



## **GOVERNORS' MEETING**

### **Minutes of the meeting on 15 March 2014**

**Present:** Mr Neill 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, Mr Joe Hamblin, Mr Clive Hodgeman, Mr Chris Hodson, Dr Ken Hopkins (Chair), Mrs Heidi Macdougall, Mr James Miller, Ms Blair Priday, Mr Ravi Tandon, Phil Tranter, Miss Christine Wright  
(19)

**In attendance:** Mr Peter Cooper (Deputy Principal), Mr Robert Gorman (Clerk).  
Ruth Jones, Finance Director, was also unable to attend

**1. APOLOGIES FOR ABSENCE**

None

**2. DECLARATIONS OF INTERESTS AND GIFTS**

None

**3. MINUTES OF THE MEETING HELD ON 30 JANUARY 2014**

The minutes were approved as an accurate record and signed. Minutes from the meeting of 5 December, having been amended, were also signed as a correct record.

**4. MATTERS ARISING FROM THE MINUTES**

None

**5. CLERK'S REPORT**

The Clerk presented a paper entitled Some Notes on Re-appointment of Governors, and indicated that a Search Committee should be called in the near future to consider Governor re-appointment and succession planning. The Chair concurred, and asked the Clerk to proceed.

**6. PRINCIPAL'S REPORT**

The Principal presented his report and began by referring to Governor James Miller's letter to Jesse Norman MP about the DFE's policy on 16-19 funding, and also an updated analysis of HE destinations. The Board considered and applauded the letter, and hoped that the MP would have the opportunity to raise the issues with the Secretary of State. The Principal replied to members' questions about reasons for some destinations and perceived advantages in attending Russell Group universities. The Principal confirmed that no interim teacher of Biology had been appointed yet. The College's lesson observation programme had so far produced a very good profile of grades. All new teachers were observed, with every teacher reviewed at least once on a two year rolling programme. A member asked about the dip in observations in 2013. The Deputy Principal explained that all teachers are observed over a two year period, therefore making 2014 similar to 2012. There were no unsatisfactory observations, but if required there was a support mechanism in place.

The rest of the report covered retention and attendance data, which remained at a high level, and local and national issues. Members had read and were concerned about a plan announced by Government for colleges to pay more towards Teachers' Pension deficits.

The Principal confirmed that the new Maths block was now in use, and the College's application for grant funding for the proposed Extension to Front of College was being considered by the EFA.

## **7. COMMITTEE REPORTS**

### **(i) Audit Committee 4 March 2014**

The Committee Chair presented the Minutes of the meeting of 4 March, and outlined that the Committee had:

- received a satisfactory Internal Audit Report on Key Financial Controls of Payroll and General Ledger
- reviewed its Terms of Reference, and recommended them, unchanged, to the Board
- reviewed the Quality Assurance Policy and Procedures with no major changes to the document other than updating of various references, and recommended them to the Board
- noted that the review of Governance Procedures would be dealt with as part of the overall review of the Governors' Handbook presently being undertaken

After a brief discussion, the Board accepted the Committee's recommendations and **AGREED TO APPROVE** them.

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

### **(ii) Finance and Premises Committee 6 March 2014**

The Committee Chair presented the Minutes of the meeting of 6 March and confirmed that the Committee had:

- reviewed its Terms of Reference and recommended them to the Board with no changes from the previous year
- reviewed the Monthly Management Accounts for December 2013 and January 2014, which showed the College's finances in a buoyant position

Management Accounts to January were presented, and the Committee Chair highlighted that, in relation to the Worcestershire County Council Pension Scheme, deficit contributions are being set as monetary amounts instead of percentages of payroll in order to protect the fund, but the Finance Director had indicated that the increase would not significantly affect future results.

After a brief discussion, the Board accepted the Committee's recommendations and **AGREED TO APPROVE** them.

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

## **8. ANY OTHER BUSINESS**

None

## **9. DATE OF NEXT MEETING**

7.30pm on Thursday 22 May 2014