

**Minutes of the Meeting of the Corporation held on Monday 23<sup>rd</sup> March 2015, 6.00pm,  
The Conference Room, Prior Pursglove College**

**Present:** Dr P Gavens (Chair), Ms K Avery, Mrs U Betterton, Mr B Bird, Mrs J Burton, Mrs C Craster, Mrs N Crombie, Mr S Dauncey, Dr D Dodds, Mr C Groves, Mr J Kay, Mr R Laverick, Miss H Palin, Mr M Richardson, Dr M Simpson, Cllr P Spencer

**In Attendance:** Mrs E Grove (Clerk), Ms A Shaffi (Vice Principal), Mrs P Miller (Assistant Principal Curriculum and Guidance), Ms Langstaff (Finance Manager)

Meeting quorate

100% attendance

1) **Apologies for Absence**

There were no apologies for absence. Governors were informed that Mr Downes had resigned due to time pressures.

2) **Finance**

Ms Langstaff gave a presentation on the current Education Funding Agency (EFA) funding methodology. Questions and answers were taken during the session. Governors asked for the slides to be placed on the portal.

3) **Minutes of the Meeting of Thursday 5<sup>th</sup> February 2015**

The minutes were agreed and signed as a true record.

4) **Matters Arising**

4.1) **Matters arising and progress on outstanding actions:** Progress was reviewed. Governors were advised that the first staff focus group will take place on 24<sup>th</sup> March and a report made at the next meeting. A report on Lesson Observations will be brought to the June or July meeting.

4.2) **Appointment of Mike Loftus:** Dr Gavens recapped the discussions which had taken place at the last meeting. Ms Avery advised that she was following up a number of contacts with finance experience but this may take some time. The appointment of Mr Loftus was discussed in the context of conflicts of interest, how these could be mitigated, impact on the governing body, good governance and the advice of the EFA Risk Analysis team and the college's Regularity Auditors. His appointment was agreed subject to him not becoming a member of the Audit and Resources Committee during this academic year.

5) **Health and Safety/Safeguarding**

There were no urgent matters to bring to the attention of governors.

5.1) **Health and Safety Report:** The report was considered. The declining accident statistics were questioned. Governors asked for the college Health and Safety committee to review the figures and investigate whether all accidents were being reported. They asked for an update to be provided at the July meeting. **Action Principal.** A brief report was given from the student focus group meeting where a question had been raised about overcrowding on buses. Governors were advised that checks were made and there was not an overcrowding issue. Bus companies were very alert to this risk. It was agreed that further spot checks would be made by college staff.

**Action Principal**

5.2) **Safeguarding:** Mrs Miller spoke to this item. No progress had been made on developing an online central record. Governors asked that progress be made and report given at the April meeting. **Action AP C&G.**

A brief report was given on the findings of the recent Ofsted Inspection. The need for safe recruitment training and appointment of a safeguarding governor had been raised. Mrs Miller had signed up for a course and managers will also be trained. It was agreed

that there should be further discussion about the appointment of safeguarding and health and safety lead governors. **Action Clerk**

6) **Principal's Report including Post Inspection Action Plan**

The appointment of Ms Shaffi as Vice Principal, which governors had been advised about, was discussed. Ms Shaffi was congratulated on her appointment.

6.1) Data Dashboard: An updated data dashboard including the outcomes of the Key Assessment Grade (KAG) 5 results was tabled together with a report. Ms Shaffi took governors through the report. Student progress was discussed. Link governors were asked to follow up the actions being taken within their faculties to address areas for improvement. **Action Link Governors.**

Ms Shaffi was questioned about the level of confidence which could be placed on the quality of the assessments. A discussion followed. Governors were pleased to see the progress being made by students

Dr Gavens gave a brief report on the discussions which had taken place at the parent focus group. An improvement in communication on the KAGs with parents had been noted.

6.2) 2014-15 PIAP: The PIAP had been updated to include all February actions. The RAG rating was questioned and an explanation provided. Governors asked for the wording of targets and progress made to be reviewed and made clearer. **Action VP** Governors asked whether their involvement in other activities was recorded and they were advised that it was.

6.3) Ofsted Update: Ms Shaffi gave a presentation on the key findings of the March inspection. It was confirmed that an action plan would be drawn up. The final report was due for publication in April and a marketing campaign was being put in place. Governors asked for the plan to be brought to the April meeting. **Action Principal.** Governors were invited to join staff at a celebration on 16<sup>th</sup> April 3.00pm.

6.4) Comparative Publicised Data: The initial report was discussed. Governors were advised that a further report with comparatives would be provided for the April meeting. Reference was made to the MIDAS data. Governors asked for data to be provided on those colleges in the top quartile. **Action VP**

Mr Groves left the meeting at 7.35pm.

6.5) Class Sizes: The report was discussed. Governors questioned whether targets were in place for Pathways and GCSE classes. A discussion followed.

6.6) Employer Links and surveys and learner forum report: The paper was discussed. The lack of industrial links was questioned. It was noted that links were in place but had not been included. Governors asked for this to be remedied. **Action VP.**

The Faculty Learner Forum report was discussed.

6.7) Curriculum Planning for September 2015: The paper was discussed.

7) **Student Union Report**

Miss Palin spoke to the report. Students had raised the issue of non-students coming onto site and how difficult it was to identify them. It was confirmed that students and staff had I.D.badges. It was agreed that the matter should be discussed outside the meeting.

**Action Student Governors and AP C&G**

Miss Palin and Mr Richardson confirmed this would be their last meeting. They were thanked for their contribution over the year and wished well for the future.

8) **Resources Committee Report**

8.1) Monthly Report to 31<sup>st</sup> January 2015: The projected reduction in deficit was welcomed. An outline was provided where revenue streams had increased.

8.2) Draft Three Year Forecasts 2015-17: The high level of dependence on public funding was noted. The impact of under recruitment on future years was considered. It

was confirmed that the Senior Leadership Team was looking at cost savings and further updates will be provided to Governors. **Action Principal/FM**

9) **Audit Committee Report**

The report was considered and the Internal Audit reports accepted. The revised approach to risk management was outlined and supported.

10) **Resources and Remuneration Committees**

The proposal to merge the two committees was considered and accepted. It was noted that Mr Kay was a member of the Remuneration committee and that as Chair of the Audit Committee he could not serve on the merged committee. Dr Gavens urged members to consider joining the committee and they were asked to contact Mrs Grove.

11) **Date and Time of Next Meeting**

This was confirmed as Monday 27<sup>th</sup> April 2015, with a 5.00pm start. The first part of the meeting would be devoted to governor development in respect of self-assessment given by Mr Kevin Finnegan, ETF National Subject Specialist.  
Dr Dodds gave his apologies for the meeting.

12) **Any Other Business**

There was no other business than that on the agenda.

13) **Publication of Documents**

It was agreed that the papers relating to agenda items 3 and 4 could be published. The Monthly Report to 31<sup>st</sup> January 2015 will be published with the audited accounts.

Miss Palin, Mr Richardson, Mr Dauncey, Ms Shaffi and Mrs Miller left the meeting at 8.05pm prior to discussion of the confidential agenda item, Senior post-holder review.

14) **Confidential Agenda – senior post-holder review**

The matter was discussed.

The meeting closed at 8.57pm.