



# GOVERNORS' MEETING

## Minutes of the meeting on 15 July 2010

**Present:** Mr Neil Arlett, Ms Michelle Balcombe, Mrs Katarina Blair, Mr Rob Doran, Mrs Pat Gaze, Dr Jonathan Godfrey, Dr Ken Hopkins (Chair), Mrs Heidi Macdougall, Mr James Miller, Mr Patrick Morgan, Mr John Pratt, Mr Ravi Tandon, Miss Christine Wright (13)

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

1. **ELECTION OF CHAIR AND VICE CHAIR, 2010-11**  
Ken Hopkins was nominated and elected as Chair of Governors  
Heidi Macdougall was nominated and elected as Vice Chair of Governors
2. **APOLOGIES FOR ABSENCE**  
Carol Clapham, Charles Davies, Tony Leach, Andrew McDonagh, Helen Powers (5)  
Ruth Jones (Finance Director) was also unable to attend
3. **DECLARATION OF INTERESTS AND GIFTS**  
None
4. **MINUTES OF THE MEETING HELD ON 27 MAY 2010 AND MATTERS ARISING**  
The Minutes were **APPROVED** as an accurate record and signed.
5. **MATTERS ARISING FROM THE MINUTES**  
There was only one matter arising from Minute 5: a card has been sent to Denis Holly to thank him for his service to the Board
6. **CLERK'S REPORT**  
The Clerk reported some progress in the search for a replacement for Denis Holly on the Board. It is hoped that the Search Committee will meet before the end of September and will make a recommendation to the next Governors' Meeting. The second Board vacancy is caused by the second-year Student Governor leaving the College after his examinations. A new Student Governor will be nominated following student elections in the autumn
7. **PRINCIPAL'S REPORT**  
The report covered end of year staff changes, student applications (30 more than in 2009), finance and accommodation (see also Minute 12iv), the provisional Framework for Excellence grades ('outstanding' in all areas) and the placing of the College as top, nationally (out of 94 colleges) on the A level Performance System (ALPs), based on value added averaged over the past three years. The table of parental questionnaire responses (based on 124 replies) was again very positive, with over 85% of answers to all questions being 'good' or 'excellent'. The report concluded with an extensive review of the changes relating to education that have been made, or are likely to be made, by the coalition government
8. **OPERATIONAL PLAN MONITORING**  
All targets have been completed
9. **GOVERNORS' COMMITTEE MEMBERSHIP 2010-11**  
The Clerk's table showed the current membership of all six committees. Governors who wished to change their committees were asked to notify the Clerk
10. **REVIEW OF COMPLAINTS AND RESPONSES**

No complaints about the Board or its committees have been received. Details were given of three formal parental complaints to the College and eleven negative comments from the parental questionnaires (see also Minute 7). The Chair of Governors had reviewed the way in which the formal complaints had been dealt with. The Board concluded that the complaints were all of a minor nature and judged that they had been handled appropriately

## 11. **SCHEDULE OF GOVERNING BODY AND COMMITTEE MEETINGS 2010-11**

The schedule of meetings and provisional agenda items was approved

## 12. **COMMITTEE REPORTS**

### i. Search Committee on 27 May

A verbal report of this meeting had already been given and discussed previously at the Board Meeting on 27 May, of which Minute 10iv refers. However, no written minutes were then available as they now are.

The Committee's Minutes were briefly considered and **APPROVED AS A CORRECT RECORD**

### ii. Staff and Students Committee on 30 June

The Committee had discussed the induction loop in the Meetings Room (now working, at least partially), the Student Representative Council's financial forecast and budget, strategies to promote the well-being of staff and policies for appraisal and pay. After discussion, the Board of Governors **AGREED TO APPROVE** the

- Appraisal and Performance Review Policy and Procedures 2010-11
- Pay Policy and Procedures 2010-11

The Committee had also received and discussed the Annual Report on Safeguarding (verbal) and was **ABLE TO ASSURE THE BOARD THAT**

- the College is thoroughly monitoring students at risk through approved procedures
- College staff comply with the Child Protection Policy and Procedures
- the Annual Report (verbal) on Safeguarding was approved

Following the Board's discussion of the Committee's minute on Safeguarding, it became clear that far fewer of the 'at risk' students whom the College supports had dropped out from the College than would have left without the College's support. There was then discussion of the training on safeguarding that Governors have undertaken. This programme of training has now been accepted by Ofsted, but has yet to be approved by the Herefordshire Safeguarding of Children Board.

The Committee's Minutes (Minute 8) had explained why it had not been possible to update the Child Protection Procedures, for reasons outside the College's control. The Board then **AGREED TO RE-APPROVE** last year's Child Protection Policy and Procedures (unchanged) to operate as an interim measure during 2010-11

The Committee's Minutes of 30 June were also considered and **APPROVED AS A CORRECT RECORD**

### iii. Audit Committee on 6 July

The Committee's report was largely concerned with its extensive discussion of risk management. The Committee had examined the full Risk Analysis and Register to see if all the potential risks had been identified and to confirm that a proper division had been made into less serious and more serious risks. Attention was then directed

to the sixteen more serious risks, which were discussed again by the full Board. This re-consideration was mainly concerned with the four more serious risks that have recently become slightly more likely, and also on the management of these risks. The Board also discussed the Risk Management Policy and Procedures and the Risk Management Annual Report, which the Committee had also examined and received

The Board of Governors then **AGREED TO APPROVE** the

- Risk Management Policy and Procedures, 2010-11
- Risk Analysis and Register, June 2010-07-21 Risk Management Action Plan, 2010-11

The rest of the Committee's report concerned internal audit reports. The Committee had examined reports on Learner Numbers and Capital Projects, which had both been given **SUBSTANTIAL ASSURANCE** opinions by the auditors. There was also a Follow-up Report where the auditors reported **GOOD PROGRESS** by the College in responding to previous recommendations

The Committee had also considered the over-arching Progress Report, which summarised the auditors' findings during the year. The Committee had **AGREED TO NOTE** the audit reports on

- Learner Number Systems
- Capital Projects
- Follow-up of previous recommendations
- Progress Report

The Committee had also reviewed the performance of the internal audit service, which was judged to be good overall, and had approved the Internal Audit Plan for 2010-11

The Board of Governors considered these audit reports and opinions briefly and endorsed the Committee's more detailed consideration of them.

The Committee's Minutes were then considered and **APPROVED AS A CORRECT RECORD**

iv Finance & Premises Committee on 8 July

The Committee had noted that the payment of £25 000 by the Local Authority towards the cost of the new sports facility is expected soon and that the recent payment of around £200 000 to the College is not an error but is money due for higher cost students. The Committee had discussed Monthly Management Accounts, the Draft Budget 2010-11 and the Financial Forecast to 2014-15, which were all found to be prudently constructed and in order. After a brief discussion, the Board of Governors then **AGREED TO APPROVE** the

- Monthly Management Accounts for April and May 2010
- Budget 2010-11 and Financial Forecast 2010-11 to 2014-15

The Committee had considered current capital projects, which are all running well and the Board congratulated the Estates Manager, Stephen Scott-Lee, on the completion of yet another successful project – the new building at the north end of the College site

The Board noted the Committee's consideration of the Health & Safety Report 2009-10 and its discussion of the College's use of Government Procurement Cards

After a brief consideration, and following the Committee's recommendation, the Board of Governors then **AGREED TO APPROVE** the Health & Safety Policy and Procedures 2010-11

The Committee's Minutes were then considered and **APPROVED AS A CORRECT RECORD**

**13. ANY OTHER BUSINESS**

None

**14. DATE OF NEXT MEETING**

7.30pm on Thursday 7 October in the Meetings Room