

**MEETING OF GOVERNING BOARD****TIME/DATE** 5.00 pm, Tuesday 28<sup>th</sup> March 2017**VENUE** ROOM PS108 PROFESSIONAL STUDIES BUILDING, WIGAN

Independent Governors

Frank Costello, Chair  
 David Rogers, Vice Chair  
 Damian Robinshaw  
 Diane Brennan  
 Ann Harrison  
 Susan Loudon  
 Susan Spibey  
 Katherine Causey  
 Gai Murphy  
 Jo Platt

Principal

Anna Dawe

Staff Governors

Jennifer Cockram  
 Alison Dann

Student Governors

*Shannon Holt*  
 Leah Walters

Clerk to the Governing Board  
 Vice Principal, Curriculum  
 Vice Principal, College Services  
 Interim Finance Director

Lorna Lloyd-Williams  
 Claire Foreman  
 Louise Brown  
 Ruth Paisley

Vice Principal, Business Services  
 Vice Principal, College IT Services, MIS  
 And Sub-contracting

Lorraine Groch  
 Dave Harrison

# Minutes

*Italics denote absence*

Item		The meeting opened at 5.02pm and was quorate with at least 7 Governors being present.
GB/17/03/82	1	<b>APOLOGIES</b>  Apologies were received and accepted for Shannon Holt.
GB/17/03/83	2	<b>DECLARATION OF INTERESTS</b>  There were no declarations of interest.
GB/17/03/84	3	<b>STAKEHOLDER PRESENTATION</b>  <b>5.07pm Jennifer Cockram arrived</b>  James Winterbottom Director of Children's services at Wigan Council gave an informative presentation outlining the Council's Strategic Plan. He firstly outlined the policy context in which public services are operating and the effect for the Council. Governors were taken through the Council's Strategic Plan which focuses on the two pillars of reform of services and growing the economy locally.  <b>5.10pm Susan Loudon arrived.</b>

		<p>The work being undertaken in the Council as to how they are approaching the strategic plan was outlined.</p> <p><b>5.16pm Frank Costello arrived.</b></p> <p>An example was given of how the new approach is working in children's services.</p> <p><b>5.21pm Diane Brennan arrived.</b></p> <p>The Director then referred to how the principles might apply to Post 16 and outlined what he would like to work with the College on posing a number of questions for consideration and also suggesting a number of possibilities. The floor was then opened to questions and Governors asked a number of searching questions around the transition stage for 18 to adult, careers guidance, sharing of data and links with schools. Governors also questioned the Director on how matters could be taken forward in partnership and the Board highlighted there were additional areas they are concerned with for example Maths and English.</p> <p>The Director and Principal were asked to develop the work into a prospectus with some practical ideas being given in a presentation and discussion document at the Strategic Workshop on the 12<sup>th</sup> May.</p> <p style="text-align: right;"><b>Action: Principal</b></p>
<b>GB/17/03/85</b>	4	<p><b>MINUTES OF THE GOVERNING BOARD MEETING PART 1 &amp; PART 2, HELD ON 7th FEBRUARY</b> It was  <b>Resolved that:</b>  Part 1 minutes were approved except for changing the word fabulous.  Part 2 minutes were approved.</p>
<b>GB/17/03/86</b>	5	<p><b>MATTERS ARISING</b> – Actions Sheet –</p> <p>The Clerk advised these were scheduled or completed.</p>
<b>GB/17/03/87</b>	6	<p><b>AUDIT COMMITTEE – 13<sup>th</sup> MARCH 2017</b></p> <p>The Chair of the Audit Committee advised that the meeting had been very positive. Three internal audit reports had been received all of which were green. In relation to the anti-fraud report it was noted there had been no incidents at college. There had been an incident with a subcontractor and it was noted that the College had undertaken an investigation which has been shared with the SFA and there was no evidence of any malpractice.</p> <p>Upon the committee's recommendation, it was</p> <p><b>Resolved</b> to approve:</p> <ol style="list-style-type: none"> <li>1. The Risk Management Policy</li> <li>2. The Colleges definition of risk appetite as follows</li> </ol> <p>"The College is aware of the need to be clear as to the degree of risk that it will assume as a result of any strategy it adopts and any decisions it makes.  The College's risk appetite will vary from time to time and in relation to different activities.  Unless otherwise stated, the default position should be that the College will seek to keep all risks low.  All strategies and decisions that involve any significant increase in the risk profile will be evaluated in terms of the need to identify risk reduction arrangements that will apply. These may take the form of the thorough application of existing and well</p>

		<p>established procedures or the creation of new procedures specifically designed to address the risk(s) involved. It should be recognised that the Governing Board and the College Executive Team are not always able to determine the level of risk they face as these may relate to external forces, for example, Government policy decisions.</p> <p>The College may, from time to time, undertake specific projects that involve risks that are addressed by the College's annual risk management plan and which need to be managed as part of the delivery of the project. These projects will have separate risk registers and actions will be identified to monitor and manage the risks involved."</p> <p>3. The Whistleblowing Procedure</p> <p>4. Amendment to the 16/17 internal plan so that the Apprenticeship Audit is an advisory one and the Performance Management Audit to be replaced with a Subcontractor Audit</p> <p>5. Minutes of the Audit committee 13/03/17</p>
GB/17/03/88	7	<p><b>RESOURCES COMMITTEE- 15<sup>th</sup> MARCH 2017</b></p> <p>The Chair of the Resources Committee outlined what had been discussed during the meeting and commented in particular upon the marketing presentation and that it had been drawn to the Committee's attention that the calibre of applicants for job vacancies had improved since the College had been graded a 2.</p> <p>Upon the Committee's recommendation, it was</p> <p><b>Resolved</b> to approve:</p> <ol style="list-style-type: none"> <li>1. Fees Policy</li> <li>2. Data Protection Policy</li> <li>3. Freedom of Information Policy</li> <li>4. Communications Policy</li> <li>5. KPI Dashboard -Finance</li> <li>6. Minutes of the Resources Committee 15/03/17</li> </ol> <p>The Chair requested that the Fees Policy be sent to all Members</p> <p style="text-align: right;"><b>Action: Clerk</b></p>
GB/17/03/89	8	<p><b>CURRICULLUM &amp; STUDENT MATTERS COMMITTEE-22<sup>nd</sup> March 2017</b></p> <p>The Chair of the C&amp;SM Committee outlined what had been discussed during the meeting and commented in particular upon the positive presentation from the Head of the Construction Department. He informed the Board that there had been upward movement in all KPIs for this department and they were predicting an improvement of 1 grade by the time of the next SAR. Governors who had not attended the C&amp;SM meeting asked for further information about the Fabulous Futures Academy which was provided by the Vice Principal Business Services.</p> <p>Upon the Committee's recommendation, it was</p> <p><b>Resolved</b> to approve:</p> <ol style="list-style-type: none"> <li>1. Single Equality Scheme</li> <li>2. Safeguarding Children Policy</li> <li>3. Safeguarding Vulnerable Adults Policy</li> <li>4. Complaints Procedure</li> <li>5. Minutes of the C&amp;SM Committee 22/03/17</li> </ol>
GB/17/03/90	9	<p><b>STRATEGIC PLAN – MID-YEAR UPDATE</b></p> <p>The Principal advised that it was a complete document which had been forensically analysed at Committee level focusing on what needs to be done. The Board were</p>

		asked if they had any more questions which they did not.
<b>GB/17/03/91</b>	<b>10</b>	<p><b>STRATEGIC PLAN</b></p> <p>“What do you think the Hot Topics are?”</p> <p>Governors and executive divided into 4 groups with 2 groups considering question 1 and 3 and 2 groups considering question 2 and 3. Questions considered were</p> <ol style="list-style-type: none"> <li>1. Review the revised draft vision, values and strategic aims; do they reflect the priorities for the College moving forward</li> <li>2. Do you feel that you are kept up to date with progress against the Strategic Plan</li> <li>3. What are the hot topics that you think are strategically critical for the College moving forward? What are the top 4 strategic priorities we should be focusing on</li> </ol> <p>Feedback was as follows:  Q1-Values: i. change the word needs to aspirations and iv. delete the word care  Quality – 1<sup>st</sup> bullet point add the words “and aspirations “after ambitions</p> <p>Q2 yes and Governors who are not members of the C&amp;SM Committee would like to know in advance what the presentations are so they can attend if they wish.  <b>Action Clerk</b></p> <p>Q3- Devolution, Apprenticeships, Maths &amp; English, achieving grade 1, GM agenda and partnership providers.</p>
<b>GB/17/03/92</b>	<b>11</b>	<p><b>APPRENTICESHIP LEVY</b></p> <p>The Vice Principal Business Services gave a presentation on the Apprenticeship levy. She explained there were two key changes as a result of the levy:</p> <ol style="list-style-type: none"> <li>1. Changes to the funding of apprenticeships</li> <li>2. Changes to apprenticeship delivery.</li> </ol> <p>In relation to funding it was highlighted that there will be</p> <ul style="list-style-type: none"> <li>• 15 funding bands</li> <li>• Different funding methods for different sized companies</li> <li>• Levy paying employers will have the levy set at 0.5% of the total wage bill over 3 million</li> <li>• 2% of employers will pay the levy</li> <li>• Non-levy paying employers will need to co-invest paying 10% of the negotiated rate</li> </ul> <p>It was also explained that to be a provider the company/college needs to be on the Register which the College is.</p> <p>In relation to apprenticeship delivery the Vice Principal gave an overview of the changes in delivery and outlined the new standards which should be implemented by 2020. This would entail a full-scale curriculum redesign which the Board received assurance was being dealt with. It was explained that not all standards would have a qualification and Governors expressed concern at this. Discussion ensued and the Vice Principal Business Services confirmed the College is hoping to include a qualification wherever possible.</p> <p>Governors also raised a question regarding income streams commenting that there was a strong financial incentive to move towards standards and wanting to know what the timeframe for achieving standards was. It was explained that standards that have frameworks already should be ready for September but that some standards are still in development.</p>

<b>GB/17/03/93</b>	<b>12</b>	<b>SAFEGUARDING</b>  The Safeguarding Governor advised that following her termly meeting she was content with everything.
<b>GB/17/03/94</b>	<b>13</b>	<b>FINANCE</b>  The Interim Finance Manger advised that the Management accounts had been discussed in detail at Resources. She advised College was looking to keep its financial health at good rather than aiming for outstanding in order that there could be additional investment in the curriculum. This would still give a 600K surplus. Governors raised a question about subcontracting which was satisfactorily answered and the accounts were duly noted.
<b>GB/17/03/95</b>	<b>14</b>	<b>GOVERNANCE</b>  The Clerk outlined the position regarding the terms of office for the Chair and Vice-Chair, highlighting that this needed to be a strategic priority for the Board and inviting members to consider whether they might be interested. The Clerk confirmed she would send to Governors a role and time breakdown.  <b>Action: Clerk</b> Upon the recommendation of the Search & Governance Committee it was  <b>Resolved</b> to approve <ol style="list-style-type: none"> <li>1. The revised of Code of Conduct</li> <li>2. Review of Confidential business 2015/16</li> <li>3. Amendment to Standing orders and term of appointment for Co-opted Advisors and Co-opted Members as a 12 month renewable term.</li> </ol>
<b>GB/17/03/96</b>	<b>15</b>	<b>ANY OTHER BUSINESS</b> Thanks were given by the Chair to the Interim Finance Director and staff members and Jo Platt together with members of the Executive Team left the meeting. Part 1 closed at 7.09pm.
<b>GB/17/03/97</b>	<b>16</b>	<b>DATE OF NEXT MEETING –</b> 5pm 4 <sup>th</sup> July 2017 Strategic Workshop 12 <sup>th</sup> May 2017