

Minutes of the meeting of the Corporation held on Monday 24 March 2014 at 4.45 pm

in the Shrubbery

Present

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

In attendance

Heather Cross	Clerk to the Corporation
Rob Sibley	Vice Principal (VP)
Julian Tucker	Director of Finance (DoF)
Judy Lye-Foster	Director of Teaching and Learning (until item 11)

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| <ol style="list-style-type: none"> 1. Apologies
Apologies for absence were received from Graham Briscoe and from Lianne McCarthy. 2. Declarations of Interest
None 3. Confidentiality of Items
Items 5 and 6 were noted as confidential. 4. Minutes of the meeting of the Corporation held on 9 and 16 December 2014 and of the Residential meeting held 31 January and 1 February any matters arising
The minutes had been circulated and were accepted and signed as a true record, subject to confirmation of the accuracy of the figure quoted for current retention in the minutes of 9 December 2013. | <p>ACTION</p> |
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Letter to MP

The Principal reported that he had both written to and spoken with the MP after the last meeting concerning the funding cuts to 18 year old funding. Lobbying by the sector had gone some way to securing some mitigation of the position and £100k had been removed from the funding reduction in the coming year.

Self Assessment report minutes

James Wallace commented that Ofsted had commented in the recent inspection of the college that there was a rigorous process exercised by governors in the approval of the Self Assessment Report (SAR). The SAR had been equally rigorously examined in this year's meeting but he questioned whether the minutes would give sufficient evidence of this to satisfy an Ofsted Inspector and he suggested that in the December meeting in 2014 this should be borne in mind.

Accommodation at Twerton Mill

Julian Tucker reported that negotiations on the lease were continuing but the developer was reluctant to negotiate a 10 year break but final proposals would be brought to a future meeting.

Revolving credit proposals

Julian Tucker reported that matters were proceeding positively concerning the negotiation of revolving credit proposals for £800K to be available over 3 years.

5. CONFIDENTIAL item – Curriculum Plan – see separate minutes

6. CONFIDENTIAL item – SPA group feedback and College 5 year forecast – see separate minutes

7. Bath Educational Trust update

Victor da Cunha declared an interest in this item as Curo was likely to be the developer for the new school proposals referred to in this item.

A paper had been circulated from the Principal which gave an update on the expanding membership and noted that Wellsway School was to become a multi academy trust from April.

The Board noted and endorsed the key workstreams associated with the Trust, the most significant of which was the set up of a new Primary School. The Board further noted the appointment of Matt Atkinson, Principal, to the Wellsway Multi Academy Trust.

The Board requested sight of the admissions policy for the school, for information, once drafted.

8. Quality Improvement Plan

Judy Lye-Foster gave a presentation on the Quality Improvement Plan which had been circulated previously.

The Board noted the purpose of the Plan and stressed the importance of consistency in its delivery. It was agreed that the document would be more useful with the inclusion of current action and progress.

There was discussion concerning the progress being made. It was noted that the key issue was progress with English and Maths and it was recognised that the requirement was to change the culture with young people and a programme of mass re-engagement was required. Innovation was critical as was the recruitment of more specialist staff.

It was suggested that more information concerning issues around assessment be included in the Plan as this was something which students themselves flagged as an issue at course rep meetings.

It was agreed that a termly update on progress be reported to the Quality Stakeholder governor.

9. Equality and Diversity Update

The Equality Report had been circulated previously. Judy Lye-Foster gave the meeting a summary of the progress against the equality objectives.

Governors welcomed and approved the detailed report, noting the progress. It was agreed that work should be carried out to consider equality objectives concerning the governing body in future.

10. Safeguarding Update

A report had been circulated previously and Judy Lye-Foster highlighted key aspects for the meeting. It was noted that there was a consistent increase in safeguarding referrals and the increasing seriousness of many of the cases; there was an increased number of young people on Child Protection Plans and Child in Need Plans; the Student Counselling Service was experiencing a significant increase in referrals and initial assessment and there was an increase in the number of cases involving self-harm and suicidal feelings.

The issues highlighted by the report were discussed and it was recognised that increases in activity were partly a result of a general increase in understanding of staff.

Governors welcomed the report and noted that college interventions were assisting students to remain at college and to achieve.

11. Teaching and Learning Update

A report on teaching and learning had been circulated. Judy Lye-Foster highlighted key issues 129 observations had been carried out during the year to date and there had been a 13 % increase in those recorded as good or better. The Principal commented that the college's planned move from 'good' to 'outstanding' required different approaches which were being explored, including team-based activities. Pilots of focussed Development and Improvement weeks were being trialled. There were five curriculum areas in intensive care and three further areas undergoing monitoring and two further areas having undergone a risk assessment.

It was noted that the college was to be subject to a QAA HE Review in

June 2015. **It was agreed that a more recognisable HE Voice in the college was desirable which from time to time should be reported to Governors.**

Judy Lye- Foster was thanked for this and her previous reports and left the meeting.

12. Key Performance Indicator Monitoring

The Key Performance Indicator report on 16-18 Learner numbers, the Single Adult Budget, Apprenticeship performance. Retention and attendance and outstanding success had been circulated. Governors requested that the report be provided in colour in future, so that levels of performance could be more readily identified.

The success of the Bath Skills Fair was noted. The Vice-Chair reported that she had attended this event which had been very successful. The Board recorded its thanks to all those involved in the event.

Funding performance variances were noted as a matter to keep under review.

There was a discussion about retention. The importance of retaining existing learners was noted.

The Board thanked the Principal for the report, which was noted.

13. Management Accounts for month 6 and end of year forecast

The Management Accounts to January 2014 had been circulated previously.

The Director of Finance spoke about the key features of financial performance, commenting that the current year's position was positive. The year-to-date position showed an improvement against budget of £233K and the year-end forecast indicated that an overall surplus of £100K was anticipated, which was an improvement against budget of £360K.

In discussion it was commented that any actions in the current year to assist in the preparations for the 2014/15 year which would be less favourable, should be taken.

The Board noted the Management Accounts.

14. Risk Review

The risk register had been circulated previously. It was noted that four new risks had been added to the risk register concerning ACL under-delivery; 16 – 18 apprenticeship under-delivery; financial health assessment and the CSkills Contract. Four risks had been removed from the register namely high levels of staff recruitment; programmes of study; the transfer of safeguarding responsibilities and the British Council Inspection and the risk concerning the loss of highly trusted status had been re-graded to recognise this was now a high risk. The actions being

taken to mitigate the risk were noted.

The Board noted the report and requested that the risk review be updated in the light of recent discussions by the SPA group and the Board relating to funding matters and requested that an updated register be brought to the next meeting.

15. Evaluation of the Residential

A report summarising the evaluation of the residential had been circulated and was noted.

The Board agreed that the same venue be used for future residentials. Where possible alternative arrangements for break-out spaces would be organised.

16. Performance Management of the Board

Proposals for the formal evaluation had been circulated with the agenda and the Chair highlighted the importance of this activity including evaluation of the Chair. She and the Clerk would develop further ideas and bring them back to the Board in due course and she invited any ideas which governors had.

Julian Young spoke about a model of board performance evaluation with which he was familiar and agreed to send this to the Clerk for information. In particular this system had value in assessing how far a Board had been truly strategic.

It was agreed that the Chair and Clerk should develop proposals for Board performance evaluation.

17. Governance and Search Task Group membership

The current membership of the task group was noted, along with the requirement for this to be refreshed as two current members' terms of office were due to end in the near future. Graham Briscoe and Colin Darracott were thanked for the work they had performed as members of the task group and formerly the Committee.

Louise Fradd and Andy Furse were agreed as new members of the Governance and Search Task group.

18. Appointment of Secretary of State for Business, Innovation and Skills as Principal Regulator of FE Colleges as exempt charities

A report had been circulated which informed the Board about the appointment of the Secretary of State for Business, Innovation and Skills as the Principal regulator of FE Colleges as exempt charities.

The appointment was noted.

19. Meeting Evaluation Feedback

The Chair commented that it was not intended there be a meeting evaluation to take place after each meeting and she intended to look at the system to be used for the future as discussed earlier in the meeting. She invited governors to come forward with comments concerning the

operation of the Board at any time, either to herself or to the Clerk.

20. Any Other Business - Membership of the Audit Committee

It was noted that the Audit Committee required another Board member to join it on a permanent basis.

The Board approved the appointment of Julian Young to the committee. The Chair thanked Julian for joining the committee.

21. Date of next meeting

This had been agreed previously as Monday 28 April 2014.