

Riverside College

Widnes & Runcorn

MINUTES OF BOARD MEETING HELD ON 20TH MARCH 2017

Present:	Ethan Bartlett	Student	
	Jeannette Brady	Staff	
	Jayne Caslin	Staff	
	Sue Hopper	External	
	Tony McDermott	External	
	Neil McGrath	External	
	Tom McInerney	External	
	Mary Murphy	Principal	
	Lynn Pegler	External	
	Wesley Rourke	External	(Chair)
	Susan Smith	External	
In Attendance:	Thalia Bell	Deputy Principal	
	Leeann Bellfield	Assistant Principal	
	Alan Brown	Assistant Principal	
	Julie Holland	Deputy Principal (Finance & Resources)	
	Lesley Venables	Clerk to the Governors	

PART ONE

APOLOGIES FOR ABSENCE

174 Apologies for absence were received from Alan Bennett (External Governor) and Valerie Allen (External Governor).

DECLARATION OF INTERESTS

175 A declaration of interest was received from Wesley Rourke in respect of minute 234.

UPDATE ON STRATEGIC ISSUES

176 The Board was informed that Halton Borough Council's special educational needs provision would be inspected by Ofsted shortly.

177 Governors were reminded of the College's streamlined strategic planning process, whereby performance was monitored against each of the three strategic aims, rather than against the Plan's individual chapters in previous years. Following the Area Based Review process, a Strategic Planning and Oversight Group had been established to implement the

recommendations, the first meeting of which had already taken place and details of discussions would be reported to the Board by the Principal.

178 The Principal provided an overview of current Government policy announcements, including the recently-published Green Paper on Building an Industrial Strategy, the enactment of the Apprenticeship Levy in May 2017. The College had been successful in its application for inclusion on the list of registered providers (ROATP – Register of Approved Training Providers).

179 In the Spring Budget there had been an announcement of £500m additional investment in technical education to implement the Sainsbury Review. As part of the reforms, there would be 2 pathways to higher education or employment – academic and technical. The latter comprised 15 routes that replaced more than 30,000 separate qualifications and would be known as ‘T’ Levels.

180 Learners would be required to study for more hours each week. A three-month work placement was a compulsory element of the course for each student and it was recognised that this would be challenging for both colleges and employers.

181 Governors were provided with an update on progress against each of the strategic priorities and noted that the College was on track to achieve or exceed all of its main targets.

QUALITY & STANDARDS COMMITTEE – 7TH MARCH 2017

182 The Chair of the Quality & Standards Committee provided a verbal report on the meeting held on 7th March 2017.

183 The Committee had received a presentation on the College’s highly successful Entry to Occupational Studies.

184 A report on courses in the College’s “special measures” process had been received. The Committee had noted that there was very little difference between the data in the QAR and that held on the College’s learner records system.

185 Governors received the termly monitoring report on how the College was narrowing any gaps in achievement between different groups of learners.

186 The number of safeguarding cases continued to be increase compared to previous years.

187 **Resolved -** That a policy on Complaints be approved

FINANCE & RESOURCES COMMITTEE – 9TH MARCH 2017

188 In the absence of the Committee chair, the Clerk gave a verbal summary of the meeting held on 9th March 2017.

189 The Committee had received the termly report on HR issues and a monitoring report on the College’s partnership provision in 2016/2017. Two additional partnership contracts were recommended for approval by the Board.

190 A policy on Fees for 2017/2018 and a revised Staff Grievance Procedure had been recommended for approval.

- 191 **Resolved -**
- 1 That a revised schedule of partnership provision contracts be approved for 2016/2017
 - 2 That a revised policy on Fees for 2017/2018 be approved
 - 3 That a revised Staff Grievance Procedure be approved

MID-YEAR REVIEW 2016/2017

192 The Deputy Principal presented for information the Mid-Year Review for 2016/2017, which included the management accounts to 31st January 2017.

- 193 **Resolved -** That the content of the Mid-Year Review be noted

CAPITAL PROJECT AND OTHER PROPERTY ISSUES

194 The Deputy Principal reported that Phase 2 of the development of the Cronton Campus (the IDEA Centre) was on target for completion by the end of March 2017. The majority of the rolling credit facility had not yet been drawn down by the College, due to the complexity of the application process for the loan.

195 Proposals were submitted to refurbish the media, digital, dance and drama accommodation at the Cronton Campus and to increase the dining capacity, which at the moment, was over-stretched.

- 196 **Resolved -**
- 1 That the proposal to refurbish the Dance, Drama, Media and Digital facilities be approved
 - 2 That the upgrading of the Welding Workshop, partly funded by LCR SIF monies, be approved in principle.
 - 3 That the Chair and Vice-Chair of the Board be given delegated authority to deal with any matters listed above between meetings (if required).

NOMINATION AND ELECTION OF CHAIR AND VICE-CHAIR

197 Governors were reminded that this meeting was the point at which they were asked to consider the process to be used for the nomination and election of the Chair and Vice-Chair for the following academic year.

198 As the current chair was due to retire as a governor at the end of July 2017 it would be advisable for the incoming Chair to be formally elected and the same process should be used for the role of Vice-Chair.

199 The Clerk would circulate nomination papers shortly and oversee the election process

(if more than one candidate emerged for each role). Governors were asked to check in advance that any nominee was willing to serve as Chair or Vice-Chair. It was noted that the staff and student governors and the Principal were ineligible for both roles.

200 **Resolved -** That the formal process for the nomination and election of the Chair and Vice-Chair be implemented for the 2017/2018 academic year

MINUTES

201 **Resolved -** That the minutes of the meeting held on 12th December 2016 be approved as a correct record and signed by the Chair

MATTERS ARISING

202 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

Audit – 5th June 2017, 5.00 p.m.

Q&S – 27th June 2017, 5.00 p.m.

F&R – 28th June 2017, 5.30 p.m.

Board – 10th July 2017, 5.00 p.m.

203 **Resolved -** That the schedule of meetings for 2017/2018 be approved