

# Draft Minutes

**MEETING OF** GOVERNING BOARD**DATE** TUESDAY 24<sup>th</sup> FEBRUARY 2015**VENUE** CONFERENCE ROOM 108, PROFESSIONAL STUDIES BUILDING,  
PARSON'S WALK, WIGAN.

<b>ATTENDANCE</b>	Independent Governors	Liz Shea, Chair David Rogers, Vice Chair Frank Costello <i>Diane Brennan</i> Ann Harrison Susan Loudon <i>Susan Spibey</i> Katherine Causey Rod Stockwell
	Principal	Michael Sheehan
	Staff Governors	<i>Vickie Round</i>
	Student Governors	Jamie Evans Mahtab Ghadri
	Clerk to the Governing Board	Robin Newton-Syms
	Vice Principal, Curriculum	Teresa Farran
	Vice Principal, Curriculum	Anna Dawe
	Interim Vice Principal, Curriculum	Michael Harwood
	Exec Director HR & College Services	Louise Brown
	Interim Finance Director	David Reeve
	Employer Engagement Director	Chris Davey

*Italics denote absence***The Chair opened the meeting for business at 7.50pm and the Clerk confirmed that it was quorate.**

Minute No.	Item	
GB/15/02/57	1	<p><b>APOLOGIES</b> –were received from Diane Brennan, Susan Spibey, Vickie Round.</p> <p>The Chair formally welcomed Rod Stockwell to his first meeting of the Governing Board and those members of staff who were attending for the first time.</p>
GB/15/02/58		<p>The Chair then reported that following the resignation of Alan Stephenson from the Board, there was a vacancy for the role of Chair of the Curriculum and Student Matters Committee. Frank Costello had asked to be considered for this role and if successful wished to hand over the Chairing of the Resources Committee to another Governor. It was proposed by Liz Shea, seconded by David Rogers, in accordance with Standing Order 14.4.2, that Frank Costello be appointed as Chair of the Curriculum and Student Matters Committee. Members of the Board voted unanimously in favour.</p>
GB/15/02/59		<p>The Chair then proposed that the current Vice Chair of the Resources Committee, Diane Brennan, be appointed as Chair of that Committee and that there be a further review of its membership in due course. This was seconded by Ann Harrison and members of the Board voted unanimously in favour.</p>

		<p>It was</p> <p><b>Resolved:</b></p> <ol style="list-style-type: none"> <li>1) That Frank Costello be appointed as Chair of the Curriculum and Student Matters Committee.</li> <li>2) That Diane Brennan be appointed as Chair of the Resources Committee.</li> </ol> <p>***</p> <p style="text-align: right;"><b>Action: Clerk</b></p>
GB/15/02/60	2	<b>DECLARATION OF INTERESTS</b> – The Clerk declared an interest in Agenda Item 10.5 as he held a commercial contract with the Greater Manchester Colleges Group.
GB/15/02/61	3	<p><b>MINUTES OF THE GOVERNING BOARD MEETING HELD ON 10<sup>th</sup> DECEMBER 2014</b></p> <p>The minutes from this meeting were accepted as a correct record and signed by the Chair.</p>
<b>STANDING ITEMS</b>		
GB/15/02/62	4	<p><b>REPORT FROM CURRICULUM AND STUDENT MATTERS COMMITTEE HELD EARLIER THAT DAY</b></p> <p>As all members of the Governing Board had been present at the Curriculum and Student Matters Committee meeting, the resolutions from that meeting were formally noted. It was felt that the debate and contributions made were most helpful and useful in helping the College prepare for the future.</p>
GB/15/02/63	5	<b>MATTERS ARISING</b> – The Clerk spoke to the Actions Sheet which was accepted.
GB/15/02/64	6	<b>MINUTES OF THE BOARD'S COMMITTEES</b>
	6.1	Governors then confirmed that the minutes of the Curriculum and Student Matters Committee meeting held on 10 <sup>th</sup> December 2014 should be accepted
GB/15/02/65	6.2	and that those of the Wigan Foundation for Technical Education held on 21 <sup>st</sup> January 2015 should be noted.
GB/15/02/66	7	<p><b>PRINCIPAL'S REPORT</b></p> <p>The Principal spoke to his report and highlighted the commitment made by Gabrielle Lagan and her positive contribution to the work of the College.</p> <p>It was</p> <p><b>Resolved:</b> that the Clerk should write to Gabrielle Lagan thanking her on behalf of the Board for her work and support for the College.</p> <p>***</p> <p style="text-align: right;"><b>Action: Clerk</b></p> <p>Governors warmly welcomed the various elements contained within the report showing the improvements being made across the College. They recognised that there were areas requiring careful monitoring but overall the picture was an improving one.</p> <p>It was</p> <p><b>Resolved:</b> that the report should be accepted.</p>

## STRATEGIC MATTERS

GB/15/02/67	8 8.1	<p><b>STRATEGIC MATTERS</b></p> <p><b>Staffing proposals relating to the Director of Finance post</b> The Principal spoke to this item and outlined the current position. Governors endorsed the recommended plan of action to ensure continuity and:</p> <p>It was:</p> <p><b>Resolved</b></p> <ol style="list-style-type: none"> <li>1) That there should be created a new post of Finance Director which would be designated as a senior post-holder.</li> <li>2) That the timeline for recruitment should be as set out within the Principal's report.</li> </ol> <p>***</p> <p style="text-align: right;"><b>Action: Exec Director HR / Clerk</b></p>
GB/15/02/68	8.2	<p><b>Proposals for Rebranding of College</b> The Principal spoke to this report. He identified three issues that had arisen during his consultations with stakeholders over recent months with regard to the current branding of the College. Following discussion on this aspect, he initially focused on the proposal to rebrand the centres in Wigan as Wigan College and the centres in Leigh as Leigh College.</p> <p>He then spoke of the development of identities for each of the centres in the different towns.</p> <p>Governors spoke of their support for the overall concept. They felt it should be discussed with the Leader of the Council and suggested arranging a briefing session for Leigh Councillors.</p> <p>Following a vote (10 in favour 1 abstention) on the proposals as set out in the Principal's report</p> <p>It was:</p> <p><b>Resolved:</b> that the proposals be approved and that the Principal be authorised to proceed as outlined, subject to reporting back to the Board should any issues arise from the stakeholders consultation that were likely to have an adverse impact upon the College.</p> <p>***</p> <p style="text-align: right;"><b>Action: Principal</b></p>
GB/15/02/69	9 9.1	<p><b>RESOURCES</b></p> <p><b>People Performance Scorecard</b> The Executive Director, Human Resources spoke to this item. Governors asked a number of questions about the training and support that had been given to managers in dealing with the restructuring. These were satisfactorily answered and it was:</p> <p><b>Resolved:</b> that the report should be accepted.</p>
GB/15/02/70	9.2	<p><b>Monthly Financial Report and Year End Forecast</b> The Interim Finance Director spoke to this report. He outlined the key areas from his report and Governors noted the forecast out-turn for the full year. It was felt that the measures being taken by the College in controlling costs and mitigating reductions in income were prudent and provided a good basis for ensuring the future financial</p>

GB/15/02/71	9.3	<p>stability of the College.</p> <p>It was:</p> <p><b>Resolved:</b> that the report should be accepted.</p> <p><b>Fees Policy 2015/16</b> The Interim Finance Director spoke to this item. He outlined the essential elements of the Policy as described within his report and noting the proposals for the revised levels of fees across the various areas of the College's provision, members of the Board voted unanimously to approve the Policy as set out.</p> <p>It was:</p> <p><b>Resolved:</b> that the Fees Policy for 2015/16 be approved.</p> <p>***</p> <p style="text-align: right;"><b>Action: Finance Director</b></p>
GB/15/02/72	10	<p><b>GOVERNANCE</b></p> <p><b>Governing Board Self-Assessment Survey</b> The Clerk spoke to this item. He explained the scoring methodology and outlined how the survey was also being used by a number of other Colleges within the North West to enable benchmarking information to be shared which would help to give an independent measure of performance and improvement.</p> <p>It was noted that the results, as with all surveys of the type, did reflect views held at a given point in time, however Governors felt the results should be noted and used to inform future development activity.</p> <p>It was;</p> <p><b>Resolved:</b> that the report should be accepted.</p>
GB/15/02/73	10.1	<p><b>English Colleges' Code of Good Governance Consultation</b> The Clerk spoke to this item. It was noted that the Chair, Vice Chair and Clerk had met to work through the Draft Code in detail and that members of the Board had an opportunity to provide their own comments on the proposed amendments to the Draft. In addition, the Clerk reported that he had discussed the prospective changes contained in his report with Dr Susan Pember OBE who was heading the review and on the strength of those discussions, felt some but perhaps not all of the Board's proposed amendments would be accepted. Following discussion</p> <p>It was</p> <p><b>Resolved:</b> that the Clerk should respond to the consultation exercise as set out within the report.</p> <p>***</p> <p style="text-align: right;"><b>Action: Clerk</b></p>
GB/15/02/74	10.2	<p><b>Policy Reviews and Updates</b></p>
	10.3	<p><b>Safeguarding</b> The Executive Director, Human Resources and College Services spoke to this report. She briefly spoke of the changes that had been made to the Safeguarding Policies to update them in line with national and local recommendations. It was noted that within the suite of safeguarding policies was a student e-mail and internet policy. The Board</p>
	10.3a	

		<p>noted that the updated policies included advice on dealing with concerns such as trafficking, female genital mutilation, and preventing violent extremism (under the Prevent Strategy).</p> <p>Following discussion,</p> <p>It was:</p> <p><b>Resolved:</b> that the updated suite of Safeguarding Policies should be approved.</p> <p>***</p> <p style="text-align: right;"><b>Action: Exec Director HR</b></p>
GB/15/02/75	10.3b	<p><b>Equality and Diversity</b></p> <p>The Executive Director Human Resources and College Services spoke to this report. It was noted that as part of the review of the existing Equality and Diversity Policy a new cross College Equality and Diversity Group had been established with responsibility for monitoring and promoting these aspects of College life. Governors welcomed this development and asked to be kept closely informed of developments in this area of work.</p> <p>It was:</p> <p><b>Resolved:</b></p> <ol style="list-style-type: none"> <li>1) That the revised and updated policy should be approved.</li> <li>2) That the establishment of a cross College Equality and Diversity Group should be noted.</li> </ol> <p>***</p> <p style="text-align: right;"><b>Action: Exec Director HR</b></p>
GB/15/02/76	10.3c	<p><b>Learner Support Fund Appeals Process</b></p> <p>The Executive Director Human Resources and College Services spoke briefly to this item. She informed Governors that following an Internal Audit Review of the Learner Support Fund, it was recommended that management should look at the College's bursary complaints and appeals process to ensure that it was truly independent of the application approval process. This had now been done and a revised process had been developed that mirrored the standard complaints procedure within the College and ensured independent and objective procedures were in place.</p> <p>It was</p> <p><b>Resolved:</b> that the Appeals Process for the Bursary and Learner Support Funds be approved.</p> <p>***</p> <p style="text-align: right;"><b>Action: Exec Director HR</b></p>
GB/15/02/77	10.4	<p><b>Link Governors</b></p> <p>The Chair spoke to this item. She asked that one link visit for Governors should be organised before the Easter break and that Governors should keep to the areas they visited last time if at all possible, in order that they could see more clearly that progress was being made.</p> <p>In discussion it was noted that preparations for the expected Ofsted visit should remain a priority for College staff and Governors asked that as much notice as possible be given of the proposed dates for visits and that they be provided with briefing materials by management on the areas that they would be visiting well in advance.</p>

		<p>It was</p> <p><b>Resolved:</b> that the Executive Team be asked to work with the Clerk to enable a programme of Link Visits to be established.</p> <p>***</p> <p style="text-align: right;"><b>Action: Principal/Clerk</b></p>
<b>GB/15/02/78</b>	10.5	<p><b>Devolution Issues (DevoManc)</b></p> <p>The Clerk introduced this item. He outlined the key points of the Greater Manchester Agreement and the scope of the current proposals. In this, he identified that of particular relevance to the Governing Board was the facility for the Greater Manchester Combined Authority (GMCA) to reshape and restructure further education provision. Governors noted that the College was being represented through the work of the Greater Manchester Group (GMCG) and that the Chair and Vice Chair had attended a briefing session with the GMCA organised by the GMCG.</p> <p>The Principal remarked that there was a need for caution and that there was a danger for the College if its ability to determine what was right for the College's communities was lessened through any future decisions taken as a part of the devolution agenda.</p> <p>Following discussion,</p> <p>It was</p> <p><b>Resolved:</b> that the report should be accepted.</p>
<b>GB/15/02/79</b>	12	<p><b>ANY OTHER BUSINESS</b></p> <p>The Chair reminded Governors that the College would be holding an Open Day at the Parson's Walk centre between 10.30am and 1.30pm on Saturday 14<sup>th</sup> March and that they would be most welcome to attend.</p>
<b>GB/15/02/80</b>	13	<p><b>DATE OF NEXT MEETING</b> – Wednesday 18<sup>th</sup> March 2015 at 5.30pm.</p>
<b>The Chair declared the meeting closed at 8.35pm</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>		<p>✓</p> <p>✓</p> <p>✓</p>
<b>Attendance: PI = 65%</b>		<b>Based on Actual Membership, 13</b>
<ul style="list-style-type: none"> <li>Governors attending:</li> </ul>		<p>77%</p> <p><b>Based on Determined Membership, 16</b></p> <p>63%</p>

Robin Newton-Syms  
Clerk to the Governing Board