

## MEETING OF GOVERNING BOARD

TIME/DATE 5.00pm, TUESDAY 14TH NOVEMBER 2017

VENUE **GATEWAY BOARDROOM, PARSON'S WALK, WIGAN CAMPUS**

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

**MINUTES**

Item	Time	The meeting opened at 5.05pm and was quorate with at least 7 governors attending.
1		<b>APOLOGIES</b>  Apologies were received and accepted from Ann Harrison, Diane Brennan, Gai Murphy and Jenny Bullen.
2		<b>DECLARATIONS OF INTEREST</b>  There were no declarations of interest.

**3 CURRICULUM AND QUALITY MATTERS**

As part of the Self-Assessment Report procedure Governors received presentations from the Heads of Department for the following areas:

1. Access
2. Apprenticeships
3. Professional Honours Programme
4. Maths and English
5. Health and Social Care
6. Engineering.

Governors had received copies of the presentations in advance. The Chair outlined the context of the meeting.

1. Access

The Head of Department advised this was assessed as a grade 3 and explained for the benefit of new governors what access learners are. The Board were taken through the main achievements and noted those in relation to retention and achievement rates. The main areas for improvement were then outlined including attendance and staff utilisation and thereafter the main actions going forwards.

Governors asked a number of questions regarding the staff utilisation, the targets and whether they were SMART.

**5.10pm Catherine Langstreth arrived**

2. Apprenticeships

The Head of Department advised this was assessed as a grade 3 and the Chair reminded the Board that this was the area that had been graded as requiring improvement by Ofsted. Governors were taken through the main strengths and achievements and the issues that had been faced with subcontractors which had been previously highlighted to the Board. The main areas for improvement were outlined and governors noted the target of improving timely achievement rates.

Governors questioned the timescales for action being taken over poor performance. A case study was given by way of example and governors received assurance that actions were taken swiftly to resolve any problems. Governors also requested and received clarification over issues in relation to the enrolment process and the impact of the Levy in relation to this was explained.

3. Professional Honours programme

The Head of Department outlined the main strengths and achievements and it was noted that attendance was 96%. Governors were taken through the courses and noted that all tutors had achieved at least a grade 2 in lesson observation. The main areas for improvement were outlined including the desire to achieve high grades on all subjects and improve the focus on exam skills. Governors were advised of the actions and the Chair asked for details of the size of the cohort and growth from the previous academic year was noted.

4. Maths & English

The Head of Department outlined the main strengths and achievements and advised this was assessed as a grade 3. It was noted that the maths progress score from a D to C was above national average. The main areas for improvement were outlined and the main actions.

		<p>5. Health &amp; Social Care</p> <p>The Head of Department outlined the main strengths and achievements and advised this was assessed as a grade 2. It was noted that there was a large number of new staff in the area and going forward the department would be focusing on improving retention, attendance and work experience. Governors wished to know what the challenges had been in relation to obtaining work experience and the requirements around DBS were explained and that this had now been incorporated into the enrolment process. It was also explained that health and safety checks had to be undertaken in relation to the places where students were going for work experience and this was now happening earlier in the process.</p> <p>6. Engineering</p> <p>The Head of Department advised this was now assessed as a grade 2 having previously been a grade 3. The Board were taken through the main strengths and achievements and it was noted that there had been improvements to both achievement rates, student retention rates and achievement of minority student groups.</p> <p><b>6.30pm Amanda Ammekk left the meeting and it remained quorate.</b></p> <p>Main areas for improvement were in respect of work experience and achieving A-C grades in English and Maths. The main actions for improvement were detailed to the Board.</p> <p>The Chair noted the improvement from a grade 3 to a 2 and governors spoke about their link visits and the enthusiasm shown by the staff. Governors commented that the opportunity to link back to schools in relation to English and Maths was critical in moving the issue forward and the Head of English and Maths outlined the strategies being used in this regard.</p> <p>The Chair concluded the agenda item by noting the strong self-assessment made by each department and the commitment to improve.</p>
4	<p>4.2</p> <p>HE Annual Monitoring Report 2016-17 and action plan for 2017-18(This agenda item was swapped so that the annual monitoring report was dealt with first.)</p> <p>The Head of HE gave a presentation setting out the main achievements and areas for improvement. It was noted the department had received a silver award for the teaching excellence framework but also that the NSS survey results were still below benchmark. The main areas and actions for improvement were outlined.</p> <p>Governors wished to know at what age students were encouraged to go on to HE and also wished to know who was the intended audience for monitoring report. Governors also questioned how the new curriculum opportunities had arisen.</p> <p>Overview of HE Quality Assurance and Enhancement Framework VP</p> <p>4.1</p> <p>The Head of HE spoke to her report and having considered the plan it was</p> <p><b>Resolved:</b> that the Board had sufficient assurance to give the annual assurance statement, the Board approved the annual monitoring report and action plan and it was agreed that the Principal may submit the submission of the annual assurance statement to the Higher Education Funding Council for England upon behalf of the College.</p>	<p><b>HIGHER EDUCATION</b></p>
5		<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>5pm 12<sup>th</sup> December Leigh Sixth Form Centre</p>
		<p><b>The meeting closed at 6.58 pm</b></p>