

**MINUTES OF BOARD MEETING HELD ON 14<sup>TH</sup> OCTOBER 2019**

<b>Present:</b>	Michele Bacon	External Governor
	Karen Banks	External Governor
	Mike Blakeley	External Governor
	Sarah Dunn	Student Governor
	Isabel Griffiths	Student Governor
	Neil McGrath	External Governor
	Tom McInerney	External Governor (minutes 1 to 67)
	Mary Murphy	Principal
	Lynn Pegler	External Governor
	Wesley Rourke	External Governor
	Jacqui Scott	Staff Governor
	Chris Sikorski	Staff Governor
	Susan Smith	External Governor
<b>In Attendance:</b>	Ben Barton	Deputy Head of Cronton Campus
	Thalia Bell	Deputy Principal
	Alan Brown	Assistant Principal
	Julie Holland	Deputy Principal (Finance & Resources)
	Lesley Venables	Clerk to the Governors

**PART ONE**

**APOLOGIES FOR ABSENCE**

1 Apologies for absence were received from Valerie Allen (External Governor) and Tony McDermott (External Governor).

**DECLARATION OF INTERESTS**

2 No declarations of interest were received.

**APPOINTMENT OF GOVERNORS**

3 The Clerk reported that following a recent recruitment process, Mike Blakeley had been recommended by the Search & Governance Committee for appointment as an external governor. A nomination and election process had also taken place in respect of the vacancy for a further student governor.

4 **Resolved -** That the following appointments be approved:

Mike Blakeley as an external governor for a 4 year term of office with effect from 14<sup>th</sup> October 2019

Sarah Dunn as a student governor for term of office to 31<sup>st</sup> July 2020

## **ANNUAL REPORT & UPDATE ON STRATEGIC ISSUES**

5 The Principal presented the Annual Report for 2018/2019 and an update on strategic issues in both the internal and external environments.

6 Governors were advised that all targets for quality and finance had been met or exceeded for 2018/2019 and that the College was in a strong position at the start of 2019/2020.

7 A summary of current external factors was provided.

8 Governors were reminded that the Strategic Plan for 2019/2020 had been approved at the July Board meeting. Since then, all relevant data had been published and, therefore, the targets were now presented to the Board. The dashboards for quality and finance would be submitted for approval at the December Board meeting.

9 **Resolved -** 1 That the Annual Report for 2018/2019 be approved  
2 That the Strategic Plan targets for 2019/2020 be approved

## **RESULTS REPORT 2018/2019**

10 The Assistant Principal presented an overview of the College's results for 2018/2019.

11 The Quality & Standards Committee would monitor performance levels through the regular 'special measures' report.

12 On behalf of the Board, the Chair thanked the management team and the whole staff for the achievement of another year of improved performance.

## **SAFEGUARDING**

13 The Deputy Principal presented new guidance issued by the Department for Education on Safeguarding. Attention was drawn to the changes in the statutory guidance, "Keeping Children Safe in Education".

14 **Resolved -** That the content of the updated guidance on Safeguarding be noted and that all governors ensure that they have read and understood the document

## **AUDIT COMMITTEE – 23<sup>RD</sup> SEPTEMBER 2019**

15 The Chair of the Audit Committee presented a summary of the minutes of its meeting held on 23<sup>rd</sup> September 2019.

16 Governors had considered the annual Risk Management Review for 2018/2019 and recommended the Risk Management Policy for 2019/2020 for approval by the Board.

17 The Regularity Self-Assessment questionnaire for 2018/2019 had been reviewed and was recommended for approval. The Committee had also received the self-assessment of controls on fraud and irregularity, as part of which individual governors were required to complete a fraud/irregularity questionnaire, prior to the Chair signing a letter of representation at the December Board meeting to accompany the Financial Statements for 2018/2019.

- 18     **Resolved -**     1     That the Risk Management Policy for 2019/2020 be approved  
                              2     That the Regularity Self-Assessment (Annex C of the Post-16  
                              3     ACOP) for 2018/2019 be approved  
  That governors complete the fraud and irregularity  
  documentation as soon as possible

## **SEARCH & GOVERNANCE COMMITTEE – 9<sup>TH</sup> OCTOBER 2019**

19     The Chair of the Committee presented a verbal report on the meeting held on 9<sup>th</sup> October 2019.

### **Committee's Annual Report for 2018/2019**

20     Governors received for information an annual report for 2018/2019, which covered the areas of attendance, membership (including appointments, re-appointments and resignations), recent and planned governance developments, an equality and diversity profile and succession planning.

21     Governors were advised that Tony McDermott's term of office as an external governor was due to expire in December 2019. During the performance review process, Tony had indicated that he would not be seeking reappointment and would retire from the Board at that point. Work was already underway to identify suitable candidates to fill this vacancy.

22     Due to a serious family illness, the Clerk had discussed with Valerie Allen the possibility of her taking a temporary leave of absence from the Board for the remainder of the Autumn Term.

23     The schedule of committee memberships had been discussed in light of recent appointments and the imminent retirement of one external governor. It was noted that new chairs of both the Quality & Standards and Finance & Resources Committees would need to be appointed at their first meetings in December.

24     There had been a vacancy on the Remuneration Committee for which Chair's action had been taken and Susan Smith had been appointed to this Committee and would serve as its chair for 2019/2020. Now that he had been formally appointed, Mike Blakeley was asked to join the Finance & Resources Committee.

25     The Committee had discussed proposals made by the Clerk on the reclassification of confidential minutes relating to the 2018/2019 academic year.

26     The Clerk presented a revised set of Standing Orders, which had been amended to reflect current practice and new regulatory requirements.

27     Governors received a summary of the outcomes of the Performance Evaluation process undertaken for 2018/2019. This detailed the positive aspects of the Board and individual assessments. Additionally, a number of areas for improvement had been identified, for which actions and further training had been proposed and would take place in 2019/2020.

28     **Resolved -**     That the following items be approved by the Board:

- 1     Temporary leave of absence for Valerie Allen

- 2 Schedule of committee memberships
- 3 Reclassification of confidential minutes for 2018/2019

#### 4 Revised Standing Orders

### **PARTNERSHIP UPDATE 2018/2019 & PROPOSALS FOR 2019/2020**

29 Governors received for information a report on partnership provision contracts in 2018/2019, together with proposals for some amendments for the 2019/2020 academic year.

30 It was noted that the total amount of the sub-contracting budget remained within the agreed 5% threshold.

31 The Principal reported that negotiations were now complete for partnership provision contracts for 2019/2020 and that there had been some amendments to the outline schedule approved by the Board in July 2019. Due to changes in the funding and performance rules, the College would not be contracting to undertake any traineeships in 2019/2020.

32 A letter had been received from the Chief Executive of the ESFA on sub-contracting the delivery of education and training using ESFA post-16 funding. This required governors to scrutinise partnership provision and to ensure that public funds were used in an appropriate manner. On behalf of the Board the Principal had acknowledged the content of the letter and responded to the ESFA by the required deadline (1<sup>st</sup> November 2019).

33 An updated Policy on Supply Chain Fees & Charges was presented for approval.

- 34 **Resolved -**
- 1 That progress and activity levels for 2018/2019 be noted.
  - 2 That the list of partnership contracts for 2019/2020 be approved.
  - 3 That the updated Supply Chain Fees & Charges Policy be approved

### **MINUTES**

- 35 **Resolved -** That the minutes (Parts 1 and 2) of the meeting held on 8<sup>th</sup> July 2019 be approved as a correct record and signed by the Chair

### **MATTERS ARISING**

36 Governors received a progress report on the actions identified at the previous meeting. It was noted that all of these issues were either in progress, had been completed or were featured on the agenda.

### **DATES OF FUTURE MEETINGS**

2 <sup>nd</sup> December 2019 5.00 p.m.	Audit Committee
3 <sup>rd</sup> December 2019 5.00 p.m.	Quality & Standards Committee
4 <sup>th</sup> December 2019 5.00 p.m.	Finance & Resources Committee
16 <sup>th</sup> December 2019 5.00 p.m.	Board