

**Minutes of the Meeting of the Corporation held on Thursday 9th July 2015, 6.00pm,
The Conference Room, Prior Pursglove College**

Present: Dr P Gavens (Chair), Mrs U Betterton, Mr Bird, Mrs J Burton, Mrs C Craster, Mr S Dauncey, Dr D Dodds, Mr J Kay, Ms S Khabbass, Mr M Loftus, Mr A Smith, Cllr P Spencer

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

Meeting quorate

80% attendance

Miss Khabbass was welcomed to her first meeting.

1) **Apologies for Absence**

Ms K Avery, Mrs N Crombie, Mr C Groves (Governors), Mr J Zoryk (Assistant Principal, Resources)

2) **Minutes of the Meeting of Monday 8th June 2015**

Following the addition of Mrs Langstaff's name to those in attendance, the minutes were agreed and signed as a true record.

3) **Matters Arising**

Matters arising and progress on outstanding action points were reviewed

3.1) **Employers' Links:** In response to a question raised, governors were advised that all Faculties had employer links. The paper only showed links associated with course requirements. Governors considered that the level of links was being under reported. A brief discussion followed and it was confirmed that a more systematic approach to links was being put in place and links were contained within the Strategic Plan

4) **Health and Safety/Safeguarding**

4.1) **Health and Safety Report:** The report sent with the agenda was noted.

4.2) **Safeguarding:** Mrs Miller was invited to speak to the report which covered the Child Protection and Vulnerable Adults Policy and action plan, minor amendments to the Safeguarding Policy and a revised Safer Recruitment Policy. A discussion took place and the amendments to the policies were approved. It was noted that a governor development session would take place in the autumn term.

5) **Principal's Report**

5.1) **College Data Dashboard including Key Assessment Grade (KAG) 7 outcomes:**

Governors were reminded that higher targets had been set than for the previous year. Progress against targets was discussed and considered to be good. The significant improvement in A2 estimated achievement between KAG 6 and KAG 7 was questioned and an explanation provided. It was agreed that a note should be provided on future dashboards that KAG 7 incorporates AS results.

5.2) **Post Inspection Action Plans (PIAP):**

5.2.1) **2014-15 Progress Report:** Progress was discussed. The percentage of 'at risk' students achieving targets was clarified. Governors asked for the wording to be amended for the next report. It was noted that outstanding action points were being carried forward into the 2015-16 plan.

5.2.2) **2015-16 Governors Section:** Actions brought forward from the 14-15 PIAP were briefly outlined. The focus on self-assessment, benchmarking, focus groups and performance management of the senior leadership team (SLT) was accepted.

5.3) **Self-assessment Timetable:** The draft timetable was discussed. It was confirmed that external validation would take place and the Vice Principal from Franklin College would fulfil that role. The need for a Governors' Working Group was raised and discussed. The involvement of governors in the process was queried and clarified. It was confirmed that Governors would attend the Subject Sector Area discussions between SLT and Faculty Managers and that these sessions would include a review of subject grades. It was further agreed that Link Governors and any others involved in those meetings should meet before the final validation day to exchange views. Ms Shaffi was asked to add this meeting to the timetable. **Action Vice Principal**

5.4) **Staff Survey:** The results of the staff survey were discussed. Mrs Burton was questioned about the actions being taken to address staff concerns. Governors were advised that full feedback sessions will take place in September involving all staff. Governors asked for the outcome of those sessions to be brought to the October meeting. The timing of the next Staff Focus Group meeting was raised and it was agreed that it should take place after the October meeting. **Action Clerk**

5.5) **Student End of Year Survey Results:** The results were discussed. Governors considered it was difficult to interpret with just average scores and they asked for percentages to be provided together with summary tables. It was agreed that this data should be placed on the governors' portal and considered at the next meeting. **Action Principal**

5.6) **Annual Training Report:** The report was discussed.

6) **Student Union Report**

Mr Ashley was invited to speak to the report. He was thanked for a very comprehensive report.

7) **Strategic Plan 2015-16**

Governors were reminded that this was the third year of the plan. The inclusion of monitoring arrangements and impact was noted. The focus on teaching and learning and learner voice was noted. Governors asked for clarification of points 4 and 5 in the plan and for amendments to be made. **Action Principal.** A question was raised about sustainability and what the college could do to make savings. A discussion followed and it was agreed that Mr Zoryk should take a paper to the Resources Committee on energy usage and carbon footprint for discussion. **Action Clerk**

The updated strategic plan was approved.

Mrs Miller left the meeting at 7.10pm. Prior to doing so, Dr Gavens reminded governors that this was her last meeting and they thanked her for all she had done for the college.

8) **Risk Management Plan**

Ms Langstaff was asked to speak to the plan which had been considered by the Audit Committee. A brief discussion followed. It was noted that the new format would enable ease of monitoring and inclusion of new risks as they arose. It was confirmed that risks around the Prevent Strategy will be added. Governors asked for a key to be added to the plan and for a RAG rated graphic to be included in future reports. **Action Finance Manager.** The risk management plan was approved.

9) **2015-16 Budget and Three Year Forecasts**

Ms Langstaff took Governors through the papers. Key assumptions were outlined and discussed. The inclusion of a 1% pay award in each of the three years was noted. Areas of significant saving, level of capital expenditure and rationale were considered. The potential impact of savings on teaching and learning made was discussed.

Ms Langstaff advised that cash levels would remain above the level of the bank loan throughout. The health scores across each of the years were highlighted and an explanation of how they were calculated was provided.

9.1) **Capital and Revenue Budgets for 2015 -16:** The budgets, being year one of the financial forecast, were approved.

9.2) **Three Year Forecasts 2015 -18:** The three year forecasts including sensitivity analysis, financial objects and health categories were approved.

10) **Reports from Chairs/Committees**

10.1) **Audit, Monday 8th June 2015**

10.1.1) **Internal Audit Reports:** Mr Kay outlined the findings of the internal audit report and management responses. The reports were accepted.

10.1.2) **FE Code of Good Governance:** It was noted that the Corporation had discussed adoption of the Code at a previous meeting and had referred it to the Audit Committee. Governors were advised that both sets of auditors considered adoption of a Code specific to the sector to be positive. It was agreed to adopt the Code with effect from 1st August 2015.

10.1.3) **Re-appointment of Wylie+Bisset as Internal Auditors for 2015-16:** Governors were advised that the fees for 2015-16 would remain at the same level. It was agreed to re-appoint Wylie+Bisset for a further year effective from 1st August 2015.

10.2) **Resources, Monday 22nd June 2015**

10.2.1) **Monthly Report to 31st May 2015:** Ms Langstaff took Governors through the key points. In response to a question raised in relation to note 2.1 of the report it was noted that an amendment to the wording was needed. The report was accepted.

10.2.2) **National Pay Framework for Teachers:** The new pay framework was considered. In response to questions raised it was confirmed that it was a national framework which had been agreed with the teaching unions. The link to appraisals and performance management processes was noted. The financial impact to the college was noted. After further consideration it was agreed to adopt the framework.

11) **Governance Matters**

11.1) **Governor Reports:** In Mr Groves absence, Ms Shaffi provided a brief report on his visit to the Endeavour Faculty. It was noted that the three remaining link visits would take place in the last week of term. Governors were asked to raise employer and community engagement in their discussions with Faculty Managers **Action Link Governors.**

11.2) **Governor Reviews and Self-assessment Questionnaire:** Mrs Grove gave a brief explanation of the process to be followed and deadlines for receipt of completed documents.

11.3) **Chair and Vice Chair Appointments:** Nominations had been received for the re-appointment of Dr Gavens as Chair and Mr Groves as Vice Chair. Governors were reminded that appointments would be made for a period of three years or less if that person's current term of office was for a shorter period. Dr Gavens was appointed to serve as Chair until 3rd December 2016 and Mr Groves as Vice Chair to 19th October 2017.

12) **Any Other Business**

There was no other business than that on the agenda.

13) **Publication of Documents**

It was agreed to publish the minutes, progress on action points, health and safety and safeguarding reports, student union report and governance matters report. The May monthly report will be published with the audited accounts.

Mr Smith and Miss Khabbass left the meeting at 7.46pm.

Part B Confidential Agenda

14) **Strategy for the College's Future**

A confidential discussion took place on the future strategies.

The meeting closed at 9.33pm.