

MEETING OF GOVERNING BOARD**TIME/DATE** 5 pm, Tuesday 7th February 2017**VENUE** ROOM PS108 PROFESSIONAL STUDIES BUILDING, WIGAN

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| ATTENDANCE | Independent Governors | Frank Costello, Chair David Rogers, Vice Chair Diane Brennan Ann Harrison <i>Susan Loudon</i> Susan Spibey Katherine Causey <i>Gai Murphy</i> Jo Platt Damian Robinshaw |
| | Principal | Anna Dawe |
| | Staff Governors | Jennifer Cockram Alison Dann |
| | Student Governors | <i>Shannon Holt</i> 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 denotes absence

| Item | | The meeting opened at 5pm and the Clerk confirmed that it was quorate. |
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| 1 | GB/17/02/64 | APOLOGIES Apologies were received and accepted from Gai Murphy and Shannon Holt. |
| 2 | GB/17/02/65 | DECLARATION OF INTERESTS – There were no declarations of interest made. |
| 3 | GB/17/02/66 | MINUTES OF THE GOVERNING BOARD MEETING HELD ON 13TH DECEMBER The minutes of the meeting held on 13 th December were proposed by the Vice-Chair and accepted as a true and correct record and approved for signature by the Chair. |
| 4 | GB/17/02/67 | MATTERS ARISING – Actions Sheet The Clerk advised that all matters were either completed or scheduled. Governors requested an update from the Head of Quality regarding her meeting on the 24 th January with the Student Union President. The Board were advised that Leaner Voice is going to be developed by the Head of Quality and Student Union President and that the latter is going to give some feedback at the meeting of the Curriculum and Student Matters committee in March. |

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| | | 5.05pm Damian Robinshaw and Susan Spibey arrived. The Chair extended a welcome to Damian, this being his first meeting as a Governor and all attendees introduced themselves |
| 5 | GB/17/02/68 | MINUTES OF THE BOARD'S COMMITTEES Governors confirmed that the minutes of the following meetings should be accepted Audit committee – 28 TH November 2016 Resources committee – 23 rd November 2016 Curriculum & Student Matters committee – 29 th November 2016 |
| 6 | GB/17/02/69 | PRESENTATION English and Maths for the Study Programme The Board received a presentation from the Vice Principal Curriculum and the Head of Department for English and Maths. The Board were reminded of the grading levels and how these are to change next year and were informed that the national measure is now that of progress made by learners and where the College is placed against this measure. 5.10pm Kath Causey arrived The Head of Department then outlined the various strategies being employed in relation to teaching of English and Maths and Governors received a demonstration of some of these. The Vice Principal Curriculum and Head of Department for English and Maths were thanked for all their hard work and it was noted that during the link visit to this area it was apparent that the support for learners was excellent. The floor was opened to questions and Governors asked a number of questions relating to the effectiveness of these strategies and the students response. They also wished to know what evidence there was that these strategies were working in terms of outcomes. Governors also questioned how equality of opportunity was achieved and how were students at risk quickly and easily identified. Having received a satisfactory response Governors asked about recruitment of English and maths teachers and there was discussion of the various methods being employed and the focus by the College on trying to "grow their own". Thanks were again expressed for an extremely informative presentation and Governors commented upon the enthusiasm of the Head of Department. |
| 7 | GB/17/02/70 | PRINCIPAL'S REPORT The Principal gave a presentation centring on the external landscape and the four strategic aims of the College. The key points from each area were as follows: <u>External landscape</u> The primary document to inform the College's strategy and curriculum planning would be the Greater Manchester Work and Skills strategy and priorities for 2016 to 2019. The first meeting of the Strategic Implementation Board had been held and its primary purpose was to ensure that the Area Based Review both contributed to and aligned with the wider ambitions for Greater Manchester in relation to both devolution and a fully integrated work and skills system. It was noted that our curriculum planning aligns with the GM priorities. The Chair updated the Board on the first meeting of the Strategic Implementation Board and advised that there needed to be an emphasis upon engagement and working with others. |

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| | | <p>The Board then received updates about Ofsted activity in the GM region and an update as to the progress of the ABR recommendations within the region. The Principal also updated Governors on the known current status of the UTC following the withdrawal of the sponsor. Concerns were voiced around curriculum duplication and whether future decisions regarding the operation of the UTC would align with, and reflect the principles which governed the ABR. The Principal confirmed that the College would continue to try and engage in meaningful dialogue regarding the decision being made but highlighted that despite its best efforts it had not been possible to secure such an input so far.</p> <p>6.25pm Leah Walters left the meeting and the meeting remained quorate.</p> <p><u>Strategic Aim: Quality</u></p> <p>The Qualification Achievement Rates (QAR) and the impact of changes in the methodology were explained to the Board and discussed in detail. Governors requested that greater detail regarding the QAR be provided at the forthcoming Curriculum and Student Matters committee meeting in March.</p> <p style="text-align: right;">Action: VP Curriculum</p> <p><u>Strategic Aim: Efficiency</u></p> <p>The Board were advised that the efficiency drive continues but there is a need to balance this with longer term investment. The College also expects to receive “good” financial health affirmation from the SFA in March.</p> <p><u>Strategic Aim: Growth</u></p> <p>The Principal outlined the following key points:</p> <ul style="list-style-type: none"> • 16-18 growth has been secured • Traineeships are being launched which will help to address the NEETS issue in the borough. • Higher Education income has grown and exceeded budget. • 19+ apprenticeships are anticipated to fall short of target. • Adult Loans – there has been only marginal growth in the update of loans and this would likewise be a target for growth in 17/18 • Full Cost recovery activity remains a challenge. <p>The Principal also advised that the 5 year projected targets in relation to funding and student numbers are currently being reviewed and that these would be brought back to Resources Committee as part of the Colleges financial planning.</p> <p><u>Strategic Aim: Partnership</u></p> <p>The Principal outlined the work being undertaken with the local authority, GMCA and UCLAN some of which had been touched upon earlier in the presentation.</p> |
| 8 | GB/17/02/71 | <p>FINANCE AND RESOURCES</p> <p>Management Accounts</p> <p>The Board received the management accounts for the 5 months to 31 December 2016 showing actual performance to 31 December 2016 and the main variances compared to the budget approved by the Governing Board on 4 July 2016. The Interim Finance Director made the following key points:</p> <ul style="list-style-type: none"> • SFA key performance indicators were as anticipated at 31 December 2016; financial health is Good and is expected to remain Good throughout the |

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| | | <p>year and all bank covenants should be achieved.</p> <ul style="list-style-type: none"> • The College was 500K ahead of budget mainly due to savings on pay. • There was little change in income forecasts and that the College was cash strong due to the receipt from SFA of higher payments for 16-18 and 19+ Apprenticeships in respect of increased allocations. <p>The Board being happy with the management accounts and the College's financial position noted the report and commended the College for the work being done with apprentices who had been made redundant by their employer.</p> |
| 9 | <p>9.1 GB/17/02/72</p> <p>9.2 GB/17/02/73</p> <p>9.3 GB/17/02/74</p> <p>9.4 GB/17/02/75</p> | <p>GOVERNANCE</p> <p><u>Co-optees</u></p> <p>The Clerk spoke to her paper and outlined the decisions that the Board were being asked to make. The Vice-Chair spoke about the remit of the Audit committee and reasons why it was appropriate to have a co-optee with voting rights upon this particular committee. There was then discussion about responsibility and in conjunction with that accountability and voting rights. Following this it was</p> <p>Resolved that</p> <ul style="list-style-type: none"> • "Co-opted members" should form part of the quorum and have voting rights. • "Co-opted advisors" should not form part of the quorum and should not have voting rights • Audit committee should have a co-opted member. • The current co-optee for Curriculum and Student matters should be a co-opted advisor. <p><u>Items for consideration at strategic workshop</u></p> <p>The Clerk put to the Board an item which had been raised by one of the absent Governors concerning outcomes/destinations data which was discussed.</p> <p><u>Use of the Seal</u></p> <p>The Clerk advised that the seal had not been used since the last Board meeting.</p> <p><u>Link Visits</u></p> <p>The Clerk advised that there had been some discussion regarding the merits of lesson observations during link visit and whether governors might wish to spend more time meeting staff and students. Governors were asked to contact the Clerk outside of the meeting with their individual preferences in order that schedules could be prepared.</p> |
| 10 | GB/17/02/76 | <p>ANY OTHER BUSINESS –</p> <p>David Rogers left the room</p> <p>The Chair advised that it was the recommendation of the Search and Governance committee that David Rogers be appointed to that committee and his experience was outlined. It was</p> <p>Resolved that David Rogers be appointed to the Search and Governance committee</p> |
| 11 | GB/17/02/77 | DATE OF NEXT MEETING – |

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| | | 5pm Tuesday 28 th March 2017 |
| | | The meeting closed at 7.10pm. Staff governors left the meeting along with members of the executive except for the Principal and the Vice Principal College Services and the meeting proceeded to Part Two. |