

**Governors Present:** Gill Slater (Chair)                                  Toby Hooper  
Matthew Adams    Sam Lifford  
Kat Bashar    Sheena Payne-Lunn  
Angela Davies    Ed Senior  
Sean Devlin     Isabel Swift  
Phil Douce     Deborah Tiffany (Vice-Chair)

**In Attendance:** Ruth Scotson                                      (Deputy Principal)  
Jo Payne    (PA to the Principal/Interim Clerk to the Governing Body)

**1. Apologies**

Apologies: Paul Cumming, Sheila Fallon and Emily Furniss.

The Chair advised that as the agenda items were either confidential or involved the potential appointment of a member of staff. Staff and student governors were asked to withdraw from the meeting.

*Ruth Scotson, Isabel Swift and Kat Bashar left the meeting.*

**2. Opening Standing Items**

(i) Declarations of Interest:

- Jo Payne declared that she was a candidate for the position of Clerk to the Local Governing Body;
- Sheena Payne-Lunn declared that the candidate for the Clerk position was her sister-in-law.

(ii) Confidential items: All parts of the agenda were identified as confidential to the Governing Body.

(iii) Urgent business: No urgent items were raised.

*Jo Payne withdrew from the meeting.*

**3. Appointment of Clerk**

The Chair of the Selection Panel reported back on the interview for the Clerk and the strength of the successful applicant's qualifications, experience and interview. This was endorsed by the other members of the Selection Panel. Governors unanimously approved the recommendation of the Selection Panel.

*Jo Payne rejoined the meeting.*

The Chair confirmed that the Governing Body had approved the recommendation of the Selection Panel to appoint Jo Payne as Clerk to the Governing Body from the point of academisation. Jo Payne confirmed her acceptance of the position. The Chair advised that a letter confirming the appointment would be prepared.

#### **4. Update from the Principal**

The Principal reminded governors of the national teachers' pay increase of up to 3.5% which would be partially funded by the government, but that this did not to sixth form colleges. The SFCA were investigating how this would apply to the College if it became a 16-19 academy during this academic year and it was felt that the College would receive this funding from the point of academisation only. It was noted that there was 1% allocated in the budget for a pay rise, but the Principal said that he would hope to be able to identify a way of funding the pay rise should governors decide to approve it so that the College did not fall behind other institutions.

The Principal provided an update on academisation and reported that the application had been approved by the Transactions Unit which was the point at which the previous application failed on a value for money basis. Due diligence was nearing completion although there were a number of property matters to be resolved by the solicitors. Once the College joined the MAT, staff would receive a letter from the Trust confirming that their terms and conditions had been transferred. Governors queried whether a meeting should be held prior to academisation to confirm TUPE arrangements. It was agreed to ask Browne Jacobson for their advice in this respect.

The Principal outlined the nature of the Quality Visit which had been referred to by the Principal at Hereford Sixth Form College and advised that he had intended that it would demonstrate that senior management were focused on improving quality. Nine external visitors would visit College over a two day period on 4<sup>th</sup> and 5<sup>th</sup> March which would involve some training from an Ofsted Inspector on the new common inspection framework. The Principal added that there was some staff anxiety about the visit, but he anticipated that it would be collaborative and developmental. It was asked whether there would be any requirement for governor involvement given that there would be a focus on leadership and management. The Principal would consider how this might be incorporated into the visit.

The Principal reported that there had been a small number of unpleasant incidents with intruders on site and measures were being taken to secure the site. At half term the recreational area at the back of College would be secured with the gates being locked and the smoking toleration zone moved so that it can only be accessed through the recreational area. The front entrance would be the only way into College for students and senior staff would be present at the start of the day to ask to see student ID cards. At other points in the day students would be able to swipe into the front entrance. The Governing Body agreed that the measures to secure the site were proportionate and required to ensure the safety of staff and students.

The Finance Manager had tendered her resignation and would leave College in April. The Principal advised that he had been working with the Finance Manager to prepare different versions of the budget for next academic year to reflect that the College may or may not have academised. He suggested that if the College academises there would not be a need to directly replace the Finance Manager and he was in discussions with the Principal and the Finance Director at Hereford Sixth Form College to consider what capacity they had to support the College. If academisation was delayed consideration would need to be given to making an interim appointment or making a contractual arrangement with HSFC.

The Principal shared a document on contingency planning and areas he had identified for potential savings if required.

The Governing Body thanked the Principal for his update. It was noted that the monthly update to governors at the request of the Quality Committee had been informative.

**5. Arrangements for External Audit of Statutory Accounts**

The Clerk explained that the Finance Director at Hereford Sixth Form College had requested that governors consider appointing Thorne Widgery as the external auditor to complete the final accounts for the College. The Finance Director, on the assumption that she would be supporting the College after the departure of the Finance Manager, had worked with the Hereford based audit firm for a number of years. The Chair of the Audit Committee had been consulted and raised concerns that what might be easier for the Finance Director at HSFC may not be easier for the Finance staff at the College. These sentiments were shared by the Governing Body who felt that retaining independent audit arrangements in the same way as independent legal support had been retained would be in the best interests of the College. It was agreed to engage the services of RSM for the final audit.

**6. Closing Standing Items**

- (i) Chair's Action: No action had been taken since the last meeting of the Governing Body.
- (ii) Health and Safety: The introduction of new site security arrangements would greatly assist in ensuring the safety of staff and students.
- (iii) Risk Management: No additional risk management issues were identified.
- (iv) Impact: The Governing Body agreed that their discussions about academisation and site security had an obvious impact on student provision.
- (v) Any Urgent Business: No items were raised.
- (vi) Date of Next Meeting: Wednesday, 10<sup>th</sup> April 2019 at 5.30pm. It was noted that an extraordinary meeting would need to be convened to dissolve the corporation and transfer assets to the Trust.

The meeting closed at 2.40p.m.

Signed: .....  
Gill Slater (Chair)

Date: .....

**GB ACTION POINTS ARISING FROM MEETING ON 2<sup>ND</sup> FEBRUARY 2019**

<b>Report Reference</b>	<b>Action Point</b>	<b>Person Responsible</b>	<b>Completion</b>	<b>Check</b>
GB/2.2.19/4	Confirm legal requirements in relation to TUPE with Browne Jacobson.	EYS	ASAP	

**ACTION POINTS BROUGHT FORWARD**

<b>Report Reference</b>	<b>Action Point</b>	<b>Person Responsible</b>	<b>Completion</b>	<b>Check</b>
GB/12.12.18/7(ii)	Write to local schools to promote the College as an HE+ Hub.	EYS	January 2019	
GB/12.12.18/7(ii)	Safeguarding and wellbeing to be a focus of the conference and to be incorporated into the conference programme.	JJP	January 2019	

**ACTION POINTS COMPLETED**

<b>Report Reference</b>	<b>Action Point</b>	<b>Person Responsible</b>	<b>Completion</b>	<b>Check</b>
GB/26.09.18/5(i)	Feedback to the Clerk on draft consultation documents.	GB	03/10/18	✓
GB/26.09.18/9(ii)	Publish the College's Careers Strategy on the website as required.	RJS/JJP	30/09/18	✓

\* Denotes amended action point.