

**Minutes of Norton Radstock College Governing Body Meeting
held on Wednesday 3 February 2010 at 6.30pm**

Present:	John Wilkinson (Chair)	JW
	Mrs S Arayan (Principal)	SA
	Ms S Barter	SB
	Mrs J Clifford	JC
	Mr C Dando	CD
	Mr D Evans	DE
	Mr M Field	MF
	Mrs L Gillick	LG
	Mr P Kendall	PK
	Mr R Newbery	RN
	Mrs N Spong	NS
	Mrs J Stiddard	JS
	Dr A Thomas	AT
	Mr K Willcox	KW
	Mr R Wynn-Jones	RWJ

In Attendance:	Ms J Barber (Finance Director) (until 8pm)	JB
	Mr P Hodgson (Corporate Director)	PH
	Mr J Holland (Clerk)	JH
	Mr A Ormerod (Academic Director)	AO

1. Apologies for absence

Apologies had been received from Macdonald Nduna and David Protheroe. There were no declarations of interest.

2. Strategic Plan update. Presentation by Peter Hodgson for discussion

JW explained that the document was for discussion aimed to present Governors with key priorities that the College was currently working towards. Governors realised the difficulty in planning strategically at present, both with uncertain funding and with a general election imminent.

PH took the meeting through his Powerpoint presentation. The Plan had utilised the business plans written by Heads of School. A crucial part was that the College provided a safe learning environment for students.

The meeting noted that the College was aiming for the Total Quality Standard for employer responsiveness under Framework for Excellence which would give access to an approved supplier database if top marks were gained.

The importance of embodying the learner voice was explained with the need to track student destinations.

Upon query, PH explained that the plan had picked up on the South West skill priorities but some of these were high level skills. This could have been commented on in the Plan.

Upon query, PH explained that the Employers Solution Unit was already operating successfully influencing our Train to Gain and Apprenticeship funding and coping with the very ineffective skills broker arrangements.

JW thanked PH for his presentation and asked the meeting for comments.

The meeting thought that the Plan would benefit from being able to map the priorities identified initially through the remaining text in the Plan. This was noted by PH.

Action: PH GB2101

PREVIOUS MEETINGS

3. Minutes of Annual General Meeting held on 9 December 2009 for approval

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

4. Matters arising

Letter of thanks had been sent to Mark Suddaby.

Upon query, JB clarified there had been no further developments on FRS17 declarations.

5. Minutes of Governing Body meeting held on 9 December 2009 for approval

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

6. Matters arising

The notes on the matters arising sheet were noted.

The Succession Planning meeting has been arranged for 8 February.

JS explained she had still not seen Jayne Withers about the Hair and Beauty issues raised at the Student Forum meeting although the comments about the issues in the papers were noted.

It was clarified that any College staff wanting to take up first aid training would receive free training.

7. **Minutes of Remuneration Committee meeting held on 9 December 2009 for information**

The Minutes were noted and the main points had in fact been reported verbally to the Governing Body meeting on 9 December 2009.

8. **Minutes of Management Accounts Review Group Meeting held on 25 January 2010 for information**

The Minutes were noted with the Management Accounts new forecast, pay award and student numbers on the main agenda.

DECISION/INFORMATION ITEMS

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

SA took the meeting through her report and would clarify funding allocations at the end of her report.

The report was noted.

SA took the meeting through the provisional allocations for 2010/2011 which have been notified in the last few days.

- 16-18 funding allocation was down by £500,00
- Adult Learning was down by £225,000
- Train to Gain was down by £214,000
- Apprenticeships up by £29,000

Allocations were not yet known for Adults with Learning Difficulties and Disabilities, students with Asperger's Syndrome and the Additional Learning Support funding.

With the global impact of the above cuts close to £1 million, the College would be doing all it can to improve the allocations. Options to avoid an operating deficit in the Academic Year 2010/2011 would be brought to the Governing Body at their next meeting in March.

Upon query, SA explained that Train to Gain and Adult Learning reflected national cuts and would apply across the sector, but 16-18 were based more on previous and current numbers at each individual college.

The College is looking to maximise its current 16-18 numbers to help with the negotiations. A query was raised about the Secondary Schools review in BANES and SA informed the meeting that Ashley Ayre, Strategic Director Children's Services with BANES, was attending the next meeting on 24 March to update Governors on current issues.

SA explained that she is continuing to maximise school links which generates funding.

The meeting noted the student numbers and found the more detailed commentary now proved very useful in understanding the current position on student numbers.

10. Finance

i. **Report on the update to forecast as at January 2010 for information**

JB explained that this was supplied as a separate document at the suggestion of the MARG and would be updated as the year progresses.

JB took the meeting through the report in detail. There is still no final decision on the E2E allocation.

JB explained the treatment of the Learning Support Fund in that normally the funding and costs go through a balance sheet account, but this year, as we are in a shortfall position on the account, it is shown in the forecast as a charge to profit and loss.

The meeting was concerned about the shortfall on School Links. SA explained that the College is lead on two new Diplomas in September 2010 (Engineering and Society Health and Development) and this should reflect in improved School Links funding.

The meeting agreed to approve the forecast, this was proposed by CD, seconded by RN and unanimously agreed by the meeting.

ii. **Management Accounts for November 2009 for information**

JB took the meeting through the report in detail covering Management Accounts, cashflow and debtors.

The meeting noted the report.

Upon query, the Bath Spa University debt mentioned at the last meeting has been resolved.

SA informed the meeting that the College will be receiving a £50k Capital Grant for the Society Health and Development Diploma implementation.

iii. **Approve Fees Policy for 2010/2011**

The changes required are detailed in the report. CD proposed the Fees Policy be approved, this was seconded by RWJ and unanimously agreed by the meeting.

iv. **Approve pay award from 1 January 2010**

SA explained that due to the recently announced funding cuts for 2010/2011, she could not make a recommendation on a pay award from 1 January 2010.

AT proposed that no pay award be approved from 1 January 2010, this was seconded by RN and unanimously agreed by the meeting.

The meeting now looked at agenda item 14iii.

14. iii. **Top ten risks for information**

The meeting went through the risks listed. This is little changed from the report the Audit Committee saw in December due to the point in the risk management timetable cycle.

Risk

G001 - Reduction in LSC funding is happening but now over multiple agencies.

G002 - LSC software was received but there is still a risk that any new software from the various agencies under the Machinery of Government changes could be delayed.

G003 - Risk of not meeting our employer responsive target is still a risk but is being met at present.

G004 - Splitting of funding agencies, risk on not being paid on time in April/May 2010 when new agencies commence operating.

G005 - LGPS pension deficit - this continues to be an issue but changes to the scheme are expected at some point.

MT01 - The Mock Inspection is taking place in order to mitigate any risk from the Ofsted Inspection.

MT03 - Delays in new agencies decision making still a risk.

MT08 - Changes to success rate calculation basis is happening and low success rates can lead to provision closure.

MT09 - Recession affecting fee income - there has been an impact.

MT10 - The LSC has not approved the Capital Bid and the risk is now managing our accommodation needs within our current financial status.

Governors found this very useful. It was explained that the blue column will go once the software can be reprogrammed.

Governors concluded that a lot of the risks are outside our control and the focus therefore has to be on the areas where we can have an influence.

11. **Personnel**

i. Equal Opportunities Data for information

The meeting thought a three year trend on the data would prove useful in future and perhaps some commentary on key issues and any sector benchmarks that are available.

Action: JH GB2102

12. **Accommodation - Verbal update for information**

Peter Hodgson updated the meeting. There was still no further news on the £200 million Capital pot that it was thought the LSC had left. Until we hear about this we cannot devise any Plan B. The Young People's Learning Agency has already committed its 2010-2011 Capital.

Peter Hodgson explained that Martin Peter is compiling a list of repairs that need actioning. Governors asked that the College commission a full survey to ascertain the work required on the Northside Building.

Action: PH GB2103

13. **Health and Safety**

i. **Minutes of Health and Safety meeting held on 2 December 2009 for information**

The Minutes were noted.

JB left the meeting.

GOVERNANCE/MANAGEMENT

14. i. **List of upcoming Marketing events for information**

The report was noted. SA explained that the College is, where possible, marketing the College to current Yr10 and Yr11 pupils.

Lorna Crouch is happy to provide Governors with further details of any event.

ii. **Feedback on Chair's Performance Questionnaire for information**

JW thanked Governors who had completed the questionnaire and he had noted the comments. With regard to requesting an item to go on the agenda for a meeting, this was covered in the standing orders and can be requested by giving the Clerk 14 day's notice, together with a brief resumé of the item.

iii. **Top Ten Risks for information**

Already covered earlier in the meeting.

iv. **List of UK trip activities to date in the current Academic Year for information**

SA explained that this would be presented once a year in future and was to let Governors know the opportunities made available to students in the UK and the report was noted.

MF was able to explain the visit to Imber Clump, the static Army display.

15. **Any other business**

JW reminded Governors of the Review of Governance meeting in Bristol on 11 March. He had some spare copies of the full report which he would pass on to attendees.

JW informed Governors that there is a local training event in Bath for Governors on 6 May and said this was a good chance to network and if Governors had any topics, to let JH know.

JH informed the meeting that the Instrument and Articles are currently being changed to reflect Machinery of Government changes and are purely technical changes.

SA informed the meeting that the new Chaplain is being licensed on 18 March at 7pm at Westfield Church. Governors are welcome to attend and were asked to let JH know if they are interested.

KW informed the meeting that a joint Rotary/College sponsored walk is taking place next Wednesday afternoon to raise funds for the Haiti disaster.

Upon query, SA informed the meeting that another invite will go to the Bishops to visit the College.

There being no further business, the meeting closed at 8.10pm.

Date of next meeting Wednesday 24 March 2010 at 6.30pm.