

MEETING OF GOVERNING BOARD**DATE TUESDAY 15th NOVEMBER 2016****VENUE PS108 PROFESSIONAL STUDIES BUILDING, PARSON'S WALK CAMPUS**

ATTENDANCE	Independent Governors	Liz Shea, Chair David Rogers, Vice Chair Frank Costello Chair for the meeting Diane Brennan Ann Harrison <i>Susan Loudon</i> Susan Spibey Katherine Causey <i>Rod Stockwell</i> <i>Gai Murphy</i> 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

The meeting opened at 5.00 pm and was quorate.		
MINUTE		ITEM
		The chair opened the meeting and extended a special welcome to Jo Platt who was attending for the first time as a governor. Shannon Holt was thanked for her excellent contribution during the Ofsted inspection.
GB/16/11/32	1	APOLOGIES Apologies were received from Susan Loudon, Gai Murphy and Rod Stockwell. All apologies were accepted.
GB/16/11/33	2	DECLARATION OF INTERESTS – There were no declarations of interest.
GB/16/11/34	3	MINUTES OF THE GOVERNING BOARD MEETING HELD ON 18th OCTOBER 2016 Apart from a spelling error the minutes were accepted as a true and correct record

GB/16/11/35	4	MATTERS ARISING – Action Sheet The Clerk spoke to the actions sheet.
GB/16/11/36	5	CURRICULUM AND QUALITY MATTERS Draft Self-Assessment Report 1. With the Ofsted inspection having already taken place the Chair advised the committee that the college had already been given grading's in relation to key judgements and took governors through each of these. The Chair commented that the Board now needs to consider what do we need to do to move to outstanding and that this will need to be focused on initially through Curriculum and Student Matters Committee. Discussion took place about apprenticeships and the need for further progress. Also that construction, engineering, access and maths and English need to be priority areas for going forward and the Chair directed that these needed to be the focus for this evening. Governors advised that they wanted to understand why College has graded 2 not 3 for apprenticeships as this was the one area of disagreement with Ofsted. The Principal explained that Ofsted had not looked at Sector Subject Area, there were no grading's for these. The Vice Principal Curriculum asked the Board to look at and consider two matters: a. SARs were written at the end of year 2015/16 and there has been a shift in distance of quality of teaching, learning and assessment in half a term. Construction and Engineering about 20% of our provision. b. Decide whether grades at department level are right. The Principal gave guidance on issues for consideration and governors then broke into groups for discussion. Feedback having been given the Vice Principal and Head of Quality confirmed they had received enough information. Governors requested that the Head of English and math come along to a Curriculum and Student Matters meeting to give a presentation <p style="text-align: right;">Action Vice Principal Curriculum/Clerk.</p>
GB/16/11/37	6 6.2	HIGHER EDUCATION HE Annual Monitoring Report 2015-16 and action plan for 2016-17 This agenda item was swapped so that the annual monitoring report was dealt with first. The Vice Principal Curriculum spoke to the report and outlined the key aspects going forward. Governors advised that their biggest concern was that student satisfaction had dropped. Governors questioned whether the college was confident they have the staffing to deliver HE and it was confirmed that they do. Governors also queried what actions were being taken in relation to lower retention rates for students with disability. It was confirmed that this was being investigated and there would be more in Equality & Diversity report to be brought to the board later this year. The colleges approach to support was outlined and Governors emphasised the need to support vulnerable groups. Discussion also took place in relation to the Equality and Diversity and Governors queried whether there was a need to target particular communities to encourage engagement with Higher Education.

		<p>The Vice Principal Curriculum advised that she would feed this into the task groups that are looking at recruitment of different communities.</p> <p style="text-align: right;">Action: Vice Principal Curriculum</p> <p>Governors asked for changes to the language on page 11 so that it was understandable. They also questioned the decrease in satisfaction asking where it was addressed in the action plan and what was creating this. The reasons for this were explained and it was</p> <p>Resolved: to accept the report subject to these comments</p>		
	6.1	<p>Overview of HE Quality Assurance and Enhancement Framework VP</p> <p>The Vice Principal Curriculum having spoken to the report it was</p> <p>Resolved: to give the assurances</p>		
GB/16/11/38	7	<p>APPOINTMENT OF CHAIR AND VICE CHAIR</p> <p>No other applications having been made it was</p> <p>Resolved: that Frank Costello be appointed as Chair from December when Liz Shea steps down and David Rogers to continue as the Vice Chair until the end of academic year.</p>		
GB/16/11/39	8	<p>ANY OTHER BUSINESS</p> <p>Governors were reminded about the Christmas dinner.</p>		
GB/16/11/40	9	<p>DATE OF NEXT MEETING</p> <p>13th December, Pagefield Building.</p>		
		The meeting closed at 6.31pm		
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. 		<ul style="list-style-type: none"> ✓ ✓ X 	<ul style="list-style-type: none"> Sent out 11/10/16 Sent out 11/10/16 Sent out 6/12/16 	
Attendance: PI = 65%		Based on Actual Membership, 16	Based on Determined Membership, 16	
<ul style="list-style-type: none"> Governors attending: 13 		81%	81%	