

**Minutes of the Meeting of the Corporation held on Monday 14th July 2014, 6.05 pm,
The Conference Room, Prior Pursglove College**

The meeting was preceded by a presentation by Mr Hiscox, Quality Manager on value added. A question and answer session followed.

Present: Dr Gavens (Chair), Mrs J Burton, Mrs C Craster, Dr D Dodds, Mr C Groves, Mr J Kay, Mr R Laverick, Dr M Simpson, Cllr P Spencer

In Attendance: Mrs E Grove (Clerk), Mr M Loftus (Assistant Principal, Finance – Interim), Mrs P Miller (Assistant Principal, Curriculum and Guidance), Ms A Shaffi (Assistant Principal (Curriculum and Skills), Mr P Williamson (Education and Funding Agency (EFA) Northern Territorial Director), Mr J Zoryk (Assistant Principal, Resources)

Meeting quorate

57% attendance

1) **Apologies for Absence**

Mrs N Crombie, Mr G Downs, Dr G Lofthouse, Mr K Mitchell, Mr M Richardson, Ms L White (Governors), Mr R Grierson (Vice Principal)

2) **Minutes of the Meeting of Monday 16th June 2014**

With the addition of Mr Williamson's name to those who had left the meeting at 7.37pm, the minutes were agreed and signed as a true record.

3) **Matters Arising**

Mrs Burton provided an update on progress with Moodle training.

4) **Post Inspection Action Plan**

4.1) College Data Dashboard: It was noted that the next update to the data dashboard will take place in August.

4.2) Progress on actions: Progress was considered. Faculty Managers had received intensive training on observation of teaching and learning. Governors asked for prior years' data to be provided in respect of the student survey to show trends. **Action JAB**
The definitions for the RAG rating were queried. Greater clarity was needed to ensure that governors could track progress being made. The governors section was considered with particular reference to the Self-assessment training organised for 23rd September and the overall SAR process. It was agreed that Mr Hiscox should be invited to talk with governors again once the results were known. Governors asked for subject ALPs data to be made available for the SAR working group **Action JAB**.

5) **Principal's Report**

Mrs Burton provided a brief update to her report. The Senior Leadership Team (SLT) was questioned about what was being done to embed equality and diversity in lessons. Attention was drawn to the final subject retention data for the year. Reference was made to a 157 Group report on the leadership of teaching, learning and assessment by governors. Mrs Grove was asked to send the link to the document to governors. **Action**

6) **2014 -15 Strategies for Improvement**

6.1) Update on progress: The paper was taken as read and progress considered.

6.2) Enrolment/Entry Criteria Policy: Changes to the curriculum offer and entry criteria were considered. It was noted that there were no plans to change the enrolment process. SLT were questioned about actions to embed subject skills. An outline of activities taking place from Preview Day through to enrolment and into classes was provided. It was suggested that a link was made through social media.

7) **Pursglove Leisure**

The proposal to close Pursglove Leisure and the reasons for doing so were discussed. The impact on the community was discussed. It was agreed that Pursglove Leisure was not business critical for the college and there were potentially greater benefits for the community in promoting to families, the educational opportunities provided by the AD Faculty. The proposal to close the facility for out of hours use was accepted.

8) **Strategic Plan 2014 – 16**

Mrs Burton outlined the changes which had been made to the document following discussions by the Standards and Strategy Committee. Items added from the Strategic Planning Conference were noted. The RAG rating of certain items was questioned and it was agreed that these needed clarifying to enable governors to be clear on progress made. It was confirmed that the Plan will come forward for regular review of progress as will the Faculty Improvement Plans and Post Inspection Action Plan. The Strategic Plan was approved.

9) **2014-15 Budget and Three Year Financial Forecasts**

9.1) Three Year Financial Forecasts 2014-17: Mr Loftus took governors through the forecasts and commentary in detail. He advised that the forecast in Education Funding Agency format agreed back to the papers. The funding assumptions, student numbers financial ratios, health scores and other key assumptions were drawn to the meeting's attention. The subsidies for student transport and impact of the local authority RAT card were outlined. Dr Gavens summarised the difficulties and pressures arising from the continued reductions in funding which were a sector wide problem. The potential impact on the college and ways of addressing reduced funding were outlined. Ways of increasing revenue without distracting the college from its core business and need to improve outcomes for students were discussed.

9.2) Capital and Revenue Budgets 2014-15: The proposed budgets being year one of the three year forecasts were considered.

The three year forecasts and budget for 2014-15 were approved.

9.3) Release from reserves for demolition of mobiles: The proposal to release up to £28k for the demolition of mobiles, pavilion and garage was discussed. Ownership of the Pavilion was queried and it was agreed that the Foundation should be advised of plans. The release from reserves was approved.

10) **Student Union Report**

The report was taken as read.

Mrs Miller, Ms Shaffi and Mr Zoryk left the meeting at 7.55pm.

11) **Governance Structure**

11.1) Committee Terms of Reference: The proposal to have a remuneration committee was discussed and agreed. The consequent removal of this responsibility from the Resources committee remit was noted. The Audit, Search and Governance and Resource Committees terms of reference were approved. The proposals on membership of committees were accepted. Any governors wishing to leave or join or a committee were asked to let Mrs Grove know by 4th August. **Action Governors.**

11.2) Calendar of Meetings and Business Cycle 2014-15: These were considered and agreed. Mrs Grove was asked to send out a final list of meeting dates to Governors. **Action EG.** It was agreed that Corporation meetings should start at 6.00pm. Governors asked for report formats to be reviewed and summaries to be included. **Action EG**

12) Reports from Chairs/Committees

12.1) Standards and Strategy, Monday 5th June 2014: Dr Simpson spoke to the report. The key changes to the Risk Register and Action Plan (RRAP) were highlighted. The RRAP was approved.

12.2) Finance, Thursday 26th June 2014: The report and May Monthly Report were noted.

12.3) Audit, Monday 2nd June 2014

12.3.1) Internal Audit Reports: Mr Kay spoke to the reports. The internal audit findings provided strong or substantial assurance on all areas audited. It was noted that the reports had been in draft format when considered by the committee. They had now been issued in final format with no changes. The reports were accepted.

12.3.2) Wylie and Bisset Internal Audit Annual Report: It was noted that the report was a summary of activity for the year. It was the auditors' opinion that the college had adequate and effective risk management, control and governance processes in place to achieve the college's objectives at the time of the audit work. It was also their opinion that the college had proper arrangements to promote and secure value for money. It was considered that comfort could be drawn from this assurance. The report was accepted.

12.3.3) Internal Audit Plan 2014 -15: The proposed plan was considered and the inclusion of curriculum and self-assessment processes was noted. The number of days and additional cost of the plan was noted. The plan was accepted.

Governors were advised at this point that the college would be subject to a Funding Audit in September.

12.4) Search and Governance, Wednesday 21st May 2014: Mr Groves spoke to the report. The self-assessment process was accepted. It was confirmed that governors will also be asked to update their skills profile.

12.5) Personnel and Remuneration, Wednesday 21st May 2014: Mr Groves spoke to the report. The revised redundancy policy was considered. It was noted that the extension to a trial period in a new role could only be made for training purposes. Subject to this being added, the policy was adopted.

12.6) Safeguarding, Thursday 27th January 2014: It was noted that the meeting had not been quorate and that the Safeguarding and Child Protection/Vulnerable Adults Policies and the associated action plan were being brought direct to the meeting. These were considered. It was noted that references to CRB within the policies will be amended to DBS.

12.7) Buildings and Estates, 2nd June 2014: The report was noted.

13) Capital Project

Good progress was being made with the Coverdale Project.

14) Governance Matters

14.1) Chair and Vice Chair 2014-15: Nominations had been received for the re-appointment of Dr Gavens and Mr Groves as Chair and Vice Chair respectively. Their appointment for a period of one year was agreed.

14.2) Governor Reports: There was nothing to report.

15) Any Other Business

There was no other business than that on the agenda.

16) Publication of Documents

It was agreed to publish all documents except those in draft, the May Monthly Report which will be published with the audited accounts, and the paper relating to Pursglove Leisure.

Mrs Burton and Mr Loftus left the meeting at 8.24pm.

Part B Confidential Agenda

17) **Senior Post-holder Reviews**

Dr Gavens reported that the Principal's and Vice Principal's reviews had been completed. The outcomes of the Principal's review were discussed.

Mrs Burton re-joined the meeting at 8.40pm.

The outcomes of the Vice Principal's review were discussed.

The continuing absence of the Assistant Principal Finance was discussed.

The meeting closed at 9.08pm.