

Draft Minutes

MEETING OF GOVERNING BOARD**DATE** WEDNESDAY 18th MARCH 2015**VENUE** CONFERENCE ROOM 108, PROFESSIONAL STUDIES BUILDING,
PARSON'S WALK, WIGAN.

ATTENDANCE	Independent Governors	Liz Shea, Chair David Rogers, Vice Chair Frank Costello (from item 8 onwards) Diane Brennan Ann Harrison <i>Susan Loudon</i> Susan Spibey Katherine Causey <i>Rod Stockwell</i>
	Principal	Michael Sheehan
	Staff Governors	Daniel Winstanley (from Item 4 onwards) Vickie Round
	Student Governors	Jamie Evans Mahtab Ghadri
	Clerk to the Governing Board	Robin Newton-Syms
	Vice Principal, Curriculum Exec Director HR & College Services Finance Director Director of Employer Engagement	Teresa Farran Louise Brown <i>David Reeve</i> 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/15/03/57		The Chair opened the meeting by congratulating the Principal and all the staff at the College for the outcome achieved following the Ofsted inspection. She noted that there would be a full discussion on this later in the agenda but wished to record the thanks of the Board for the work that had been undertaken in the run-up to, and during, the Inspection.
GB/15/03/58	1	APOLOGIES –were received from David Reeve, Rod Stockwell and Susan Loudon. Frank Costello had previously submitted apologies for late arrival.
GB/15/03/59	2	DECLARATION OF INTERESTS – There were no interests declared.
STANDING ITEMS		
GB/15/03/60	3	MINUTES OF THE GOVERNING BOARD MEETING HELD ON 24th FEBRUARY 2015 The minutes from this meeting were accepted as a correct record and signed by the Chair.
	4	REPORT FROM SEARCH & GOVERNANCE COMMITTEE held earlier that day The Chair reported on the meeting of the Search and Governance Committee held

GB/15/03/61		<p>earlier that evening. She informed Governors of the consideration that had been given to the proposed appointment of the Academic Staff Governor and Independent Governors. Following this it was:</p> <p>Resolved:</p> <ol style="list-style-type: none"> 1. That Daniel Winstanley be appointed as Academic Staff Governor to serve a term of office up until November 2018. 2. That Michael Thomas be appointed as an Independent Governor to serve a term of office up until March 2019. <p>Governors then discussed other potential candidates for the current vacancy for an Independent Governor and also asked about the recruitment procedures in use.</p> <p>They then considered the recommendation from the Search and Governance Committee relating to the membership and Chairing of the Board's Committees. These were accepted and it was:</p> <p>Resolved:</p> <ol style="list-style-type: none"> 1. That the Chairing and membership of the Board's Committees be as set out at the meeting. 2. That the prescribed minimum number of members for each Committee be reviewed. 3. That the Clerk should circulate a copy of the membership grid to all Governors. <p>***</p> <p style="text-align: right;">Action: Clerk</p>
GB/15/03/62		
GB/15/03/63	5	<p>MATTERS ARISING –</p> <p>The Clerk spoke to the Action Sheet, which was accepted. Governors discussed the viability of enacting the Link Governor visits prior to Easter and it was:</p> <p>Resolved:</p> <p>That they should take place during the planned Strategy Day on Friday 15th May.</p> <p>***</p> <p style="text-align: right;">Action: Principal/Clerk</p>
GB/15/03/64	6	<p>MINUTES OF THE BOARD'S COMMITTEES</p> <p>The minutes from the Curriculum and Student Matters Committee held on the 24th February 2015 were accepted as a correct record and signed by the Chair.</p>
GB/15/03/65	7	<p>MONTHLY FINANCIAL REPORT AND YEAR END FORECAST</p> <p>The Financial Controller (David Dobson) spoke to this report. He highlighted the increase in the forecast surplus, before FRS17 and similar adjustments, whilst informing Governors that the impact of the continued capital build commitments upon the balance sheet had moved the College's financial health categorisation from "Good" to "Satisfactory". This had been known and was expected to improve in year during 2015-16. Governors asked a range of questions including about movements in the Higher Education line of the Income and Expenditure account. These were satisfactorily answered and it was:</p> <p>Resolved: That the report should be accepted.</p>
David Dobson left the meeting at this point and Frank Costello joined the meeting.		

STRATEGIC MATTERS

GB/15/03/66	8	<p>PRINCIPAL'S REPORT including feedback from the Ofsted inspection</p> <p>The Principal spoke to a presentation giving the summary feedback from the recent Ofsted inspection visit. He outlined what had happened during the inspection and informed Governors that given the upwards trajectory of improvement across the College, the inspection team had awarded the College an overall grade 3. Then he spoke in more detail about the findings as reported by the Senior Inspector during the formal feedback session at the close of the visit. It was felt that the comments made reflected the cultural shift that had taken place within the College over the last six months and whilst the inspection framework itself does not allow for recognition of the improvement journey that the College was on, the outcomes did provide a real opportunity for the College to evidence this when re-inspected.</p> <p>There was a detailed discussion about the specific findings, with all Governors contributing. Following this, the Chair reiterated her thanks to those Governors and students who had taken part in the inspection, but in particular to the Principal and staff, who had worked so hard to ensure a very good result for the College as it moved forward in its strategic aim to become Grade One 'Outstanding'.</p> <p>It was:</p> <p>Resolved:</p> <p>That the Principal's report should be accepted.</p>
GB/15/03/67	9	<p>RESOURCES</p> <p>9.1 People Performance Scorecard</p> <p>Louise Brown spoke to this item. Governors were encouraged by the reduction in sickness rates and felt that overall the scorecard provided a most useful and helpful summary document to monitor key performance indicators for the College's human resources. It was:</p> <p>Resolved:</p> <p>That the report should be accepted.</p> <p>9.2 Arrangements for the Finance Director Appointment</p> <p>The Clerk spoke to this item. He explained that the arrangements for the appointment of the Finance Director had been considered earlier that day by the Search and Governance Committee and that they had endorsed them with the addition of a specific provision for the Principal to reduce the shortlist after the first day of the interview process if it was felt expedient to do so.</p> <p>It was:</p> <p>Resolved:</p> <ul style="list-style-type: none"> • That the Selection Panel should comprise the Chair, the Vice Chair, the Chairs of Curriculum and Student Matters and Resources Committees. • That the Chair should have delegated authority to add additional members if required. • That the Principal be authorised to reduce the shortlist after the first stage of the interview process if it was felt expedient to do so.
GB/15/03/68		

GB/15/03/69	10	GOVERNANCE
	10.1	<p>Policy Reviews and Updates</p> <p>Prevent Strategy</p> <p>Louise Brown spoke to this item. It was noted that it had previously been incorporated within the suite of Safeguarding Policies, and she explained that the Strategy had been developed to ensure the College was playing its part in ensuring a safe and secure environment for students and preventing terrorism.</p> <p>Governors asked a number of questions which were satisfactorily answered and the Student President informed Governors of how this matter had been picked up by the Ofsted inspection team during their visit. It was:</p> <p>Resolved: That the Prevent Strategy should be approved.</p> <p>***</p> <p style="text-align: right;">Action: Executive Director HR & College Services</p>
	10.2	<p>Data Protection</p> <p>Teresa Farran then spoke to the revised Data Protection Policy. This had been amended to take account of Internal Audit recommendations and its review cycle. Governors asked that changes be annotated in future for ease of reference. It was:</p> <p>Resolved: That the revised Data Protection Policy be approved.</p> <p>***</p> <p style="text-align: right;">Action: Vice Principal (TF)</p>
GB/15/03/70	10.3	<p>Link Governors</p> <p>The Chair spoke to this item and it was:</p> <p>Resolved: That the next set of Link Governor Visits should take place during the 15th May Strategy Planning Day.</p> <p>***</p> <p style="text-align: right;">Action: Principal/Clerk</p>
GB/15/03/71		
GB/15/03/72	11	<p>ANY OTHER BUSINESS</p> <p>There were no other items of business.</p>
GB/15/03/73	12	DATE OF NEXT MEETING – Tuesday 28 th April 2015 at 5.30pm.
The Chair declared the meeting closed at 6.40pm		
Performance Indicators (PIs)		Achieved
<ul style="list-style-type: none"> Agenda sent out 7 days prior to meeting – Instrument, Clause 12 (2) Supporting papers sent out 7 days prior to meeting Minutes sent out within 5 of Clerk's working days. 		<p>✓</p> <p>✓</p> <p>✓</p>
Attendance: PI = 65%		Based on Actual Membership, 14
Governors attending: 12		86%
		Based on Determined Membership, 16
		75%

Robin Newton-Syms
Clerk to the Governing Board

Signature _____
Chair

Initials _____ Date _____
Chair