

# Draft Minutes

**MEETING OF** GOVERNING BOARD**DATE** TUESDAY 13<sup>th</sup> OCTOBER 2015**VENUE** ROOM LSF001, LEIGH COLLEGE, SALE WAY, LEIGH

**ATTENDANCE**

Independent Governors	Liz Shea, Chair David Rogers, Vice Chair Frank Costello Diane Brennan Ann Harrison Susan Loudon Susan Spibey Katherine Causey <i>Rod Stockwell</i> Michael Sheehan Jennifer Cockram <i>Leah Hogarth</i> <i>Mahtab Ghadri</i>
Principal	
Staff Governors	
Student Governors	
Clerk to the Governing Board	Lorna Lloyd-Williams
Vice Principal, Curriculum	Teresa Farran
Vice Principal, Curriculum	Anna Dawe
Vice Principal, College Services	Louise Brown
Vice Principal, Business Services	Chris Davey
Finance Director	Claire Jarvis

*Italics denote absence*

Minute No.	Item
	<b>SITE PRESENTATION AND TOUR</b> Prior to the commencement of the meeting Governors received a presentation from Anna Dawe (VP Curriculum) on the work that is being undertaken at Leigh and then had the opportunity of participating in a tour of the campus.
<b>The Chair opened the meeting for business at 5.20pm and the Clerk confirmed that it was quorate.</b>	
	<b>TRAINING AND DEVELOPMENT</b> The Chair provided Governors with a policy update the main points of which were: <ol style="list-style-type: none"> <li>1. FE Commissioner and Area Reviews prudent to expect in spending review (November) a 10% reduction in 16-18 funding and a 40% reduction in SFA funding. The Chair highlighted that the College's budget had been set on more stringent calculations.</li> <li>2. Area Reviews – there is to be a conference on structures on 21/10/15 in Manchester. As the event is already fully booked it is to be streamed live and the Chair confirmed that she will be participating.</li> <li>3. A BIS meeting took place yesterday to discuss the Institutes of Technology proposed in the Area Review Consultations. Further information is awaited.</li> <li>4. AoC Conference 17-19<sup>th</sup> November – Chair will be attending. AoC Governance Summit in March in London, Clerk and Chair to attend. October – Principal and Chairs Network, both the Chair and Principal normally attend. Julian Gravatt will be talking about the spending review implications.</li> </ol> <p>The Chair thanked all staff who attended the College Open Day and informed Governors of the forthcoming Open Day at Leigh. Governors were also made aware of the funds raised by the Chaplaincy for McMillan.</p>

REPORT FROM SEARCH AND GOVERNANCE COMMITTEE		
This was dealt with after Agenda Item number 10.		
GB/15/10/21	1	<b>APOLOGIES</b> –were received from Rod Stockwell, Leah Hogarth and Mahtab Ghadri, in each case these apologies were accepted by the Board.
GB/15/10/22	2	<b>DECLARATION OF INTERESTS</b> – There were no declarations of interest made.
GB/15/10/23	3	<b>MINUTES OF THE GOVERNING BOARD MEETING HELD ON 15<sup>th</sup> SEPTEMBER 2015</b>  The minutes from this meeting were approved as a correct record and duly signed by the Chair.
GB/15/10/24	4	<b>MATTERS ARISING –</b>  The Clerk advised that all matters were either completed or scheduled.
<b>STRATEGIC MATTERS</b>		
GB/15/10/25	5	<b>STRATEGIC OVERVIEW PRESENTATION</b>  The Principal gave an informative presentation on the progress being made in delivering the College Plan. Following on from the presentation given at September's meeting, the Principal gave further information in relation to how success against the three strategic aims of quality, efficiency and growth was progressing.  <b>1. Growth:</b> Governors were taken through the numbers of enrolments as against targets and it was noted that both 16-18 and classroom-based 19+ targets were likely to be exceeded. It was noted that HE was very close to target and that it was anticipated that apprenticeships for both 16-18 year olds and 19+ would be exceeded. Governors were advised that a Bid for Growth is to be made in the December window. Governors were informed that 24+ loans were below target but that actions were in place to pull back the shortfall.  <b>2. Quality:</b> Governors were reminded of the two goals of Grade 1 Ofsted report and outstanding QAA report. In relation to the latter the Principal took the Board through the findings of the March 2014 QAA and was then able to report upon the QAA review which had taken place in September 2015 and had found that the College now meets UK expectations for all criteria. Governors thanked the staff for all their hard work in this regard. It was also reported to the Board that in an Ofsted Review of Teacher Education for University of Central Lancashire, which the College was involved in, a Grade 2 (Good), had been awarded.  Governors were then taken through success rates against national benchmarks and it was noted that <ul style="list-style-type: none"> <li>• 16-18 students- the gap had been substantially closed. A small gap remained due to the large number of students taking English and Maths.</li> <li>• 19+ students – success rates were within ½% of the national benchmark of 86.7%.</li> <li>• Apprenticeships – national benchmark of 70% had been reached</li> </ul> Governors were also provided with an overview of success rates in relation to Subject Sector Areas, with more detail being provided in the Curriculum report.

		<p><b>3.Efficiency:</b> Governors were taken through the five year forecast and budget for 2015/2016.</p> <p><b>Resolved:</b> to accept the Principal's report</p>
GB/15/10/26	6	<p><b>CURRICULUM</b></p> <p>Governors received a presentation providing more detail at a departmental and curriculum level for the colleges success rates benchmarked against the national average. Key points were as follows:</p> <ul style="list-style-type: none"> <li>• For both 16-18 and 19+ students there has been significant improvement over the last two years</li> <li>• 16-18 male and female success rates - significant improvement over last two years with males improving at a greater rate. It was noted that this <u>was not</u> due to an equality and diversity issue but a curriculum issue.</li> <li>• 19+ male and female success rates significant improvement over last two years with males improving at a greater rate again due to curriculum issues.</li> <li>• 16-18 English and Maths – an improving trend in both.</li> <li>• 19+ English and Maths – an improving trend in both.</li> </ul> <p>Governors were then provided with an analysis according to subject sector area and division. Twelve Subject Sector Areas have improved with four areas having declined although of these four, one has shown a very slight dip but still has high success rates. Governors were advised of the areas of concern and the strategies that have been implemented to improve them.</p> <p>Governors also received information on the apprenticeship framework success rates set against the national averages. It was noted that six areas were above the national average and two further areas are at national average. The remaining six areas are improving with more results yet to come in. The Board were also informed of the steps that have been taken this year to improve the enrolment process and ensure learners are on the right course at the right level.</p> <p>Governors queried why in areas where specialist facilities had been provided, national targets were not being met. The underlying causes were explained to the Board together with the steps that had and were being taken to address the problems. Governors advised that they needed to understand the number of students that were being affected in any area not reaching target so they could understand the "Hierarchy of Need". Governors requested that in any future presentation/paper the number of learners in a cohort be provided.</p> <p style="text-align: right;"><b>Action: Vice Principal, Curriculum</b></p> <p>Anna Dawe (Vice Principal Curriculum) then spoke to her report which focused on three areas; a review of curriculum performance for 2014/15, an update on curriculum KPI's for 2015/16 and quality initiatives and updates for the academic year.</p> <p><b>1. Curriculum Performance 2014/15</b></p> <p>Governors were advised that the analysis contained within the papers was based upon provisional data with further results yet to be recorded. Governors were taken through the subject areas which had improved in terms of overall success rates, and those which had declined. The impact of English and Maths on 16-18 success rates was also considered and it was noted that the national average is expected to fall this year as the impact of the Maths and English entitlement is seen for the first time. New data on</p>

		<p>national averages will be published in January 2016.</p> <p>Further detail was provided to the Governors of the initiatives that had been taken in relation to the areas where results had declined. Retention remains an issue and Governors were informed of the strategies adopted at both department and College level. In relation to destinations an external service had been engaged to compile a report which will be available in January 2016 and will be presented to the Board at a future meeting.</p> <p><b>2. 2015/2016 Key Performance Indicators.</b></p> <p>These had been presented to the Board within the Principal's report.</p> <p><b>3. Quality initiatives and updates for the academic year.</b></p> <p>Governors were provided with a curriculum update in terms of new provision for 2016/17. Governors requested that in future papers/presentations the Labour Market Information that informed these decisions be highlighted in the report. It was also noted that curriculum planning will be brought to Governors in the New Year.</p> <p><b>Action: Vice Principal, Curriculum</b></p> <p>Governors had been updated already within the Principal's presentation of the steps that had been taken in relation to progressing quality. Governors were advised of the appointment of a new Head of Quality, the impending good practice visits for staff and the forthcoming visit of the Ofsted HMI.</p> <p>Governors noted the content of the report</p>
<b>GB/15/10/27</b>	7 7.1	<p><b>FINANCE AND RESOURCES</b></p> <p>Approval of Loan Application</p> <p>The Director of Finance was welcomed to the College who then spoke to the report outlining the reasons for the proposed loan application, the purpose and general terms. Governors asked the present position regarding negotiations with the bank and whether a charge would be raised to which they received an affirmative reply. Governors unanimously agreed that the application should proceed but asked that when the loan agreement is brought back to the Board it should be accompanied by a paper setting out the terms of the Loan and the Revenue consequences. It was noted that Governors were prepared to deal with the loan by means of a Special Meeting in accordance with the Instruments and Articles.</p> <p><b>Action: Director of Finance</b></p> <p><b>Resolved:</b> The Board approves the taking forward of the loan application and agrees to entering into a loan agreement subject to the terms of the loan being on a normal commercial basis.</p>
<b>GB/15/10/28</b>	7.2	<p>Monitoring of Income and Expenditure</p> <p>The Director of Finance spoke to the report. It was noted that the position in relation to the surplus before FRS17 had not changed from that reported to the Board in September.</p> <p>In relation to the approved budget it was noted that it is anticipated that all targets will be</p>

		<p>achieved except for the 24+ learner loans where there is an anticipated shortfall. However it is anticipated that targets for apprenticeships will be exceeded and therefore meet this shortfall to a large extent. Governors were taken through the recruitment position compared to targets in detail. Governors requested that current up to date accounts be provided with all future reports.</p> <p style="text-align: right;"><b>Action: Director of Finance</b></p> <p>Governors noted the content of the report</p>
<b>GB/15/10/29</b>	8 8.1	<p><b>GOVERNANCE</b></p> <p>Area Review Update</p> <p>Governors were provided with an update from both the Chair and the Principal on the area review site visits and the area review process generally. The 17<sup>th</sup> December was mooted as a possible date for an additional Board meeting to discuss the recommendations to be made for the college which the Board will need to respond to by the 1<sup>st</sup> February. Governors asked that the report release date be checked and that Governors be advised asap.</p> <p style="text-align: right;"><b>Action: Principal</b></p>
<b>GB/15/10/30</b>	8.2	<p>Governor Link Visits</p> <p>The Chair advised the Board of the current position in relation to the Link Visits scheduled for the 4<sup>th</sup> November and the areas that were to be covered. The Chair requested that Governors let the Clerk know if they would not be available for the scheduled Spring Link visits on the 17<sup>th</sup> March. Discussion then ensued regarding timings, flexibility and content of the Link visits. It was agreed that the Clerk would speak with the executive again regarding timings and would send a paper to Governors in the course of the next week setting out the plan for the November visits.</p> <p style="text-align: right;"><b>Action: Clerk</b></p> <p>The Protocol attached to the papers was agreed but it was noted that the duration of Link Visits was likely to be 3 or 4 hours.</p> <p><b>Resolved:</b> The Link Visit protocol is agreed</p> <p><b>The Chair left the meeting at this point and the Vice-Chair chaired the meeting. Susan Loudon also left the meeting. The meeting remained quorate</b></p>
<b>GB/15/10/31</b>	8.3	<p>Self-Assessment Survey</p> <p>It was agreed that these would be completed as a group exercise at the Board meeting in December with Governors considering them in the interim.</p>

<b>GB/15/10/32</b>	9	<b>OTHER ITEMS</b>
	9.1	<p>Student Union Support Report</p> <p>The Vice Principal, College Services spoke to the report which was duly noted by the Board with the comment that they would like to see a report on the impact of the changes later in the year.</p> <p style="text-align: right;"><b>Action: Vice Principal, College Services</b></p> <p>Governors noted the content of the report</p>
<b>GB/15/10/33</b>	9.2	<p>Staff Survey Report</p> <p>The Vice Principal, College Services spoke to the report and Governors noted the issues of concerns regarding job security. The Vice Principal was thanked for the informative and helpful report.</p> <p>Governors noted the content of the report</p>
<b>GB/15/10/34</b>	10	<p>Sub-Contracting Report</p> <p>The Vice Principal Business Services spoke to the report outlining the proposed changes he was seeking to the previously agreed subcontracting strategy. After discussion it was</p> <p><b>Resolved:</b> that</p> <ul style="list-style-type: none"> <li>a. The additional places requested by Progress sport can be agreed</li> <li>b. Groundwork Trust will continue to work with the College but their footprint will now include Wigan as well as Leigh and Chorley as currently exists.</li> <li>c. The contract requested by KJ Rail for 16-18 new start apprentices on their Rail Track framework can be agreed.</li> </ul>
<b>GB/15/10/35</b>		<p><b>REPORT FROM SEARCH AND GOVERNANCE COMMITTEE</b></p> <p>The Clerk informed the Board that there had been one candidate for Staff Governor (Academic) – Alison Dann, Head of Quality. The Committee had considered her application and were happy to recommend the same. The Committee had also had the opportunity to interview Gai Murphy to fill the vacancy that had been created by the resignation of Mike Thomas. The Committee had considered her application and were happy to recommend the same.</p> <p><b>Resolved:</b> that Alison Dann and Gai Murphy should be appointed as Members of the Governing Board for a term of four years until October 2019.</p> <p><b>Resolved:</b> That Alison Dann (Staff Governor) should be appointed to Audit committee and Jennifer Cockram (Staff Governor) should be appointed to the Resources Committee.</p>
		<b>Frank Costello temporarily left the meeting. The meeting remained quorate</b>
<b>GB/15/10/36</b>		The Board were informed that the Committee had considered the possibility of

		reappointment of Governors whose terms of office were due to expire in November 2015. The Committee proposed that Frank Costello should be appointed for a further term of four years.  <b>Resolved:</b> that Frank Costello should be reappointed as a Governor until October 2019
		<b>Frank Costello re-joined the meeting. Ann Harrison temporarily left the meeting. The meeting remained quorate.</b>
<b>GB/15/10/37</b>		The Board were informed that the Committee had considered the possibility of reappointment of Governors whose terms of office were due to expire in November 2015. The Committee proposed that Ann Harrison should be appointed for a further term of four years.  <b>Resolved:</b> that Ann Harrison should be reappointed as a Governor until October 2019
		<b>Ann Harrison re-joined the meeting</b>
<b>GB/15/10/38</b>	11	<b>ANY OTHER BUSINESS</b>  There was no A.O.B.
<b>GB/15/10/39</b>	12	<b>DATE AND TIME OF NEXT MEETING</b> Wednesday 9 <sup>th</sup> December 5pm Wigan School for the Arts
<b>The Chair declared the meeting closed at 7.45 pm</b>		
<b>Performance Indicators (PIs)</b>		<b>Achieved</b>
<ul style="list-style-type: none"> <li>Agenda sent out 7 days prior to meeting – Instrument, Clause 12 (2)</li> <li>Supporting papers sent out 7 days prior to meeting</li> <li>Minutes sent out within 5 of Clerk's working days.</li> </ul>		✓ ✓ ✓
<b>Attendance: PI = 65%</b>		<b>Based on Actual Membership, 14</b>
Governors attending: 10		71%
		<b>Based on Determined Membership, 16</b>
		63%

Signature\_\_\_\_\_Chair