

Minutes of the meeting of the Corporation held on Monday 19 May 2014 at 4.45 pm

in R205

Present

Carole Stott	Present	Chair
Jacqui Buffton	Present	Vice-Chair
Matt Atkinson	Present	Principal
Colin Darracott	Apologies	
Victor da Cunha	Apologies	
Graham Briscoe	Present	
Louise Fradd	Apologies	
Andy Furse	Present	
Richard Harvey	Present	
Jenny Payne	Present	
Larissa Perry	Present	
James Wallace	Present	
Emma Yates	Present	
Julian Young	Present (from item 12)	

In attendance

Heather Cross	Clerk to the Corporation
Rob Sibley	Vice Principal (VP)
Julian Tucker	Director of Finance (DoF)

Prior to the meeting a group of governors met with student representatives to discuss student matters and to talk about the work of the Governing Body. It was agreed that students should develop a plan for what they wanted to achieve over the year and that at the half-yearly stage another meeting with the governors would be held to review progress – the best timing for this was decided to be October or November. It was also agreed that more would be done to publicise the role of governors to students generally with the possibility of a short video for use in induction.

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| <ol style="list-style-type: none"> 1. Apologies
Apologies for absence were received from Colin Darracott, Victor da Cunha and Louise Fradd. 2. Declarations of Interest
None 3. Confidentiality of Items
Item 5 was noted as confidential. | <p>ACTION</p> |
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4. Minutes of the meeting of the Corporation held on 28 April 2014 and any matters arising

The minutes which had been circulated were accepted and signed as a true record, subject to an addition to minute 4 to make it clear that the College was the Borrower referred to, and a correction made to minute 7 to change the word 'regarded' to 'regraded'. In the confidential minutes, item 5, second paragraph, the words 'over the period' be added after the figure £6.60.

5. CONFIDENTIAL item – Principal's Strategic Update – see separate minutes

6. Bath Education Trust

The Principal spoke to the report which was to provide Corporation members with the opportunity to review the proposed annual operating plan of the Trust prior to final approval by the BET Board. The operating plan was designed to guide the work across the partnership over the coming year and was being considered by all the governing bodies of the participating organisations. All governors were encouraged to attend a BET event on 17 June 2014 to find out more about its activities.

It was noted that the Principal and the Chair of the Trust were to commence negotiations shortly with Oldfield school concerning joining.

LM, DoF

In reviewing the leadership development and CPD work stream it was suggested that effective teaching and learner engagement in English and Maths should be a priority in any joint work undertaken.

It was considered that innovation and entrepreneurship be built into joint working in the curriculum and elsewhere, where ever possible.

The college's financial contribution to the Trust, the significant amount of leadership provided by the Principal and the benefit of a shared careers service across BET were all recognised, together with other features.

The Corporation endorsed the 2014/15 Annual Operating Plan of the Bath Education Trust.

7. Key Performance Indicator monitoring

The latest KPI report had been circulated. Few changes had taken place since the previous report. The Principal commented that over-performance in 16 to 18 numbers was unlikely to continue to be funded by the Education Funding Agency in future years. The Adult Single budget position was improving but remained a key risk.

It was agreed that the Ofsted Data Dashboard on the college be provided to the Corporation at its next meeting instead of the KPI report with a presentation about how it operated. Although the data in the Ofsted dashboard was accurate, the descriptions and comparisons with schools were inaccurate and the Association of Colleges was trying to resolve the position with the assistance of the Responsive College Unit.

VP

The report was noted and received.

8. Student Union Annual report from SU Chair

A report from Jenny Payne had been circulated which was welcomed by governors and the meeting prior to the Corporation with students was acknowledged. The largest change over the previous year had been the introduction of the sabbatical SU President's role and the extent of activity undertaken by Jenny over the year was recognised as having made a real difference. The student relationship with the Board would feature in the review of governance undertaken annually. Governors asked questions concerning how HE student views were captured. There were, in fact, some proposals currently being discussed to improve the HE Learner Voice. A question was asked concerning international student involvement and integration. The Principal commented that work was underway through sport development to improve international student integration.

A review of the SU Constitution was about to start and this will come to the Corporation for final approval.

Governors received the annual report from the SU Chair, welcoming it as the most informative they had seen over a number of years.

9. Learner Voice and perceptions of teaching and learning

A report giving highlights from the recent on-programme survey was reviewed. The Principal commented that overall satisfaction had increased but there had been a reduction in the satisfaction concerning teaching and learning. Focus groups to review areas which had emerged from the survey had been filmed which assisted a good record of the comments made. There were some pockets of concern around teachers being absent and this was being actioned by college management. Governors were updated on the plans for CPD for teachers at the end of the academic year where there would be opportunities to share good practice and a special focus on teaching and learning for English and Maths. In response to questioning by the Governing Body, the meeting welcomed hearing how information would be fed back to students on the way their comments had had an effect in making improvements.

The report was noted and received.

10. English and Maths Strategy progress report

Lianne McCarthy joined the meeting to present her report. It was recognised that introducing this strategy required a considerable culture change. A recent Ofsted good practice visit had been of assistance in taking plans further and the inspectors had had considerable discussions with students about their experiences. The key challenge noted was

consistency in delivery and this was a particular issue where English GCSE wasn't suitable and where timetabling in departments hadn't been planned as effectively as possible. Both strands of Maths and English were to be pursued in future. There were some logistical issues to overcome such as the large numbers to be accommodated for exams. The recruitment of good staff remained critical. In response to questions from the Governing Body about gathering information on good practice, the Principal reported that the college was partnering with Chichester College because of their outstanding inspection grade and their strong success rates in this area. Performance for the college had improved since the previous year and the various measures being developed would undoubtedly bring about further improvements. It was noted that employers really valued skills with English and Maths and this was emphasised to students.

The report was noted.

11. Management Accounts for month 7 and month 8 end of year forecast

DoF

The Management Accounts had been circulated previously and the key features were introduced by the Director of Finance. The college remained on track to meet the targeted budget. Pay was on track and consistent throughout the year. Estates costs continued to be an issue but were being controlled. The College Condition Fund was being deployed on the works agreed by the Corporation.

The Accounts were noted.

12. SFA Financial Health

The financial health grade of the college awarded by the SFA for the 2013-14 year was satisfactory. The grade was noted.

13. Stewardship Governor role descriptions

A revised role description had been circulated following comments from stewardship governors and the discussion which had taken place at the last meeting. Further amendments were discussed and some re-ordering of bullet points was agreed. It was decided that a point be added to reflect the role for the 'Gazelle' stewardship governor in advising and supporting the executive in relation to change management. There was debate around the extent of the quality stewardship governor role being involved in review of the curriculum plan and it was determined that quality should be monitored by the whole Corporation. It was suggested that wording to reflect the appropriate level of governance input be developed further by the Clerk.

Clerk

It was agreed that the role description continue to be kept under review and would be considered again at the Board residential as part of the Board evaluation of performance.

- 14. Proposed meeting dates for 2014/15 year**
Proposed dates for the forthcoming year were laid on the table and were considered and **agreed**.
- 15. Silent papers**
There were no silent papers or questions which had been notified to the Clerk.
- 16. Date of next meeting**
This had been agreed previously as Monday 23 June 2014 to take place in R204.