



GOVERNING BODY

MINUTES

of the meeting held on Wednesday, 21 April 2010 at 6.00pm

PRESENT

Sister P Ainsworth
Mr P Banks
Mr P Brown
Mrs A Fox (Chair)
Mr D Frost
Mr L Goodlet
Mrs M Holmes
Mr L Jones
Mr L S Powers
Mrs S Smith
Ms A Suhail
Ms M Westwell

IN ATTENDANCE

Mr J Barton (Clerk to the Governors)
Mrs AM Cassidy (Director of Finance and Funding)
Mrs M Locke (Minuting Secretary)
Mr P Woods (Vice Principal Resources)

OBSERVERS

Mr D. Fletcher (RSM Tenon)
Mr S Morris (Student Governor nominee)

Note: Prior to the Business meeting Ms B Worthington made a presentation on the College's Religious Education (RE) and Chaplaincy activities.

The Governing Body thanked Ms Worthington for an excellent presentation, and recorded their congratulations for the valuable contribution that the RE and Chaplaincy staff are making to the success of the College

1444 APOLOGIES FOR ABSENCE Apologies for absence were received from Mr P Campbell, Mr M Bentley, Sr V Hagen, Sr M McMullan, Mr A Lilley, Mr A Noblet, and Mrs H Stainton

1445 DISCLOSURE OF INTERESTS The Clerk explained that under Agenda item 10 Mr L Goodlet would be presenting the Equal Opportunities Monitoring Report in his role as Equal Opportunities Manager.

1446 MINUTES OF MEETINGS HELD ON 24 FEBRUARY, AND 11 MARCH 2010
The minutes of the meetings held on 24 February 2010, and 11 March 2010, having been circulated previously, were approved and signed by the Chair, subject to an amendment to the apologies list of the 11 March 2010 meeting.

1447 MATTERS ARISING FROM THE MINUTES

Minute 1433: The Principal informed the meeting that arrangements relating to the Chlamydia Screening programme have still to be agreed with the Primary Care Trust

1448 APPOINTMENT OF GOVERNORS

The Clerk reminded Governors that the term of office for one of the student governors ends on 30 April 2010, and therefore this was the last meeting he would be attending. The Student Council have nominated Simon Morris for the vacant position.

RESOLVED: to thank Lewis Scott Powers for the valuable contribution he has made to the work of the Governing Body, and to wish him well for the future. Also, to approve the appointment of Simon Morris as Student Governor for the period 1 May 2010 to 30 April 2011.

1449 SAFEGUARDING UPDATE

The Clerk informed governors that the Audit Committee had requested that the briefing sheet on 'Safeguarding Children' compiled by RMS Tenon be circulated to all governors, for information.

The Vice Principal (Resources) presented the Safeguarding Update Report, which included:

- CRB checks for staff - all Criminal Record Bureau (CRB) checks are in place
- Governors currently have Standard CRB checks
- Review of CRB arrangements will be in line with the responsibilities and procedures introduced by new Vetting and Barring Scheme
- Safeguarding Policy is currently under review.
- Online Level 1 training has been undertaken by staff; and a Local Authority approved Level 1 Training course has been arranged for the 9 June 2010. Whilst recognising the qualifications and experience of the nominated safeguarding governor it was felt that the opportunity for Level 1 training should be made available to all governors. This will ensure that the Governing Body will have a number of governors who are well informed when matters relating to safeguarding are considered. The Chair and Deputy Chair of Governing Body agreed to undertake the training course.

RESOLVED: To receive the Report with thanks, and to include the review of CRB checks on the agenda for the 7 July 2010 meeting of Governing Body.

That the all governors be informed of the level 1 training course that has been arranged for 9 June 2010

1450 MACHINERY OF GOVERNMENT (MoG)

The Clerk updated the Governing Body on the latest developments relating to the Machinery of Government, including

- Designation - The College has now been designated as a Sixth Form college under section 33B of the Apprenticeship, Skills, Children and Learning (ASCL) Act. The Young People's Learning Agency (YPLA) will be contacting Colleges to agree any necessary changes to the College's Instrument and Articles of Government.
- Framework for Excellence (FfE): Following the MoG changes the FfE will be located within the Skills Funding Agency for FE Colleges and within the LA for VI Form Colleges.
- The new Sixth Form Sector - The new Sector came into being on 1 April 2010; which means that the Learning and Skills Council is discontinued and has been replaced by the LA, the SFA and the YPLA, among whom its responsibilities have been dispersed. The Sixth Form Colleges Forum (SFCF) have adopted a Manifesto that outlines its role in representing Sixth Forms in a variety of ways.

The Clerk/ Principal tabled hard copies of documents that had been circulated electronically i.e.

- SFCF Machinery of Government Update & Framework for Excellence Bulletin;
- the SFCF Manifesto;
- the SFCF Response to the Review of Governance.

RESOLVED: To receive the report; and note the new 'designated Sixth Form status' of the College.

1451 DIRECTOR OF FINANCE & FUNDING (DFF) REPORT

The DFF presented her report which included:

- the Management Accounts to 28 February 2010, including FfE performance indicators.
- Treasury Management Report 2009/2010
- Efficiency Management Model (EMM)
- An update on projected finance for 2010/ 11

RESOLVED: To approve the Management Accounts to 31 January 2010; the Treasury Management; the Efficiency Management Model; and to note the comments on the possible impact of future funding arrangements.

The DFF was congratulated and thanked for the reports which reflect a prudent approach to financial management.

Mrs M. Holmes left the meeting

1452 PROPERTY STRATEGY UPDATE

The Vice Principal (Resources) gave a verbal update on the current situation relating to possible capital projects. He referred governors to Minute 352 of the Property and Finance Committee meeting held on 25 March 2010.

RESOLVED: To receive the report and note the comments made.

1453 PRINCIPAL'S REPORT

The Principal presented his report, which included:

- Mission and ethos: outline of activities relating to ethos and mission.
- Designation: this matter discussed in detail under Machinery of Government agenda item
- Deputy Appointment: start date to be 14 June 2010
- Finance - discussed under Director of Finance & Funding Report
- Safeguarding : Principal reported recent incidents involving attacks on students in the close proximity of the College, and the links made with the police and local community to discuss ways of addressing the problem
- Death of member of security staff: the Principal reported the circumstances surrounding the recent death of a female member of the Security staff.

RESOLVED: To receive the Report with thanks; and to record the Governing Body's sadness and regret at the sad loss of the Security guard. Their prayers and thoughts are with the person's family and friends.

1454 EQUAL OPPORTUNITIES MONITORING REPORT 2008 - 2009

The Equal Opportunities Manager presented the report, which has previously discussed by Personnel Committee (minute 510 of 23 March 2010 meeting refers). He drew governors' attention to the Key Findings Summary, and the 'Issues to be addressed in the coming year'. He highlighted the intention to integrate the race, gender, and disability schemes into a single 'equality scheme'.

RESOLVED: That the Governing Body receives the Report, and agrees the issues to be addressed during the coming year

1455 HEALTH & SAFETY REPORT

The Vice Principal (Resources) presented the Report which included:

- Accident Incident Summary Report
- Health & Safety Training
- Progress on Safety related activities.

He also outlined the background to the proposed changes to the College Mini-Bus policy

RESOLVED: To accept the Report with thanks, and approve the proposed changes to the Mini Bus Policy.

1456 MINUTES OF COMMITTEE MEETINGS:

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

- Remuneration Committee 16 December 2009
- Audit Committee 3 March 2010
- Personnel Committee 24 March 2010
- Remuneration Committee 24 March 2010
- Property & Finance 25 March 2010

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

1457 STRATEGIC PLANNING EVENT

The Governing Body agreed that the joint Governor/ College Management Team Strategic Planning event should be on 12 June 2010.

1458 ANY OTHER BUSINESS: None

Ann-Maria Cassidy; David Fletcher; Luke Goodlet; Simon Morris; Lewis Powers; Aleena Suhail; Peter Woods; Margaret Locke left the meeting

1459 RESTRICTED ITEM Matters arising from Remuneration Committee