

Glasgow Kelvin College

Audit and Risk Committee – Meeting of 12 May 2026

Governance Action Plan – Update

**Report by Secretary to the Board of Management and Assistant Principal Estates,
Corporate Planning and Governance**

1. Introduction and Purpose

This report is to update members of the Committee on progress against the Governance Action Plan.

2. Background

Members will recall that the Governance Action Plan (GAP) is prepared to capture within one document planned and required governance actions. It is also referred to as the Board Development Plan. The GAP has been developed as a key reporting document that supports the Board of Management in discharging its responsibilities for ensuring effective governance. The GAP reflects actions that have been identified from a number of sources including:

- Code of Good Governance for Scotland's Colleges
- Guidance Notes for Boards in the College Sector
- issues identified through audit processes
- developments identified internally and through the Board's annual self-evaluation
- any items for improvement identified through the Externally Facilitated Effectiveness Review

The GAP is regularly monitored by the Secretary to the Board of Management and the Assistant Principal Estates, Corporate Planning and Governance. In terms of reporting, it is presented to the Board of Management twice per year, at its December and June meetings. It is also regularly reported through the Audit and Risk Committee. It is publicly available and is shared as required with external bodies such as the Scottish Funding Council upon their request.

3. Governance Action Plan

The Governance Action Plan is available via [Appendix 1](#) on the portal. It has been revised and recently updated since being last reported to the Audit and Risk Committee on 25 November 2026.

It is considered to be comprehensive but will continue to be reviewed internally and take due account of any external advice or guidance.

The Committee is asked to consider and note progress against the GAP and to approve that the actions completed (identified in green on the GAP) be removed from the GAP. They will of course be retained as a record for reference purposes.

4. Resource Implications

There are no additional resource implications arising from this report.

5. Impact on Students

There is no direct impact on students in relation to the Governance Action Plan.

6. Risk and Assurance

Risk to the College is mitigated by ensuring that governance requirements are contained within one control document which is easy to navigate and avoids oversight. This helps to ensure that the Board continues to meet the highest standards of governance. Assurance is provided through regular reporting, internal review/evaluation and by audit reports.

7. Equality

No adverse impacts on individuals with protected characteristics have been identified as a consequence of this report.

8. Data Protection

No data protection issues are identified arising from this report.

9. Environmental and Sustainability

No environmental and sustainability issues are identified arising from this report.

10. Recommendation

Members of the Committee are asked to:

- i) note the content of this report and its appendix;
- ii) consider and note progress against the Governance Action Plan in **Appendix 1**.

11. Further Information

Members can obtain further information on the contents of this report from Michelle Brand, Secretary to the Board – mbrand@glasgowkelvin.ac.uk or Lisa Clark, Assistant Principal Estates, Corporate Planning and Governance – lisaclark@glasgowkelvin.ac.uk

Michelle Brand/Lisa Clark
April 2026