day update

The Board Secretary, PD spoke to the report provided, outlining a number of recommendations to enable future planning.

The Chair suggested that all terms of reference for all the Board Committees would be reviewed and refreshed and the various remits clarified. It was recognised that changes to the composition of some committees would in turn affect the terms of reference. The nominations function is currently not fulfilled within the Board Development Committee. An additional nominations committee with student and staff representation would be considered. Guidance from Scottish Government surrounding the introduction of Trade Union representation on committees was unavailable at the time. It was agreed that the overall committee structure would be reviewed.

Decision: -

- Each committee chair will review their committee in order to identify gaps, overlaps and items which are best suited to that committee.
- The Board Development Committee would meet again with all the committee chairs to consider the suitability and remit of individual committees at the end of November/ early December.
- The Secretary to the Board and the Chair will formulate a subgroup to produce recommendations to put forward to the Board Development Committee.

ACTION: - The Secretary to the Board will formulate a date for the subgroup to meet to include the Chair and PD.

6 Board Development Day 2020

The Chair had discussed with the Principal the possibility of a physical development day with the option for attendees to join remotely. The principal had been researching the possibility of a contribution via a presentation from the Scottish Funding Council. A venue and a date had yet to be decided. An external facilitator would be invited to join the event which would take place in October or early November 2020.

Decision: - Attendees would include all Board Members, the Principal, the Vice Principals and the Secretary to the Board.

The opportunity to meet face to face was welcomed by members and the College was deemed an appropriate venue. All government guidance with COVID-19 restrictions would be considered.

The chair of HR Committee informed members that a meeting would take place with KR and an update on staff welfare would be circulated to members via email.

ACTION: - The chair of HR Committee would email all members with an update on staff welfare when available.

7 Review of Membership. Skills and Tenure

The Board Secretary spoke to the paper explaining the remit of the Development Committee and provided a summary of forthcoming changes. A summary of gender balance showed a current split of 65 : 35 % and the committee was advised of the requirement from Scottish Government to seek to establish a 50/50 balance. A series of recommendations had been provided for both compliance and attendee numbers. Members were advised to begin a recruitment process aiming for a minimum of 15 Board members, this matter would be dealt with promptly.

3 members had been identified as reaching the end of their first term of office and the Board would consider extending terms. It was recommended that consistency of the skills balance be addressed and that members serve on a maximum of two committees.

Members welcomed the suggestions put forward by the Board Secretary.

Hugh Carr informed the committee that BG has requested a leave of absence for one year due to workload.

The members discussed the skills requirement for Board members, a number of priorities were identified, and agreement was reached on; - economic recovery; relationships with the South of Scotland Enterprise (SoSE); finance; legal and individuals with professional human resources experience. Educational leadership was also recognised as a forthcoming requirement. The development of individuals from within the current Board members would be encouraged.

It was suggested that the selection committee include the Independent Member, an external member such as a College principal and another. The Secretary to the Board advised members that former Board members would not be considered impartial and therefore would not be suitable.

Decision: - Members agreed to begin recruitment of 3 non exec members as soon as possible.

ACTION: - PD to circulate the guidance on selection committees to the Board members.

Recruitment of a Regional Chair

No update on the recruitment of a Regional Chair was available. The Chair suggested that a letter be sent to the Scottish Government Public Appointments committee to request an update. This would include a request for information on a timescale for recruitment.

Decision: - Members agreed that the letter was appropriate and the information would be necessary to aid planning.

ACTION: - PD would forward the address for the Public Appointments Committee to the Chair.

SIM Recruitment

PK informed members that she would be stepping down as SIM from the end of December 2020, the committee agreed to elect a new SIM prior to the Board meeting on 8 December, the Board Secretary would manage the voting process. Expressions of interest would be sought 2 weeks prior to the Board meeting.

ACTION: - Secretary to the Board, LG will co-ordinate expressions of interest and a vote for the SIM.

Learning and Teaching committee membership

A requirement of a minimum of 4 non-executive members was agreed and Board member AH had agreed to join the Learning and Teaching committee. Members agreed that both items would be recommended to the Board at the meeting on 20 October 2020.

Grievance Appeals committee

A discussion took place around the actions and memberships of the Grievance Appeals committee. It was suggested that the committee would be formulated as required and would no longer meet regularly. Members agreed that the proposal be recommended to the Board of Management.

Decision: - It was agreed that the Appeals and Grievance committee would be disbanded, a committee would be formulated as required.

Nominations committee

The requirement of the Nominations committee was discussed. It was suggested that this committee would oversee the equality and diversity plan for the Board membership. This committee would normally be chaired by the Chair of the Board of Management. A board member would also be nominated to sit on the Board of the Crichton Foundation either exec-member or non-exec member would be suitable.

Decision: - Members agreed to formulate a standing committee to meet on an annual basis which would include a staff post.

ACTION: - The Secretary to the Board., LG would provide all Terms of Reference to The Chair.

ACTION: - The Chair will request feedback on Terms of Reference from each committee Chair.

ACTION: - The Chair will request a leave of absence by BG from the Board on 20 October 2020.

8 Board Evaluation 2020/21

The Board Secretary spoke to the report and summarised the Code of Good Governance with an approximate setting out of timings for evaluation which included detailed processes from Colleges Development Network.

A discussion took place on individual appraisals, a concern was raised on the regularity of the appraisals in session 19/20. Members were agreed that the process had been interrupted by the delay in the recruitment of the Regional Chair.

Decision: -

- The Chair's appraisal would take place at the beginning of 2021. The Vice Chair and the SIM would co-ordinate feedback from other Board members via a digital method such as Survey Monkey or Microsoft Form and the appraisal report would be presented to the Board at the meeting on the 26th January 2021.
- The committee were agreed to select suitable reviewers from the CDN list as recommended by the Secretary to the Board.
- The Chair would undertake individual Board member appraisals where appropriate.

ACTION: – PD will circulate a list of items to be include in the evaluation to the Chair and LG.

ACTION: – LG will liaise with the Chair and PD to development the appraisal process in a digital format for distribution to all Board members after 21 September 2020.

ACTION: - PD to provide a report to the Board on the outline process and timetable for evaluation at the next Board meeting on 20 October 2020.

9 Board Calendar Session 2020/21

The committee noted the calendar.

10 Any Other Business

Agendas

It was suggested that all committee agendas would include the evaluation which the secretary to the Board would provide, with additional guidance from K Ross.

AdminControl

DH raised concerns over the training from a recent IPAD clinic which had advised members to avoid printing Board papers, the messaging facility and inability to permanently remove members details from AdminControl. Further clarification for the Board on this matter and WiFi access while in College was requested.

JB commented that equality with the other staff in the College was needed and suggested that the matter be brought up with the SLT.

ACTION: - The Secretary to the Board will provide more information to Board members with further guidance from the Executive Team.

15:35 PK left the meeting.

The Chair assured members that meetings would not be postponed as far as possible to avoid disconnect with Board members.

11 Date and time of next Meeting

The date of the next meeting of the Board Development Committee will be held on 09 March 2021.