

MEETING OF GOVERNING BOARD**DATE TUESDAY 18th OCTOBER 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 <i>Diane Brennan</i> Ann Harrison Susan Loudon Susan Spibey Katherine Causey <i>Rod Stockwell</i> <i>Gai Murphy</i> Vacancy
	Principal	Anna Dawe
	Staff Governors	<i>Jennifer Cockram</i> 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 5.05 pm and was quorate.		
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MINUTE		ITEM
GB/16/10/17	1	APOLOGIES Apologies were received from Diane Brennan, Jennifer Cockram, Gai Murphy and Rod Stockwell. All apologies were accepted.
GB/16/10/18	2	DECLARATION OF INTERESTS – There were no declarations of interest.
GB/16/10/19	3	REPORT FROM SEARCH AND GOVERNANCE COMMITTEE held earlier that day 1. Appointment of Independent Governors On the recommendation of the Search and Governance committee that had met earlier that day the Board Resolved that 1. Jen Walters should be appointed as a Co-Optee to the Curriculum and Student

		<p>Matters committee for the remainder of the academic year.</p> <p>2. Damian Robinshaw should be appointed as an independent Governor to fill the vacancy left by Liz Shea when her term ends on the 19th December. The appointment to be for a period of 4 years subject to the successful completion of the first year's probationary period.</p> <p>3. Jo Platt should be appointed as an independent Governor with immediate effect. The appointment to be for a period of 4 years subject to the successful completion of the first year's probationary period.</p> <p>2. Approval of further amended Instruments & articles and standing orders</p> <p>On the recommendation of the Search and Governance committee it was</p> <p>Resolved that the further amended Instruments and Articles, standing orders and scheme of delegation be approved.</p> <p>3. Appointment of Vice-Chair & Chair</p> <p>In light of the Chairs impending resignation the Clerk outlined proposals regarding the Chair/Vice-Chair, the appointment procedure and succession planning. The Clerk advised that she would email all members shortly with nomination forms and the deadline for applications. Governors questioned whether it was possible to have more than one Vice-Chair. The Clerk confirmed that it was and it was agreed that this would be something to be considered by Search and Governance committee when they consider the roles of Chair and Vice- Chair</p> <p style="text-align: right;">Action point: Clerk</p> <p>In light of David Rogers return from leave of absence committee membership was also discussed and it was</p> <p>Resolved that</p> <p>Ann Harrison should be appointed Chair of Audit Committee Kath Causey should be appointed to Resources Committee David Rogers should be appointed to Remuneration Committee</p> <p>The committee had also considered Susan Spibey's contribution to the Board her term of office being about to come to an end and it was</p> <p>Resolved: that Susan Spibey should be reappointed for a further term of office 4 years until October 2020.</p> <p>4. Use of seal</p> <p>The Clerk reported that the seal had not been used since the last report to the board.</p>
GB/16/10/20	4	<p>MINUTES OF THE GOVERNING BOARD MEETING HELD ON 13th SEPTEMBER 2016</p> <p>It was</p> <p>Resolved: minutes approved subject to an alteration in relation to the spelling of the Minister of Skills surname.</p>
GB/16/10/21	5	<p>MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 6TH SEPTEMBER 2016</p>

		<p>The Chair of the Audit Committee commented that she was very impressed by the new internal auditors. The Chair also commented that this was her view too having recently met with the auditors.</p> <p>Resolved That the minutes are approved subject to an amendment to include when Nicky Crail left the meeting.</p>
GB/16/10/22	6	<p>MATTERS ARISING – Action Sheet</p> <p>Governors questioned the executive regarding the colleges Stakeholder engagement – specifically regarding external stakeholders. They wished to know when they would hear more. The Clerk advised that this was a Work In Progress for this year and that an external stakeholder would be presenting to the Board in December.</p> <p>The Principal advised that there will be an external stakeholder presentation to the Board mid-year and that the new Vice Principal Business Services will be involved in developing employer engagement. Governors commented it would be most helpful see some of the employer forums and the Clerk reminded Governors that there were opportunities for this within the timetable of events sent to Governors. There was also discussion about the possibility of inviting stakeholders to present at the strategic workshop.</p> <p>Governors said it would be helpful if they could have a list of stakeholders. For the college it was an issue of engagement, how we engage with employers and how it informs what we do. Discussion also took place regarding internal stakeholders and the Board were reminded that there had been a presentation on parents and students at the last Board meeting.</p> <p>Governors requested a generic list of the Colleges internal and external stakeholders and which external forums college is involved in. They asked that this be updated mid-year and thereafter annually.</p> <p style="text-align: right;">Action Point: Principal</p>
GB/16/10/23	7	<p>PRINCIPAL'S REPORT</p> <p>The Principals report had been provided by way of a briefing document and questions were invited.</p> <ol style="list-style-type: none"> 1. Hopwood Hall The Principal elaborated on discussions re partnership arrangements. Governors were advised of the progress that has been made and issues/areas that are being discussed for possible partnership arrangements. Governors questioned whether there are any financial benefits and the Principal outlined the possibilities for example regarding procurement and staff development costs. 2. Implementation Meeting ABR process The Chair advised the Board that it has been proposed there will be three Chairs in addition to three Principals on the Implementation Board. The greater Manchester Chairs group have questioned this as not all the colleges will be represented and have suggested four Principals and four Chairs – the Board will be updated. 3. Governors asked about the provision from private training providers within the borough. The Principal advised that it seems that there are a higher number for this borough as opposed to other boroughs in Greater Manchester. She has met with the local authority regarding this and expressed our concerns regarding other providers moving in to the borough and leading to duplication which the area review process had sought to eliminate.

		Governors noted that KJ Rail were highlighted as an in borough provider and they there were no new starts with the situation being monitored.
GB/16/10/24	8	<p>INTRODUCTION TO DRAFT SELF-ASSESSMENT REPORT</p> <p>The Principal took Governors through the presentation, members having been supplied with a copy of the slides. It was emphasised that the document was a draft which would be looked at in detail on 15th November when the Board will also look at grades in detail. The Board were also taken through the structure of the Self-Assessment Report.</p> <p>Governors queried how the SAR deals with areas for improvement and the executive advised that they would look at this. Governors commented that they want to be able see that areas that are not delivering are being managed and are improving. The board were assured that the QIP would demonstrate this and show the distance travelled over the last 6 weeks. Governors were reminded that the SAR is based on the end of the last academic year.</p> <p>Governors questioned if there is any improvement in maths and English. The Principal explained that whilst last year more students sat GCSEs there are now new measures on progress which means that we are unable to compare like with like. We have progress grade which is -0.32%. and understand that every GFE is on a –grade but currently there is nothing to benchmark against.</p> <p>Governors questioned whether when departments are graded students are asked what they think about their course and their teaching. It was confirmed that the learner voice in taken into account during lesson observations when teachers will also be asked to leave the room. Questionnaires are also used to gather feedback on teaching. The executive advised that there was still more to be done regarding the Learner Voice. It was agreed that the Head of Quality would discuss this with Shannon Holt, one of the Student Governors</p> <p style="text-align: right;">Action Point: Head of Quality</p> <p>Governors also questioned whether there is any evidence of new ideas coming into the curriculum and it was confirmed that college is linking into the Wigan school project over English and Maths. Governors also challenged the executive regarding the Engineering department and the grading it had been given. They asked for an explanation which they received and was due to difficulties with both recruiting and retaining staff as they can earn more in industry. The Principal advised that this was a challenge across the sector and the Vice Principal College Services went on to outline the various steps being taken including the graduate scheme. Governors commented that the college must persevere with driving up teaching and learning standards and they would welcome a presentation from the Head of Department.</p> <p style="text-align: right;">Action Point: VP Curriculum/Clerk</p>
6.30pm Leah Walters and Shannon Holt left the meeting		
GB/16/10/25	9	<p>CURRICULUM REPORT</p> <p>The Vice Principal, Curriculum invited questions upon her report.</p> <p>Governors questioned whether there are any national averages in relation to English and Maths 16-18 study programmes. The Board were advised that there are but they are of limited use because this has been a transition year with everyone doing a different curriculum. We should be looking at the progress score but no one else is sharing. However regardless of reliability of benchmarking data the improvement of attainment in GCSE resits is a key priority for the college. The Vice Principal Curriculum updated Governors on the strategies being deployed such as the sharing of</p>

		<p>examination practices by the maths tutors with the English tutors and the Head of Maths and English working with partner schools in relation to the new specifications and sharing of strategies and approaches.</p> <p>Governors also asked whether there was any indication regarding 6 week retention and were advised that it is likely to be a very similar percentage to last year. The Board requested that at the next Board meeting they be provided with actual numbers and reasons</p> <p style="text-align: right;">Action Point : VP Curriculum</p> <p>Governors also asked whether registers are being pushed and it was confirmed that the process is more rigorous which will be apparent from the dashboards.</p>
GB/16/10/26	10	<p>TEACHING & LEARNING PERFORMANCE</p> <p>The Head of Quality took Governors through a presentation on TLA walkthroughs, reasons for observing lessons and characteristics of outstanding learning. This was to further inform Governors and prepare them for Link Visits when they would be engaged in lesson observations.</p> <p>It was explained why staff/Exec and CMT observe lessons. Governors were asked to consider why would you observe lessons:</p> <ul style="list-style-type: none"> • Triangulation • Reinforces information in meetings • Culture of college – real life experience <p>Discussion followed about the role of Governors and opportunities to meet students and teaching staff. It was suggested that Governors should look at the characteristics of outstanding teaching and leaning with their link managers and see the planning documentation.</p> <p>Governors commented that the presentation had not mentioned barriers to learning and also thanked the Head of Quality commenting that it had been extremely useful to Governors.</p>
GB/16/10/27	11	<p>FINANCE</p> <p>11.1 Management accounts September</p> <p>The interim Finance Director asked for any feedback on the changes made to the style of the report. She spoke to her report and advised that it was very early on in the year and college was not aware of any major adverse variances. She commented that recruitment to 19+ Apprenticeships is slower than planned. As part of the efficiency agenda a close eye is being kept on expenses and there are some positive savings on pay. Cash is positive at the end of September.</p> <p>Forecasting at the moment – will be better off in march (always a dip month) and cash positives looking better than forecast. 20 days cash target – only month this will be a problem is March. KPIs and covenants should all be achieved.</p> <p>Governors question whether there was a strategy regarding agency costs and the work that is being done was explained in further detail. The Finance Director also advised that the external audit on 2015/16 took place last week and no issues were flagged up. It was noted that there were no major adjustments from the management accounts.</p> <p>Governors thanked the Finance Director for the explanations.</p>

GB/16/10/28	11.2	Self-assessment questionnaire It was Resolved: that the Self-assessment be approved for signature by Chair.		
GB/16/10/29	12	POLICIES The Head of Quality spoke to her report presenting a combined policy and TLA booklet to replace the Quality & standards policy, assessment Policy and learning Policy. Governors commented that it was fantastic and a valuable aid to teaching staff. That it was so clear and precise and they were very impressed. It was Resolved: Policy and booklet approved		
GB/16/10/30	13	ANY OTHER BUSINESS Safeguarding report-update from 15-16 The Vice Principal College Services spoke to her report Safeguarding report which was duly noted by the Board.		
GB/16/10/31	14	DATE OF NEXT MEETING SAR Meeting on 15 th November 2016		
		The meeting closed at 7.17pm		
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 meetingMinutes sent to Chair for approval within 5 of Clerk’s working days.		<div>✓</div> <div>✓</div> <div>✓</div>	Sent out 11/10/16 Sent out 11/10/16 Sent out	
Attendance: PI = 65%		Based on Actual Membership, 15	Based on Determined Membership, 16	
<ul style="list-style-type: none">Governors attending:				