

**Minutes of Norton Radstock College Governing Body Meeting
held on Wednesday 14 October 2009 at 6.30pm**

Present:	Mr J Wilkinson (Chair)	JW
	Mrs S Arayan (Principal)	SA
	Ms S Barter	SB
	Ms J Clifford	JC
	Mr C Dando	CD
	Mr N Hartley	NH
	Mrs J Stiddard	JS
	Mrs N Spong (until 8.10pm)	NS
	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
	Mrs P Routledge (Senior Manager Student Support Services) (until 7.05pm)	PR

JW asked JS to report on the Search and Nomination Committee meeting held before this meeting.

The three recommendations made by the meeting were:

- Reappoint Jenny Clifford for another term of office
- Reappoint David Evans for another term of office
- Extend David Protheroe's term of office until 30 March 2010

JS proposed these be agreed by the Governing Body, this was seconded by RWJ and unanimously agreed by the meeting.

1. Apologies for absence and declaration of interests

Apologies had been received from David Evans, Lorraine Gillick, Richard Newbery and David Protheroe.

2. Presentation by Penny Routledge, Senior Manager Student Support Services on safeguarding for information

PR handed out hard copies of her presentation on Safeguarding and took the meeting through the main points.

The College Safeguarding Policy had been revisited and needed to match policies in place locally with organisations such as police, NHS, schools etc.

Staff in a regulated activity will now need to have an enhanced CRB check plus Independent Safeguarding Authority registration under the new Vetting and Barring Scheme. A timescale will be put in place to cover existing employees, with the College committed to putting in place procedures to ensure full compliance. Under the new Inspection Framework, Safeguarding is a limiting factor on the Leadership and Management grade at Inspection, so it is high on the College agenda.

The fees were quoted as £100 to include ISA and CRB (post meetings checks have been able to confirm that the £64 payable to the ISA included an enhanced CRB check fee of £36).

PR confirmed that students on Health and Social Care and Beauty Therapy courses are currently paying for CRB checks themselves.

Safeguarding and Every Child Matters is aimed at making the students feel safe in the College environment. This will be checked by the Inspection team at the time of an Inspection.

College staff are all receiving Safeguarding training at the two Staff Development days in September and December, with some staff receiving additional Child Protection training.

Governors realised the difficult situation that staff could be put in when deciding to report an incident or not and that the College Chaplain would be important in this process. SA informed the meeting that interviews for the Chaplain are taking place this Friday.

PR informed the meeting that access to the ISA database was controlled through the same registration process as used for CRB checks, with the individual giving the College permission to access the database. Some old offences will probably be listed through the process.

PR explained that Governors will have to go through the process but checks on volunteers would be free.

Governors thought there may be a possible challenge to these new procedures in relation to the Rehabilitation of Offenders Act 1974.

The meeting thanked PR for her presentation.

PR now left the meeting.

PREVIOUS MEETINGS

3. Minutes of Governing Body meeting held on 22 July 2009 for approval and matters arising

JS proposed the Minutes be approved, this was seconded by JC and unanimously agreed by the meeting.

The matters arising sheet was noted.

SA explained that Governors would get an opportunity to participate in the Mock Inspection, week commencing 11 January 2009. Governors asked for dates and times of their required involvement to be made available as soon as possible.

Action: SAGB10091

4. Minutes of Audit Committee meeting held on 9 September 2009 for information

SB informed the meeting that the Minutes reflected the discussion at the meeting with excellent outcomes for the Audits undertaken. The Audit Committee had agreed the Audit Strategy for the next four years.

The meeting noted the Minutes.

5. Minutes of Management Accounts Review Group meeting held on 2 October for information

JW explained that the meeting had covered two issues, the revised budget for 2009/2010 which was on the main agenda, and the Capital Repayment holiday on the Barclays loans, and at this point wanted Governors to approve the continuation of the Capital Repayment holiday in view of the uncertain outlook for funding. Upon query, JB clarified that the loans are currently fixed at 0.75% above base rate.

JS proposed the Capital Repayment holiday continued, this was seconded by RWJ and unanimously agreed by the meeting.

PH informed the meeting that the bottom line of the Minutes on page 13 of the papers should read allocated and not enrolled.

The Minutes were noted.

6. Minutes of Search and Nomination Committee meeting held on 14 October 2009 for information and approve recommendations

This agenda item had already been dealt with at the start of the meeting.

DECISION/INFORMATION ITEMS

7. Principal's Report for information to include learner numbers

SA informed the meeting that a new sheet on learner numbers had been tabled to replace page 19 of the papers.

PH took the meeting through each strand of funding in detail.

Apart from apprenticeships, the College was confident of meeting the activity to generate the funding allocations. The revised budget being discussed later in the meeting assumes that the outcome on apprenticeships will be £90k less than allocation.

PH explained that Train to Gain needs to be closely managed as funding is profiled towards releasing funds after April 2010.

SA took the meeting through her Principal's Report with the meeting noting partners the College is working with on the School Link programme and the large number of learners this is creating.

With regard to Diplomas, Ofsted had visited the College and gave positive feedback.

The actual numbers of employers involved with Train to Gain is 340.

The panel had visited the College and would be making recommendations on the Beacon Award for Functional Skills.

SA and PH are meeting with the LSC on 10 November to discuss Plan B options for accommodation. There may also be money available for urgent property maintenance which has been delayed due to anticipation of the Capital Bid being approved.

The enrichment programme was working well with a diverse offer available.

The meeting noted the report.

8. i. Update on Accommodation issues by Director Corporate for information

PH took the meeting through his report which was noted.

He clarified that the Peasedown Centre is limited to daytime use only and that BANES is paying the third Construction Unit rent for the first two years. (Post meeting note. BANES is paying £20,000 a year in

total for two years towards the cost of the three Construction Unit rentals).

9. i. **Annual Report for Risk Management 2009/2010 for information and approach timetable and action plan for 2009/2010 for approval**

JB took the meeting through her report explaining that the mitigated risk score is after controls have been put in place against an inherent risk, highlighting that the non approval of the Capital Bid would now generate some new risks. With regard to the progress against timetable, the two ongoing actions had in fact been completed.

The meeting noted Section 6 which showed that Governors had received reports that demonstrated that they had reviewed the effectiveness of the internal control system regarding risk management. This was backed up by internal audit work.

Governors noted the risk profile for 2009/2010 as detailed.

Governors were concerned about the effect any Swine Flu epidemic could have over College operations, especially the payment of salaries. JB explained that the payroll bureau were able to provide some emergency support to the College.

The meeting noted Sections 8 and 9 on Covalent and Financial Management and Control Evaluation.

JB explained that the timetable and plan for 2009/2010 followed a similar pattern as 2008/2009 as well as a similar risk appetite as detailed in Sections 10 and 11.

RWJ queried that he thought the traffic light report on risk management that was received in May was being made available more often. JB agreed to check.

Action: JBGB10092

AT proposed the approach timetable and action plan for 2009/2010 be approved, this was seconded by CD and unanimously agreed by the meeting.

ii. **Approve revisited budget for 2009/2010 and increased Capital Expenditure allocation**

JB took the meeting through her report in detail.

She informed Governors that the affect of the recession had put significantly more demand on the Learner Support Fund which is

already over subscribed. The LSC have been asked if there is any more funding available.

Upon query, JB clarified that expected overseas fees were down £15k year on year due to the new rules around this.

AT proposed the revised budget and the additional £50k Capital be approved to bring the approved Capital Allocation up to £150k for the year. This was seconded by CD and unanimously agreed by the meeting.

10. **Health and Safety**

i. **Minutes of meeting held on 16 September 2009 for information**

KW informed the meeting that the Minutes reflected the business that took place. JW queried attendance at the meetings. PH responded that attendance at the meetings was much improved in spite of a reduced number required to attend the formal Health and Safety meeting due to health and safety being discussed at School level meetings.

The Minutes were noted.

GOVERNANCE/MANAGEMENT

11. **Governors Self Assessment to discuss a way forward following consideration of this by the Quality Committee on 6 October 2009**

The Quality Committee had not met on 6 October 2009. JH explained that with the smaller pool of Governors on this Committee, it is more difficult to organise meetings. JW stated that any Governor who could join the Committee would be most welcome.

CD agreed to lead a small group to complete the Self Assessment process. JH to organise.

Action: JHGB10093

12. **Attendance data plus length of meeting summary for 2008/2009 Self Assessment for information**

JH confirmed that the figure for Governing Body meeting attendance in 2007/2008 should read 79.3% not 70.3%.

Attendance at Governing Body meetings for 2008/2009 was 71.8% against a 75% target.

JH is looking at more forward planning of the Audit Committee dates to improve attendance.

The attendance data was noted.

13. **Review of performance against sixteen performance indicators for discussion**

The meeting asked College management to look at these indicators to see if they could be more output focussed. JH to follow up.

Action: JHGB10094

14. **Calendar of Governing Body Business for 2009/2010 for information**

The calendar was noted. The meeting concluded there should be a better synergy between the data contained in the Sixteen Performance Indicators and the Calendar of Business.

JW explained that a new list of Key Performance Indicators was still being worked on and would come to Governors for comment at a later meeting.

The Chair thought it would be useful to hold the Strategic Planning session one afternoon in January/February, and once the discussions on Accommodation had taken place to aim for the May 2010 meeting to receive a new Accommodation Strategy.

15. **Summary of costs for overseas travel for 2008/2009 for information**

The meeting noted the report and that the cost of the Venice trip was net of student contributions. SA informed the meeting that this report was just the overseas travel and excluded all the excellent trips that took place in the UK. She would look at bringing a report on this to another Governing Body meeting.

Action: SAGB10095

16. **Any other business**

JH reminded Governors to let him have their updated annual Register of Interests form.

Upon query, SA stated she would write to Governors who had expressed an interest in linking to commence the process.

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

The next meeting is arranged for 9 December 2009 at 6.30pm.