

MEETING OF GOVERNING BOARD**TIME/DATE** 5 pm, Tuesday 6^h February 2018**VENUE** ROOM PS108 PROFESSIONAL STUDIES BUILDING, WIGAN

ATTENDANCE	Independent Governors	Frank Costello, Chair Diane Brennan Ann Harrison Susan Loudon Susan Spibey Katherine Causey Gai Murphy (by skype) Janet Minto Jenny Bullen Michael Ferraby Gill Edwards
	Staff Governors	Jennifer Cockram Catherine Langstreth
	Student Governors	Amanda Ammekk <i>Declan Harrison</i>
	Principal	Anna Dawe
	Clerk to the Governing Board	Lorna Lloyd-Williams
	Vice Principal, Curriculum	Claire Foreman
	Vice Principal, College Services	Louise Brown
	Head of Finance	Steven Scott
	Assistant Principal, College IT Services, MIS	Dave Harrison
	And Sub-contracting	
	Observer	Joanna Griffiths

PART 1 MINUTES

Item		The meeting opened at 5.10pm and was quorate with at least 7 members present.
1	GB/18/02/61	APOLOGIES Joanna Griffiths of the Department of Education was welcomed to the meeting. Apologies were received and accepted from Declan Harrison.
2	GB/18/02/62	DECLARATION OF INTERESTS – There were no declarations of interest.
3	GB/18/02/63	Part 1 MINUTES OF THE GOVERNING BOARD MEETING AND REMUNERATION COMMITTEE MEETING HELD ON 12 TH DECEMBER These were approved as a correct record for signature by the Chair

4	GB/18/02/64	MATTERS ARISING – The Clerk outlined the position in relation to each of the matters on the action sheet.
5	GB/18/02/65 5.1 GB/18/02/66 5.2 GB/18/02/67 5.3 GB/18/02/68 5.4 GB/18/02/69	SEARCH & GOVERNANCE COMMITTEE 18TH JANUARY 2018 The Minutes of the 31 st October and 18 th January were approved as a correct record for signature by the Chair. The Chair of the Search and Governance committee gave a verbal report and encouraged Governors to ask contacts about joining the Board potentially as co-opted members. The Board were also advised that there had been a discussion about attendance and that the Boards current attendance was below the figure recommended by the FE Commissioner of 80% and therefore it had been agreed that the Board would be on a trajectory to hit 80% attendance as soon as possible. Members were reminded of the ability to attend by remote attendance. 1. <u>Appointment of Independent Governor Andrea Ferguson</u> Having outlined the reasons for the recommendation of the candidate it was Resolved to appoint Andrea Ferguson as an independent Governor and to appoint her to the Curriculum and Student matters committee. 2. <u>Inclusion of ambassadorial role in standing orders</u> It was Resolved to amend the standing orders to include an ambassadorial role and an end of term review with Governors. 3. <u>Governance Quality Improvement Plan 17/18</u> Governors were asked if anything had been omitted and they confirmed it had not. Governors questioned whether in relation to virtual learning support staff were being put through the HE Fellowship academy. It being confirmed that they were it was: Resolved to approve the governance quality improvement plan for 17/18 4. <u>Review of Confidential Business 16/17</u> It was Resolved that the Board minutes of the 13 th December 2016 concerning the annual pay award contained should have confidentiality removed from them.
6	GB/18/02/70	PRINCIPAL'S REPORT The Principal gave a presentation updating on key external drivers and the strategic objectives. The Board were made aware of the ministerial change from Justine Greening to Damian Hinds. They were also advised that the Department of Education has launched a careers strategy which will have the following 4 themes: <ol style="list-style-type: none"> 1. Delivery of a high quality careers programme 2. Putting employers at the heart of the strategy 3. Individualised support and careers advice 4. Rich source of careers advice and information to all.

		<p>The Principal advised that she was looking to not only embed this in the College but also in the Borough as had been previously discussed with James Winterbottom of Wigan Borough Council.</p> <p>The Greater Manchester Combined authority, (GMCA) has issued a Greater Manchester strategy with priorities and targets. The steps being taken by the executive were outlined and the Board were informed that at the Strategic Workshop in May they would be presented with how the college is going to respond to this.</p> <p>The Board were also informed that the Institutes of Technology, born of the Area Review process, are progressing and the GMCA are committed to having a hub and spoke model. An FE anchor College will be needed and the College was asked to undertake this role but declined for reasons that were explained to the Board. Instead college would be a spoke and would be looking to target engineering and construction.</p> <p>Governors were then taken through the strategic targets. Looking firstly at Quality and headlines in relation to qualification achievement rates for 16-18 years. 19+ and apprenticeships. Variances from national averages were noted and that retention for 19+ was challenging as was apprenticeships. The Department for Education performance league tables was also considered and the college's position in contrast to other Greater Manchester colleges noted. English remains a priority area for improvement with male students underperforming mainly in construction and engineering.</p> <p>Efficiency- this year the focus would be on the drop in in year income coupled with the increase in 16-18 years.</p> <p>The Principal also gave an update on growth advising that AEB was on target with a significant increase in HE fees and High Need learner demand which was an area which the college was working closely with the council on.</p> <p>Partnership – work being undertaken with the council and schools was outlined including work both within borough and Greater Manchester. The executive were asked to provide governors with the carers strategy and GM strategy in advance of the strategic workshop</p> <p>Action: Executive.</p>
7	GB/18/02/71	<p>CURRICULUM REPORT</p> <p>The Vice Principal Curriculum spoke to her report providing the Board with in year performance data. Key points were noted as follows:</p> <ul style="list-style-type: none"> • Year to date retention is 1.3% below the same point last year for 16-18 study programme students. • Adult attendance is comparable to last year and year to date retention is higher by 2.5%. • Higher Education attendance is static at 88.18% and below target of 90%. Cohort retention is significantly below last year reflecting the impact of staffing issues over a period of a few years in key sectors. • Higher Education programme monitoring systems and support for teaching are

		<p>being further addressed in an effort to improve the student experience.</p> <ul style="list-style-type: none"> • Apprenticeship provision remains on target to demonstrate improvement albeit sub-contracting provision, which was poor last year, is being carefully monitored and supported. Direct provision timely achievement looks as if it will show the planned improvement in 2017/18. • The focus on improving teaching and learning and the student experience continues with feedback from staff development and curriculum review and observation indicators continuing to improve. • Destination and progression data indicate significant improvement. <p>Governors questioned whether the staffing issues in HE had been resolved and asked for an update on the dynamic purchasing system. The Board were advised that the college would retender by the deadline of 28th February. Governors also questioned whether this would affect or change the forecast outturn. The Board were advised that there was substantial mitigation in place but that it could affect 19+ further. The Board asked that modelling around the potential scenarios be brought to the next Resources committee and then to the Board.</p> <p>Action: Interim Finance Director</p>
8	GB/18/02/72	<p>LEARNER AND EMPLOYER FEEDBACK</p> <p>The Head of Quality gave an informative presentation regarding learner voice. Governors were taken through the methods of collecting both quantitative and qualitative data internally and externally. Governors were taken through the feedback so far for the academic year and the strengths and key areas for improvement. The Board were advised that a tracking sheet was used to collate all feedback and report accessibility had improved so that everyone could drill down to a case by case level.</p> <p>Governors questioned why Public services had scored 0 for induction and were advised that the Head of Quality would look in to this and report back.</p> <p>Action: Head of Quality</p> <p>Amanda Ammekk left the meeting at 6.43pm and the meeting remained quorate.</p>
9	GB/18/02/73	<p>FINANCE</p> <p>Management Accounts and dashboard</p> <p>The Interim Finance Director spoke to his report regarding the management accounts for the period ending 31st December 2017. He advised that there was mitigation built in for the loss of income in relation to apprenticeships and the college would deliver a £347K surplus which would mean that it would not be in breach of its bank covenants and would retain its ESFA good financial status.</p>
10	GB/18/02/74	<p>ESFA: Letter from Peter Lauener CEO</p> <p><u>Consideration of questions and how they can help improve financial performance and manage risk.</u></p> <p>The Chair advised that these were important questions that the Board needed assurance on. Resources committee were asked to consider these and prepare a gap analysis. Also to consider any questions that should be given to the internal auditors.</p>

		Action: Resources committee
11	<p>11.1 GB/18/02/75</p> <p>11.2 GB/18/02/76</p> <p>11.3 GB/18/02/77</p>	<p>GOVERNANCE</p> <p><u>Items for consideration at strategic workshop</u></p> <p>The Chair advised that he and the Principal would provide a proposition at the next meeting. The Principal was asked to send out a list of key strategic issues for governors to prioritise Action: Chair & Principal</p> <p><u>Use of the Seal</u></p> <p>The Clerk reported that it had been used on the 19th January 2018 for contracts between the college and Link contracting ltd in relation to works to the science lab, interview room and hair salon. It had also been used on the 16th January in relation to the surrender of the Leigh Sports Village Lease.</p> <p><u>Link Visits</u></p> <p>The Clerk reminded Governors of these and confirmed that a formal report as recommended by the governance audit would be compiled.</p>
12	GB/18/02/78	<p>ANY OTHER BUSINESS</p> <p>There was no A.O.B.</p>
13	GB/18/02/79	<p>DATE OF NEXT MEETING – 5pm Tuesday 27th March 2018</p>
		Part 1 of the meeting closed at 6.58pm and staff and student governors left.