

MEETING OF GOVERNING BOARD**TIME/DATE** 5.00 pm, 26th September 2017**VENUE** ROOM PS108 PROFESSIONAL STUDIES BUILDING, WIGAN

ATTENDANCE	Independent Governors	Frank Costello, Chair Diane Brennan Ann Harrison Susan Loudon Susan Spibey Katherine Causey <i>Gai Murphy</i> Vacancy Vacancy Vacancy Vacancy
	Principal	Anna Dawe
	Staff Governors	Jennifer Cockram Vacancy
	Student Governors	Amanda Ammekk Vacancy
	Clerk to the Governing Board	Lorna Lloyd-Williams
	Vice Principal, Curriculum Vice Principal, College Services Finance Director Assistant Principal, College IT Services, MIS And Sub-contracting	Claire Foreman Louise Brown Kevin Williams` Dave Harrison

Draft Minutes*Italics denote absence*

Item		The meeting opened at 5.07pm and was quorate
1	GB/17/09/01	APOLOGIES No apologies were received
2	GB/17/09/02	DECLARATION OF INTERESTS There were no declarations of interest. The Principal updated the Board on changes to the Executive team as the VP Business Services, owing to a change in personal circumstances, has been unable to continue in her role. The Board were updated on changes in roles and responsibilities which will remain in place for the remainder of the academic year. Governors questioned whether this would affect the pace of implementation around the existing improvement plan for this provision and were advised that it would not but it would be kept under review and an update would be given to the Board at Easter. Action Principal and Vice-Principal Curriculum.

3	GB/17/09/03	<p>APPOINTMENT OF INDEPENDENT GOVERNOR</p> <p>On the recommendation of the Search and Governance committee that had met on the 12th September it was</p> <p>Resolved that</p> <ol style="list-style-type: none"> 1. Jenny Bullen should be appointed as an independent Governor with immediate effect. The appointment to be for a period of 4 years subject to the successful completion of the first year's probationary period. <p>The Board also considered and it was</p> <p>Resolved to approve as a correct record and for signature by the Chair the minutes of the Search & Governance meeting on the 12th September 2017.</p>
4	GB/17/09/04	<p>PART 1 MINUTES OF THE GOVERNING BOARD MEETING HELD ON 4th July</p> <p>The Board</p> <p>Resolved to approve the minutes of the Board meeting on the 4th July 2017 as a correct record for signature by the Chair.</p>
5	GB/17/09/05	<p>MATTERS ARISING – Actions Sheet</p> <p>The Clerk took the Board through the action sheet advising which were ongoing items and which were scheduled on the agenda.</p>
6	GB/17/09/06	<p>GOVERNORS TRAINING – FINANCE</p> <p>Budget Presentation</p> <p>The Finance Director gave an informative training presentation on the budget and key performance indicators. Financial objectives as had been discussed at the strategic workshop were reiterated. The Board were advised that the likely outturn would be the same as the July management accounts and it was anticipated these would be the final figures for the financial statements. Governors were warned that there might be redistribution of the Adult Education Budget under devolved powers potentially in 2018.</p> <p>5.22pm Susan Spibey arrived</p> <p>Governors were taken through the sources of income and reminded of the three year financial forecast. In relation to KPIs Governors' raised questions in relation to cash days and staff costs and these having been satisfactorily answered the Finance Director was thanked for his presentation.</p>
7	GB/17/09/07	<p>PRINCIPAL'S REPORT</p> <p>The Principal gave a presentation setting out the key themes for the forthcoming academic year and an update on the strategic aims. The following were noted:</p> <ol style="list-style-type: none"> 1. The planned commencement of T-Levels has moved back to 2020 and

Institutes of Technology applications are now being developed.

2. Difficulties are being experienced by the implementation of the apprenticeship levy and that profiles based on previous year's performance were not necessarily being replicated. The Principal briefed Governors on the range of challenges that were presenting and how this was impacting on starts across age groups. The College has submitted the tender for non-levy delivery and should know the outcome in January
3. Consultation and discussion is underway in relation to the devolution of the AEB. The Principal noted that after reviewing the consultation framework and reflecting on some initial suggestions as to direction of travel then this should be highlighted within the risk register and the risk factor increased.
4. GM Skills capital programme has been launched. The Principal outlined the categories available for bids and agreed with Governors the current strategy and actions being taken in relation to the process.
5. Presentation of draft achievement rates reflected a positive picture across classroom based provision for all ages and levels with significant increases in retention. There are a small number of outstanding achievements so data may alter but rates will be finalised for the next Board meeting. Modelled progress scores for maths and English also show significant improvement but currently these are draft. Current apprenticeship achievement rates were shared but again these will change over the next month. The impact of the performance of partner delivery was highlighted and it was confirmed that activity has ceased with those that were of a concern. The performance league tables due to be issued in January will contain new performance measures and these will be modelled and reported on in draft form for the next Board meeting.
6. Budget performance was noted and expectations are that the College will remain in good financial health. The College exceeded the original budget surplus and this has allowed for some investment schemes to be undertaken.
7. Growth has been achieved in 16-18 student numbers but early withdrawals and the recording of 'no shows' had to be completed before the extent of the growth would be known. In addition HE enrolment and advanced learner loan provision were showing increases from last year. There are challenges with Apprenticeship starts both in timeliness and volumes but strategies are in place to respond to this.
8. Partnership working is continuing and the commitments in the ABR submission were taking shape. A joint professional development programme has commenced with Hopwood Hall College, the college is a member of the Wigan Education Partnership Board and is committing for a further year to the GM Apprenticeship Company.

9. 5.50pm Amanda Ammekk arrived

Governors questioned what had happened regarding the links formed with the Wigan sixth form colleges during the area review process and were advised that this forum/partnership still exists and will work alongside the Wigan Education Partnership. Governors also asked whether there had been any movement on sharing back office services following the ABR and were advised there had not been. Governors also asked questions about the size of the cohort for CMT members who are completing the leadership programme and this was confirmed as 5-7 per year.

The Chair then welcomed Amanda Ammekk to the meeting and thanked her for

		taking the position of student governor.
8	GB/17/09/08	<p>STRATEGIC PLAN</p> <p>Chapter 4 : Targets for approval</p> <p>The Principal took the board through the targets and advised that these had been set to phase the college up to outstanding performance by 2020 in-line with the strategic aims. It was also noted that the College may be reinspected by Ofsted in 2019/2020. Governors questioned the target in relation to grade 3 of lesson observation grades for teaching and learning and asked that it be amended to the same figure as the 2016/17 outturn.</p> <p style="text-align: right;">Action: Principal</p> <p>It was Resolved to agree the chapter 4 targets subject to amendment of the target for grade 3 lesson observations.</p>
9	GB/17/09/09	<p>CURRICULUM REPORT & TEACHING LEARNING AND ASSESSMENT</p> <p>The Vice-Principal Curriculum gave the Board headline provisional results in relation to 16-18 achievements rates, recruitment and destinations. Governors were advised that destinations would not be available until December. Governors were also apprised of timely achievement and overall achievement rates for apprentices. They were advised that further detail would be taken to the Curriculum and Student Matters committee on a course by course basis. The Board had also been provided with results from the student satisfaction and employer satisfaction surveys.</p> <p>The Board asked for an update on the performance of new A level provision for those students who had undertaken AS exams. The Vice-Principal Curriculum summarised the position and highlighted the subjects that had performed well and identified concerns around the performance of one subject. A full report will be taken to Curriculum & Student Matters.</p> <p style="text-align: right;">Action: Vice-Principal Curriculum (C&SM 28/11)</p> <p>Governors also asked for an update regarding the staffing structures and performance of H&SC given it was a grade 3 in the 15/16 SAR. The Vice-Principal responded to specific enquiry as to the staffing capacity, leadership and performance. A full review of the performance of the department will be presented at C&SM and will be picked up during the autumn term through the analysis of the SAR. Further enquiry was made by Governors in relation to the impact of partner delivery on apprenticeship performance and plans for the forthcoming year. The management team reaffirmed that poor performing partners had been seeing students through to the conclusion of their frameworks and hadn't been given any new starts in 16/17. Provision had therefore ceased with 2 partners and one quality partner remained for this academic year. The plan is on track for the college to be the sole deliverer of apprenticeship provision.</p> <p>The report was duly accepted.</p> <p>6.55pm Amanda Ammekk left the meeting and the meeting remained quorate</p>
10	GB/17/09/10	FINANCE

		<p>Management accounts July & Dashboard</p> <p>The Board received the management accounts showing performance to the 31st July 2017 and the main variances compared to the final outturn forecast which had been presented to the Board on the 4th July 2017. Governors noted the increased surplus and the Finance Director explained the impact of FRS102 on the accounts. Governors had been taken through the KPIs during the earlier finance presentation on the agenda.</p> <p>The Board being happy with the management accounts and the College's financial position noted the report.</p>
11	GB/17/09/11	<p>GOVERNANCE</p> <ol style="list-style-type: none"> 1. Relaunch of Governors extranet <p>This was postponed until the October Board meeting.</p> <ol style="list-style-type: none"> 2. Amendment of Instruments and Articles to allow for possibility of two Vice-Chairs <p>It was Resolved to amend the Instruments and Articles to allow for the possibility of two Vice-Chairs</p> <ol style="list-style-type: none"> 3. Appointment of Vice-Chair or Vice-Chairs and term of office Kath Causey <p>This item had been brought forward on the agenda to 6.20pm to ensure quoracy and both Ann Harrison and Katy Causey left the room for this agenda item.</p> <p>The Clerk advised that two governors had been proposed by the Chair, Ann Harrison and Kath Causey who had indicated that they were willing to undertake the Vice-Chair role on a job share basis. The nominations were seconded and it was unanimously</p> <p>Resolved to appoint Ann Harrison and Kath Causey as Co Vice-Chairs for a period of two years until September 2019.</p> <p>Upon the recommendation of the Search and Governance committee it was also</p> <p>Resolved to appoint Kath Causey for a second term of office until 28/09/2021</p> <ol style="list-style-type: none"> 4. Use of seal. <p>The Clerk advised there had been none.</p>
12	GB/17/09/12	<p>ANY OTHER BUSINESS –</p> <ul style="list-style-type: none"> • Student governors – the Clerk advised that nominations and election were underway for both a second student governor and for an academic staff governor. • Committee membership – the Clerk advised with the resignation of two Governors Audit committee was now short of members. Having spoken with both the Chair and the Governors concerned the Clerk proposed that Jennifer Cockram be moved to Audit committee and Susan Loudon to Resources. It was

		<ul style="list-style-type: none"> • Resolved to appoint Susan Loudon to Resources committee and Jennifer Cockram to Audit committee. • Amendment of terms of reference for C&SM <p>It was</p> <p>Resolved to approve the amendments to the terms of reference to allow ex-officio members to attend the committee at their discretion and to allow Co-opted governors to be appointed as required.</p>
13	GB/17/09/13	DATE OF NEXT MEETING – 5pm 31 st October 2017