



GOVERNORS' MEETING

Minutes of the meeting on 8 February 2008 at the Pengethley Manor Hotel

Present: Mrs Carol Clapham, Mr Charles Davies, Mr Rob Doran, Dr Jonathan Godfrey, Mrs Pippa Hadfield, Mr Steve Hancorn, Dr Ken Hopkins, Mr Denis Holly, Mr Bob Ing, Mrs Heidi Macdougall, Mr Andrew McDonagh, Ms Amy Morgan, Mr Rob Soutar (Chair), Mr Ravi Tandon, Mrs Margaret Turner

In attendance: Mr Peter Cooper (Deputy Principal)
Mr Philip Eyles (Clerk), Mrs Ruth Jones (Finance Director)

1. NOMINATION OF DENIS JAMES HOLLY FOR ELECTION AS GOVERNOR

After consideration of the recommendation of the Search Committee and Denis Holly's curriculum vitae, the Governing Body **AGREED TO ELECT** him as an Independent Governor

2. APOLOGIES FOR ABSENCE

Neil Arlett, Amanda Attfield, Michelle Balcombe, Jenny Gunning, Emily Marshall, Ruth Brinton (Deputy Principal)

3. DECLARATION OF INTERESTS AND GIFTS

No interests were declared but reference was made to the declaration of gifts already made at the Finance & Premises Committee meeting:

- Principal: 2 bottles of whisky and 3 bottles of wine
- Estates Manager: 2 bottles of whisky, 3 bottles of wine, 1 bottle of port

4. MINUTES OF THE MEETING HELD ON 13 DECEMBER 2007

The Minutes were **APPROVED** as an accurate record and signed.

5. MATTERS ARISING FROM THE MINUTES

None

6. CLERK'S REPORT

The summary of changes to the Instrument & Articles of Government (effective from 1 January 2008) was discussed. Apart from changes in nomenclature and national requirements with which the College is already complying, the major innovation is a requirement to publish much more information on the College's website. The relevant web pages have now been designed in detail and will be put into operation as soon as possible

7. PRINCIPAL'S REPORT

The report was discussed with most time spent on the Herefordshire Schools Review, now postponed until after the next Unitary Authority elections. It was also noted that the College was ranked third out of 975 schools and colleges nationally, the analysis being based on the ALPS value added performance system

8. ANNUAL REPORT OF THE AUDIT COMMITTEE 2006/07

The Report was considered and **APPROVED** by the Governing Body

9. MISSION STATEMENT

There was a thorough discussion of the Mission Statement, bearing in mind the impending national changes to the 14–19 Curriculum. After a vote, with one Governor opposing, it was **AGREED** that the first line of the Mission Statement will be changed (by inserting 'or equivalent') to read 'Hereford Sixth Form College will provide a high quality education to GCE Advanced Level or equivalent standard for full-time students'.

It was **AGREED** that the Mission Statement's associated Strategic Objectives remain unchanged, apart from correcting spelling and removing a redundant 'the'

10. COMMITTEE REPORTS

i. Search Committee on 13 December

The proposed new terms of reference were **APPROVED** and the Committee's minutes were also **APPROVED AS A CORRECT RECORD**. See also Minute 10v of the 13 December Governors' Meeting for a further report on this meeting

ii. Staffing Committee on 9 January 2008

The Committee had considered Governors' responses to the skills audit and had recommended that Governor training be provided on Finance (again) and on Emergency Planning. The Governing Body **APPROVED** this recommendation and also the Committee's minutes **AS A CORRECT RECORD**

iii. Curriculum Committee on 9 January 2008

The Governing Body **AGREED TO APPROVE**

- The proposed Departmental Targets for 2007/08
- The Committee's minutes as a correct record

iv. Finance & Premises Committee on 17 January 2008

There was further discussion of the mid-year review of the budget for 2007-08. The projected surplus of £179,000 still stands, but income from the Learning & Skills Council is now £5000 higher, with a corresponding £5000 being spent on a 'Golden Hello'. Subject to this change, the revised budget was **APPROVED**

The Committee's recommendation that the Monthly Management Accounts for November be approved was **ADOPTED** and the Governing Body also considered and **APPROVED** the Monthly Management Accounts for December.

The Committee had considered at length a capital project proposal for a new classroom block at the northern end of the College site. The classrooms are needed partly to accommodate more students, following recent growth, but also to allow Students' Services to be relocated more centrally. The Governing Body **AGREED** that the need for this new building will be investigated at length at the Governors' Conference on 9 February

The Governing Body also **AGREED** that up to £15000 may be spent on initial contract fees for this capital project. This approval will allow detailed plans and costings to be prepared, so that a decision on whether to proceed with the project can then be taken on a fully informed basis

The Committee's minutes were **APPROVED AS A CORRECT RECORD**

11. ANY OTHER BUSINESS - None

12. DATE OF NEXT MEETING - 7.30pm on Thursday 13 March