



GOVERNORS' MEETING
Minutes of the meeting
held on 26 March 2011 at
the Pengethley Manor Hotel

Present: Mr Neil Arlett, Ms Michelle Balcombe, Mrs Katarina Blair, Mrs Carol Clapham, Mr Charles Davies, Mr Rob Doran, Mrs Pat Gaze, Dr Jonathan Godfrey, Dr Ken Hopkins (Chair), Mr Tony Leach, Mrs Heidi Macdougall, Mr Andrew McDonagh, Mr James Miller, Mrs Helen Powers, Mr Ravi Tandon, Miss Christine Wright (16)

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

1. APOLOGIES FOR ABSENCE

Patrick Morgan, Ellie-Mae Morris-Davies, John Pratt, Blair Priday (4)

2. DECLARATIONS OF INTERESTS AND GIFTS

None

3. MINUTES OF THE MEETING HELD ON 3 FEBRUARY 2011

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

4. MATTERS ARISING FROM THE MINUTES

Minute 5: the issue of pay for teachers in sixth form colleges has still not been resolved nationally

Minute 7: letters from Governors to their Members of Parliament have led to long, carefully prepared replies but no change in the impending drastic cut in Enrichment Funding

5. CLERK'S REPORT

The Clerk had attended a national Governance Conference and has brought back several ideas which he will discuss with the Principal in the first instance

6. COMMITTEE REPORTS

(i) Audit Committee on 8 March

The Committee had reviewed several policy documents, as listed at the end of this minute. Virtually no changes were suggested for the Value for Money and Quality Assurance Policy and Procedures, but useful additions were proposed for the Committee's Terms of Reference and the Governance Procedures

About a third of the Committee's meeting had been devoted to the Internal Audit Report on Risk Management and Governance, where *the auditors had given an opinion of substantial assurance*. The Committee had also reviewed the performance of the Financial Statements Auditors for 2009-10 and judged it to be 'good'

After a discussion, the Board of Governors **AGREED**

- **to approve** the Internal Audit Report on Risk Management and Governance
- **to adopt** the proposed changes to the Audit Committee's Terms of Reference, now to include a responsibility to ensure the College's compliance with the Bribery Act 2010
- **to adopt** the proposed changes to the Governance Procedures, now

to include a new appendix showing Governors' Skills backgrounds and reference to the Principal being the Accountable Person under the Health & Safety at Work Act

- **to adopt** the Value for Money Policy & Procedures 2011-12
- **to adopt** the Quality Assurance Policy & Procedures 2011-12

The Committee's minutes were also considered and **approved as a correct record**

ii, Finance & Premises Committee on 10 March

The Committee had made proposals for minor changes to its terms of reference, recommended the approval of the Monthly Management Accounts for January, discussed funding cuts and considered an outline proposal for a capital bid. The latter was for a small fund that almost all sixth form colleges will be applying for. Under the new building scheme for which the capital bid was proposed, two large classrooms, one small classroom and a store would be built on top of the flat roof at the north-west end of the Sports Hall Block

After a discussion the Board of Governors **AGREED** to

- **approve** the minor changes to the Committee's Terms of Reference
- **approve** the College's Monthly Management Accounts for January 2011
- **support** the Capital Funding Bid outlined above, subject to the option being explored more fully

The Committee's minutes were also considered and **approved as a correct record**

7. PRINCIPAL'S REPORT

The report covered staffing changes, the choir's spectacular tour of Cambridge colleges, a two-day Ofsted Review of the College's Science Provision (which Ofsted considered to be outstanding), the College's Mock Inspection (where 91% of lesson observations were graded 'good' or better) and national issues. The latter included the Wolf Review of Vocational Qualifications.

The areas for improvement and measures to be adopted following the Mock Inspection were discussed at length. There was also a discussion of the funding cuts and the College's proposed response to them, which was considered to be the key issue of the year. This key issue is full of risk if not handled properly. However, the Board did not discuss how the College will attempt to maintain quality with reduced resources during the Governors' Meeting because a detailed discussion of the strategy for doing so was scheduled for the Governors' Conference later in the day

8. MISSION STATEMENT AND STRATEGIC OBJECTIVES

After a brief discussion, it was agreed that the current Mission Statement and Strategic Objectives should be **RE-ADOPTED**, unchanged, for the coming year.

9. ANY OTHER BUSINESS

None, apart from emphasising the changed date (below) for the July Governors' Meeting

10. DATES OF NEXT MEETINGS

6pm on Thursday 26 May
6pm on **Wednesday** 13 July