

Minutes of the meeting of the Corporation held on Monday 27 February 2017 at 5.15 pm

In H402, City Centre Campus

Carole Stott
Andy Furse
Laurel Penrose
Victor da Cunha (til item 10)
Erica Draisey
Kez Hawkins
Adam Reed
Jane Shaw
Neil Wilson
Julian Young

Chair
Vice-Chair
Principal

Apologies

In attendance

Heather Cross

Clerk to the Corporation

Jayne Davis

Interim Vice Principal
Quality and Students
(IVPQS)

Julian Tucker

Executive Director of
Finance (EDoF)

1. Apologies

Apologies had been received from Jane Shaw, Kez Hawkins and Julian Young.

ACTION

The Chair reported that as reported by email to governors, Louise Fradd had now stood down from the Board on advice from BANES, her employers, in view of conflict of interest issues.

2. Declarations of Interest

None

3. Confidentiality of Items

Item 7 on the Estates Strategy and item 8, Banking matters were noted as confidential.

4. Minutes of the meeting of the Corporation held on 27 January 2017 and any matters arising

The minutes of the last meeting, the Corporation away day, held on 27 January 2017 were agreed as a true record of the meeting.

5. Presentation – MinutePad governance system

An electronic presentation on the MinutePad system which was being actively considered for implementation was given by the company remotely.

It was noted that a separate recommendation would be made to the Board subsequently.

6. Estates Strategy

See separate confidential minutes

7. Banking Matters

See separate confidential minutes

8. Risk Register

A report had been circulated and a replacement sheet for one of the pages was tabled.

Governors asked questions concerning a number of risks and queried with a number of March deadlines recorded, whether these would be met.

The Individual Learning record return was being finalised currently. The allocation would be known by the end of March and a 200 shortfall in student numbers was anticipated. The consequences of this would be reported once clear.

Governors asked about the Apprenticeship risk. It was confirmed that the strategy was in place to address this.

It was agreed that on future occasions the governors would enquire about future actions and whether they were on target. It was agreed that a target column be added to the Risk register to assist with this process.

9. Post Inspection Action Plan

The latest current Post Inspection Plan had been circulated and the actions necessary were noted. Jayne Davis updated on the latest position concerning student attendance which was still at 90% overall – on target.

A very positive response had been made to the inspection visit comments concerning foundation learning and the fundamental changes needed had been addressed very quickly.

The main area for attention was in relation to the quality of classroom teaching, learning and assessment and the Heads of Department had been given clear responsibility here, with links to teaching and learning support.

Governors asked additional questions about tutorials and were informed about the plans to remove schemes of work here and then a focus on one to one discussions, backed by a college wide plan to give

coverage to the large tutorial themes. This methodology meant that everyone had consistent delivery for these themes.

Governors looked forward to further progress reports.

10. Quality Improvement Plan

The Quality Improvement Plan had been circulated against which generally good progress was being made. The plan had no red items. In discussion the ambers around curriculum planning were noted. Security had recently moved from red following the introduction of proximity card readers to make improvements to access.

Progress monitoring and smart targets were linked and remained amber. Group profiles were now green.

English and Maths – would remain amber, but attendance was going up for both of these areas.

Questions were asked concerning the apprenticeship achievement rate and it was commented that some work was needed on timely completion. Use of the quality system should mitigate the position. The RAG rating for students would be provided to the Quality Working Group.

Governors thanked Jayne Davis for her report.

11. Key Performance Indicator monitoring

The dashboard was circulated. It was decided that there was too much information concerning attendance and this should be streamlined to highlight those where percentages were not to the target. Jayne Davis explained that a live version of this document was retained within the college. Governors anticipated accessing this document electronically and being able to zoom in on numbers.

It was agreed in future to focus on the areas of concern in the monitoring report.

12. Management Accounts

The Management Accounts for November 2016 had been circulated. Governors questioned why the Accounts provided to them related to the position of 3 months ago – these were being provided too late. The Executive Director of Finance acknowledged that these were behind and the college had taken on some additional resource to bring information up to date. Governors would receive the December and January accounts by the end of the following week. The Chair commented that given in particular the high risk and volatile position with the college finances currently this was an unsatisfactory position for the Board and the Executive Director and requested that once updated timely accounts would continue to be presented. It was confirmed that the position would be rectified by the end of March. Allocations were due shortly and would be notified to the Board.

13. Fees 2017/18

The fee proposals for the 2017/18 year had been circulated. It was noted that the increase in fees being proposed was standard.

The fees for the year 2017/18 were **approved**.

14. Corporation Calendar 2017-18 year

A proposed calendar for the 2017-18 year which had been circulated was **approved**.

15. Corporation Membership

It was noted that there were two vacancies on the Board currently, one having arisen from Louise Fradd's recent resignation. The Search and Governance Committee would consider these in due course. The possibility of filling one vacancy with someone with marketing and commercial experience was discussed, to be pursued by the committee. The other vacancy should pick up links in the Radstock area, as previously agreed.

16. Finance and Estates Working Group note from conference call meeting 8 Feb 2017

These were noted.

a. Principal's levels of financial authority

The position was noted.

17. Any Other Business

Governors thanked Rob Sibley on the occasion of his last meeting, for all his work as Vice Principal previously at the college, together with his willingness to step into the role of Acting Principal when this was requested last Summer.

18. Date of Next meeting – This was as approved, to take place at Somer Valley campus and would be on **27 March 2017 at 4.45 pm, Wellow Board room**

Senior staff members left the meeting.

19. Appointment of Deputy Principal

The Board received an update on the recruitment process which had taken place earlier that day in which five candidates had participated.

The recruitment panel recommended the appointment of Jayne Davis.

The appointment of Jayne Davis to the post of Deputy Principal with effect from 6 March 2017 was unanimously approved.