

**MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS  
HELD 31 MARCH 2011**

Present:	Mr H Guntrip Mr J Bolas Mr J Boxall Ms T Bruton Mr G Charlton Mr N Coffin Mr P Dubrow Mr P Hannan Mr B McNicoll Ms L Monteiro Ms P Palmer-Abbit Ms S Shelton	Chairman     Vice Chairman
In attendance:	Mr J Allen Ms L Brown Mr M Lumsdon-Taylor	Clerk to the Governors Vice Principal Director of Finance & Resources (From minute 84 onwards)

The meeting commenced at 09.30.

**Section A: Formal Agenda Items**

**APOLOGIES, QUORACY & DECLARATION OF INTERESTS**

54. Apologies were received from Dr M Noble, Paul Dubrow, and the two student governors. The Clerk confirmed that the meeting was quorate.

**MINUTES**

55. It was **RESOLVED** that the minutes of the meeting of the Board held 16 December 2010 be approved and signed by the Chair as a correct record.
56. It was **RESOLVED** that the minutes of the special meeting of the Board held 3 March 2011 be approved and signed by the Chair as a correct record.

**SUMMARY ACTION LIST & MATTERS ARISING**

57. The '*Summary Action List*' was received (copy attached to the signed minutes) and the following updates were recorded.

Minute 14: The Special Board meeting held in March conducted the review on the Comprehensive Spending Review.

Minute 14: The July Board meeting is scheduled to conduct a full review of the new senior management structure.

Minute 17: Operational objectives is an agenda item.

Minute 51: The Principal confirmed and thanked the staff governor on the assistance she gave in preparing the presentation he made to all staff on the restructuring proposals that are subject to consultation. The Principal confirmed that the process is on target against agreed milestone dates with consultation scheduled to be completed by April 6<sup>th</sup> 2011.

58. During discussion on the restructure, the staff governor raised several questions that are still subject to consultation with staff. As a way forward it was proposed that the staff governor should raise these matters directly with HR as they are overseeing the consultation process and have been privy to all meetings held with staff and Trade Unions. The Clerk offered to meet with the staff governor to provide further support as the Board was conscious of the demands that are placed on the staff governor by staff during periods of restructuring.

## **Section B: Agenda items of Strategic/High Importance**

### **OPERATING PLAN 2011/12**

59. The College 'Operating Plan 2011/12' was received (copy attached to the signed minutes).

60. Following the launch of the College Strategic Plan 2010-2015 operational objectives required to ensure the delivery of the Strategic Plan were made available.

61. Each Operational Objective has a maximum of 3 key performance Indicators (KPIs) and these were set out in the Operating Plan. The operating objectives and KPIs will be used by management to ensure the full delivery of each of the agreed strategic objectives published in the Strategic Plan.

62. Under 5.4 (B), concern was raised that the wording of the KPI that implies that approval has been given to complete sports facilities including a new sports centre. The Clerk confirmed that the Estates Committee and F&GP Committee have agreed for Management to undertake a feasibility study on the costings of a sports centre, but no approval has yet been given to proceed with a build and any such approval must be obtained from the Board. It was **AGREED** to re-word 5.4 (B) to read 'Complete and upgrade the Learning Resource Centre and sports facilities and to undertake a feasibility on the building of a new sports centre with any recommendations being put to the Board for approval'.

63. The development of the curriculum into sport was discussed, especially on whether such a diversification was appropriate for a land-based College. As any such development is a key strategic decision it was **AGREED** for this to be debated in more detail at the forthcoming Governors' Strategy Day scheduled for 7<sup>th</sup> June 2011.

64. In reporting on progress against each of the operation objectives, it was **RESOLVED** to receive a termly report consisting of an exceptional summary of all KPIs not on target to be met with an annual report at the summer term meeting summarising progress against all of the operation objectives.

66. It was **RESOLVED** to note the 'Operating Plan 2011/12'.

## ANNUAL EQUALITY, DIVERSITY & WIDENING PARTICIPATION REPORT 2009/10

67. The *'Annual Equality, Diversity & Widening Participation Report 2009/10'* was received (copy attached to the signed minutes). The report was considered in some detail at the last meeting of the Strategy & Performance Committee.
68. The report provided the Board with updates on:
- Workforce profile – age, gender, disability and ethnicity
  - Learner profile – Learning Difficulties & Disabilities participation; male & female participation; ethnic participation
  - Student success rates – success rates by Learner Difficulties/Disabilities; Success by Gender; Success by Ethnicity
  - Priorities 2009/10;
  - Equality & Diversity Impact Measures
  - Staff key performance targets
69. It was **RESOLVED** to note the report.

### LEARNER VOICE EVALUATION

70. The *'Learner Voice Evaluation Report'* was received (copy attached to the signed minutes). The Vice Principal presented the report.
71. The report outlined in detail the actions being taken to ensure that there is an effective Learner Voice at both curriculum and at cross-college level.
72. The Board welcomed the detail of the report and of the good progress being made in this important area. It was **RESOLVED** to note the report.

### MONITORING OF COLLEGE PERFORMANCE – OVERALL SUMMARY ASSESSMENT OF COLLEGE PERFORMANCE & ASSESSMENT OF RISK

73. The College report *'Monitoring of College Performance – Overall Summary Assessment of College Performance & Assessment of Risk'* was received (copy attached to the signed minutes). The monitoring framework approved by the Board requires the overall assessments undertaken by each Committee during the term to be made available to the Board.
74. It was **RESOLVED** to note the following overall summary of College performance and assessment of risk:

1	The Student Experience, Teaching & Learning (Agreed by the Strategy & Performance Committee)	No assessment carried out due to the cancellation of the last S&P meeting
2	Financial & Estates (Agreed by the F&GP Committee)	Some concern/risk
3	Audit (Agreed by the Audit Committee)	No concern/risk
4	Staff & Human Resources (Agreed by the F&GP Committee)	No concern/risk
5	Governance, Leadership & Management (Agreed by the Governance & Search Committee)	No concern/risk

75. Against the 15 agreed performance indicators for the area of finance & estates one red assessment was confirmed for the operating surplus. In addition four amber assessments were made on cash generated, forecast year-end outturn, current assets to liabilities ratio, and cash days in hand. Therefore an overall amber assessment was being reported to the Board and Members were referred to the minutes of the F&GP Committee for further information (Agenda item 10).
76. The staff governor asked why there was an overall assessment of 'Green – No Risk/No Concern' for Staff & Human Resources at a period of major restructuring and with a number of staff disputes going on. The Clerk confirmed that the Committee agreed to an amber assessment for employment disputes (as confirmed in F&GP minute reference: 84) with all remaining 10 KPIs for Staff & Human Resources being assessed as 'No Concern/No Risk'. Therefore the Committee's overall assessment taking into account all 11 KPIs was an assessment of 'No Concern/Risk'.
77. The Board placed on record the focus required by ***all staff*** to ensure that targets for student enrolments are met as performance in-year will impact on funding allocations for the following year. If the College does not achieve its enrolment targets, or fails to retain students throughout the period of their course, then funding in the following year will be cut back. Reduced funding could lead to further staff reduction. The key priorities are to meet recruitment targets, to ensure that learners are placed on the correct programmes, to provide effective on-going support to all learners, and to ensure a high quality teaching & learning experience is made available to all. The Principal welcomed the Board support for these key priorities.
78. To maximise income a key priority will be to pursue commercial income opportunities. It was **AGREED** that on the forthcoming strategy meeting time should be set aside for all governors to consider and proposed ideas to generate additional commercial income.
79. It was further **AGREED** to circulate the draft agenda for the Strategy Day to all governors in advance of the meeting for their input on any topics that should be included for discussion and debate.

### **Section C: Minutes and any resolutions arising from the Committees**

#### **REPORT FROM THE STRATEGY & PERFORMANCE COMMITTEE**

80. The College report '*Unconfirmed minutes of the meeting of the Strategy & Performance Committee held 3 March 2011*' was received (copy attached to the signed minutes). The Chairman confirmed that the Committee received and considered reports on:
- Quality Improvement Action Plan
  - Student Success Rates 2009/10
  - Lesson Observation profile 1<sup>st</sup> term
  - Student Attendance 1<sup>st</sup> term
  - IQER Action Plan
  - Annual Equality & Diversity Report
  - Developing Partnerships
  - Curriculum 2011/12

- Monitoring of College performance in the areas of student experience, teaching & learning

81. It was **RESOLVED** to note the unconfirmed minutes of the meeting of the Strategy & Performance Committee meeting held 3 March 2011.

#### **REPORT FROM THE AUDIT COMMITTEE**

82. The College report '*Unconfirmed Minutes of the Audit Committee held 16 March 2011*' was received (copy attached to the signed minutes). The Chair of the Committee presented the report. The Chair confirmed that the Committee received and considered reports on:

- Audit Roll Forward Action Plan
- Internal Audit 1<sup>st</sup> Report
- Termly report on Risk Management
- Internal Control System Framework
- Monitoring of College Performance

83. It was **RESOLVED** to note the unconfirmed minutes of the meeting of the Audit Committee held 16 March 2011.

#### **REPORT FROM THE FINANCE & GENERAL PURPOSES COMMITTEE**

84. The College report '*Unconfirmed Minutes Meeting of the Finance & General Purposes Committee held 17 March 2011*' was received (copy attached to the signed minutes). The Chair of the Committee presented the report.

85. It was confirmed that the Committee received reports on:

- Financial Performance Report up to 31 January 2011 with confirmation of the forecast year-end surplus of £100k against the budget of £250k
- Tuition Fee Policy and Fees 2011/12 (Copy attached to the signed minutes)
- Capital Portfolio Update
- Tenders
- Annual Review of Financial Regulations
- Human Resource Termly Report
- Health & Safety
- Monitoring of College Performance in the two areas of finance & estates, and staff & human resources

86. It was **RESOLVED**:

- (i) To approve the Tuition Fee Policy and Fees 2011/12; and
- (ii) To note the unconfirmed minutes of the meeting of the Finance & General Purposes Committee held 17 March 2011.

## ANY OTHER BUSINESS

87. The Principal informed the Board that the College will be participating in LEAF's Open Farm Sunday Day on 12<sup>th</sup> June 2011 and all governors are invited to attend the open day at Princess Christian's Farm.

## DATE OF NEXT MEETING

88. Strategy Day on 7<sup>th</sup> June 2011 @ 09.30 and Board meeting on 7<sup>th</sup> July 2011 @ 09.30

The meeting closed at 11.15

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## CURRENT SUMMARY ACTION LIST

MIN	DETAILS OF RESOLUTION/ACTION POINT	WHO	REVIEW DATE
14	To review the new senior management structure at the July Board meeting.	Principal	7/7/11
58	Staff Governor support	Clerk	7/7/11
62	It was <b>AGREED</b> to re-word 5.4 (B) to read 'Complete and upgrade the Learning Resource Centre and sports facilities and to undertake a feasibility on the building of a new sports centre with any recommendations being put to the Board for approval'.	Principal	7/7/11
63	<b>AGREED</b> for proposed development into sport curriculum to be debated in more detail at the forthcoming Governors' Strategy Day scheduled for 7 <sup>th</sup> June 2011.	Principal	7/7/11
78	It was <b>AGREED</b> that on the forthcoming strategy meeting time should be set aside for all governors to consider and proposed ideas to generate additional commercial income.	Principal	7/7/11