

Governors Present:

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|------------------------------|---------------------------|
| Ian Oakes (Chair) | Iain Macleod (Vice Chair) |
| Mel Allcott | Mike McCreedy |
| Tom Bartley-Smith | Rob Shepherd |
| Sheila Bratt | Gill Slater |
| Angela Davis | Sarah Shimmin |
| David Davis (arrived 6.24pm) | Deborah Tiffany |
| Sue Howell | William Edmondson |
| Michael Kitcatt | Richard Reece |

In Attendance:

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|------------------|-------------------------------|
| Ruth Taylor | (Clerk to the Governing Body) |
| Barbara Clements | (Finance Manager) |
| Ed Senior | (Deputy Principal) |
| Carol Jones | (National Leader Governance) |

The Chair welcomed everyone to the meeting thanking them for their attendance and commenting that a lot had happened since the last meeting.

1. Apologies and Appointments

- a) Apologies were received from Rich Morgan.
- b) The Governing Body **approved** the appointment of:
 - Richard Reece as a Governor and a member of the Audit Committee for a period of four years.
 - Gill Slater as Vice Chair of the Governing Body with effect from 1st August 2016 for a period of 4 years.
 - Tom Bartley-Smith as the Independent Vice Chair of the Student Exclusion Appeal Panel for a period of 4 years.

(Richard Reece, Gill Slater and Tom Bartley-Smith joined the meeting at this point.)

On behalf of the Governing Body the Chair welcomed Richard Reece and said he hoped that he would enjoy his time as governor.

- c) The Chair stated that he would deal with the 'farewells' at the end of the agenda.

2. Opening Standing Items

- (i) The Principal declared an interest in item 4 as Vice Chair of the Governing Body at Bishop Perowne Academy (a partner high school). Mike McCreedy declared an interest in item 4 as a governor at Nunnery Wood High School (a partner high school). No other declarations of interest were received.
- (ii) Those parts of the agenda, which referred to individual students or members of staff, sensitive contracts or issues, were identified as confidential to the Governing Body.

- (iii) The Clerk gave notice that the Finance Manager had additional papers to circulate in relation to item 7(iii) and the Principal had papers to circulate in relation to items 4 and 7(i). The Governing Body **agreed** to deal with these matters at the relevant points on the agenda. No other urgent business was identified.

3. Minutes

23rd March 2016

The minutes of the meeting were **confirmed** as a correct record and signed by the Chair. An update was received on the action points arising from the minutes and those actions outstanding are listed below. The Principal commented that the marketing and perceptions survey had fallen foul of the Area Review but he still intended to go ahead with the survey, perhaps in the autumn term. The Governing Body **noted** the information provided.

27th April 2016

The minutes of the meeting were **confirmed** as a correct record subject to the addition of 'Deborah Tiffany' in attendance, and signed by the Chair. An update was received on the action points arising from the minutes and those actions outstanding are listed below. The Principal commented that the application for a Worcestershire UTC had been resubmitted and a decision was awaited. The Governing Body **noted** the information provided.

25th May 2016

The minutes of the meeting were **confirmed** as a correct record and signed by the Chair. An update was received on the action points arising from the minutes and those actions outstanding are listed below. The Principal commented that the appointment of the auditors RSM as financial consultants, to provide advice and assistance with academisation, had been approved by the AROWG. Interviews with prospective legal consultants had been arranged. The Governing Body **noted** the information provided.

4. Strategic Debate

The Chair welcomed Carol Jones, National Leader Governance, Chair of Stoke-on-Trent FE College and Chair of their MAT, to the meeting. He explained that Carol had been invited to the meeting to share with governors her experience of a MAT and to facilitate a discussion on academisation. He hoped that the Governing Body would be in a position to decide whether to become an academy in October, but in the meantime invited governors to share their ideas, concerns and aspirations for the College.

The Principal circulated a copy of the minutes of AROWG latest meeting and provided governors with an update on how negotiations were proceeding with the Bank, the Regional School Commissioner's representative and discussions with local stakeholders. He also provided articles on academisation from the SFC and AoC for information.

An hour long debate followed under 'Chatham House rules' with the advantages and disadvantages of academisation, the structure of MATs and SATs and Academy requirements being discussed. During the debate governors' wish for the College to become an outstanding College was made very clear.

Carol Jones offered to provide feedback to the College on her perception of governors' views of academisation. She reminded management that the long awaited government guidance on conversion was due out on Friday.

On behalf of the Governing Body the Chair thanked Carol Jones for her contribution to the strategic debate.

(Carol Jones left the meeting at 7.15pm).

5. Stakeholder Voice

Angela Davis commented that she had had an excellent visit to see media studies and business studies tutorials. She described it as ‘an interesting, informative and thoroughly enjoyable visit’. Sue Howell stated that she had had a really informative visit to the Finance Section. She had been pleased to see how the Finance Manager was getting ‘stuck into’ her new role. She commented that the finance Manager’s hours may need to be reviewed in the future and that she would like further information as to how the budget linked to the Q&D Plan and how decisions were made regarding investment in IT. The Chair commented that the recent Art and Design exhibition had been a huge success. Both the standard of the work and the presentations had improved over the years.

The Chair thanked governors for taking the time to visit the college and asked them to remember to complete their link visit forms and return them to the Principal’s PA, Jo Payne, as soon as possible following their visit. The Vice Chair commented that the Ofsted Inspectors had been impressed with the level of knowledge the governors had about the College, and that link visits were an important part of this.

The Staff, Parent and Student Governors stated that they had no matters of note to raise with the Governing Body.

6. Quality Assurance

(i) Quality Committee minutes: 28.6.16

The Chair presented the minutes highlighting the Committee’s recommendations in relation to an enrolment target for 2016-17, the College mission statement and strategic aims, the quality and development plan and proposals for an Ofsted improvement plan and changes to the College Instrument and Articles. She also highlighted changes to the risk register recommended by the Committee regarding the impact of the Brexit referendum. She urged governors to complete their training needs questionnaires and return them to Jo Payne.

The Principal and Deputy Principal responded to a number of questions raised in relation to marketing, admissions, the Ofsted improvement proposal and the Q&D Plan. The Principal confirmed that he no longer wished to remove reference to 14-16 year old students from the mission statement.

The Governing Body **received** the minutes of the Quality Committee and **approved** the following:

- An enrolment target for 16-18 year old students of 1565-1665, for 2016/17.
- The College Mission Statement without amendment.
- The revised strategic aims, including reference to evaluating the new A levels as recommended by the Principal.
- The proposals for developing an Ofsted improvement plan as recommended by the Deputy Principal.
- The schedule of meetings for 2016-17 as recommended.
- Amendments to the College I&A as follows:
 - Instrument 1(h) be amended to include ‘telephone conferencing’ in the definition of meeting.
 - Add to Instrument 1(p) “‘Written’ or ‘in writing’ means a legible document including a document sent by electronic means.”

- Add to Instrument 14(1) “but a written resolution signed by a simple majority of governors entitled to vote at a meeting shall be as valid and effectual as a resolution passed at a meeting provided that the purpose of the resolution is contained in one or more documents of like form each signed by one or more or the governors. Such a resolution will be deemed to have been passed on the date of the last signature. Any proposed written resolution shall lapse if not passed within twenty eight days of the date of circulation.”

(ii) Audit Committee minutes: 30.6.16

The Chair of the Audit Committee presented the Audit Committee notes highlighting the following:

- The recruitment of two co-opted governors for the Audit Committee was in hand.
- The Committee had considered the learner numbers audit report and noted two minor recommendations. The Committee had been concerned to learn that the in-house feedback at the end of the review differed from the subsequent written report. These concerns had been reported to RSM. The Committee had deferred consideration of whether to recommend RSM (internal audit) for re-appointment accordingly.
- The Committee considered the key financial controls audit report (the first of three) and noted improvements in the finance section and processes. The Committee had deferred consideration of the re-appointment of Kendall Wadley for 2017, until all three KFC reviews had been completed in the autumn term.
- The Committee received RSM (external audit) plans for the year end audit 2017 and details of the new SORP requirements.
- The areas of the risk register and assurance map that had been scrutinised in detail by the Committee.

The Governing Body **received** the minutes of the Audit Committee and **noted** the information provided.

(Mel Allcott left the meeting at 7.40 pm.)

7. Finance and Resources

(i) Area Review Update: (Provided by the Principal at item 4 above.)

(ii) Resources Committee minutes: 23.6.16

The Chair of the Resources Committee presented the minutes commenting on the employment update received, the finance update received, the draft budget and two year forecast proposed by the Finance Manager and the Committee terms of reference. The Principal referred to the Equality and Diversity objectives for 2016-17 included within the latest version of the agenda papers.

The Governing Body **received** the minutes of the Resources Committee and **approved** the following

- The Finance Manager’s recommendation not to re-value the College assets at year-end 2016.
- The draft budget for 2016-17 and two year forecast proposed by the Finance Manager.
- Amendments to the Committee terms of reference;’ to reduce membership to 7 and quorum to 3’ to reflect the current composition.
- The Equality and Diversity target and objectives for 2016-17 as proposed by the Principal.

(iii) Finance Update

The Finance Manager summarised her report providing a financial update to period 10, and responded to questions raised. She confirmed that the budget had remained healthy within year and expected the year end surplus to be £70,000 above budget. Pay savings had been spent in year on

refurbishment, marketing and IT. She had recently identified an issue with the College fixed asset register and depreciation which would need to be addressed in conjunction with the College external auditors. She may need to write off some assets which could reduce the year end surplus further.

The Finance Manager presented her proposals for the budget for 2016-17 confirming that it had been based upon student numbers of 1565 and a 1 % pay increase for staff. She had taken a 'bottom up' approach to reach a surplus for 2016-17 of £75,000 and breakeven in 2017-18. She circulated for information a commentary on the budget setting out the financial objectives and attaching a checklist.

The Governing Body **noted** the information provided and **approved** the draft budget for 2016-17 and two year forecast.

The Chair thanked the Finance Manager for all her hard work in producing the draft budget.

(iv) Property Update

The Principal presented his report and invited questions thereon. He confirmed that he was in discussions with NWHS and Worcestershire FA regarding a 3G pitch and agreed to report back further in the autumn term. He advised that refurbishment of the class rooms on the second floor would be completed the following year with support from the College Fund. He responded to questions raised in relation to changing rooms, management of the sports centre and refurbishment of the cafeteria.

The Governing Body **noted** the progress made in implementing the Property Strategy and **approved** the Principal's proposals for further refurbishment.

8. Policy Reviews

Disaster Management Policy: The Governing Body approved the Disaster Management Policy with the minor amendments recommended.

Risk Management Policy: The Governing Body approved the Risk Management Policy without amendment as recommended.

9. Closing Standing Items

(i) Chair's Action: No actions to report.

(ii) Health and Safety: None.

(iv) Risk Management:

The Governing Body reflected on their debate and agreed that no additional risk management issues had been identified.

(v) Any Urgent Business: None.

(vi) Date of Next Meeting: Wednesday, 5th October 2016. Celebratory event for staff and governors Tuesday 19.7.16.

On behalf of the Governing Body the Chair thanked Rob Shepherd for his contribution and wished him luck for the future. Rob stated that he intended to apply to join the navy as soon as he had received his results.

On behalf of the Governing Body the Chair thanked Tom Bartley-Smith for his contribution to the work of the Governing Body and for the challenges he had made at various meetings. He also thanked him for agreeing to become the independent Vice Chair of the SEAP. Tom thanked the Governing Body for his gift and stated that he had really enjoyed his time as governor.

The Chair thanked Governors and Staff for all their hard work over the academic year and stated that he was looking forward to hearing about the examination results in August. He stated that he felt that the Governing Body was now well informed about academisation and would be able to take the matter forward in October.

The meeting closed at 8.40 p.m.

Signed:

Ian Oakes (Chair)

Date:

GB ACTION POINTS ARISING FROM MEETING ON 13th JULY 2016

| Report Reference | Action Point | Person Responsible | Completion | Check |
|-------------------|---|--------------------|--------------|-------|
| GB/13.7.16/4 | Circulate advice on conversion to an academy once available | JJP | July 2016 | |
| GB/13.7.16/4 | Business plan and draft application form to convert to an academy completed and reported to governors | MWK | October 2016 | |
| GB/13.7.16/5 | Report back on how the Q&D Plan and budget are linked | MWK/BJC | October 2016 | |
| GB/13.7.16/5 | Report back on IT provision, planning, budget and quality assurance | MWK/BJC | March 2017 | |
| GB/13.7.16/6(i) | Update strategic aims, I&A and terms of reference as approved | JJP | July 2016 | |
| GB/13.7.16/6(i) | Further report on Ofsted improvement plan and becoming outstanding | EYS | October 2016 | |
| GB/13.7.16/6(i) | Report back on telephone/video conferencing for governors | EYS/RET | October 2016 | |
| GB/13.7.16/7(iii) | Report on fixed asset register and depreciation | BJC | October 2016 | |
| GB/13.7.16/7(iv) | Report on development of leisure facilities (3G etc) | MWK | October 2016 | |

ACTION POINTS BROUGHT FORWARD

| Report Reference | Action Point | Person Responsible | Completion | Check |
|------------------|--|--------------------|--------------------|-------|
| GB/18.12.13/5 | Complete review of joint use operational agreement.* | MWK | GB 5.10.16* | |
| GB/23.3.16/3 | Report back on Y10 perceptions survey and marketing survey | MWK | GB 5.10.16* | |
| GB/23.3.16/7(ii) | Report back on Financial Regulations | BJC | RC and GB 5.10.16* | |
| GB/25.5.16/3(ii) | Continue to develop partnership arrangements for proposed academy | SMT | Sept 2016* | |
| GB/25.5.16/3(ii) | Identify in-house, backfill/extra hours support needed to progress the academisation application process | SMT | Sept 2016* | |
| GB/25.5.16/3(ii) | Continue negotiations with the Bank re loan | MWK/BJC | Sept 2016* | |
| GB/25.5.16/3(ii) | Prepare draft financial plans for proposed academy ready for audit | MWK/BJC | Sept 2016* | |

ACTION POINTS COMPLETED

| Report Reference | Action Point | Person Responsible | Completion | Check |
|------------------|--|--------------------|-------------|-------|
| AC/6.2.16/1 | Ofsted letter ACTION PLAN and what needed to be outstanding | EYS | GB 13.7.16* | ✓ |
| AC/6.2.16/2 | Investigate report back to GB re academies, MATs and EMPTY MATs | MWK | GB 27.4.16* | ✓ |
| AC/6.2.16/3 | Share with students who they should contact if they have any concerns re radicalisation etc | SMT/Tutors | GB 13.7.16* | ✓ |
| AC/6.2.16/3 | Consider methods for promoting Prevent Strategy to students eg posters, tutor group and assemblies | SMT | GB 13.7.16* | ✓ |

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|-------------------|--|-----------------|----------------------|---|
| AC/6.2.16/3 | Report back on promotion of Prevent strategy and British Values | EYS | GB 13.7.16* | ✓ |
| AC/6.2.16/4 | Committees to scrutinise relevant RR&AM entries | EYS/RET | Summer 2016 | ✓ |
| GB/23.3.16/4 | Report back in more details on Bank's view of academisation/loan | BJC/MWK | GB 13.7.16 | ✓ |
| GB/23.3.16/4 | Report back to AR Steering Group on option 'explore academisation' | MWK | 4.4.16 GB 27.4.16 | ✓ |
| GB/23.3.16/7(ii) | Report back on signatories | BJC | RC 23.6.16 | ✓ |
| GB/23.3.16/8(i) | Amend and publish AC ToFRef, Finan Regs, Annual Audit Plan and Governor Appt. Policy | JJP | GB 27.4.16 | ✓ |
| GB/23.3.16/8(i) | Additional member for AROWG and date for meeting | JJP/RET | GB 27.4.16 | ✓ |
| GB/27.4.16/3 | Contact Lorna to clarify if it was possible to apply to create an empty MAT | MWK/JJP | 30.4.16 | ✓ |
| GB/27.4.16/3 | Contact Lorna for Lloyds Bank contacts | MWK/JJP | 30.4.16 | ✓ |
| GB/27.4.16/4(ii) | Review Risk Register re academisation | EYS | GB 25.5.16 | ✓ |
| GB/27.4.16/4(iv) | Arrange meeting re UTC for MWK, IO and DJD | MWK/JJP | 30.4.16 | ✓ |
| GB/25.5.16/3(iii) | Invite applications to quote for legal, financial and estates consultancies | MWK/RET/ BJC | June 2016 | ✓ |
| GB/25.5.16/3(iii) | Convene AROWG to consider consultants for academisation process | JJP/RET | June 2016 | ✓ |

* Denotes amended dates.