



GOVERNORS' MEETING Minutes of the meeting on 6 December 2012

Present: Mr Neil Arlett, Miss Katie Baker, Ms Michelle Balcombe,
Mr Martin Churchward, Mrs Carol Clapham, Mr Charles Davies,
Mr Rob Doran, Mrs Diane Evans, Dr Jonathan Godfrey,
Dr Ken Hopkins (Chair), Mrs Heidi Macdougall, Mr James Miller,
Mr Ravi Tandon, Mr Phil Tranter, Mr Fraser Williams,
Miss Christine Wright (16)

In attendance: Dr Ruth Brinton and Mr Peter Cooper (Deputy Principals),
Mr Philip Eyles (Clerk), Mrs Ruth Jones (Finance Director)

1. **APOLOGIES FOR ABSENCE**
Katarina Blair, Chris Hodson, Helen Powers and Blair Priday (4)
2. **APPOINTMENT OF STUDENT GOVERNOR**
Katie Baker had been nominated, unopposed, by first-year students and Fraser Williams was nominated after an election by second year students. The Board **AGREED TO APPOINT** both as Student Governors
3. **DECLARATIONS OF INTERESTS AND GIFTS**
None
4. **MINUTES OF THE MEETING HELD ON 4 OCTOBER 2012**
The Minutes were approved as an accurate record and signed
5. **MATTERS ARISING FROM THE MINUTES**
The process for appointing a new Clerk to the Governors was discussed
6. **CLERK'S REPORT**
The Clerk reported on Board numbers (there are no vacancies), confirmed (by asking Committee Chairs) that Committees have enough members and reported that Governor Chris Hodson is quite ill. It was agreed that the Clerk should write to Chris to express the Board's best wishes
7. **PRINCIPAL'S REPORT**
The Report led to considerable discussion of the UCAS offers made in 2012 and how students who apply for competitive courses are supported. Self-Assessment and finance were discussed only briefly since they featured elsewhere on the Governors' Agenda. There was considerable discussion of local issues: The Robert Owen 14-19 Vocational Free School, Hereford College of Arts' decision to start offering an A-level programme and the possibility of another school starting a sixth form. National issues raised in the report were discussed, especially the reform of A-levels.
8. **OPERATIONAL PLAN MONITORING**
The report covered the period from January to October in the 2012 Operational Plan. All but three of the 217 planned objectives have been met. The Board discussed and noted why the remaining three objectives had not been achieved
9. **COLLEGE SELF-ASSESSMENT REPORT ON THE ACADEMIC YEAR 2011-12**
The Deputy Principal (Curriculum) introduced the report, explaining its purpose and the way it is constructed. All departments contribute to what is considered to be a valuable process for all concerned. ../2

Discussion began on the cross-college aspects of the report. All aspects had been graded as 'outstanding', but there are still a number of Areas for Development which the Board considered.

Curriculum area grades were examined and discussed. There was then consideration of the Development Plan for 2012-13 to address identified weaknesses and a review of the outcomes of the corresponding plan for 2011-12.

The Board of Governors spent considerable time on this agenda item. It then **AGREED** that the Self-Assessment Report is a robust and realistic summary of the College's strengths and weaknesses.

The Board then **AGREED TO APPROVE** the Self-Assessment Report 2011-12 and the new Development Plan

10. GOVERNORS' CONFERENCE ON 15 AND 16 MARCH 2013

The draft programme was considered and approved

11. COMMITTEE REPORTS

i. Search Committee on 22 November

The meeting's main task had been to review the skills offered by several governors whose current terms of office will expire early in 2013, bearing the 2012 Governors' Skills Audit in mind. It had also reviewed the Committee's Terms of Reference and discussed Chris Hodson's illness. After discussion, the Board **AGREED TO APPROVE** the Committee's recommendations that

- Chris Hodson is given leave of absence as a Governor until March 2013
- No changes are made to the Search Committee's Terms of Reference
- Michelle Balcombe, Charles Davies and James Miller **ARE RE-APPOINTED** to four-year terms of office as Governors, to begin when their current terms expire in the period January to July 2013

The Committee's Minutes were then considered and **APPROVED AS A CORRECT RECORD**

ii. Finance & Premises Committee on 22 November

The Committee had discussed Monthly Management Accounts (for August and September) and looked in detail at the draft Financial Report and Accounts for 2011-12. It had recommended the latter for approval, subject to the report from the Audit Committee. The staffing budget had been reviewed and the Committee had supported the Principal's proposal that some of budget's contingency be used to give staff a small unconsolidated bonus.

The Committee had also examined and noted the Shadow Funding Allocation for 2012-13. This shows what the current year's budget would have been if an impending new 'funding formula' had already been introduced. The College's budget will fall by a considerable amount once a moratorium period for introducing the new formula ends, possibly in three years' time.

Finally, the Committee had considered, and re-assured itself about the value for money being achieved by the College in its re-tendering process for utilities.

The Board considered the Committee's report and also examined directly the College's Monthly Management Accounts for October 2012. The Board then considered the Financial Report and Accounts carefully but resolved to defer approval until after the report from the Audit Committee (see Minute 10iii).

Finally, the Board **AGREED TO APPROVE**

- the College's Monthly Management Accounts for August, September and October 2012
- the payment to each full-time employee of an unconsolidated, 'one-off' bonus payment amounting to 1% of his or her salary, but with a guaranteed amount of £300 to be paid if the 1% figure is below £300
- the payment to part-time employees of a proportional amount of the above unconsolidated payment

The Committee's Minutes were then considered and **APPROVED AS A CORRECT RECORD**

iii. Audit Committee on 27 November

The Audit Committee had examined all aspects of the Annual Financial Report and Accounts, which had previously been examined by the Finance & Premises Committee – see previous Minute. It had also examined the Financial Statements Auditors' Findings Report, where no funding or regularity issues, no unadjusted misstatements nor deficiencies in internal controls had been found. The draft Letters of Representation, Regularity Audit and Teachers' Pensions Audit had also been scrutinised.

After discussion, the Board then **AGREED TO**

- adopt the Financial Statements, Report and Accounts for 2011-12
- approve the report of the Audit of Teachers' Pensions
- approve the Letters of Representation within the Audit Findings Report
- authorise the Principal and Chair to sign off the above documents

The Committee Minutes were then considered and **APPROVED AS A CORRECT RECORD**

iv. Remuneration Committee on 6 December – verbal report

The Committee had met mainly to consider whether Senior Post Holders should receive the same unconsolidated payment as other staff (see Minute 10ii) above) and had agreed to recommend that they should do so. The Committee had also reviewed its Terms of Reference and recommended no changes.

After a brief discussion, the Board of Governors **AGREED** that:

- Senior Post Holders should receive the same unconsolidated payment as other employees, as detailed in Minute 10ii above
- No changes are to be made to the Remuneration Committee's Terms of Reference

The Committee's Minutes will be considered at the next Board Meeting in February

11. ANY OTHER BUSINESS

Governors were reminded of the date of the Carol Service

12. DATE OF NEXT MEETING

Thursday 7 February, at 7.30pm, preceded by Governor Training on Financial, Audit and Legal Issues at 7.00 pm