

Draft Minutes

MEETING OF GOVERNING BOARD**DATE TUESDAY 26th APRIL 2016****VENUE ROOM PS108. PROFESSIONAL STUDIES BUILDING, PARSON'S WALK, WIGAN.****ATTENDANCE**

Independent Governors

Liz Shea, Chair
David Rogers, Vice Chair
 Frank Costello
 Diane Brennan
Ann Harrison
Susan Loudon
 Susan Spibey
 Katherine Causey
 Rod Stockwell
 Gai Murphy
Vacancy
 Anna Dawe
 Jennifer Cockram
 Alison Dann
Aiden Taylor
Vacancy

Acting Principal
 Staff Governors

Student Governors

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

Lorna Lloyd-Williams
 Louise Brown
 Chris Davey
 Claire Jarvis

Italics denote absence

Minute No.	Item	
The Chair opened the meeting for business at 5.08 pm and the Clerk confirmed that it was quorate with at least 7 Governors being present.		
GB/16/04/95	1	APOLOGIES – Were received and accepted from Ann Harrison. It was noted that David Rogers and Susan Loudon were on a leave of absence and that Diane Brennan was on her way.
GB/16/04/96	2	DECLARATION OF INTERESTS – Gai Murphy made a declaration of interest in relation to matters to be discussed concerning Bolton University.
GB/16/04/97	3	MINUTES OF THE GOVERNING BOARD MEETING HELD ON 9th FEBRUARY and 22nd MARCH The minutes from this meeting were approved as a correct record and duly signed by the Chair.
GB/16/04/98	4	MATTERS ARISING – The Clerk advised that all matters were either completed or scheduled the Vice-Principal Finance having spoken directly with the external auditors.
GB/16/04/99		PRINCIPAL'S REPORT Update on Area Based Reviews This matter was elevated in the Agenda and the Acting Principal took the Board through her presentation. In relation to managing the structural change with the

		<p>departure of the Principal the Board were advised that communications had been sent to external stakeholders and community partners and that feedback from them had not raised any concerns. A press statement which had been agreed by the Chair, had also been released. Governors were also made aware of the internal communications and that staff had responded well and were also updated on the operational aspects.</p> <p>The Board were then updated on the Area Reviews and advised that at the Steering Group meeting on the 21st April no recommendations had been made. A single option had been presented on behalf of the College, the standalone option, the collaborative model between 4 colleges having been unable to continue due to one of the colleges stepping away. The Board were advised that further information was required by the 12th May and that recommendations should now be made at the next meeting on the 25th May.</p> <p>The communications to the Steering Group Team from both the Council and Andy Burnham MP were discussed and debated in particular to the concern that had been expressed that the College was not meeting local needs. Within this Governors questioned where the evidence was to suggest that merger would equate to meeting local needs as they could not see any business case for this. The Board also again discussed and debated whether the standalone option was the preferred option for the College and considered both the reasons for this option and any risks such as the forthcoming Insolvency legislation. Governors felt that the College performed well against the criteria which colleges had been asked to assess themselves against within the area review process and also wished to consider a second option as they had done throughout the process.</p> <p>6.10pm Diane Brennan arrived</p> <p>The Board then considered the proposal that had been put forward that Wigan and Leigh College should merge with Bolton college and subsequently merge into the University of Bolton Group. Gai Murphy abstained from this part of the meeting, having declared a conflict of interest. The Board discussed curriculum alignment and how this proposal might meet local needs and benefit the Wigan community.</p> <p>A further option was then debated that of a collaborative model with Salford City college. The advantages and disadvantages were discussed at length and it was agreed that a meeting should be arranged between the Chairs, Vice-Chairs and Principals of the two colleges. The Board then voted and the following unanimous resolutions were made</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. The Board expressed its commitment to remain an independent institution and for this to remain the option of choice. 2. Not to pursue discussions regarding a merger with Bolton College and subsequent merger into the University of Bolton group. (Gai Murphy abstained from the vote) 3. To pursue discussion around a formal collaborative model with Salford City college. <p>The debate ended at 7pm</p>
		MINUTES OF THE BOARD'S COMMITTEES
GB/16/04/100		Resources Committee – 9th March 2016
	5	<p>The Chair of Resources gave a verbal report of the meeting of the Committee on the 9th March, highlighting the key areas. The minutes were accepted as a correct record the Board. The Board were also made aware that there had been discussion about having a co-optee for the committee to bring further financial expertise. The Board</p>

		<p>were also advised that there was to be a meeting between the Chairs of Resources and Audit and the Chair of the Board to discuss liaison between the committees. Governors raised questions about the policies which were satisfactorily answered it was</p> <p>RESOLVED: To approve the Fees Policy</p> <p>To approve the Communications Policy</p> <p>To approve the key performance indicators for external auditors</p>
GB/16/04/101	6	<p>Audit Committee – 17th March 2016</p> <p>The Chair and Vice-Chair not being available, Kath Causey gave a verbal report of the meeting of the Committee on the 17th March. The Boards attention was drawn to the fact that a number of internal audits had been completed each of which had a green assurance and no recommendations. The minutes were accepted as a correct record by the Board</p> <p>The Board RESOLVED</p> <ol style="list-style-type: none"> 1. to approve the amended terms of reference 2. to approve the Risk Management Policy <p>Questions were raised about the Whistleblowing policy and it being narrowly drawn. Having received assurance that other concerns could be raised under the Colleges Disciplinary Procedure and Grievance procedure and that the framework for the policy had come from the Colleges solicitors it was</p> <p>RESOLVED To approve the Whistleblowing Policy</p> <p>The Board noted the annual report on occurrences of alleged fraud</p>
GB/16/04/102	7	<p>Curriculum and Student Matters Committee – 22nd March 2016</p> <p>The Chair gave a verbal report of the meeting of the Committee on the 22nd March, highlighting the key areas. The minutes were accepted as a correct record the Board</p> <p>RESOLVED To approve the College Equality Scheme</p> <p>To approve the Safeguarding Children and Safeguarding Vulnerable Adults policies</p> <p>To approve the Complaints Procedure</p> <p>7.15 pm Alison Dann left, the meeting remained quorate</p>
STRATEGIC MATTERS		
GB/16/04/103	8	<p>TEACHING, LEARNING AND ASSESSMENT</p> <p>College SAR – Mid Year Position Statements</p> <p>The Board expressed its satisfaction with the good position that the college is in and thanked staff for all their hard work. A discussion took place about how this had been</p>

		achieved and Governors commented on the vibrancy and change in culture that they seen very much in evidence during their link visits.
GB/16/04/104	10	<p>FINANCE</p> <p>Management accounts and finance dashboard</p> <p>The Vice Principal Finance spoke to her report and highlighted the KPI's in the executive summary. She advised that it was expected that the reforecast position would be achieved. Governors were provided with SFA benchmarks and the new SFA financial health criteria. In relation to the latter the Board were advised that the goalposts had been moved and that this would make it harder to achieve good financial status.</p> <p>Governors queried the cash days and the difference between the current position and the forecast year end position. It was explained that college always have a dip in March/April due to a slowdown in payments which then pick up in the new fiscal year. The management accounts were duly noted.</p>
GB/16/04/105	11 11.1	<p>GOVERNANCE</p> <p>Instruments and Articles</p> <p>The Clerk spoke to her paper and it was</p> <p>RESOLVED: the changes to the Instruments and Articles recommended by the Search & Governance committee were agreed.</p>
GB/16/04/106	11.2	<p>Succession Planning, report on skills and diversity audit and appointment of chair July 2016</p> <p>The Clerk spoke to her report and outlined the results of the skills and diversity audit. The Board in relation to succession planning</p> <p>Resolved: that Vice-Chairs for Resources and Curriculum & Student matters committees should be appointed in September.</p>
GB/16/04/107	11.3	<p>Governor Development programme 2016/17</p> <p>RESOLVED: that the Governor Development programme 2016/17 be agreed.</p>
GB/16/04/108	11.4	<p>Use of the College Seal</p> <p>The Clerk gave a verbal report on the use of the Corporation Seal and</p> <p>It was:</p> <p>Resolved: that the use of the Seal be noted.</p>
GB/16/04/109	12	<p>DATA PROTECTION POLICY</p> <p>The Assistant Principal College IT Systems & MIs spoke to his report and it was</p>

		RESOLVED: that the Data Protection Policy be approved
GB/16/04/110	13	ANY OTHER BUSINESS The Clerk advised that the previous Principal had been preparing a Stakeholder Strategy and with his departure this would be delayed in bringing it to the Board Action : Executive
GB/16/04/111	14	DATE AND TIME OF NEXT MEETING TBC
The Chair then declared the Part 1 meeting closed and staff Governors left.		
Performance Indicators (PIs)		Achieved
<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 out within 5 of Clerk’s working days.		X x y
Attendance: PI = 65%		Based on Actual Membership, 12*
<ul style="list-style-type: none">▪ Governors attending: 8 then 7		83%
		Based on Determined Membership, 16
		62.5%

- 2 vacancies, 2 leaves of absence

Signature_____Chair