

# Draft Minutes

**MEETING OF** GOVERNING BOARD**DATE** TUESDAY 15<sup>th</sup> SEPTEMBER 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  
*Susan Loudon*  
 Susan Spibey  
*Katherine Causey*  
*Rod Stockwell*  
 Michael Sheehan  
 Jennifer Cockram  
 Leah Hogarth  
 Mahtab Ghadri

Principal  
 Staff Governors  
 Student Governors

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

Robin Newton-Syms  
 Lorna Lloyd-Williams  
 Teresa Farran  
 Anna Dawe  
 Louise Brown  
 Chris Davey  
 David Reeve  
 Claire Jarvis

*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/15/09/05	1	<p><b>APOLOGIES</b> –were received from Rod Stockwell, Kath Causey and Susan Loudon, in each case these apologies were accepted by the Board.</p> <p>The Chair welcomed all Governors, in particular Leah Hogarth, new Student Governor and Mahtab Ghadri, Student President. The Chair then informed Governors that she had received notice of resignations from Daniel Winstanley, Staff Governor as he had left the College and from Professor Michael Thomas. She thanked David Reeve, Interim Finance Director for his service to the College and welcomed Claire Jarvis, who would be joining the College as Director of Finance from 28<sup>th</sup> September. She also welcomed Lorna Lloyd-Williams, who would be replacing Robin Newton-Syms as Clerk with effect from 30<sup>th</sup> September.</p> <p>She then spoke of the work that was being done to fill the current vacancies on the Board and to ensure that members of the Board were all able to participate fully in the work of the Corporation.</p> <p>It was noted this would be the subject of further report at the next scheduled meeting of the Governing Board on 13<sup>th</sup> October.</p> <p><b>** Action: Chair/Clerk</b></p>
GB/15/09/06	2	<b>DECLARATION OF INTERESTS</b> – There were no declarations of interest made.
GB/15/09/07	3	<p><b>MINUTES OF THE GOVERNING BOARD MEETING HELD ON 30<sup>th</sup> JUNE 2015 and SPECIAL GOVERNING BOARD MEETING HELD ON 3<sup>rd</sup> SEPTEMBER 2015</b></p> <p>The minutes from these meetings were both approved as a correct record and duly</p>

		signed by the Chair.
GB/15/09/08	4	<b>MATTERS ARISING –</b>  The Chair referred Governors to the Actions Sheet which was approved.
GB/15/09/09	5	<b>MINUTES OF THE BOARD'S COMMITTEES</b>  5.1 The minutes of the WTFE Committee held on 26 <sup>th</sup> June 2015 were noted.  5.2 The minutes of the Curriculum and Student Matters Committee meeting held on 30 <sup>th</sup> June 2015 were approved.
<b>STRATEGIC MATTERS</b>		
GB/15/09/10	6	<b>STRATEGIC OVERVIEW PRESENTATION</b>  The Principal gave an informative presentation on the progress being made in delivering the College Plan. This centred around the three pillars of Quality, Efficiency and Growth and reiterated the actions that had been taken to date. He outlined the current policy and funding landscape and explained the assumptions that were being made as part of the financial forecasting. These were prudent and reflected the expectations of reductions in public sector funding over the next five years. He detailed the impact of these and the consequent implications for the College. In setting out the budget for the coming year Governors noted that it was proposed to target a surplus of 3.1%.  The Principal outlined the policy framework for the forthcoming Area Reviews and the dynamics of the Review processes given the local needs of the Borough and its residents.  It was  <b>Resolved:</b> to accept the Principal's Report.  Governors decided that they would consider agenda item 9.1 at this point.  9.1 <b>Area Reviews for Further Education and an update on thinking around a federated approach in Greater Manchester.</b>  The Principal introduced this discussion by informing Governors of the various policy announcements that had most recently been made with regards to the process for undertaking Area Reviews. Governors made a number of comments as part of the discussion including that: <ul style="list-style-type: none"> <li>• They strongly supported the adoption of an 'AGMA type' model of partnership with the other Colleges within the Greater Manchester Colleges Group (GMCG).</li> <li>• They were supportive of change and wanted to be in the vanguard but saw the critical issue as doing what was best for the local people served by the College.</li> <li>• They saw it as most important that the local authority should support the College.</li> <li>• They were concerned at large aspects of provision not being included in the Review process.</li> <li>• They were interested in the scope for out of border proposals being considered.</li> </ul> The Principal then updated Governors on those meetings that he had held and was arranging, with the other Colleges in the Borough. Governors spoke of the importance

GB/15/09/11		<p>and value of these links as this demonstrated that the educational institutions were seeking to act in the best interests of the residents in the Borough and not any vested self-interest.</p> <p>Following this further discussion, it was unanimously:</p> <p><b>Resolved:</b></p> <ul style="list-style-type: none"> <li>• That as an independent institution, Wigan and Leigh College is sustainable and financially sound and can deliver outstanding educational and community benefits for the people whom it serves.</li> <li>• To ask the Principal to enter into discussions with other post 16 providers within the local area to explore areas of common ground and opportunities for working together.</li> <li>• To support fully the concept of partnership working between the ten general further education colleges in Greater Manchester to help realise the College's strategic goals in relation to Quality, Efficiency and Growth.</li> <li>• To engage fully in the Area Review process for Greater Manchester.</li> </ul> <p>***</p> <p style="text-align: right;"><b>Action: Principal/Chair</b></p>
GB/15/09/12	<p>7</p> <p>7.1</p>	<p><b>TEACHING AND LEARNING PERFORMANCE</b></p> <p><b>Update on Enrolment</b>          Anna Dawe provided Governors with a detailed breakdown of enrolment figures to date. On the basis of current figures it was expected that Apprenticeship targets for both 16-18 students and 19+ students would be exceeded.</p> <p>The classroom-based Adult Skills Budget target was likely to be met by the December window, likewise it was anticipated that the HE target would be met. However was it anticipated that the 24+ loans volumes would not be, despite the extensive steps taken by College in marketing these.</p> <p>16-18 enrolment was ongoing and looking positive. Governors were advised that the enrolment process had been reviewed and was now running more smoothly. Governors acknowledged all the hard work that had taken place and thanked everyone for all their efforts.</p> <p>It was:</p> <p><b>Resolved:</b> That a further update on enrolment would be provided at the October Board meeting.</p> <p>***</p> <p style="text-align: right;"><b>Action: Vice Principal, Curriculum</b></p>
GB/15/09/13	7.2	<p><b>Update on Outcomes to Date</b>          Teresa Farran and Anna Dawe gave a very helpful presentation which outlined the national changes in the methodology used for maximising achievement. It was noted that this brought the measures much closer to those used with Apprenticeships.</p> <p>They then provided Governors with a detailed breakdown of the A-level results for the 2014-15 year. This included information on the development of the A-level Professional Honours Programme at Leigh and the results achieved across all age ranges taking English and maths GCSEs. It was noted that a previous reliance on agency staff had caused some issues, but the College was now fully staffed in those</p>

		areas.
		<b>Susan Spibey left the meeting at this point</b>
		Governors then considered Vocational success Rates and the impact of the inclusion of Maths and English which it was recognised would be likely to cause a reduction in the overall success rate across the College.  It was:  <b>Resolved:</b> that the report should be accepted.
<b>GB/15/09/14</b>	8  8.1	<b>RESOURCES</b>  <b>Financial Matters Including Update Following July Budget</b> David Reeve spoke to this report. It was noted that the surplus before FRS17 was higher than the original budget and that it was in line with previous forecasts.  Governors acknowledged the effective stewardship of the finance function and the work undertaken to maintain accurate forecasting within a changing policy and funding environment.  It was noted that the likely impact of future funding reductions highlighted the need for a diverse portfolio of activity within the College and this had been reflected within the Strategic Plan.  It was:  <b>Resolved:</b> that the report should be accepted.
<b>GB/15/09/15</b>	8.2	<b>People Performance Scorecard</b> Louise Brown gave the headlines from the People Performance Scorecard and then a presentation on the main findings from the Staff Survey which was undertaken in August. She also reported that the Travel Survey undertaken at that time had an 85% completion rate. The results of the Staff Survey showed a 75% participation rate (against a norm of 30/40% for similar surveys) and the previous year's participation rate of 36%.  The Staff Survey consisted of 40 questions covering a set of key areas and the results showed very positive feedback across a range of fronts. The areas that staff felt to be of concern were job security and the impact of national policy on the College. Governors felt this was rational and understandable given the current position of the sector. The Chair asked why there were no questions around Governance included and was informed they had not been included this time to enable easier benchmarking with other Colleges. Consideration would be given to their reintroduction for future surveys. Governors expressed their pleasure at the very positive results shown within the survey.  It was  <b>Resolved:</b> that the report should be accepted.
<b>GB/15/09/16</b>	9  9.1	<b>GOVERNANCE</b>  <b>Area Reviews for Further Education and an Update on Thinking Around a Federated Approach in Greater Manchester</b>  (This item had been discussed at agenda item 6.)

GB/15/09/17	9.2	<p><b>Annual Business Cycle for the Board</b> The Clerk spoke to this item and following a brief discussion, noting that Governors could propose changes to agenda topics at each meeting, it was:</p> <p><b>Resolved:</b> that the Business Cycle should be accepted.</p>
GB/15/09/18	9.3	<p><b>Revised Calendar of Meetings</b> The Clerk introduced this and identified one change in date and explained that set dates for the Link Visits would be confirmed very shortly.</p> <p>It was</p> <p><b>Resolved:</b> that the Calendar of Meetings should be accepted.</p>
GB/15/09/19	9.4	<p><b>Confucius Classroom</b> The Chair introduced this item and explained why she felt it important to consider at the Board. Governors agreed and there was a wide ranging discussion during which it was confirmed that as there had not been, and was not, any Anti-Tibetan activity undertaken whilst the Classroom had been operating within the College, it should be enabled to continue occupying part of the College's premises.</p> <p>It was</p> <p><b>Resolved:</b> that the College should continue to provide facilities for the use of the Confucius Classroom under terms to be agreed by the Executive.</p> <p><b>** Action Vice Principal, College Services</b></p>
GB/15/09/20	10	<p><b>DATE OF NEXT MEETING</b> – Tuesday 13<sup>th</sup> October 2015 at 5.00pm following a tour of the campus. Venue: <b>Leigh</b>.</p>
<b>The Chair declared the meeting closed at      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>		<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
<b>Attendance: PI = 65%</b>		<b>Based on Actual Membership, 14</b>
<ul style="list-style-type: none"> <li>Governors attending: 10</li> </ul>		<b>Based on Determined Membership, 16</b> 71%      63%

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