

SPECIAL MEETING OF GOVERNING BOARD**TIME/DATE** 5.00pm, Tuesday 27th November 2018**VENUE** GATEWAY CONFERENCE ROOM, PARSON'S WALK, WIGAN

ATTENDANCE	Independent Governors	Frank Costello, Chair <i>Diane Brennan</i> Ann Harrison <i>Susan Loudon</i> <i>Susan Spibey</i> <i>Katherine Causey</i> Gai Murphy <i>Janet Minto</i> Jenny Bullen <i>Michael Ferraby</i> <i>Gill Edwards</i> Andrea Ferguson
	Staff Governors	<i>Jennifer Cockram</i> Catherine Langstreth
	Student Governor	Rachael D'Arcy
	Principal	Anna Dawe
	Clerk to the Governing Board	Robert Smith
	Vice Principal, Curriculum	Claire Foreman
	Vice Principal, Corporate Services	Louise Brown
	Assistant Principal, IT, MIS and Sub-contracting	Dave Harrison
	Head of Higher Education	Dr Janet Thompson

PART 1 MINUTES

Item		The meeting opened at 5.00pm and was quorate with at least 7 members present.
1	GB/18/11/015	APOLOGIES It was noted that full attendance at this meeting was not required and therefore apologies for absence were not generally applicable. However, it was noted that Janet Minto had intended to join the meeting but was now unavailable.
2	GB/18/11/016	DECLARATION OF INTERESTS There were no declarations of interest.
3	GB/18/11/017	HIGHER EDUCATION MONITORING REPORT 2017/18 The Chair explained that this Special Meeting had been called to enable the Board to discuss the Annual HE Monitoring Report for 2017/18 and to consider whether the HE methodologies at the college were robust and that the standards of awards had been appropriately maintained. He invited the Head of Higher Education to outline the key highlights of her report. The Head of HE explained that her report was made up of two parts, the first an overview of the college's HE Quality Assurance and Enhancement Framework and the second the college's HE Monitoring Report. Members discussed both parts of the

		<p>report and reviewed in detail the college's strengths and areas for improvement for 2018/19. It was noted that areas for improvement included a strong focus on increasing levels of student satisfaction and improving student outcomes. In relation to the latter, the Vice Principal explained that outcomes were very encouraging but there had been a number of delivery challenges in 2017/18, mainly relating to staffing issues in respect of some specialised teaching roles. She commented that further improvements in outcomes could be achieved if staffing issues were fully resolved. Members discussed other key areas for improvement, including meeting attendance targets and improved tracking and data management at programme level. The Vice Principal also explained that the report being presented was the college's overall monitoring report and that similar detailed reports had been prepared for each individual area of HE activity.</p> <p>Members discussed student expectations for higher education and noted that these were significantly greater than for further education students, as there was a clearer understanding of what should be provided and of the direct financial cost to the students themselves. The Co-opted Advisor commented that the quality of teaching and learning was one of the highest priorities for students and suggested that the report's focus on this could be improved. Members discussed this and suggested a number of amendments. This included increasing the clarity in the report of the way in which the teaching and learning framework meets student expectations. The Chair also suggested that this would help to emphasise good practice at the college. He also highlighted the report's focus on required improvements and suggested that, whilst this was essential, the report would generally benefit from additional focus on the college's strengths. A number of further amendments were suggested.</p> <p>Members sought further information in relation to the links between identified areas for improvement and the planned actions to address these. They also sought further information in relation to differential outcomes between groups of students based on protected characteristics. Members noted that, whilst there were gaps for older male learners on part-time courses and some younger females on full-time courses, none were thought to be attributable to the college's approach to equality and diversity. Rather, it was acknowledged that they were likely to be linked to operational issues on particular courses.</p> <p>Members highlighted a small number of errors in the text of the report and the Head of HE agreed that these would be corrected in the final version. Members agreed that the amendments suggested during discussions could be approved by the Chair and the Principal prior to the report being finalised. Members were satisfied that the assurance statement could now be completed by the Principal for submission to the Office for Students.</p> <p>RESOLVED: That the Principal be authorised to sign the annual assurance statement for submission to the Office for Students, confirming that the Annual Monitoring Report has been received and discussed, the methodologies used are robust and appropriate, and the standards of the awards have been appropriately maintained.</p>
4	GB/18/11/018	<p>ANY OTHER BUSINESS</p> <p>There was no further business.</p>
		<p>DATE OF NEXT MEETING 5.00pm Tuesday 11th December 2018</p>
		The meeting closed at 5.25pm