



# GOVERNORS' MEETING

## Minutes of the meeting on 9 October 2008

**Present:** Mr Neil Arlett, Ms Michelle Balcombe, Mrs Carol Clapham, Mr Charles Davies, Mrs Pat Gaze, Dr Jonathan Godfrey, Mrs Pippa Hadfield, Mr Denis Holly, Dr Ken Hopkins (Chair), Mr Bob Ing, Mrs Heidi Macdougall, Miss Emily Marshall, Mr John Pratt, Mr Ravi Tandon, Mr Sam Tyler

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

**1. APOLOGIES FOR ABSENCE**

Rob Doran and Andrew McDonagh

**2. APPOINTMENT OF STAFF AND STUDENT GOVERNORS**

Following elections by the College's staff and student bodies, Pat Gaze and John Pratt had been nominated as Staff Governors and Sam Tyler as a Student Governor. The Governing Body **AGREED TO APPOINT** these nominees

**3. DECLARATION OF INTERESTS AND GIFTS**

None

**4. MINUTES OF THE MEETING HELD ON 10 JULY 2008**

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

**5. MATTERS ARISING FROM THE MINUTES**

Referring to Minute 5 of 10 July, the Clerk reported that Amy Morgan resigned as a Governor on 11 July

**6. CLERK'S REPORT**

The Clerk reported that the previous Staff Governors had resigned in early October, a few days before the end of their terms of office on 13.10.08, the purpose being to allow their successors to be appointed at this meeting – see Minute 2 for details

Rob Doran had resigned as a Parent Governor on 8.10.08 (see also Minute 8i), parents have been written to in order to find a replacement and two have offered their services. They will now be interviewed by the Chair, Principal and Clerk, as will the person who has responded to the advertisement in the Hereford Times, and any others who may still apply.

The Clerk summarised by reporting that by the end of the 9.10.08 Governors' Meeting, there would be 17 Governors in post (subject to the appointment in Minute 8i) and three vacancies. One vacancy is for a Parent Governor and there are two vacancies for Independent Governors

**7. PRINCIPAL'S REPORT**

The report covered the self-assessment of Governance, the appointment of new staff, enrolments, examination results, finance, forthcoming events and local and national issues. In response to questions, it was reported that the maximum set size is 26, compared with a planned maximum of 24, and the minimum is 12. The two local issues reported and discussed were Hereford Academy (formerly called Wyebridge College), and Liaison with the Local Authority.

Hereford Academy has opened its sixth form, which now numbers about 27 students. They are mainly studying Sports Diplomas but also AS level Art. It is estimated that opening the Academy has caused the diminution of the College roll by about 12 students.

Liaison with the Local Authority will now involve regular meetings, since the performance management of provision in sixth form colleges will be undertaken nationally by local authorities from 2009

National news covered:

- Teachers' and Support Staff Pay, where national agreement has been reached, subject to the ratification by trades union members through ballots
- Restructuring of the Sixth Form Colleges' Forum, now to include the Principal of Hereford Sixth Form College on the Forum's council
- Framework for Excellence, which is now applicable to all colleges
- Ofsted's Report on the effectiveness of level 3 provision in different post-16 providers. The report confirms that sixth form colleges out-perform other providers

## 8. COMMITTEE REPORTS

### i. Search Committee on 25 July 2008

The Committee had considered at length the skills required from new or re-elected governors before proceeding to consider governors seeking re-election. Following the Committee's recommendation, the Governing Body **AGREED** to the re-appointment of Carol Clapham, Andrew McDonagh and Ravi Tandon as Independent Governors

The Committee, having considered the skills he could offer compared with the Board's needs, had also recommended that Rob Doran (previously a Parent Governor) be appointed as an Independent Governor. The Governing Body **APPROVED** this appointment

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

### ii. Staff and Students Committee on 17 September 2008

The minutes were discussed and the Governing Body **AGREED TO APPROVE** the proposed appraisal arrangements for senior post holders.

The date of the first meeting of each new academic year was discussed. It was agreed that it would be better postponed until after the first Governors' Meeting so that the newly elected Student Governor would then be able to join the Committee at its first meeting

The Committee's minutes were **APPROVED AS A CORRECT RECORD**, subject to changing the budgeted increase from 3% to 2.7% in Minute 7

### iii. Audit Committee on 23 September

After consideration of the documents that had been presented and the recommendations made by the Committee, the Governing Body **AGREED TO APPROVE**

- the Annual Report of the Internal Audit Service 2007-08
- the Internal Audit Plan and Strategy 2008-09
- the Self Assessment Report on Governance 2007-08
- the Annual Report of the Audit Committee
- the appointment of RSM Bentley-Jennison to provide the College's internal audit service for the year to 31 July 2009
- the appointment of Baker Tilly to be the College's Financial Statements Auditors for the year to 31 July 2009

There was discussion of the Committee's minutes, in particular the Risk Register, which the Committee believes is fully fit for purpose, and the External Audit Strategy and Annual Plan which the Committee had noted and approved. For the Committee's Minute 4, the Principal had supplied a paper on the 'funding gap', and he agreed to present a further paper on this subject to the Committee's meeting on 2 December 2008.

The Committee's minutes were **APPROVED AS A CORRECT RECORD**, subject to changing 'Internal Audito' to 'Internal Audit' in the title of Minute 6

iv. Curriculum Committee on 23 September

The Committee had discussed the College's excellent A/AS level results, which were excellent, especially in 'value added' terms. On the ALIS (A level Information System) analysis of 2485 schools and colleges in 'value added' terms, the College was put at the 90<sup>th</sup> percentile. On the ALPS (A level Performance System) analysis, the College was placed top of 750 schools and colleges nationally, whilst at AS level it was as the 90<sup>th</sup> percentile. The GCSE results were also good, with the College in the upper quartile for sixth form colleges. The College was congratulated on these excellent results

The Governing Body **AGREED TO APPROVE** the Course Masterfile, which was the same as last year's except that AS level Citizenship had been deleted.

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

v. Finance and Premises Committee on 29 September

There was discussion of the Capital Project Bid, which has not progressed as planned. It will now be considered at the November meeting of the Learning & Skills Council's Property Committee. The Governing Body will then review the position at its meeting on 11 December. Planning permission for the project has now been granted.

Preparation of the capital Project Bid has delayed work on the Revised Budget and Financial Forecast, which the Committee will now consider on 27 November

Following discussion of the Committee's recommendations, the Governing Body **AGREED TO APPROVE**

- the Monthly Management Accounts for June and July 2008
- the request that the College spread its investments over more than two banks
- the request that the Finance Director be authorised to open new accounts at any two of the 'big four' clearing banks, other than Lloyds or its subsidiaries

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

**9. ANY OTHER BUSINESS**

The Governors' handbook was distributed

**10. DATE OF NEXT MEETING**

Thursday 11 December at 7.30pm