

# Draft Minutes

MEETING OF GOVERNING BOARD

DATE TUESDAY 28<sup>TH</sup> APRIL 2015VENUE CONFERENCE ROOM 108, 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  
*Mike Thomas*

Principal Michael Sheehan

Staff Governors *Daniel Winstanley*  
Vickie Round

Student Governors Jamie Evans  
*Mahtab Ghadri*

Clerk to the Governing Board Robin Newton-Syms

Vice Principal, Curriculum Teresa Farran  
Vice Principal, HR & College Services Louise Brown  
Finance Director David Reeve  
Vice Principal, Business Services Chris Davey

*Italics denote absence*

The Chair opened the meeting for business at 5:00pm and the Clerk confirmed that it was quorate.		
Minute No.	Item	
GB/15/04/74	1	<b>APOLOGIES</b> –were received from Kath Causey, Mahtab Ghadri, Mike Thomas, Daniel Winstanley, Susan Loudon
GB/15/04/75	2	<b>DECLARATION OF INTERESTS</b> – Vickie Round, Staff Governor, declared an interest under Item 7.
STANDING ITEMS		
GB/15/04/76	3	<b>MINUTES OF THE GOVERNING BOARD MEETING HELD ON 18<sup>TH</sup> MARCH 2015</b> The minutes from this meeting were accepted as a correct record and signed by the Chair.
GB/15/04/77	4	<b>MATTERS ARISING –</b>  The Chair spoke to the item related to the appointment of the Finance Director.
GB/15/04/78	5	<b>MINUTES OF THE BOARD'S COMMITTEES</b>
	5.1	Search and Governance Committee - 18 <sup>th</sup> March 2015 The minutes from the Search and Governance Committee held on the 18 <sup>th</sup> March 2015 were accepted as a correct record and signed by the Chair.

GB/15/04/79	5.2	<p>Audit Committee – 31<sup>st</sup> March 2015</p> <p>The minutes of the Audit Committee held on the 31<sup>st</sup> March were approved subject to amendments agreed by the Chair and Vice Chair of the Audit Committee being incorporated.</p>
GB/15/04/80	6	<p><b>PRINCIPAL'S REPORT</b> including Financial Allocations for 2015/16</p> <p>The Principal spoke to his report. He outlined the immediate priorities for the College and the impact of the actions taken so far to ameliorate the effects of the capital funding activities on the financial position of the College. It was felt that these actions had also helped to secure a more robust platform for further growth.</p> <p>Governors recognised the work being done to support the reputation of the College and enhance the links with the local Council. It was further noted that the College was sponsoring the Borough's Education Awards in June and developing stronger community links with local churches and members of the armed forces who were resident in the Borough.</p> <p>They welcomed that there was to be a joint workshop with Council Officers and that the College had endorsed the Council's 'Believe in Her' campaign. Governors also discussed the development of independent careers advice within the Borough and what further steps could be taken to enhance this. It was noted that meetings had been held with the Leader of the Council at which the College's re-branding work had been discussed, and the Chief Executive.</p> <p>Following further debate on the very good community links work being undertaken, including discussion on the Finance and Business Administration Cadetship opportunity being promoted through the Clinical Commissioning Group, the Board acknowledged the generous donation of equipment to the College's catering department by Richard Waterfield, former Governor, and asked that their thanks be recorded.</p> <p>It was</p> <p><b>Resolved:</b></p> <ol style="list-style-type: none"> <li>1) That the report should be accepted.</li> <li>2) That the thanks of the Board to Richard Waterfield for a generous donation of equipment to the College's catering department be recorded.</li> </ol> <p>****</p> <p style="text-align: right;"><b>Action: Clerk</b></p>
GB/15/04/81	7 7.1	<p><b>RESOURCES</b></p> <p>People Performance Scorecard</p> <p>Louise Brown spoke to her report. Governors noted the numbers of staff who had left the College through the voluntary severance arrangements and that over 90% of the staff leaving were from support areas rather than front line staff. Governors were also informed of the success of the work being undertaken to help reduce sickness rates.</p> <p>It was</p> <p><b>Resolved:</b> that the report should be accepted.</p>



GB/15/04/84		<p><b>Resolved:</b></p> <p>1) That the agenda be determined in accordance with these discussions. 2) That Governor Link visits be scheduled for the Autumn term.</p> <p>***</p> <p style="text-align: right;"><b>Action: Chair/Principal/Clerk</b></p>	
	8.3	Link Governors	
		The Chair explained that as this matter had now been addressed in the discussion on the previous agenda item, any further action would be dealt with in due course.	
	8.4	Governor Self-Assessment Survey	
		The Clerk spoke to this item. He reminded Governors of the exercise that they had undertaken to produce the self-assessment responses and explained how, in discussion with other Clerk colleagues, a scoring mechanism had been developed to provide an 'Ofsted type' grading for each question area.	
		Governors considered the report in detail, discussing how the results could be used to support their own personal development and that of the Board as a whole. In discussion it was felt that the work undertaken to enable benchmarking with other institutions would also allow Governors to identify exemplars and therefore provide a wide range of learning opportunities. It was felt to be a useful tool and to have significant potential as an aid for developmental purposes.	
		It was	
GB/15/04/85		<p><b>Resolved:</b> that the report should be accepted and the Clerk should use the findings to inform future Development planning activity for the Board.</p> <p>***</p> <p style="text-align: right;"><b>Action: Clerk</b></p>	
GB/15/04/86	9	<p><b>ANY OTHER BUSINESS</b></p> <p>There were no other items of business.</p>	
GB/15/04/87	10	<b>DATE OF NEXT MEETING</b> – Friday 15 <sup>th</sup> May 2015.	
<b>The Chair declared the meeting closed at 8.40pm</b>			
<b>Performance Indicators (PIs)</b>		<b>Achieved</b>	<b>Comment</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>		<p>✓</p> <p>✓</p> <p>✓</p>	<p>Sent out 14/04/15</p> <p>Sent out 14/04/15</p> <p>Sent out 8/05/15</p>
<b>Attendance: PI = 65%</b>		<b>Based on Actual Membership, 15</b>	<b>Based on Determined Membership, 16</b>
<ul style="list-style-type: none"> <li>▪ Governors attending: 10</li> </ul>		67%	63%

Robin Newton-Syms  
Clerk to the Governing Board

Signature \_\_\_\_\_  
Chair