

**Minutes of Norton Radstock College Governing Body Meeting
held on 22 July 2009 at 6.30pm**

Present:	Mr J Wilkinson (Chair)	JW
	Mrs S Arayan (Principal)	SA
	Ms S Barter	SB
	Ms J Clifford (until 8.20pm)	JC
	Mr D Evans (until 8.10pm)	DE
	Mrs L Gillick	LG
	Dr D Protheroe	DP
	Mrs J Stiddard	JS
	Dr A Thomas (until 8pm)	AT
	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

Training Topic - How do the College Leaders raise expectations and promote ambition within the organisation.

SA took the meeting through her report on this topic. SA explained to the meeting that in the latest draft framework it was not now the Governors' responsibility to demonstrate this, but College Management.

SA informed the meeting that up to 100 students per year were now progressing to HE from the College.

The College had recently met with the Royal Agricultural College to partner on the Land Based Diploma link, which would lead to entry to their Foundation Degree course.

With regard to entrepreneurial skills, an increased focus on volunteering was thought to be useful in developing this.

Some Governors felt more training was needed before they would be comfortable being questioned on this during an Inspection.

The meeting agreed to reintroduce for Governors who were interested, the Governor Linking scheme as a methodology to improve Governor knowledge.

RWJ agreed to provide details of the scheme he was involved in as a School Governor.

Action: RWJ GB7091

It was agreed that JH would establish interest in this, after which appropriate methodology and protocols could be developed.

Action: JH GB7092

The Chair suggested more Governors should attend the Academic Board as it gave greater insight into curriculum development.

SA informed Governors that the new Inspection Framework puts a greater emphasis on Child Protection and Equality and Diversity.

The meeting agreed that some training for the Governors on what an Ofsted Inspector is looking for from Governors at an Inspection would be useful. AO agreed to investigate.

Action: AO GB7093

The meeting agreed that the next training topic would be safeguarding.

1. Apologies for absence

Apologies had been received from Chris Dando, Nigel Hartley, Natalie Holloway-Attwood, Richard Newbery, Nadine Spong, Ken Willcox and Rosie Williams.

There were no declarations of interest.

2. Minutes of Governing Body meeting held on 20 May 2009 for approval

DP proposed the Minutes be approved, this was seconded by RWJ and unanimously agreed by the meeting.

3. Matters arising

JW had made the AOC aware of the issue with the 20 day publication timetable of Ofsted Inspection Reports when appeals were pending. No further developments to report.

The payment of school links invoices for 2009/2010 has now been resolved.

The meeting noted that the issue with the bank covenants revolved around debtor/creditor levels when compared to last year.

The matters arising sheet was noted with no other issues raised.

4. Minutes of Student Forum meeting held on 14 May 2009 for information

JH informed the meeting he had followed up the action points and was happy to feedback on any issues.

JS informed the meeting she thought the Student Forum had a better focus now. The contribution made by the two Student Governors had been excellent for the operation of the Forum. The meeting congratulated them both on securing their places on an Apprenticeship and a Degree course. The meeting asked JH to write to them to thank them for their input.

Action: JH GB7094

The Chair stressed the importance of the College actively engaging with the student body to develop interest in the Student Forum and Student Governors.

The Minutes were noted.

5. **Minutes of Quality Group meeting held on 9 June 2009 for information**

DP referred the meeting to the Minutes which covered the items discussed.

He made special reference to the success of the Community Education programme.

JW confirmed he is meeting in early August with Peter Skinner and Andy Willcox to develop the expanded set of key performance indicators.

The Minutes were noted.

6. **Minutes of Management Accounts Review Group meeting held on 9 July 2009 for information**

The Minutes were noted.

7. **Principal's Report and latest student recruitment numbers for 2009/2010 for information**

SA took the meeting through her report.

With regard to the 16-18 funding, it is likely that the Young People's Learning Agency (YPLA) would allocate funding for 2010/2011 as the four unitary authorities were still in discussion on the way forward, in particular protocols around commissioning. Both new Regional Directors of the YPLA and Skills Funding Agency are well known to the College.

SA clarified that the YPLA would apply the same funding mechanism to schools for 16-18 funding as to Colleges.

With regard to the Prison Contract, SA was able to confirm that the two Inspections from Ofsted had resulted in good grades.

As had been mentioned earlier, progression to HE was now close to 100 students for this year.

SA informed the meeting that the Pupil Referral Unit in Bath had closed and BANES was looking to set up two Learning Development Centres, one in Bath and one in the Norton Radstock area. With funding from BANES, the College would consider having one based here but the funding would have to include sourcing suitable accommodation and capital provided by the local authority.

On recruitment, SA was able to confirm this was going well with numbers up on last year including 2nd year returners. The funding allocation for 16-18 next year reflects both growth and numbers that were not funded in 2008/2009. It was felt that the increase was due to a lack of available jobs and suitable HE opportunities.

The College was in a good position to increase class sizes for marginal costs.

JW queried anticipated success rates for 2008/2009. AO responded he was confident that the 78% target would be achieved. This reflected individual help given to students. The meeting was pleased with this expected outcome.

The report was noted.

8. **Personnel**

i. **Proposed change to College sick pay scheme for approval**

DP proposed this change be approved as presented, this was seconded by JS and unanimously agreed by the meeting.

9. **Accommodation**

i. **Update on current position regarding Capital Bid for information**

The College was not expecting any further decision on its Capital grant until at least the 2011/2012 spending review and at this stage the project needed to be placed on hold.

Only 13 projects had been given the go ahead nationally and these were being trimmed back. The College had had a meeting with the LSC regarding the impact on its Financial Health with the Capital Project not going ahead.

The College was now looking at developing a Plan B which was affordable within our ability to fund without grants. The College is also looking at any other local opportunity.

The College has had a proportion of its fees refunded by the LSC as per the Capital handbook but was very unlikely to receive anything else.

It would cost between £40-60k to carry out a new property strategy, which had not been built into the budget.

PH is to ascertain the feasibility of a Plan B and involve the Accommodation Committee as appropriate.

Action: PH GB7095

10. Finance

i. **May 2009 Management Accounts for information**

JB took the meeting through her report outlining the main changes in project income and an additional £30k on Adult Learners. The forecast deficit was now £64k compared with £207k in the March 2009 Management Accounts.

The cash variances were noted with JB explaining what were real savings and others that were timing issues.

A cashflow forecast was not included as we have not yet been informed how the LSC will profile payments for next year.

The debtors position was noted.

ii. **Approve budget for 2009/2010**

JB took the meeting through her report concentrating on the income changes which included a chart on changes to E2E as requested by the Management Accounts Review Group.

JB also explained the five columns used in the summary sheet.

The meeting noted the surplus of £156,188 of which £150k was shown as a contingency.

DE proposed the budget be approved as presented, this was seconded by RWJ and unanimously agreed by the meeting.

AT left the meeting.

iii. **Planning assumptions used in the preparation of 2009/2012 Financial Forecast for information**

The meeting noted the assumptions which had been provided by the LSC.

iv. **Approve Financial Forecast 2009/2012**

The Minutes of the MARG meeting on 20 July 2009 and the three year Financial Forecast 2009/2012 had been emailed to Governors on 20 July 2009 with hard copies available tonight.

The meeting noted that the Budget 2010/2011 already approved, was the first year of the three years involved in the forecast.

The meeting noted the contents of the Forecast.

JS proposed the Financial Forecast 2009/2012 be approved, this was seconded by DE and unanimously agreed by the meeting.

At this point, JB asked Governors if they would approve an initial Capital Allocation of £100k for 2009/2010 as recommended by the MARG meeting on 20 July 2009.

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

The meeting now looked at agenda item:

11 iii. **Health and Safety Welfare and Environmental Policy for 2009/2010 for approval**

The meeting noted the changes as highlighted.

The meeting wanted the second sentence in the second paragraph of section 3.1.1 to be rewritten to clarify.

Action: PH GB7096

Subject to the above, DP proposed the policy be agreed, this was seconded by RWJ and unanimously agreed by the meeting.

The meeting now looked at agenda:

17. **Role and Responsibilities of the Chair of Governors for approval**

JH pointed out that, if approved, the standing orders would have to be amended to reflect the increased power given to the Chair in paragraph 2.

RWJ proposed it was approved as presented, this was seconded by JC and unanimously agreed by the meeting.

JH is to change the standing orders.

Action: JH GB7097

DE left the meeting.

The meeting now returned to agenda item:

10. v. **Report on Project Income for information**

The meeting noted the report. As well as a useful source of income, it also added to the creativity and innovation of the College as well as making a contribution to the local community and raising the profile of the College.

The meeting thanked PH for his work on this.

11. i. **Health and Safety Annual Report for 2008/2009 for information**

The report was noted with Governors being pleased with the reduction in accidents overall.

ii. **Minutes of Health and Safety Meeting held on 26 June 2009 for information**

The Minutes were noted.

12. **Minutes of Academic Board meeting held on 9 July 2009 for information**

The Minutes were noted.

JC left the meeting.

As the meeting was now inquorate, the meeting ceased at 8.20pm.