

# Draft Minutes

**MEETING OF** GOVERNING BOARD**DATE** TUESDAY 28<sup>TH</sup> APRIL 2015**VENUE** 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 <i>Susan Loudon</i> Susan Spibey <i>Katherine Causey</i> Rod Stockwell <i>Mike Thomas</i>
Principal	Michael Sheehan
Staff Governors	<i>Daniel Winstanley</i> Vickie Round
Student Governors	Jamie Evans <i>Mahtab Ghadri</i>
Clerk to the Governing Board	Robin Newton-Syms
Vice Principal, Curriculum Vice Principal, HR & College Services Finance Director Vice Principal, Business Services	Teresa Farran Louise Brown David Reeve 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	<p>7</p> <p>7.1</p>	<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/15/04/82	7.2	<p>Monthly Financial Report</p> <p>David Reeve spoke to this report. He outlined the in-year changes to the financial position and explained the reason for these, confirming that overall the full year forecast remained as before. He also highlighted that employers and national insurance contributions together with pension costs were due to increase in the next year in absolute terms and that this cost inflation would potentially continue in the future. It was noted that the overall position for the College was sound although there was some concern with regard to the current ratio due to the use of cash reserves for the capital works.</p> <p>Following questions and discussion, which also incorporated some debate on branding and positioning issues, it was:</p> <p><b>Resolved:</b> that the report should be accepted.</p>
GB/15/04/83	<p>8</p> <p>8.1</p> <p>8.2</p>	<p><b>GOVERNANCE</b></p> <p>Student Union Matters</p> <ul style="list-style-type: none"> <li>• Constitution Review</li> </ul> <p>The Clerk spoke to this item. He informed Governors that the Chair had been asked by the Students' Union to approve changes to their constitution in order that they could commence the process of electing officers of the Students' Union before the Easter vacation. She had agreed to do so, and he explained that the paper presented to the meeting set out these changes and recommended that Governors endorse the Chair's action.</p> <p>It was noted that the substantive changes identified were to the various elected officer positions of the Students' Union and that work was continuing on a more general review of their Constitution.</p> <p>It was</p> <p><b>Resolved:</b> that the action of the Chair in approving changes to the Students' Union Constitution be approved.</p> <p>***</p> <p style="text-align: right;"><b>Action: Clerk</b></p> <p>Arrangements for the Strategic Workshop to be held on 15<sup>th</sup> May</p> <p>The Principal introduced this item. He explained that following discussion with the Chair and the Clerk, they wished to put forward some initial ideas for the format and content of the forthcoming Strategic Workshop.</p> <p>Following detailed discussion, it was felt that the agenda should be structured to enable an initial session of Governor/Board Development work, followed by sessions on the strategic planning process and conclude with a business meeting of the Board to determine decisions to be taken and any further actions required.</p> <p>In addition, it was agreed that the proposed link visits should be rescheduled into the early part of the next academic year.</p> <p>It was</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><b>Action: Chair/Principal/Clerk</b></p>								
GB/15/04/85	8.3	<p>Link Governors</p> <p>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.</p>								
	8.4	<p>Governor Self-Assessment Survey</p> <p>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.</p> <p>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.</p> <p>It was</p>								
		<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><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	<p><b>DATE OF NEXT MEETING</b> – Friday 15<sup>th</sup> May 2015.</p>								
<p><b>The Chair declared the meeting closed at 8.40pm</b></p>										
<p><b>Performance Indicators (PIs)</b></p> <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>		<table><tr><th>Achieved</th><th>Comment</th></tr><tr><td>✓</td><td>Sent out 14/04/15</td></tr><tr><td>✓</td><td>Sent out 14/04/15</td></tr><tr><td>✓</td><td>Sent out 8/05/15</td></tr></table>	Achieved	Comment	✓	Sent out 14/04/15	✓	Sent out 14/04/15	✓	Sent out 8/05/15
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✓	Sent out 8/05/15									
<p><b>Attendance: PI = 65%</b></p> <ul style="list-style-type: none"><li>Governors attending: 10</li></ul>		<table><tr><th>Based on Actual Membership, 15</th><th>Based on Determined Membership, 16</th></tr><tr><td>67%</td><td>63%</td></tr></table>	Based on Actual Membership, 15	Based on Determined Membership, 16	67%	63%				
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Robin Newton-Syms  
Clerk to the Governing Board

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