

Minutes of the Meeting of the Board of the Corporation
held on Monday 17 July 2017, in Room 03.E07, College Green Campus
6:00pm - 8:30 pm

Committee Members: Lis Anderson.
Peter Rilett (Chair)
Geoff Channon
Richard Gaunt
Zahid Gill
Daniel Howarth
Paul Jacobs
Lee Probert (Principal and Chief Executive)
Zoe Taylor
Martina Veale
David Williams

Also in Attendance: Becky Edwards, Executive Director Finance
Claire Thorogood, Director of Apprenticeships & Employer
Based Training
Stephen Davies, Clerk to the Corporation

Min. No.		ACTION by whom	DATE by when
42	<u>APOLOGIES FOR ABSENCE</u>		
	42.1 Apologies were received from Keith Hutton, Cliff Shaw and Letisha Christopher.		
43	<u>DECLARATION OF INTERESTS IN ANY OF THE ITEMS ON THE AGENDA</u>		
	43.1 The Chair reminded members of the Committee to declare at the start of the meeting interests held in any matters to be discussed.		
	43.2 No interests were declared.		
44	<u>MINUTES</u>		
	<u>Minutes of the meeting held on 15 March 2017</u>		
	44.1 The Minutes and Confidential Minutes of the meeting held on 15 March 2017 were confirmed as an accurate record and signed by the Chair.		
45	<u>MATTERS ARISING</u>		
	A. <u>SUMMARY REPORT OF ACTIONS</u>		

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ACTION by whom	DATE by when
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45.1 Governors **NOTED** the summary of actions regarding the student progress report and the safeguarding annual report.

46 PRINCIPAL'S REPORT

46.1 The Principal's Report was discussed and noted as a Confidential Minute.

47 OFSTED REPORT

47.1 The Board received and **NOTED** the Report, in particular the OFSTED visit dates.

48 SELF ASSESSMENT ARRANGEMENTS AND QUALITY IMPROVEMENT PLAN

48.1 The Director of Apprenticeships and Employer Based Training highlighted the report noting the following themes:

Outcomes

- The proportion of learners on study programmes, apprenticeships and adult courses achieving their qualifications are too low.
- Headline College achievement rates are not yet above national averages.

Attendance

- Although improved, attendance is still too low, particularly in GCSE English and maths.

Destinations and progression

- Not enough learners progress to higher levels of learning within the College including the College's own higher education provision.
- Actual destinations are not collected fully for study programmes and for adult programmes.

Teaching, Learning and Assessment

- Insufficient stretch and challenge (challenging and stretching students to achieve higher grades and to develop deeper understanding).
- Increased challenge is needed for the more able students.
- Improvement is needed in the effectiveness of teachers' use of questioning to fully test learners' and apprentices' understanding and to help them think more deeply and apply their knowledge to new learning effectively.

The development of students' English and maths

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- Learners on study programmes and adult learners do not develop their English and mathematics skills well in vocational lessons because teachers do not provide activities for them to develop these skills.

Apprenticeships

- Not enough assessors focus on the development of apprentices' vocational, personal and social skills to help improve their employment and promotion prospects beyond their apprenticeship.
- Employers are not always involved fully in the planning of programmes,

Prevent and British Values

- Assessors and teachers lack the confidence to tackle Prevent and British Values subjects usefully with students and apprentices.

Leadership and management

- Improve performance management culture so that it impacts positively on teaching, learning and assessment, outcomes and the student experience.

48.2 The Director of Apprenticeships and Employer Based Training highlighted the improved self-assessment structure and programme that was to be undertaken. The timetable was noted and the regular validation meetings with senior managers and an improved action focus were also highlighted.

48.3 Governors questioned the themes and their links to the employability agenda. The College activities relating to employability were highlighted, including the development of a work placement pledge, improvements to destination data and mainstreaming activities. Governors highlighted the need for incentivising destination returns.

48.4 Governors questioned what would be different regarding the arrangements for timely completions. It was confirmed that student data would be cleaned and legacy students who were not likely to complete would be removed from the system.

48.5 The Board **NOTED** the report.

49 MANAGEMENT ACCOUNTS, MAY 2017
PROJECTED YEAR-END OUTTURN

49.1 The Management Accounts for May 2017 and Projected Year-End Outturn were discussed and noted as Confidential Minutes.

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50	<u>BUDGET & PAY AWARD 2017-18</u>		
	50.1 The Budget and Pay Award 2017-18 was discussed and noted as a Confidential Minute.		
51	<u>GOVERNMENT BORROWINGS</u>		
	51.1 The Government Borrowings item was discussed and noted as a Confidential Minute.		
52	<u>ACCOUNTABILITY FRAMEWORK</u>		
	52.1 Governors discussed the availability of the outcome data and the Principal AGREED to disseminate the results in Mid-September.	Principal	September 2017
	52.2 Governors questioned the levels of staff morale. It was confirmed that the levels were mixed dependant on the experience of the recent restructure. It was also highlighted, by the Staff Governor, that the activities such as the staff awards, CPD, increased availability and responsiveness of Senior Managers had also helped increase morale in comparison to the previous year.		
	52.3 In responding to staff skills it was confirmed that, whilst improvements had been made, the outcomes were still not good enough and that improvement was not consistent across the College. Activities like the CPD event were discussed and it was noted that the messages regarding performance were difficult for some staff given the level of effort to improve in the current year.		
	52.4 The Board NOTED the Accountability Framework.		
53	<u>GOVERNANCE 2016/2017</u>		
	53.1 The Committee Chairs highlighted the work of their Committees as highlighted in the draft Committee Minutes. The Board NOTED the updates.		
54	<u>STUDENT DISCIPLINARY POLICY</u>		
	54.1 The Principal summarised the main changes to warnings and sanctions, designed to speed up the process. It was noted that serious offenses could result in swifter		

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exclusion. The Board **APPROVED** the Student Disciplinary Policy

55 STUDENT UNION CONSTITUTION

55.1 The Board **APPROVED** the Student Union Constitution.

56 SAFEGUARDING POLICY

56.1 The Board **APPROVED** the Safeguarding Policy.

57 HEALTH, SAFETY AND WELLBEING POLICY

57.1 The Board **APPROVED** the Health, Safety and Wellbeing Policy.

58 REMUNERATION COMMITTEE UPDATE

58.1 The Chair summarised the discussions of the Remuneration Committee. The Board **AGREED** that there be no changes to the remuneration of Senior Postholders. The good level of performance of the Executive Director of Finance was **NOTED**. The Ofsted achievements were discussed in relation to the Deputy Principal's performance and it was **NOTED** that there was a pressing need to secure improvements to Teaching, Learning and Assessment.

**59 AOB &
CLOSE**

58.1 There being no further business, the Chair thanked Members for their attendance and closed the meeting at 8:10pm.

S Davies
Clerk to the Corporation

Signed as a correct record on (Date)

..... (Chair)