



# GOVERNORS' MEETING

Minutes of the meeting  
on 13<sup>th</sup> March 2008

**Present:** Mr Neil Arlett, Ms Amanda Attfield, Ms Michelle Balcombe, Mrs Carol Clapham, Mr Charles Davies, Mr Rob Doran, Dr Jonathan Godfrey, Miss Jenny Gunning, Mrs Pippa Hadfield, Mr Steve Hancorn, Mr Denis Holly, Dr Ken Hopkins, Mr Bob Ing, Mrs Heidi Macdougall, Mr Rob Soutar (Chair), Mr Ravi Tandon, Miss Emily Marshall

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

1. **APOLOGIES FOR ABSENCE**

Andrew McDonagh, Amy Morgan and Margaret Turner

2. **DECLARATION OF INTERESTS AND GIFTS**

None

3. **MINUTES OF THE MEETING HELD ON 8 FEBRUARY 2008**

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

4. **MATTERS ARISING FROM THE MINUTES**

None

5. **CLERK'S REPORT**

Following up minute 10ii of the 8 February Governors' Meeting, the Clerk announced that Governor Training on Finance will take place at 7pm on Thursday 22 May, immediately before the Governors' Meeting. The training on Emergency Planning has yet to be arranged

6. **PRINCIPAL'S REPORT**

The report included recent staff appointments (from good fields of applicants) and the resumption of local discussions on a collaborative approach to providing vocational diplomas for students aged 14-19. The in-year retention was 96% for the period November to March, in line with recent years. New 'machinery of government' arrangements will be announced soon, now that the former Department for Education and Skills has been split to create the Department for Children, Schools and Families (DCSF) and the Department for Innovation, Universities and Skills (DIUS).

7. **MONITORING THE 2007 OPERATIONAL PLAN**

Governors considered the final written report on the 2007 plan. 94.8% of objectives have now been achieved, 1.1% have been deleted as no longer relevant, and 15 objectives (4.2% of the total) have been deferred to the 2008 plan. Many of the latter objectives relate to new procedures for recognising and dealing with disability and will be completed shortly.

The Governing Body **AGREED TO APPROVE** the report

8. **FIRST ANNUAL MONITORING REPORT ON THE  
DISABILITY EQUALITY SCHEME ACTION PLAN 2006-2010**

The report had come direct to Governors so that all are aware that it was published on time, as required by statute. It will now be referred to the Staffing Committee for discussion at length. The Governing Body **NOTED** the publishing of the report

9. **REVIEW OF GOVERNORS' CONFERENCE ON 9 FEBRUARY**

16 out of the 17 Governors who responded, judged that the Conference was very useful. Judgements were also given on the various components of the Conference

10. **COMMITTEE REPORTS**

i. Audit Committee on 4 March

The Committee had considered two final reports from the Internal Audit Service, one on Learner Number Systems and the other on Key Financial Controls, together with the service's general progress report. The Governing Body considered its new duties, namely for it to approve a full list of courses annually and to receive student retention data regularly. The Governing Body **ENDORSED** the Audit Committee's **APPROVAL** of the two final reports.

The proposed changes to the Governance Procedures were discussed and **APPROVED**, subject to strengthening the authorisation of checks on qualifications claimed when a person secures (or seeks to secure) election as a Governor. Now people will have to accept that both their qualifications and their experience are likely be checked.

The Governing Body also **APPROVED** the change to the number of Governors on the Committee in its terms of reference, and the Committee's minutes were **APPROVED AS A CORRECT RECORD**

ii. Finance & Premises Committee on 6 March

The Governing Body **AGREED TO APPROVE**

- the Committee's Terms of Reference (unchanged)
- the Monthly Management Accounts for January

Governors considered the further preparations for the Capital Project at the northern end of the College site, especially environmental issues. It was **AGREED** that the Estates Manager will investigate whether it will be practical for the Building to meet the requirements of the ISO 14001 Environmental Standard. The Committee's request that the Ward Councillor be formally consulted about the scheme will not be possible, for legal reasons. Other preparations continue, as detailed in the Committee's report and it was clarified that Governors' approval of the scheme will be sought in two stages:

1. At the 10 July Governors' Meeting, sufficient information will have been provided for the Governing Body to be able to *give informed consent*, subject to Stage 2, below
2. By September/October, the Learning & Skills Council will have considered the scheme and will offer its funding, thus allowing the Governing Body to take its *final decision* on the scheme at its meeting early in October.

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

**11. ANY OTHER BUSINESS**

The Governor who attends the College Environmental group gave a verbal report on recent progress. The College is seeking to achieve a silver award.

A full OFSTED inspection of the College will take place on 15th and 16th April

**12. DATE OF NEXT MEETING**

7.30pm Thursday 22 May, *preceded by Governors' Training on Finance at 7pm*