

MINUTES OF BOARD MEETING HELD ON 17TH DECEMBER 2018

Present:	Valerie Allen	External	
	Michele Bacon	External	
	Karen Banks	External	
	Jeannette Brady	Staff	
	Tony McDermott	External	
	Neil McGrath	External	
	Tom McInerney	External	
	Adam Moore	Student	
	Mary Murphy	Principal	
	Lynn Pegler	External	
	Wesley Rourke	External	(Chair)
	Jacqui Scott	Staff	
	Susan Smith	External	
In Attendance:	Ben Barton	Deputy Head of Cronton Campus	
	Thalia Bell	Deputy Principal	
	Leeann Bellfield	Assistant Principal	
	Alan Brown	Assistant Principal	
	Julie Holland	Deputy Principal (Finance & Resources)	
	Chris Sikorski	Staff Governor Elect	
	Lesley Venables	Clerk to the Governors	

PART ONE

APOLOGIES FOR ABSENCE

65 There were no apologies for absence.

DECLARATION OF INTERESTS

66 Declarations of interest were received from Tony McDermott in respect of minutes 97 to 100.

COLLEGE PLAN 2018-2021

67 Governors received the College Plan for 2018-2021, which had been revised in line with the Strategic Plan for 2018/2019 that had been approved by the Board in July 2018. It was noted that the content and emphasis was likely to change during the lifetime of the Plan, due to the challenging external environment in which the College operated.

68 **Resolved -** That the College Plan for 2018/2019 to 2020/2021 be approved

UPDATE ON STRATEGIC ISSUES

69 The Principal provided governors with an update on current strategic issues.

70 The Board congratulated the Senior Management Team on the level of performance reported and commented on how this added to the positive perception of the College within the locality.

FINANCIAL STATEMENTS 2017/2018

Audit Committee's Annual Report

71 The Chair of the Audit Committee presented its Annual Report to the Board, which had been prepared in line with the Post-16 Audit Code of Practice and the English College's Code of Good Governance.

72 On the basis of the auditor's reports on the Financial Statements and Extended Assurance, the Committee's opinion was that the College's systems of internal control and arrangements for risk management, control and governance framework and processes for securing economy, efficiency and effectiveness were adequate and effective in 2017/2018.

73 **Resolved -** That the Audit Committee's Annual Report for 2017/2018 be noted.

Financial Statements 2017/2018

74 The Deputy Principal (Finance & Resources) presented for approval the Financial Statements for 2017/2018, together with the Financial Statements' Auditor's Management Letter, the Audit Committee's Annual Report and the Internal Auditor's Annual Report. The Financial Statements had been reviewed by both the Audit Committee and the Finance & Resources Committee and were recommended for approval.

75 An unqualified opinion had been issued by the Auditor for both the Financial Statements and the Regularity audits.

76 The College's financial health rating remained as 'outstanding' and performance against all key financial indicators was strong.

77 **Resolved-** That the Financial Statements for 2017/2018 and the Letter of Representation be approved and signed by the Chair and the Principal

AUDIT COMMITTEE – 3RD DECEMBER 2018

78 The Chair of the Audit Committee gave a verbal report on the meeting held on 3rd December 2018.

79 The Committee had received for information the draft Financial Statements for 2017/2018 and supporting documentation, which had been recommended for approval by the Board. The Committee's Annual Report to the Board for 2017/2018 had been discussed under a separate agenda item.

80 As a result of the work undertaken by the Extended Assurance Auditor 8 recommendations had been made in 2017/2018 and progress against these was being monitored by the Committee.

81 A review had been undertaken of all risks in the risk register and how these mapped to the sources of external assurance.

QUALITY & STANDARDS COMMITTEE – 4TH DECEMBER 2018

82 The Chair of the Quality & Standards Committee provided a verbal report on the meeting held on 4th December 2018.

83 Governors had received a presentation from the Head of Higher Education & Teacher Education, which provided useful background information on the College's Great Teaching Initiative

84 Information on courses in the "special measures" process had been received, together with progress made from the start of the academic year, which enabled the Committee to monitor performance.

85 The Self-Assessment Report for 2017/2018 and the Quality Improvement Plan for 2018/2019 was recommended for approval by the full Board. Progress against each element of the QIP would be reported to each future Committee meeting.

86 The annual report on equality and diversity issues had highlighted any gaps between various groups of learners in terms of pass rates, retention and achievement levels. The Committee had received a detailed report on Safeguarding activities during 2017/2018, including the number and complexity of the cases being dealt with by staff on a regular basis

87 A policy on Teaching, Learning & Assessment was approved and a further policy on Learner Involvement was recommended for approval by the Board.

88 **Resolved -** That a revised policy on Learner Involvement be approved

SELF-ASSESSMENT REPORT 2017/2018

89 The Assistant Principal presented the draft Self-Assessment Report for 2017/2018. The Report would be forwarded to Ofsted, who would use it as part of its risk assessment process and planning of inspection visits. Overall, the College had been graded as 'Outstanding' with 3 areas for improvement, progress against which would be monitored by the Quality & Standards Committee.

90 **Resolved -** That the Self-Assessment Report for 2017/2018 and the Quality Improvement Plan for 2018/2019 be approved

REPORT ON CURRICULUM ISSUES

91 The Board received for information a detailed report on curriculum issues, which had been discussed previously by the Quality & Standards Committee.

FINANCE & RESOURCES COMMITTEE – 5TH DECEMBER 2018

92 The Chair of the Committee provided a verbal report on the meeting held on 5th December 2018.

93 Governors had received the annual Human Resources report for 2017/2018, which included figures for sickness absence levels, turnover and utilisation. Information was provided on the staff profile, particularly in terms of age and ethnicity.

94 The Environmental & Sustainability Annual Report indicated that all curriculum areas were sharing good practice and embedding sustainability.

95 A detailed report was received on Health & Safety for 2017/2018, including accidents and near misses.

96 The Financial Statements for 2017/2018 and Management Accounts to September 2018 were recommended for approval by the Board. As set out earlier in this meeting, it was noted that the College's Financial Health was officially rated as outstanding by the ESFA.

97 A report was received on progress against current Partnership Provision Contracts and amendments were recommended for contracts for 2018/2019.

98 A number of policies were recommended for approval by the Board.

99 The Committee also received an update on the various strands of College's Property Strategy.

- 100 **Resolved -**
- 1 That the Health & Safety Statement of Intent for 2018/2019 be approved
 - 2 That the amended list of partnership contracts for 2018/2019 be approved.
 - 3 That the following policies be approved:

Educational Trips & Visits
Procurement
Staff Capability
Staff Discipline
HE Compensation

GOVERNANCE ISSUES

Appointment of Staff Governor

101 The Clerk reported that Jeannette Brady's term of office would expire shortly and that a nomination process had recently been undertaken to identify a replacement staff governor in the non-teaching category.

102 Governors expressed their thanks to Jeannette Brady for her contribution during the past 2 years.

- 103 **Resolved -** That Chris Sikorski be appointed as a staff governor (non-teaching) for a 2 year term of office with effect from 18th December 2018

Self-Evaluation Process 2017/2018

104 The Clerk presented for information a summary of the outcomes of the Self-Evaluation process undertaken for 2017/2018. This covered individual governors, committees, the full Board and, for the first time, the Chair of the Board.

105 A number of actions had been identified to address suggestions made by governors to improve the Board's processes and these would be implemented by the Clerk during 2018/2019.

106 The Clerk was thanked for the detailed work she had undertaken on the self-evaluation process.

Annual Whistleblowing Report 2017/2018

107 Governors were reminded that it was considered to be good governance practice for the Board to receive an annual report on Whistleblowing.

108 The Board noted that there had been no instances of whistleblowing in 2017/2018.

MINUTES

109 **Resolved -** That the minutes (Parts 1 and 2) of the meeting held on 15th October 2018 be approved as a correct record and signed by the Chair

MATTERS ARISING

110 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.

HIGHER EDUCATION FEES FOR 2019/2020

111 The Assistant Principal presented proposals for Higher Education course fees for 2019/2020, which had been finalised recently. Governors were advised that the fee levels were based on detailed analysis of delivery costs and compared favourably to those of the College's competitors.

112 **Resolved -** That the HE Fees for 2019/2020 be approved

DATES OF FUTURE MEETINGS

4th March 2019 Audit
5th March 2019 Quality & Standards
6th March 2019 Finance & Resources