



# GOVERNORS' MEETING

## Minutes of the meeting on 3 February 2011

**Present:** Mr Neil Arlett, Ms Michelle Balcombe (Chair for Item 12iii), Mrs Katarina Blair, Mrs Carol Clapham, Mr Charles Davies, Mrs Pat Gaze, Dr Jonathan Godfrey, Dr Ken Hopkins (Chair, except for Item 12iii and absent for Item 12iii), Mrs Heidi Macdougall, Mr Andrew McDonagh, Mr James Miller, Mr Patrick Morgan, Mrs Helen Powers, Mr John Pratt, Ms Blair Priday, Mr Ravi Tandon, Miss Christine Wright (17)

**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 Training for Governors on the Education Bill, the Joint Audit Code of Practice and the new funding arrangements and methodology]

1. **APOLOGIES FOR ABSENCE**  
Rob Doran, Tony Leach, Ellie-Mae Morris-Davies (3)
2. **DECLARATION OF INTERESTS AND GIFTS**  
None
3. **APPOINTMENT OF NEW GOVERNOR**  
Blair Priday had been nominated by the Search Committee as an Independent Governor to replace Denis Holly – see also Minute 12iii. After a brief discussion, the Board of Governors **AGREED TO APPOINT** her for a four-year term
4. **MINUTES OF THE MEETING HELD ON 16 DECEMBER 2010**  
The Minutes were **APPROVED** as an accurate record and signed
5. **MATTER ARISING FROM THE MINUTES**  
The meeting of the Remuneration Committee referred to in Minute 6 has not taken place, and will not do so until the issue of pay for teachers in sixth-form colleges has been resolved nationally
6. **CLERK'S REPORT**  
The Board of Governors now has its full complement of twenty members
7. **PRINCIPAL'S REPORT**  
The report covered the College's new Instrument & Articles of Government, Student Leavers' destinations, provisional Oxbridge places (19), the changes in Performance Management and regulatory requirements for sixth-form colleges and the appointment of another interim Director of Children's Services for Herefordshire. The above was discussed briefly and there was a longer discussion of national and local performance tables for the 2010 A and AS Level examinations. The College's performance exceeded all national averages and headed the Herefordshire league table for Average Points scored per student – but not for the average A/AS level grade. The College also headed the Herefordshire table for contextualised value added and also scored very high on this measure nationally.

The Principal had also reported what is now known about the funding arrangements for the period 2011-2015 and this led to an intense discussion. There has been a redistribution of funding nationally in which Hereford Sixth Form College is likely to fare much less well than currently.

The cut is likely to amount to 10% over three years, amounting to a successive annual losses of around £300 000. The College will also receive around £40 000 of 'new money' for capital equipment, but this will make little impact given the huge annual funding cuts. The most inflammatory cut is in Enrichment Funding, which covers careers guidance, sports and tutorial and other support: this is due to be cut by 75%. At a national level, the Sixth Form Colleges' Forum is lobbying ministers but the Board resolved that local action will be also be taken to solicit support from the Members of Parliament (MPs) for Herefordshire. The Board will write as a body and individuals will also send letters to MPs.

**8. GOVERNOR SERVICES OFFERED TO THE COLLEGE**

Forms on which Governors had listed the services they can offer the College were collected in. Minute 9 of the 16 December Board Meeting refers

**9. MONITORING OF THE 2010 OPERATION PLAN FOR THE PERIOD TO THE END OF OCTOBER**

99% of the objectives in the plan for the period up to 31 October were achieved. Three were not achieved and one of these, relating to the planned Independent Safeguarding Authority, has been abandoned as it is no longer relevant following a change in Government Policy. Two of the objectives had been deferred, although both should be done by the end of February. One of these objectives requires action by the Herefordshire Safeguarding of Children Board and the other relates to the analysis of equality data for students transferring from AS to A2 courses.

**10. STRATEGIC DEVELOPMENT PLAN 2011-12 TO 2014-15**

The main challenges that the College faces relate to the way it will respond to funding cuts, whilst attempting to maintain current standards. Besides listing the challenges, the plan sets out the way in which each aspect of the College's activities will be developed over the period. There was a brief discussion of whether the College may enrol students from overseas at some time in the future

**11. GOVERNORS' CONFERENCE**

The Conference Programme was discussed and agreed and, now that written assurance has been received from the hotel about access for disabled people, it was agreed that the conference will again be at the Pengethley Manor Hotel. However, regret was expressed that the hotel has no induction loop system

**12. COMMITTEE REPORTS**

i. Staff and Students Committee on 19 January

The Committee had discussed pay negotiations, the Governors' Conference, Staffing Projections, the Annual Accounts of the Student Representative Council and the Governors' Skills Audit. The Annual Accounts and associated report were discussed and found to be satisfactory. The accounts did not need formal approval because they were contained within the overall 2009-10 College accounts and, as such, had already been audited and approved by the Board – Minute 11iii of the 16 December Governors' Meeting refers.

The Skills Audit had revealed a need for Governor training in Financial Management, Audit and Legal Issues. The training on Financial Management was given on 3 February, and it was agreed that the Clerk would provide training on Audit and Legal Issues at 7pm on Thursday 26 May, before that evening's Board Meeting.

The Committee's minutes were then considered and **APPROVED AS A CORRECT RECORD**, subject to adding Ruth Jones (Finance Director) to those in attendance

ii. Curriculum Committee on 19 January

The Committee had discussed cuts in the enrichment curriculum budget (see

Minute 7 above for the Board's discussion of this), student destinations, attendance data, retention data and courses for students aged 11-16 from partner schools.

There was also discussion of the need to extend the range of examination courses taught, as detailed below, to meet the needs of students in the future. Departmental Targets were also considered.

After discussion, the Board **AGREED TO APPROVE**

- the addition of AS level Latin (single subject), AS/A level Health & Social Care (double subject) and AS/A level Travel & Tourism (double subject) to the College's Course Masterfile
- Departmental Targets 2011-12 (unchanged from the current targets)

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

iii. Search Committee on 20 January

Ken Hopkins *left the room for this agenda item*, and in his absence the Chair was taken by Michelle Balcombe who also reported on the Search Committee Meeting. The Committee had considered two candidates for appointment as the new Independent Governor and, after reviewing the skills needed by the Board, had agreed to nominate Blair Priday. This recommendation was subsequently endorsed by the Board – see Minute 3 above for details.

The Committee then considered Ken Hopkins' request to be reappointed as a Governor when his current term expires in October. After reconsidering the skills needed by the Board and comparing these with what Ken offers, the Committee had agreed to nominate him for reappointment. The Board of Governors discussed the nomination and then **AGREED TO REAPPOINT** Ken Hopkins for a four-year term as an Independent Governor from 4 October 2011.

The Appointment of Governors Procedures had been reviewed by the Committee with no substantive changes proposed. After a brief discussion the Board of Governors **AGREED TO ENDORSE** this recommendation.

Acting on the proposals in the Governance section of the Self Assessment Report, as detailed in Minute 9 of the 16 December Board Meeting, consideration had been given to the Clerk's draft for a mentoring scheme for new governors. The Board discussed the Committee's recommendations, which were for a scheme offering friendly and informal support for new governors. Each new Student Governor would be mentored by the existing Student Governor but for other governors the Committee Chair of the new Governor's chosen committee would normally be proposed as the mentor. The Board then **APPROVED** the Governor Mentoring Scheme

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

iv. Finance & Premises Committee on 20 January

The Committee had only discussed the Monthly Management Accounts for November and the accounts for December were presented for direct discussion by the Board.

The Board judged both sets of accounts to be as expected, with the financial position beginning its annual decline as monthly funding reduces until April. In projecting the 2011-2012 cash flow, a funding cut of 3% has been assumed, although the actual allocation will not be known until March. Although this projection looks gloomy, one small piece of good news is that letting income from the new Multi Sports Area has amounted to £5000 so far this year.

The Committee had also discussed the Student Cloisters (Library Extension) project, which is now complete. It had also reviewed the College's Financial Regulations, with no substantive changes recommended

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

- the Monthly Management Accounts for November and December 2010
- the College's Financial Regulations

The Committee's Minutes were then considered and **APPROVED AS A CORRECT RECORD**, subject to changing the name of the Acting Chair in Minute 1 from Ken Hopkins to Ravi Tandon

**13. ANY OTHER BUSINESS**

None

**14. DATE OF NEXT MEETING**

9am on Saturday 26 March 2011, at the Pengethley Manor Hotel