

**Minutes of Norton Radstock College Governing Body Meeting  
held on Wednesday 24 March 2010 at 6.30pm**

<b>Present:</b>	Mr J Wilkinson (Chair)	JW
	Mrs S Arayan (Principal)	SA
	Mrs J Clifford	JC
	Mr C Dando	CD
	Mr M Field	MF
	Mrs L Gillick	LG
	Mr P Kendall	PK
	Mr M Nduna	MD
	Mr R Newbery (until 8.35pm)	RN
	Dr D Protheroe	DP
	Mrs J Stiddard	JS
	Mr K Willcox	KW
	Mr R Wynn-Jones	RWJ
<b>In Attendance:</b>	Ms J Barber (Finance Director)	JB
	Mr P Hodgson (Corporate Director)	PH
	Mr J Holland (Clerk)	JH
	Mr A Ormerod (Academic Director)	AO

**Inspection Feedback from Shirley Arayan for information**

SA informed the meeting that the College had been reaccredited for the Investors in People Award.

SA handed out the grades achieved at the recent Ofsted Inspection which, at this point, are confidential.

Of the main grades, Capacity to Improve and Safeguarding were Good with the other main grades all Satisfactory.

A lot of the sub grades were Good, including Governance.

There was one Inadequate area, 19+ Learner Responsive Outcome for Learners. This relates to subject area 14 which has been widely discussed in Governing Body and Quality meetings and is showing significant progress in the current year.

Inspectors had been complimentary about the Strategic Plan and the offer of a Foundation Degree in FE Management.

There was some disappointment within the Governing Body that an Overall Effectiveness of Grade 2 had not been achieved.

The meeting agreed that the target for the next Inspection should be to improve all grades by one step, ie 3 increased to 2, 2 increased to 1, with any grades still not 1 to target for a Grade 1 at the Inspection after that.

The College still has to push up the overall standard of teaching and get success rates consistently above national rates. The College will also need to develop an alternative accommodation strategy to improve this area now that the Capital Bid is no longer an option.

RN wished to record a vote of thanks to the Governors who attended interviews with Inspectors and the work of College staff leading up to the Inspection.

Once the report is finalised, the SMT will produce an action plan.

**Action: SA GB3101**

**1. Apologies for absence**

Apologies had been received from Sandra Barter, David Evans and Nadine Spong.

**PREVIOUS MEETINGS**

**2. Minutes of Governing Body meeting held on 3 February 2010 for approval**

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

**3. Matters arising**

The matters arising sheet was noted.

PH explained that he had matched the priorities with the key strategies in the Strategic Plan that was now updated on the Intranet. JH was happy to help Governors get access to the Intranet.

**4. Draft Minutes of Search and Nomination Committee meeting held on 8 February 2010 for information and matters arising**

The main points to note were:

- The Chair is looking to stand down in 2011 with a Shadow Chair to be appointed at the July 2010 meeting.
- The Student Forum has agreed to try and recruit one new Student Governor by July 2010 and one in September 2010.

JW reported that David Protheroe has kindly agreed to stay on until the end of October 2010; this extension was proposed by CD, seconded by RN and unanimously agreed the meeting.

5. **Draft Minutes of Quality meeting held on 16 February 2010 for information and matters arising**

RN explained to the meeting that the main points to come out of the meeting were:

- The need to recruit new members to the Committee.
- The Committee looking to reduce verbage in the meeting with College Management giving a lead on data to focus on.

The meeting agreed to look at Agenda item 15 next.

15. **Approve new Terms of Reference for the Quality Committee**

JH explained that one paragraph had been removed that related to the work of the Search Committee with 6.d/e/f being added.

The meeting was happy to consider co-opted members to this Committee.

**Action: JH GB3102**

RN proposed the new Terms of Reference be approved, this was seconded by RWJ and unanimously agreed by the meeting.

6. **Draft Minutes of Academic Board meeting held on 4 March 2010 for information and matters arising**

The Minutes were noted.

AO wanted to update Governors on the criticism that the success rates target set was not challenging enough. The fact that the LSC was not counting some students in the success rates had depressed our results for 2008/2009 to 75%. Schools have now been set an average target of 80% for 2009/2010 and 83% as a target for 2010/2011 which would currently put the College in the top quartile nationally. Actions are being taken around areas such as:

- Targets being set at course level
- Subject sector area 14 and the expectation of 30% increase in success rates in this area.
- HSC Apprenticeship issues
- Accountancy offer being reviewed.

Governors were concerned that all Academic Schools were not represented at the meeting.

The Inspection had highlighted that teaching observations must show that learning has taken place. The College response to this will be within the Inspection Action Plan.

The Quality Committee receive regular reports on teaching observations.

7. **Draft Minutes of Management Accounts Review Group meeting held on 8 March 2010 for information and matters arising**

The Minutes were noted with the items covered being on the main agenda under Finance.

8. **Draft Minutes of Student Forum held on 10 March 2010 for information and matters arising**

AO wanted to clarify what the students thought the new poll on smoking would achieve. This was to give the College an idea of what the current staff/student population's view on smoking was.

MF explained that Inspectors were surprised how infrequently the Student Forum met. The terms of Reference stated that it should meet 4 times annually and JH stated it proved difficult to get all Schools represented at each meeting.

It was clarified that one outlet in particular in Radstock undercut the prices charged by the College caterers.

SA clarified that her intention was that Penny Routledge should Chair the Forum for at least a year as it was not appropriate for the College Chaplain to Chair the meetings until she had more experience of the College.

9. **Principals Report including Commentary on latest student numbers for information**

SA updated the meeting on the activity of several local Boards, of which she is a member.

PH took Governors through the student numbers report and related commentary which was noted.

The meeting now went on to look at the funding allocations for 2010/2011.

The sheet tabled detailed the allocation by category in 2009/2010 with a baseline allocation for 2010/2011 and the position at 23 March 2010. The 23 March position reflects the negotiation the College has had with funders to improve allocations.

PH took the meeting through each line of allocation to explain the changes.

Governors recognised that some allocations such as 16-18 have been cut based on College activity and some such as Train to Gain reflect national cuts.

PH took the meeting through the rationale of smoothing £105k of Train to Gain income between 2009/2010 and 2010/2011. Upon query, PH explained that some Assessors on Train to Gain are case load driven and costs could be reduced in the current year.

PH informed the meeting that the College had today heard it could access £108k through a Job Centre Plus initiative for people aged 18-24 unemployed for 6 months in the period April 2010 to March 2011. The College is always looking to maximise funding from new initiatives as they are announced.

PH stated that the only area where growth is available in 2010/2011 is 16-18 Apprenticeships.

Governors noted the funding streams in 2010/2011 will be subject to in-year reconciliation and clawback.

In view of the reduced funding levels for 2010/2011, Governors agreed that it would be appropriate to have a strategic planning session on how College Management intended to operate within the reduced funding levels. It was agreed to hold this session on the afternoon of 30 April 2010.

## **DECISION/INFORMATION ITEMS**

### **10. Accommodation**

#### **i. Verbal update on accommodation issues for information**

PH informed the meeting that he had agreed a quotation for King Sturge to do a full survey on the Northside Building over Easter for £8400 + VAT. He agreed to discuss the scope of the survey with KW.

**Action: PH GB3103**

PH updated the meeting that the £150-£200 million thought to be available as a residue from the Capital Fund, was no longer available.

Martin Peter is working on producing a list of repairs needed across all sites.

**Action: PH GB3104**

### **11. Finance**

JB explained that the Provider Financial Assurance Team, as part of the Inspection process, had graded the College as follows:

Accountability	Good
Financial Planning	Good
Internal Controls	Outstanding
Financial Monitoring	Good
Overall Grade	Good

The above grades all agreed with the College's Self Assessment.

i. **Management Accounts for January 2010 for information**

JB took the meeting through her report on the Management Accounts, which was noted, giving a forecast contingency of £44500. This includes an allowance for the Westside building survey.

The cashflow favourable variance due to creditors was noted but the Get Sorted invoices are due for payment this Friday. Cashflow is ok at the moment and will be closely monitored.

The meeting queried if some of the Capital balance of £22k could be spent on IT infrastructures. It was agreed to release money to sort out the Ellsbridge House connectivity issue but to hold back a balance of £15k.

ii. **Top Ten Risks**

JB explained that the risks shown now show the original matrix and the current risk matrix. This will be shown for all risks on the register with the blue squares being taken out at the next update.

It was noted that G002 delays to LSC software has been replaced by G006.

A discussion took place on what risks the Governing Body should be looking at - should more attention be placed on looking at risks the Governing Body can influence? It was agreed to revisit this at the next meeting when a full update will be made on all corporate risks.

RN left the meeting.

iii. **Approve update to Financial Regulations**

JB explained that these had already been reviewed by the MARG. RWJ proposed the changes be approved, this was seconded by JC and unanimously agreed by the meeting.

12. **Health and Safety**

Latest Minutes already reviewed at last Governing Body meeting.

## **GOVERNANCE/MANAGEMENT**

### **13. Equality and Diversity**

#### **i. Single Equality Scheme Policy and Procedure for information**

This is presented for Governor information as it is being reviewed by the Equality and Diversity Focus Group to bring back to Governors in July 2010.

JW asked if the use of sexuality/sexual orientation in the Policy could be checked.

**Action: SA GB3105**

#### **ii. Minutes of Equality and Diversity Focus Group meeting held on 2 March 2010 for information**

The Minutes were noted.

#### **iii. Equality and Diversity Impact Measures for information**

JH handed out a second sheet of commentary which had been missed from the papers. The paper was noted. It was clarified that the success rates shown on the EDIMs are the normal success rate measure. Inspectors were also aware of the difficulty of putting meaningful data together for such small groups and maybe aggregation could be used.

### **14. Update on Sub Committee Membership for information**

With DP agreeing to stay on until October 2010, the shortfall in membership of the Quality Committee was eased and had been discussed earlier in the meeting. The Student Forum was now back to a full complement with Accommodation being one short. With the funding situation as it is on accommodation, it is difficult to know when another meeting will be needed and co-opting another Governor could be used if necessary.

### **15. Approve new Terms of Reference for Quality Committee**

This agenda item had already been dealt with earlier in the meeting.

### **16. Safeguarding Policies for information**

#### **i. Policy and Procedure for Protection of Vulnerable Adults**

#### **ii. Policy and Procedure for Safeguarding Children and Young People**

SA explained that these policies are currently being reviewed by Student Services staff in so far as they work practically, with any changes needed to be brought back to Governors. Governors were pleased with the clarity of the procedures in terms of actions to be taken. Governors noted that there was significant reliance on outside agencies to perform within the policies.

Page 89 of the papers contained a reference to child in the Vulnerable Adults Policy. JH would inform Penny Routledge of this discrepancy.

**Action: JH GB3106**

17. **Review of Governance for discussion**

The meeting noted the training events attended by Governors on this. JW informed the meeting that he was Chairing the AoC Board Governance Portfolio Group which was reviewing feedback on their Consultation. The deadline for feedback is 31 March 2010 and Governors could feedback online or contact him directly with any comments.

18. **Any other business**

- Governor Equality and Diversity training has been organised for 19 May 2010.
- It was agreed to move the July Governing Body meeting forward one day to Tuesday 20 July.
- The meeting at City of Bath College on 6 May had been postponed.
- JS informed the meeting that she had attended the recent Hair and Beauty Competition which had been a wonderful event.

There being no further business, the meeting closed at 8.55pm.

The next meeting will be held on Wednesday 26 May 2010 at 6.30pm.