

MEETING OF GOVERNING BOARD**DATE TUESDAY 13TH SEPTEMBER 2016****VENUE PS108 PROFESSIONAL STUDIES BUILDING, PARSON'S WALK CAMPUS**

ATTENDANCE

Independent Governors	Liz Shea, Chair David Rogers, Vice Chair Frank Costello Interim Vice-Chair Diane Brennan Ann Harrison Susan Loudon Susan Spibey Katherine Causey Rod Stockwell Gai Murphy Vacancy
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 Former Vice-Principal Finance Vice Principal, Business Services Vice Principal, College IT Services, MIS And Sub-contracting	Lorna Lloyd-Williams Claire Foreman Louise Brown Ruth Paisley Claire Jarvis Chris Davey Dave Harrison

MINUTES

The meeting opened at 5.08 pm and was quorate.		
MINUTE		ITEM
GB/16/09/01	1	<p>APOLOGIES</p> <p>Apologies were received and accepted from Ann Harrison and Gai Murphy. It was noted that David Rogers was on a leave of absence.</p>
GB/16/09/02	2	<p>DECLARATION OF INTERESTS –</p> <p>There were no declarations of interest.</p>
GB/16/09/03	3	<p>SAFEGUARDING TRAINING FOR GOVERNORS</p> <p>Louise Brown, Vice Principal College Services and Francine Mitchell, Head of Studies and Safeguarding Lead provided Governors with updating training on safeguarding and Prevent.</p> <p>Governors were informed of the structure of the Safeguarding team and that Susan Loudon will be taking over her former duties as safeguarding Governor from Alison Dann.</p>

		<p>The ways in which Prevent has been embedded across the College were explained e.g.</p> <ol style="list-style-type: none"> 1. Process and procedure for external speakers. 2. Empowering students to feel safe and be aware of situations they could find themselves in with regards to radicalisation. Developing analytical thinking of students so they don't accept everything at face value and are able to make informed decisions. <p>Likewise Fundamental British Values have been embedded in curriculum areas and through the pastoral package e.g. curriculum teams coming together with learning plans looking at ways of how to embed. Some curriculum areas also have a respect agenda.</p> <p>Governors were taken through the various student links- how we communicate with students, for example poster campaigns and the student ambassador programme and also the external links that college has and its multi-agency approach.</p> <p>The Vice Principal, College Services spoke about the safe recruitment practices of the college, records that are kept etc. The Student governors were then asked to comment upon their experience.</p> <p>They described their experience of the induction process and how this highlights learners who need to be brought to the attention of the safeguarding team. British Values were also mentioned in the student conference and reminded of in tutorials. They commented that in their own curriculum areas there is strong teaching of safeguarding and British values</p> <p>Student governors were thanked for their contribution and governors went on to comment on how they had observed the teaching of British values in lesson observations during link visits.</p>
GB/16/09/04	4	<p>MINUTES OF THE GOVERNING BOARD MEETING HELD ON 4th JULY 2016</p> <p>These were proposed and accepted as a true and accurate record.</p>
GB/16/09/05	5	<p>MATTERS ARISING</p> <p>These were either completed or scheduled.</p>
GB/16/09/06		<p>FINANCE</p> <p>Management accounts July and Dashboard</p> <p>The Chair agreed to the finance item being taken earlier on the agenda.</p> <p>The former Vice-Principal Finance spoke to her report and provided governors with details of the original budgeted target surplus and the final outturn forecast which projected an increased surplus. This is subject to consideration by external auditors and final approval of the accounts by the Governing Board. This would result in the college achieving a good financial health assessment under the SFA criteria.</p> <p>In relation to income Governors were advised that the last forecast in April had been fairly prudent and following on from this there had been a lot of work done to try and increase the financial surplus. Governors were taken through the variances and informed that one of the key elements had been due to an allocation in relation to school meals which had not been recognised in the previous year's accounts and had led to an increase in income of £154K. One of the governors with financial expertise having questioned the former Vice-Principal Finance regarding this, pointed out to the Board that this is a one off adjustment not an overall profit and next year there will be a dip in this income stream. Effectively it is an exceptional item.</p>

		<p>In relation to expenditure it was reported that the College is just over 200k better than expected. Governors were taken through the variances and informed that the change in predicted expenditure was mainly to do with subcontracting costs and under achievement of contract targets by some partners.</p> <p>The changes to actuarial assumptions as a result of the implementation of FRS102 have resulted in an additional charge to the pension reserve of £2,774k. The overall deficit has increased from £17.563m to £20.96m. Governors were advised that the increase to the deficit is in line with increases being reported sector-wide and is less than many being reported. Governors questioned whether they should be concerned about the pension deficit and were advised that it would mean that college would have to pay more in pension contributions.</p> <p>Balance Sheet Governors were informed that the only transition difference has been in relation to holiday pay with the college having to accrue for holiday leave not taken.</p>
GB/16/09/07	6	<p>AUDIT COMMITTEE – 6TH SEPTEMBER 2016</p> <p>To receive the Chairs Report</p> <p>The Chair being absent Kath Causey Independent Governor summarised the meeting for the Board the main points being</p> <ul style="list-style-type: none"> • Internal auditor's annual report 15/16: the report was an improvement on last year with auditors able to give their highest opinion. There has been good progress on the risk register and internal controls and the report was positive. • Internal scope – she advised that our new Auditors ICCA had attended the committee meeting and the Board were taken through the queries regarding scope that had been discussed with them, the committee having scrutinised the scope in detail. The Board were advised that the committee were recommending that one scope area should be changed from HR to subcontracting. <p>Governors had played a key role in developing the audit strategy with the Chair, Vice-Chair and Chairs of Resources and Audit meeting with the Clerk to develop a list of matters that Governors wanted assurance on. The Chair of Audit had then participated in the planning meeting with Auditors and members of the Executive.</p> <ul style="list-style-type: none"> • Risk register 16/17 the committee considered the format and the key strategic risks most of which have been rolled over from the previous year. The committee were satisfied that it reflected the key risks and therefore able to recommend for approval the risk register for 16/17 with the caveat that it remains under review. <p>It was</p> <p>Resolved:</p> <ul style="list-style-type: none"> • That the Internal Audit scope for 2016/17 was accepted subject to HR being changed to Subcontracting. (It was stressed that there should be flexibility, something that the Auditor had advised and that scope could therefore be subject to review). • That the Board approved the key risks contained within the Risk register for 16/17. <p>In relation to the minutes, the Clerk advised that these would be available for approval at the next Board meeting Audit committee having only taken place last week.</p>

GB/16/09/08	7	<p>PRINCIPAL'S REPORT</p> <p>The Principal gave a sector update.</p> <p>Governors were taken through the new landscape and changes in education. They were informed that BIS has been disbanded, that the Department for Education is now responsible for FE and HE and that there is a new Minister of State for FE, Skills and Apprenticeships, Robert Halfon. Governors had also been given briefing sheets on the machinery of government and the Governments skills plan following the Sainsbury report.</p> <p>In relation to the Sainsbury report this will mean a substantial reshaping of vocational technical education and further information is needed. Governors were also advised that the Apprenticeship Levy is due to commence in April 17 and for colleges this will mean that the curriculum offer is likely to look significantly different and so there will be significant change for the college. The college is working with partners on this but further information is awaited from Government.</p> <p>In relation to devolution the Adult Education Budget September 2017 will have changed and will be given to us by GMCA. Discussions around commissioning are due to commence.</p> <p>Referring to the Area Review, on the 27th September there will be the first implementation meeting. Governors were informed that the college is progressing collaborative approaches within borough through NEETs, enrolment etc. and is developing other opportunities for collaboration. The Principal suggested that there may be opportunities to progress upward integration i.e. with HEI's.</p> <p>Governors were then updated on the core elements of the strategic plan:</p> <ul style="list-style-type: none"> • Quality • Efficiency • Growth • Partnership <p><u>Quality</u></p> <p>The Principal took governors through the following points:</p> <ul style="list-style-type: none"> • study programmes including English and Maths have an achievement rate which is now above national average for 16-18 year olds. • Adult achievement rates have had a marginal increase not quite at national average. • Apprenticeships – overall 3 year improvement trend of +13.5% just below national average in terms of performance against a provider average – 2.2% below national average. Have had substantial growth in apprenticeships. • Timely achievement – 3 year trend of improvement. <p>In relation to Ofsted on the 9th September the college had its sign off visit from the HMI and has now been signed off. FE Choices questionnaire we are top of the league, within Greater Manchester, for the overall satisfaction score which represents our student voice.</p> <p><u>Efficiency</u></p> <p>Now in good financial health under new SFA criteria.</p>
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6.50pm Shannon Holt left the meeting and the meeting remained quorate.		
GB/16/09/09	8	<p>STAKEHOLDER ENGAGEMENT</p> <p>The Head of Quality Alison Dann and Assistant Principal Maxine Mealey gave a presentation on engagement with internal stakeholders: students and parents. This provided Governors with an update on one of the key goals contained in chapter 3 of the strategic plan – Stakeholder engagement.</p> <p>Governors were taken though the various methods in which both the student voice and that of parents is captured. Some of which are as follows:</p> <ol style="list-style-type: none"> 1. Head of Department Focus Groups –this provides all learners enrolled on a course with an opportunity to meet and discuss with their Head of Department any aspect of their academic journey. The Assistant Principal spoke about how important this was to her and other Heads of Department and how it would inform staff 1to1s 2. Internal survey – there had been a significant rise in the response rate to 2015-16 SPOC, a rise of 22.7% with an increase in positive responses. 3. HE Student Forums- Governors were taken though the positive student forum feedback in 2015-16 and the improvements that were being worked upon. 4. Corridor walks – purpose of this is to set standards and to experience what the students experience. This is management led by the Heads of Studies and now more staff are assisting. 5. Question of the week – starts a positive conversation with students, allows any concerns to be dealt with quickly. 6. Student conference – The Assistant Principal advised Governors of the topics that were covered and informed them of the plans for two conferences this year. Governors who attended including one of the student governors gave feedback

		<p>on how positive it was.</p> <p>7. Parent's event on 8th June 2016. This was to give parents of Level 3 year 1 students progression information and was well attended. Feedback from the event was excellent.</p> <p>Governors were taken through the next steps.</p> <ul style="list-style-type: none"> • Rolling out GCSE and Maths and English support sessions for parents/guardians this term. • From student conference – debating society and an increase in student champion events <p>Governors –requested feedback from focus groups of students – what they are discussing, what issues are being raised. It was agreed that there would be a report later in the year on both this and the other methods that are being used.</p> <p style="text-align: right;">Action Point: Clerk/Executive</p> <p>Governors also commented on the enthusiasm of both the Assistant Principal and Head of Quality.</p>
GB/16/09/10	9	<p>STRATEGIC PLAN</p> <p>The strategic plan having been a work in progress since the Governors Strategic workshop in May, the Principal advised that all alterations and feedback given by governors and staff had now been incorporated.</p> <p>Governors then divided into groups to consider the different chapter dashboards and obtain further information from members of the executive.</p>
7.35pm Diane Brennan left the meeting and the meeting remained quorate		
		<p>Whilst governors commented that it was “excellent squaring the circle” to have such dashboards they expressed concern that some of the key approaches are not reflected/detailed in dashboard and that they could be forgotten. The executive advised that this would be covered in the detail of any report. Governors also requested that in future they have copies of any presentation slides to hand for the meeting.</p> <p style="text-align: right;">Action point: Clerk</p> <p>The group of Governors that had considered the dashboards for Chapters 5 and 8-study programmes and support for students and requested a special session to discuss our internal and external stakeholders and the progress college is making.</p> <p style="text-align: right;">Action Point: Principal/Clerk</p> <p>After further discussion and feedback it was</p> <p>Resolved: that the strategic plan 16/17 is approved but with recognition that it is an evolving working document going forward.</p> <p>One of the Governors drew the rest of the Boards attention to sct 2.3 of the strategic plan and in particularly the point regarding the Borough of Wigan having a disproportionately high number of unknown NEET young people. Governors wished to know what steps were being taken by the college to address this. The Principal advised that she had met the Director of Children's and Young people's services and that college was progressing discussion regarding individual projects and strategies to respond effectively to NEET.</p>
7.40pm Leah Walters left the meeting and the meeting remained quorate		
GB/16/09/11	10	<p>TEACHING AND LEARNING PERFORMANCE</p> <p>The Vice-Principal Curriculum gave a teaching and learning performance update</p>

		<p>presentation. Governors were given headline data as follows:</p> <ul style="list-style-type: none"> • Retention – overall improvement positive. Provision delivered direct by college has shown a 1.5% improvement for 16-18 and 2.8% for 19+students. • Attendance – all areas being challenged to have same attendance in English and Maths as in main study programme. This is to be a Key Performance Indicator for this year. • FE Pass rates – significant improvement for both 16-18 and 19+ learners with performance above national average for all age groups. <p>Governors were taken through a subject area review showing those curriculum areas which had shown improvement and those requiring improvement some of which are a sizeable provision. Further detail of this will be given at the C&SM meeting but Governors were made aware of some of the causes for particular subjects.</p> <p style="text-align: center;">Action Point : Vice Principal Curriculum</p> <p>GCSE Pass rates – 16-18 numbers much higher in 15/16. 19+ numbers fairly steady Maths A-C-close to national average but English disappointing with grades being incomprehensible. Governors were advised that College has put in an appeal but this has been unsuccessful and that they are not the only college/school with a problem with this exam board. College is now putting in individual appeals.</p> <p>HE – maintaining retention and pass rates. Governors asked whether there was a national retention rate which they can use as a bench mark and were advised there is not. The recent NSS survey data was disappointing. This survey relates only to full time courses and only if a cohort is sufficiently large therefore this data relates to a small area of provision. The Vice Principal Curriculum advised this will be considered in more detail at C&SM.</p>
GB/16/09/12	12	<p>SUB-CONTRACTING</p> <p>Approval of contracts</p> <p>The Vice-Principal Business Services spoke to his report. Most contracts are carried over from last year. He advised that there are a couple of prospective options to bring potentially to Board in due course.</p> <p>No questions were raised and it was</p> <p>Resolved: that the contracts were approved.</p>
GB/16/09/13	13	<p>GOVERNANCE</p> <p>1. Review of Committees performance and establishment of KPIs</p> <p>The Clerk spoke to her report and advised that in relation to Audit committee they had reviewed their performance and complied with their terms of reference. The Board confirmed that they were happy with the committee performance reviews.</p> <p>In relation to the Board and committee KPI's the Clerk explained that these were from the Code of Good Governance for English colleges, essentially using the provisions as a working tool. It was</p> <p>Resolved: to approve the KPI's for both Board and committees.</p> <p>2. Appointment of Vice-Chairs for Resources and Curriculum and Student Matters Committees</p>

		<p>It was not possible to make these appointments as there were no volunteers for these positions.</p> <p>3. Use of the Seal</p> <p>The Clerk advised that the seal had not been used.</p>	
GB/16/09/14	14	<p>POLICIES</p> <p>Combined quality and standards, teaching and learning policies</p> <p>Governors agreed that this new policy could be brought to the next meeting of the Curriculum and Student Matters Committee.</p>	
GB/16/09/15	15	<p>ANY OTHER BUSINESS</p> <p>Global Banking authority</p> <p>It was agreed that certain positions should be responsible for signing the mandate and therefore it was</p> <p>Resolved: to agree the following post-holders to complete the mandate</p> <p>Principal – currently for info. Vice Principal College Services Finance Director Head of Finance</p>	
GB/16/09/16	16	<p>DATE OF NEXT MEETING</p> <p>18TH October 2016, 5pm, Professional Studies Building PS108</p>	
The meeting closed at 8.23pm			
Performance Indicators (PIs)		Achieved	Comment
<ul style="list-style-type: none"> ▪ Agenda sent out 7 days prior to meeting – Instrument, Clause 12 (2) ▪ Supporting papers sent out 7 days prior to meeting ▪ Minutes sent to Chair for approval within 5 of Clerk's working days. 		✓ ✓ ✓	Sent out 06/09/16 Sent out 06/09/16 Sent out 22/09/16
Attendance: PI = 65%		Based on Actual Membership, 15	Based on Determined Membership, 16
<ul style="list-style-type: none"> ▪ Governors attending: 12 		80%	75%