## 

## MEETING OF THE GOVERNING BOARD

**TIME/DATE 4.00pm Thursday 1st November 2018**

**VENUE BOARDROOM KNOWSLEY**

Present:

Dr J Burford CEO

Mrs E Brocklehurst (Vice-Chair) External Governor

Mrs J Heap Staff Governor

*Mr B Bennett-Stanley Staff Governor*

Mrs S Jee (Chair) External Governor

Mr J Pinsent External Governor

*Mr K Sanderson External Governor*

Mr N Shore External Governor

Mrs A Cannon External Governor

Mr P Han External Governor

*Mrs Y Rennison External Governor*

Vacancy External Governor

Vacancy External Governor

Vacancy External Governor

Vacancy Student Governor

Oliver Burke Student Governor

In attendance:

Matt Trinder co-opted member

Rob Molloy Chief Financial Officer(CFO)

Andrea Shepherd Interim Deputy principal

Victoria Roberts Vice-Principal

Lorna Lloyd-Williams Clerk to the Governing Board

***Italics denotes absence* MINUTES**

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| **Item** | **The meeting opened at 16.07 and was quorate with at least 9 members present. The determination was 17.** |
| **1**  **GB/01/11/19** | **APOLOGIES**  Apologies were received and accepted from Mrs Y Rennison, Mr K Sanderson and Mr B Bennett-Stanley. Mr O Burke and Mr M Trinder were welcomed to their first Board meeting. |
| **2**  **GB/01/11/20** | **DECLARATION OF INTERESTS**  There were no declarations of interest. |
| **3**  **GB/01/11/21** | **MINUTES OF THE MEETING HELD ON 27th SEPTEMBER 2018**  The Minutes were accepted as a correct record and approved for signature by the Chair. | |
| **4**  **GB/01/11/22** | **MATTERS ARISING**  In relation to outstanding actions the Board were advised:   * Walkthroughs – The Clerk advised she would come back next week to governors with specific dates. * ESFA letter- It was confirmed that this had been circulated. * Work scrutiny- The CEO advised that members of SLT have now received training and will be able to give an in depth report in December * It was confirmed that in referring to the College there will be emphasis on referring to it as a college group and the Board were advised that SLT will be appointing champions to supervise this. * 14-16 students- The CEO advised she had arranged to take advice on this * The Clerk advised that she would send the report on English and maths given to curriculum committees to all governors. | |
| **7**  **GB/01/11/23** | HIGHER EDUCATION  **This item was elevated on the agenda**  The Vice Principal advised that the document before the Board was in a draft format compiled following annual monitoring meetings to approve programme self-assessments. She advised that there was also a Quality Improvement Plan for the college which had been completed and signed off. The Board noted that for 18/19 the College is working to the QAA action plan which is a priority for this year.  The Board were advised that the Office for Students had now requested an assurance statement to be signed by the Board which had been the case in previous years but for Hefce. It was explained that the HE self-assessment enabled the Board to give this assurance. The Board were advised that there needs to be more contained within the plan regarding academic standards and student experience. It was agreed in principle that the HE self-assessment was going through right processes and it was  **Resolved** to delegate to Elaine Brocklehurst the ability to sign off the document on the 22nd November on the basis that in the interim Governors can provide comments.  Governors asked whether there were any outstanding issues in relation to the QAA review and received confirmation that all but one action had been completed and that feedback regarding the colleges application had yet to be received from the Office for Students. The Vice Principal advised the only QAA action outstanding was to check and ensure that the turnaround time for feedback for students is commensurate with that of universities’ requirements.  Governors asked about employability and whether there were any other actions that were taken for example in relation to improving students’ interview techniques prior to seeking post-graduation employment. The VP outlined some of the further actions in detail and gave examples in relation to spa management, e.g. entrepreneurship module and work placement module. The Board were informed that new curriculum developments had come from a research base of looking at a number of growth areas including LEP priorities. | |
| 11  **GB/01/11/24** | ANY OTHER BUSINESS  **This item was elevated on the agenda**  The Clerk informed the Board of the following Chair’s actions which were ratified:   1. In relation to the selection panel for the Deputy Principal, that Elaine Brocklehurst had replaced Yvonne Rennison on the selection panel due to Yvonne’s unavailability and it was noted that this was provided for within the original resolution. 2. In the wake of Julia Tinsley’s resignation Elaine Brocklehurst had been appointed as Safeguarding Governor on a temporary basis.   Following interviews by members of the Search and Governance committee it was  Resolved to appoint Martin Carr and Claire Russell to the Governing Board for a period of 4 years each and for them to serve on the Quality and Outcomes and Strategic Curriculum Planning committees. It was also agreed that Matt Trinder should become a full Governor from the 1st January 2019 for a period of 4 years.  The Clerk also advised that she wished to make some amendments to the Instruments and Articles, having considered the annual guidance from Eversheds solicitors. These were in relation to Quorum and the inclusion of Academic freedom. It was  Resolved to amend the Instruments and Articles to provide that  “meetings shall be quorate if the number of members present is at least 40% of the total number of members the majority being external members.”  And to include at Article 15 the following:  “In making rules under Article 14, the Corporation shall have regard to the need to ensure that academic staff at the institution have freedom within the law to question and test received wisdom and to put forward new ideas and controversial or unpopular opinions without putting themselves at risk of losing their jobs or any privileges which they may enjoy at the institution. “  The Board were advised that there is also a code of practice in relation to academic freedom which will be brought to a board meeting.  **16.46 Alison cannon left the meeting and the meeting remained quorate with 7 members being present.**  The Chair informed the Board that Aidan Sergent had resigned. | |
| **5**  **GB/01/11/25** | **CEO’S REPORT (Confidential)**  This item was considered to be confidential by the Board, with the details therefore recorded within the confidential minutes of this meeting. | |
| **6**  **GB/01/11/26** | ESTATES(Confidential)  This item was considered to be confidential by the Board, with the details therefore recorded within the confidential minutes of this meeting. | |
| **8**  **GB/01/11/27** | FINANCE(Confidential)  This item was considered to be confidential by the Board, with the details therefore recorded within the confidential minutes of this meeting. | |
| **9**  **GB/01/11/28** | FINANCE, RESOURCES AND COMMERCIAL COMMITTEE 5TH OCTOBER 2018  The Chair advised that the Board had covered most of the matters dealt with at the committee. In relation to the proposal submitted to ESFA, whilst an official response had not been received indications were that ESFA could not see that there was a mechanism for agreeing the proposal as the restructuring fund is closed and the College is perceived as managing. | |
| **10**  **GB/01/11/29** | PERFORMANCE & REMUNERATION COMMITTEE 5th October 2018  The committee chair advised the Board that the two individuals concerned in the senior restructuring, Anne Pryer and Gill Banks had acted in a highly professional manner. In addition the Board were informed that the committee is looking at the disciplinary procedure for senior post holders but there are no issues and also considering the appraisal system which appears to be going well. | |
| **GB/01/11/30** | The Chair of the Governing Board expressed thanks for the contribution of Pam Jervis, Julia Tinsley and Aidan Sergent. The Clerk was asked to invite Aidan Sergent to the Christmas dinner and thanks were given to Anne Pryer and Gill Banks for all their hard work and effort. | |
| **12**  **GB/01/11/31** | DATE OF NEXT MEETING –  Thursday 13th December 4pm Knowsley | |
|  | The meeting closed at 18.16 | |