

**Minutes of Norton Radstock College Governing Body meeting held on
Tuesday 20 July 2010 at 6.30pm**

Present:	Mr J Wilkinson (Chair)	JW
	Mrs S Arayan (Principal)	SA
	Mrs J Clifford (until 7.45pm)	JC
	Mr C Dando	CD
	Mr R Newbery	RN
	Mr M Nduna (from 6.40pm)	MN
	Dr D Protheroe	DP
	Mrs N Spong	NS
	Mrs J Stiddard	JS
	Ms L Strawbridge	LS
	Dr A Thomas	AT
	Mr K Willcox	KW
	Mr R Wynn-Jones	RWJ
In Attendance:	Ms J Barber (Finance Director)	JB
	Mr P Hodgson (Corporate Director)	PH
	Mr J Holland (Clerk)	JH
	Mr A Ormerod (Academic Director)	AO

The Chair referred the meeting to the Search and Nomination Committee Meeting Minutes in which Lauren Strawbridge was being recommended as the new Support Staff Governor.

CD proposed this recommendation be approved, this was seconded by JS and unanimously agreed by the meeting.

The Chair welcomed Lauren to the meeting.

1. Apologies for absence

Apologies had been received from Sandra Barter, David Evans and Maxwell Field.

There were no declarations of interest.

PREVIOUS MEETINGS

2. Minutes of Governing Body meeting held on 26 May 2010 for approval

CD proposed the Minutes be approved, this was seconded by RN and unanimously agreed by the meeting.

3. **Matters arising**

The matters arising sheet was noted and it was clarified that the next Student Forum date had been set, at which the Catering Manager would be in attendance. No further matters arising.

4. **Minutes of Quality Committee Meeting held on 8 June 2010 for information**

The Minutes were noted. The new format with Heads of School was thought to be useful and the format would develop as appropriate. The meeting was pleased with the proposed development of teaching and learning observations.

5. **Minutes of Accommodation Committee Meeting held on 28 June 2010 for information**

The Minutes were noted.

6. **Minutes of Audit Committee Meeting held on 6 July 2010 for information**

The Minutes were noted. Dates of Audit Committee Meetings set for 2010/2011.

7. **Minutes of MARG meeting held on 12 July 2010 for information**

All on main agenda, the Minutes were noted.

JB explained that the bridging loan for the accommodation project was a facility of up to £1 million, but with the main College and project cashflow projections, only a fraction of this would probably be needed.

8. **Minutes of Search and Nomination Committee meeting held on 14 July 2010 for information**

The Minutes were noted. It was agreed that the Clerk would write to Governors seeking nominations for the Shadow Chair and Shadow Vice Chair so that nominations would be discussed at the October Governing Body meeting prior to appointment at the December meeting.

Action: JH GB7101

The meeting noted the Minutes re recruiting a new Clerk.

CD explained the Minutes referred to a more defined role for the Vice Chair. This was to clarify the role of the Vice Chair in providing more structured help to the Chair.

DECISION/INFORMATION ITEMS

9. Principal's report and latest student numbers for information

The Principal took the meeting through her tabled report.

She was able to report that the regional bid for NHS (SW) was now going ahead and that work with employers continues to grow.

It had been announced today that the Young People's Learning Agency would be taking over the funding from the Local Education Authority (LEA) but the LEA would retain a Planning role.

The report was noted.

Student Numbers Report

PH took the meeting through the report on student numbers which was noted.

The main points were:

- On Adult 19+ learner responsiveness, progress is still being made on improving the year end position, but the 97% threshold will not be met with a clawback in November 2010 which will be allowed for in this year's financial accounts.
- There would probably be minor clawbacks on the Adult Employer Responsiveness and 19-24 Apprenticeships.

With regard to next year, the Train to Gain Programme is ceasing, a key aim being to increase 19+ Apprenticeships and the College will be given increased flexibility to vire funds between allocations.

10. Accommodation

i. Verbal update of accommodation issues by Corporate Director

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11. Finance

i. May 2010 Management Accounts for information

JB took the meeting through her report which was noted.

The main feature from previous accounts was that the adjustment in income detailed in paragraphs 3.1.1 and 3.1.2, although offset by

some salary savings, were now showing a forecast deficit of £42k. The College would be working to eliminate this deficit by the year end.

The commentary relating to cashflow and debtors was also noted.

ii. **Approve budget 2010/2011**

JB took the meeting through her report, highlighting section 2 on funding which shows £135k held back from allocations, the report being noted.

Upon query, JB pointed out that to approve a budget at this point was a sector requirement and that the revision in the Autumn would update the changes that had materialised at the start of the new academic year.

JB clarified that the initial £50k Capital would be used following bids by the Heads of School.

DP proposed the budget and initial £50k Capital release be approved, this was seconded by RWJ and unanimously agreed by the meeting.

The meeting thanked staff involved in producing a balanced budget for 2010/2011.

iii. **Approve Financial Forecast 2010/2013**

JB took the meeting through the commentary which was noted.

The meeting noted that the figures included up to 2013 are even more speculative.

JB highlighted that the forecast projects that cash reserves will remain healthy with a surplus each year and financial health continuing to be good.

The Financial Forecast does not currently include the new building proposal. JB outlined the effects of this and said that the forecast would be updated before sending to the SFA.

Action: JB GB7103

CD proposed the Financial Forecast 2010/2013 be forwarded to the Skills Funding Agency, this was seconded by JS and unanimously agreed by the meeting.

iv. **Approve changes to Bank Covenant**

JB explained that subsequent to this paper being produced, Barclays have changed the requirements and this will not be able to be approved until the October 2010 meeting of the Governing Body but needs to be approved prior to the approval of the Financial Accounts in December 2010. JB to bring appropriate paper back to the next Governing Body meeting.

Action: JB GB7104

12. **Health and Safety**

i. **Minutes of Health and Safety Meeting held on 1 July 2010 for information**

The Minutes were noted. DP and KW, who had both been at the meeting, had reviewed the accident report in detail and were happy that the report in the next item of the agenda was sufficient for Governors. There had only been one RIDDOR incident in the year. Minor accidents were up, due, in the main, to increased incidents in Construction.

ii. **Accident and Risk Assessment Report for July 2010 for approval**

The meeting thanked Martin Peter for his report which was noted.

iii. **Health, Safety, Welfare and Environmental Policy for 2010/2011 for approval**

The meeting went through the policy. To improve this area, the meeting made two suggestions:

- There was not enough in the policy concerning Environmental issues and this area would benefit from a separate and more detailed policy.
- For the next rewrite of the policy, section 3.16 regarding smoking needs to be rewritten to clarify its intention.

The meeting agreed to approve the policy as presented with the above points being incorporated into the next rewrite. This approach was proposed by RN, seconded by DP and unanimously agreed by the meeting.

13. **Equality and Diversity**

i. **Single equality policy update for approval**

SA explained that the Governing Body is required to approve the policy by October 2010.

The policy will be reviewed by the Equality and Diversity Focus Group for Governor annual approval.

RN proposed the policy be approved, this was seconded by DP and unanimously agreed by the meeting.

14. **Safeguarding**

i. **Contractors On Site Policy for approval**

Governors were not happy to sign off a policy that required Contractors to do work during holidays and asked for a rewrite to come back to them for their approval.

Action: SA GB7105

GOVERNANCE/MANAGEMENT

15. **Minutes of Academic Board meeting held on 1 July 2010 for information**

The Minutes were noted with the meeting being pleased with the attempt to increase class sizes.

16. **Top Ten Risks for information**

The meeting noted the report with the meeting asking for future reports to be in colour.

Action: JH GB7106

JB explained that the results of the three year valuation of the Local Government Pension Scheme were due shortly and then a better idea on the future direction of the scheme would be developing.

17. **Report on Complaints and Compliments for information**

The meeting noted the report with Governors preferring some trend data with the report.

Action: SA GB7107

18. **Report on Marketing Activity for information**

SA explained that this report had been written by Lorna Crouch and she was pleased with the work of the Marketing team. The meeting noted the report and thanked Lorna for her comprehensive report.

19. **Updated Quality Improvement Strategy for information**

The meeting noted the changes needed following the Quality Committee Meeting.

20. **Any other business**

SA was pleased to report that MN had achieved distinctions in his studies and the meeting wished him well for the future.

Governors commented they had found both the Achievement Evening and the ALDD Celebration Evening excellent events.

The meeting noted that this was the Clerk's last meeting after 15 years in the role and thanked him for his work over that period. JH thanked Governors for their support over that period.

There being no further business, the meeting closed at 8.30pm.