



GOVERNING BODY

MINUTES

of the meeting held on Wednesday 1 July 2009 at 5.35pm

PRESENT

Mr P Banks
Mr P Brown
Mrs A Fox (Chair)
Mr L Goodlet
Sister V Hagen
Mr L Jones
Mr A Lilley
Sister M McMullan
Mrs S Smith
Mrs H Stainton
Miss M Westwell

IN ATTENDANCE

Mr J Barton (Clerk to the Governors)
Mrs A M Cassidy (Director Finance & Funding)
Mr. David Gardner (Vice Principal Curriculum & Quality)
Mrs M Locke (Minute Secretary)

1368 **APOLOGIES FOR ABSENCE** Apologies for absence were received from Sister P Ainsworth, Mr M Bentley, Mr P Campbell, Mr D Frost, Mrs M Holmes, Mr U Mukhtar, Mr A Noblet, and Mr P Woods

1369 **DISCLOSURE OF INTERESTS**

No member of the Governing Body declared a personal interest in relation to any item on the agenda.

1370 **APPOINTMENT OF GOVERNORS**

The Clerk to the Governors informed the governing Body that the Student Council had not yet made a nomination for a student governor to replace Ms E McKelvey

1371 **MINUTES OF MEETINGS HELD ON 1 APRIL 2009**

The minutes of the meetings held on 1 April 2009, having been circulated previously were agreed as a true record and signed by the Chair.

1372 **MATTERS ARISING FROM THE MINUTES** There were no matters arising from the minutes

Mr A Lilley joined the meeting

1373 **PROPERTY STRATEGY UPDATE**

The Director of Finance and Funding introduced the Report which included updates on:

- Capital Build, including Learning Skills Council position on grant aid
- Creation of extra social space for students

RESOLVED: to receive the Report with thanks

1374 REPORT FROM TENDER BOARD

Governing Body discussed recommendations from the Tender Board meeting held on 29 June 2009, and

RESOLVED: To approve awarding the contract for replacement computers to Millenium Business Systems

1375 THREE YEAR STRATEGIC DEVELOPMENT PLAN 2009 - 2012

The Vice Principal (Curriculum & Quality) introduced the report which included draft strategic aims and objectives that were discussed at the Strategic Planning event held on 13 May 2009, plus Performance Indicators and Corporate Targets for the College. Governors welcomed the addition of the risk assessment included for each objective. He explained the proposal to change the format of the document for next year to make it more user-friendly.

The VP (Curriculum & Quality) tabled a paper which detailed the members of College Management Team (CMT) and their areas of responsibilities. He reminded Governing Body of the proposal to link individual governors with CMT members to undertake a liaison role, and therefore further involve them in College activities. Governors stressed the importance of clarifying the role of governors undertaking this function and communicating this to the College community. Governors interested in being linked with a member of CMT should notify the Clerk as soon as possible.

After discussion and clarification on various matters the Governing Body

RESOLVED: To

- approve the Strategic Aims and Objectives for 2009 – 2012
- approve the Performance Indicators and Corporate Targets
- approve the 3 Year Strategic Development Plan 2009 – 2012

1376 FINANCIAL FORECAST 2008/09 - 2011/12

The Director of Finance & Funding introduced the Financial Forecast Report, and highlighted factors that will/ could have an impact on the College during the period of the forecast. These include an assumed student growth of 16-19 years students to 1830 for 2009/2010. The forecast also includes Financial Objectives and Targets for the College.

The Governing Body acknowledged the difficulty of putting together the forecast when there was much change taking place in the sector in terms of funding methodology; changes in the role of LSC; and lack of specific information available re future funding levels. It was also recognised that future income would probably be restricted and the College would need to continue to monitor the situation carefully.

RESOLVED To approve the recommendations of the Property & Finance Committee (minute 329 of Property & Finance Committee 18 June 2009 refers) to approve the College Budget for 2009/2010, and the approval of the financial forecast that takes account of possible critical issues relating to future development. The Governing Body also approved the Financial Objectives and Targets included in the forecast, subject to an adjustment of the 2009/2010 targets.

Mr A Lilley left the meeting

1377 MANAGEMENT ACCOUNTS TO 31 MAY 2009

The DF&F introduced the Management Accounts for the period ending 31 May 2009, and clarified matters raised. She explained that Property and Finance Committee has discussed various Treasury Management options at their meeting held on 18 June 2009 (minute 327 refers) and had agreed that the College should open a current and an investment account with Barclays Bank.

RESOLVED: to approve the Management Accounts, for the period ending 31 May 2009, and approve the opening of a current, and an investment account with Barclays Bank.

1378 PRINCIPALS REPORT

The Governing Body considered the Principal's Report which included:

- Mission & Ethos: Assemblies & Worship; Government sexual health initiatives
- January results – analysis received from each Division
- Appointments: appointment made during this term
- Estates and Finance: details of Funding received from LSC and new build update
- Students on roll/ attendance/retention - remain good, and on agenda of next meeting
- University Centre Strategy – general outline of University Centre strategic direction. Exam results tabled.
- Leadership and Management Newsletter - draft copy tabled, and governors invited to send comments/ observations to Principal.

RESOLVED: to receive the report, and record the Governing Body's congratulations to all the staff and students involved in achieving such excellent higher education results within the University Centre

1379 HEALTH & SAFETY REPORT

The Director of Finance & Funding presented the Report and clarified queries raised. The Report included information on Safety Policy; H&S training provision; Accident and Incident summary; and progress on safety related activities. Governors also noted the information received on Pandemic Flu Planning Checklist.

RESOLVED: to receive the Health and Safety Report

1380 CALENDAR OF MEETINGS

The Governing Body discussed the draft calendar of meetings for 2009 – 2010. Changes to the Governing Body meeting dates for September (15) and November (4) were agreed. The dates for Committee meetings should be decided by Committee Chairs in consultation with Committee members.

1381 MINUTES OF COMMITTEE MEETING:

The Clerk to Governors asked the Governing Body to formally receive and accept the minutes of the following Committee meeting, which had been circulated:

- Personnel 23 March 2009
- Remuneration 23 March 2009
- Property & Finance 27 March 2009
- Audit 6 May 2009
- Quality & Standards 9 June 2009
- Personnel 17 June 2009
- Remuneration 17 June 2009
- Property & Finance 18 June 2009

RESOLVED: that the minutes of the Committees be formally received and accepted by the Governing Body.

1382 ANY OTHER BUSINESS

Mrs M Locke, Mr J Barton, Mrs AM Cassidy, Mr L Goodlet ; Mr D Gardner left the meeting

1382 RESTRICTED ITEM: Remuneration Committee