

MEETING MINUTES

LOCATION & TIME Church Rd Conference Centre 8.30 am MINUTES PREPARED BY: Fiona Chalk		COMMITTEE Full Corporation Meeting PART 1 MEETING DATE 13 th December 2017
PRESENT: David Cook (DC) – Chair Campbell Christie (CC) – Principal Susan Cornish (SC) Hilary Doyle (HD) Malcolm Dudson (MD) – Vice Chair Michael Few (MF) Andrew Stone (AS)		IN ATTENDANCE: Dominic Asater (DA) - Finance Director Saskia Larsen (SL) – Head HR&D James Taylor (JT) – Vice Principal Curriculum & Quality Steve Hutchinson and Phil Frier. FE Commissioner’s office (item 16)
ITEM NO:		ACTION
1.0	Apologies Apologies were received from Stephen Haydon, Kirsten Miller and Charlie Moseley	
2.0	Declarations of Interest There were no declarations of interest.	
3.0	Minutes of 27th September 2017 The minutes were approved as a correct record and signed by the Chair.	
4.0	Matters Arising <ul style="list-style-type: none"> • Stewardship date – members attended event • Risk Register – SLT to update early next term • Governor Link – now reported on as a standing item on each agenda • Decl. of Interest – members completed and returned • Strategic Plan – no further update as events have overtaken this item • Benchmarking – carried forward to the next meeting 	MG/DA
5.0	Student Governor Carried forward to the next meeting.	Clerk
6.0	TLA <ul style="list-style-type: none"> a. A Curriculum Dashboard summary update was circulated and noted by members. The link between this document and the college SAR were noted. 	

	<p>b. The College SAR went through a validation process 2 weeks ago, which some governors attended, along with a colleague from Brooklands College. The validation concluded a grade of Good overall, and Good for all sub areas with the exception of the sub area of Apprenticeships, which requires improvement.</p> <p>Governors note that year end data on the R14 submission had 150 items of data missing. The SAR has been updated to include this data.</p> <p>It was resolved that the College SAR be approved.</p> <p>Governors stated that they found the SAR meetings very helpful to furthering their understanding and gave their congratulations to the Team on the SAR.</p> <p>It was resolved that the HE QAA Statement be approved, following recommendation of such from C&Q.</p> <p>c. The Annual Complaints Report was noted.</p>	
<p>7.0</p>	<p>Governance</p> <p>a. College Code of Good Governance Self-Assessment and Action Plan. It was resolved this be approved and the Clerk will report on progress on a termly basis.</p> <p>b. Review of Standing Orders. It was resolved that the updated Standing Orders be approved.</p> <p>c. Succession Plan Policy. It was resolved that the policy be approved.</p> <p>d. Scheme of Delegation. It was resolved that the policy be approved.</p> <p>e. Governor Assessment. The Vice-Chair advised that it was the Corporation’s policy to review the performance of governors once they have been in post for a year. 2 governors who have been in post for 1 year are David and Kirsten. He requested Governors to send in questionnaire responses to the Clerk.</p> <p>Governors noted the above policy is best practice and a useful practical tool to assess performance and identify areas for improvement. The feedback will be shared with the whole Board and reported to the March Corporation meeting.</p>	<p><i>Clerk</i></p> <p>Governors</p> <p>MD</p>

<p>8.0</p>	<p>CSF</p> <p>Governors agreed that the CSFs are a critical tool used to hold management to account. The RAG rating of these was noted.</p> <p>CC explained that there is some mismatch between financial objectives and some of the CSFs, but the CSFs are national targets, not just local college aims i.e. staff costs 65% or less of income is a national target that the college will be measured against.</p> <p>CC emphasized the importance of CSFs and stated that regardless of the SPA outcomes, the College needs to perform going forward and its performance needed to be monitored - via the CSFs.</p> <p>Governors noted: 19+ achievement RED rag rated. Below national average, but overall improvement over past years is up and 4% up on last year. It was noted that this is primarily due to ESOL Maths and English where some full-time learners have dropped out.</p> <p>Governors asked: What are we doing to improve, is there training needed? Management advised that the college has to provide further Value Added which is difficult following 11 years of these subjects being taught in school. The challenge is about motivating and engaging learners. Maths has improved as the college has taken a new route. This year was particularly hard as there was a new curriculum that learners have not seen before. Maths and English outcomes reflect the National picture. This area was judged good on the learning walk. Staff focus will now be on how we can motivate reluctant learners to study a subject they have not chosen to do as English and Maths are compulsory. Where curriculum areas have really taken ownership of this, there has been focus on attendance, 90% attendance (the overall expectation for the College) now applies to Maths and English too. It is being taken into their curriculum areas to be contextualised for students.</p> <p>What is the cause of the reported long-term staff illness? Management advised that this is due to illness, not stress in most cases.</p> <p>Why is Standards of Teaching on SAR grades rated red when the majority of areas are rated as good? Management advised that 1 or 2 areas being red will make the whole grade red. Either the target for all areas to be good or outstanding is met, or it is not met at all.</p>	
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	<p>Apprenticeships – very good figures largely helped by sub-contracted provision. Governors expressed concern since the college has lost its sub-contracted provision. Management advised that the College’s own provision has improved year on year and is at national average this year.</p> <p>Governors discussed the ambiguity around grading areas Amber – ‘ongoing’ – is it helpful? It should not be acceptable to be continually ‘ongoing’. It was agreed the CSF tool is useful for committees to decide which areas they want to drill down to. The arrows help to show what the direction of travel of achievement is.</p> <p>It was resolved to change the rating from ‘ongoing’ to ‘partly met’.</p>	<p><i>JT</i></p>
<p>9.0</p>	<p>Prevent/Safeguarding</p> <p>JH, lead governor for Safeguarding, circulated a report on Safeguarding and Prevent.</p> <p>Governors noted:</p> <ul style="list-style-type: none"> • Ofsted see this area as very important • Use of social networking needs further discussion • Cyber bullying. A new system is in place in the college that flags up bad sites that are trying to be accessed • External agencies are Local Children’s Board, Sexual Exploitation group etc. – agencies share information i.e. between schools, police, social workers etc. this information is fed back into the college • Governors not expected to know operational detail but should know what the college is doing at a higher level and what procedures are in place <p>Governors asked: Have there been any major incidents? No, none.</p> <p>C&Q looks at this subject termly. Report from John Samson will go to the next meeting.</p>	<p><i>JS</i></p>
<p>10.0</p>	<p>ESFA Letter</p> <p>Governors noted a letter circulated to Principals highlighting key issues for colleges in regard to Finances and measures colleges should take to ensure they fulfil their responsibilities in regard to the safeguarding of the college assets.</p> <p>It was agreed that the points raised in the letter are covered by current practices and business planning.</p> <p>The college’s Management Accounts have been praised by ESFA twice as exemplars.</p> <p>Financial records – ESFA funding audit will result in a clawback being due. Therefore, the college could tighten up</p>	

	<p>its procedures and funding regulations to lessen clawback exposure in the future. Internal controls – agency spend is small. Cash management – daily cash flow monitoring takes place. Bank covenants – not broken. Commercial activity clarification – not relevant to B&W. Governing Body skills audit – regularly undertaken.</p>	
11.0	<p>Future Meetings:</p> <p>FCM 14th March 2018 Training 21st March 2018</p>	
15.0	<p>Committee minutes and curriculum visit reports</p> <p>Resources Committee: The minutes were noted, including the presentations on new business, particular apprenticeships, Marketing and Cyber security. Stephen Hayden was thanked for his advice and input into Cyber security.</p> <p>Audit Committee: The revised Terms of Reference were approved.</p> <p>Governor Visit reports:</p> <ul style="list-style-type: none"> - GCSE Maths and English – this was an initial meeting and issues to be addressed were discussed, with a planned revisit in January. - Motor Vehicle and Electrical vehicles and emerging technologies – good discussions and increasingly relevant discussions. - Electrical installation companies are giving engineering technicians accreditation through apprenticeships and B&W’s courses are to gain accreditation. - Vocational studies offer a wide selection of courses. 	

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