



# GOVERNORS' MEETING

Minutes of the meeting  
on 5 October 2006

**Present:** Mr Neil Arlett, Ms Amanda Attfield, Ms Michelle Balcombe, Mrs Carol Clapham, Mr Rob Davies, Dr Jonathan Godfrey, Mrs Heidi Macdougall, Ms Amy Morgan, Mr Rob Soutar (Chair), Mr Ravi Tandon, Mrs Margaret Turner

**In attendance** Dr Ruth Brinton and Mr Peter Cooper (Deputy Principals)  
Mr Philip Eyles (Clerk), Mrs Ruth Jones (Finance Director)

*[The meeting was preceded by a Governors' Workshop on Property and Premises issues]*

## 1. ELECTION OF GOVERNORS

Neil Arlett and Amy Morgan were not present for this item

The Search Committee had nominated Neil Arlett for re-election, having previously considered the skills needed by the Board and what he could offer. It had also taken into account the Governors' rule about re-electing people aged over 70. After discussion, **Neil Arlett was re-elected** unopposed, by an absolute majority of the other members of the Governing Body.

Amy Morgan, Education and Outreach Manager at the Courtyard Centre for the Arts, had also been nominated by the Committee, which had taken into account the contribution she could make because of her community and educational links. Since the Committee Meeting, she had been interviewed and found to be suitable for election. The most appropriate category for Amy would be as a Community Governor and she could be elected to this role if Heidi Macdougall's category is changed from Community to Business. Heidi is Programme Leader for Business Link West Mercia.

It was **AGREED** that Heidi's category should be changed to Business Governor and **Amy Morgan was elected** as Community Governor.

Neil Arlett and Amy Morgan then returned to the meeting

## 2. APOLOGIES FOR ABSENCE

Stephen Byatt, Charles Davies, Rob Doran, Steve Hancorn, Bob Ing, Colin Masterson, Andrew McDonagh

Following his wife's involvement in a serious car accident earlier this year, Steve Hancorn has been under personal pressure and has been offered leave of absence from the Governing Body meetings. He has agreed to take this leave until the end of the year. The staff were invited to send an observer to the meetings while he is away

## 3. DECLARATION OF INTEREST AND GIFTS

None

## 4. MINUTES OF THE MEETING HELD ON 13 JULY

The Minutes were approved as an accurate record and signed

## 5. MATTERS ARISING FROM THE MINUTES

Item 8: current numbers are slightly below 1594 so 'unfunded growth' is less than anticipated in July.

Item 11iii: the Learning & Skills Council has not yet approved the variation from the scheme originally proposed

## 6. CLERK'S REPORT

A report on Governors' attendance 2005-06 had been circulated. This contributes to the Governors' Self Assessment Report - see item 9iv below

The Clerk asked whether Governors wished to reconsider their retirement at age 70 rule for Governors in the light of the current legislation and media debate. It was **AGREED** that this issue should be considered by the Staffing Committee

The Clerk informed Governors of the changes in the new declaration of eligibility forms. These have modified requirements following the revised Financial Memorandum, Part I that came into effect on 1 August.

## 7. PRINCIPAL'S REPORT

The Principal drew attention to those items in the Report which are not on the Agenda. Under its reorganised arrangements, the Learning & Skills Council (LSC) will operate Herefordshire, Shropshire and Worcestershire as a single unit and will have an office in Hereford. Nationally, the new funding methodology proposed by LSC for 2007/08 may be delayed until 2008-09

## 8. GOVERNORS' HANDBOOK

The new edition includes a calendar, programme of events and an evaluation form. Governors may also access information on the College's website. The next update of the website will access be access to minutes of Governors' meetings.

## 9. COMMITTEE REPORTS

### i. Staffing Committee on 20 September

The Governing Body **AGREED TO ADOPT** the

- New teachers' pay scales
- Revised Pay Policy documentation (including a new statement on the appraisal of Senior Post Holders to reflect current practice)
- Equality & Diversity and Procedures 2006-07 (including reference now to equality of treatment regarding age)

Regarding Criminal Record Bureau checks for Governors, it was agreed that the headteacher of a local high school can be exempted from the checks that other Governors must undergo

The Committee's Minutes were amended in Item 11 to refer to 'the new state retirement age of 65', not 70 and they were then accepted as a correct record and **APPROVED**

### ii. Search Committee on 21 September

The Committee's nominations for new governors had been dealt with under Item 1 of the Agenda. Ballots were about to be conducted for new parent and student governors

The proposed revised terms of reference for the Committee were considered and **APPROVED** by the Governing Body

The Committee's minutes were accepted as a correct record and **APPROVED**

### iii. Finance & Premises Committee on 21 September

There was discussion of the various documents that the Committee had considered. It was pointed out that the Management Accounts for July are not an out-turn account. This will be given in December with the Annual Report and Accounts. Travel and terrorism insurance were both discussed

The Governing Body **AGREED TO APPROVE**

- Budget 2006-07 (final version)
- Financial Forecast 2006-07 to 2010-11
- Monthly Management Accounts for June and July
- Schedule of insurances, **excluding** terrorism insurance

The Committee's minutes were accepted as a correct record and **APPROVED**

iv. Audit Committee

The final internal audit service annual report had graded the College as good on all seven areas investigated. This is a standard that few colleges achieve

There was a discussion of the Governance self-assessment report, noting the attendance statistics and Governors' own survey of the effectiveness of meetings, and there was also consideration of the areas identified for improvement. Despite some unavoidable illness, it was felt that Governors could still achieve better attendance. Parents who are in business may be able to assist with employer engagement. The amount and nature of papers that Governors need to see was discussed. For the appointment of auditors, it was proposed by Neil Arlett and seconded by Heidi Macdougall that the present firms should continue for this academic year.

Following these discussion's the Governing Body **AGREED** to

- approve the Annual Report (final version) of the internal audit service
- approve the Internal Audit Needs Assessment, Strategic Plan and Annual Plan
- adopt the Governance Self-Assessment Report
- re-appoint Bentley Jennison to provide the Internal Audit Service for 2006-07
- re-appoint Baker Tilly as Financial Statements Auditors for 2006-07
- approve the Committee's minutes, which were accepted as a correct record after adding Patrick Green (Bentley Jennison) to the list of those in attendance

v. Curriculum Committee

The Committee had scrutinised the A and AS level results, especially to consider the 'value added' by the College, compared to that of other schools and colleges. The Governing Body considered the results to be outstanding and asked that this opinion be passed on to staff. A very few subjects had disappointing results and these will receive special attention and support from senior managers.

The recruitment of students was analysed. The College has maintained its 43% share of the year 11 cohort of its partner schools. The decline in the percentage of students from Bishop of Hereford's Bluecoat School was noted and will be investigated by the Principal.

It was **AGREED** that the Committee's Minutes should be accepted as a correct record and approved

**10. ANY OTHER BUSINESS**

A question was asked about an assault which had occurred near the College but it was soon established that it had happened in the middle of the night and that no student or member of staff had been involved.

**11. DATE OF NEXT MEETING**

Thursday 14 December at 7.30pm, but preceded by the 'Workshop' on Quality Assurance at 7pm