



GOVERNORS' MEETING

Minutes of the meeting
on 9 July 2009

Present: Mr Neil Arlett, Michelle Balcombe, Mrs Katarina Blair, Mrs Carol Clapham, Mr Rob Doran, Mrs Pat Gaze, Dr Jonathan Godfrey, Mr Denis Holly, Dr Ken Hopkins (Chair), Heidi Macdougall, Mr James Miller, Mrs Helen Powers, Mr John Pratt, Mr Ravi Tandon, Miss Christine Wright (15)

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 Governor training on the use of information technology in the classroom]

1. ELECTION OF CHAIR AND VICE CHAIR FOR 2009-10

Ken Hopkins was nominated and elected as Chair of Governors
Heidi Macdougall was nominated and elected as Vice Chair

2. APOLOGIES FOR ABSENCE

Charles Davies, Bob Ing, Andrew McDonagh, Sam Tyler (4)

3. DECLARATION OF INTERESTS AND GIFTS

None

4. MINUTES OF THE MEETING HELD ON 21 MAY 2009

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

5. MATTERS ARISING FROM THE MINUTES

Minute 10ii: Two Governors reported back to the Board on the training they had attended on the Common Assessment Framework for students who may need to become subject to the College's Child Protection measures

Minute 10iv: The Search Committee minutes from its 21 May meeting will now be considered at the 5 October Governors' Meeting.

6. CLERK'S REPORT

The Clerk reported that Governor Training on Financial & Legal Issues will be given by Stephanie Mason of Baker Tilly (Auditors). It was agreed that this will take place at 6pm on Tuesday 10 November. The training is expected to last for 1½ - 2 hours

7. PRINCIPAL'S REPORT

The Principal emphasised certain points from his written report:

- Static, student rolls and hence little growth in staff
- Staff changes, especially of staff retiring after long service
- A downgrading of the College's Resource Efficiency grade, given under the Framework for Excellence, from Outstanding to Good. Several other sixth form colleges have experienced the same change
- The Herefordshire Review of Schools is making slow progress
- A 1% 'efficiency gain' (ie a 1% reduction in college funding) will be made for 2010-11
- The Sixth Form Colleges' Forum has produced a helpful summary of the present funding methodology and the 'funding gap' with schools

8. OPERATIONAL PLAN MONITORING

Governors noted that all targets in the current round have been met

9. COMMITTEE MEMBERSHIP

Governors who wish to change their committees, or take on another, were asked to inform the Clerk

10. CALENDAR OF GOVERNORS' MEETING 2009-10

The calendar, which also covers Governors' Committee Meeting and a draft schedule of business, was briefly discussed and **ADOPTED**

11. COMPLAINTS 2008-09

i. Complaints against the College

There had been 19 complaints, nine of which had resulted from the Parental Questionnaire and two of which were letters from local residents about inconsiderate student parking. The Chair of Governors had reviewed the way all these complaints had been dealt with and had judged that they had all been responded to in an appropriate way

ii. Complaints about the Board of Governors

The Clerk reported that there had been no complaints about the Board of Governors

12. COMMITTEE REPORTS

i. Staff & Students Committee on 24 June

Besides considering policy documents, the Committee had resolved the way in which Governors disabilities would be dealt with and had considered a first draft of the Constitution of the Student Representative Council. The latter document includes Governors' policy and procedures for dealing with the Council, as well as more routine matters. At its next meeting the Committee will review a second draft.

Having considered the following documents, which had previously been examined by the Committee, the Board of Governors **AGREED TO ADOPT**

- the Pay Policy and Procedures 2009-10
- the Appraisal Policy and Procedures 2009-10
- the Child Protection Policy 2009-10

The Committee's Minutes were then considered and **APPROVED** as a correct record

ii. Audit Committee on 30 June

The Committee had considered several reports from the Internal Audit Service (IAS). **Good Progress** (the highest grade available) has been made, according to the auditors in their final Follow-Up report on Governance and Procurement Savings, with all issues addressed. In its final report on Learner Number Systems, the auditors' opinion is that **the Board can take Substantial Assurance** that the College's controls are effective. The auditors had also presented to the Committee its Internal Audit Strategy 2009-10, which has incorporated the newly introduced funding methodology and the demands of the new Capital Project

Following discussion of these reports, the Board **AGREED TO APPROVE**

- the IAS final follow-up report on Governance and Procurement Savings
- the IAS final report on Learner Number Systems
- the IAS final Internal Audit Strategy 2009-10

The Committee had considered various reports on Risk Management and the Board did the same. The way risks are graded according to their likely impact, and the closer attention given to the more serious risks identified, were all discussed.

Particular attention was given to the Risk Management Action Plan detailing the most serious sixteen risks.

The Board then **AGREED TO APPROVE**

- the Risk Management Annual Report 2008-09
- the Risk Analysis and Register July 2009
- the Risk Management Policy and Procedures 2009-10
- the Risk Management Action Plan 2009-10

Having considered the Committee's report on Value for Money and the Quality Assurance Policy, the Board then **AGREED TO APPROVE**

- the Value for Money Policy and Procedures 2009-10
- the Value for Money Annual Report
- The Quality Assurance Policy and Procedures 2009-10

The Committee had recommended that the Self-assessment of Governance should be carried out as last year, with the Principal and Clerk preparing a draft for the Committee's consideration. The Board **ENDORSED** this approach

The Committee had also reviewed the Internal Auditors' performance, which was considered to be good and to provide value for money.

Finally, the Committee's Minutes were considered and **APPROVED** as a correct record, subject to changing the dates covered by the Risk Management Annual Report from 2009-09 to 2008-09.

iii. Finance and Premises Committee on 2 July

The Committee had considered the Monthly Management Accounts for April and May, and noted that a £240 000 surplus is currently being projected for the financial year 2008-09. It had also examined the Budget 2009-10 and Financial Revenue Forecast 2009-10 to 2011-12, noting that the College is in a good financial position as it starts its Capital Project, for which projected surpluses are sufficient. The Board of Governors then **AGREED TO APPROVE**

- the Monthly Management Accounts for April and May 2009
- the Budget 2009-120 and Financial Revenue Forecast to 2012

After brief consideration, and following the Committee's recommendation, the Board also **AGREED TO APPROVE**

- the Health & Safety Policy 2009-10
- the Health & Safety Annual Report 2008-09

The Board then briefly discussed the Capital Project for a new building and improved sports facilities at the north end of the college site. Having gained all necessary consents, the project will begin this month and be completed in July 2010.

The Committee's Minutes were considered and **APPROVED** as a correct record.

13. ANY OTHER BUSINESS

None

14. DATE OF NEXT MEETING

Thursday 15 October at 7.30pm