



BOARD OF GOVERNORS

10 July 2013

MINUTES

Present: Mr Neil Arlett, Miss Katie Baker, Ms Michelle Balcombe, Mrs Carol Clapham, Mr Charles Davies, Mr Rob Doran, Mrs Diane Evans, Dr Jonathan Godfrey, Mr Clive Hodgeman, Mr Chris Hodson, Dr Ken Hopkins (Chair), Mrs Heidi Macdougall (Vice-Chair), Mr James Miller, Ms Blair Priday, Dr Amber Tahir, Mr Ravi Tandon, Mr Phil Tranter and Miss Christine Wright (18)

In attendance: Mr Peter Cooper (Deputy Principal), Ms Claire Hodson (Clerk)

1. ELECTION OF CHAIR AND VICE-CHAIR FOR ACADEMIC YEAR 2013-14

Dr Ken Hopkins and Mrs Heidi Macdougall were re-elected as Chair and Vice-Chair.

2. APOLOGIES FOR ABSENCE

Mr Martin Churchward and Mrs Ruth Jones (Director of Finance)

3. DECLARATIONS OF INTERESTS AND GIFTS

See minute 7 below.

4. MINUTES OF THE MEETING HELD ON 23 MAY 2013

The Minutes were approved as an accurate record and signed by the Chairman.

5. MATTERS ARISING FROM THE MINUTES

There were no matters arising.

6. CLERK'S REPORT

The Clerk thanked Governors for their support in her early months in the post.

7. PRINCIPAL'S REPORT

The Principal presented a report listing new teaching and support staff and 'leavers' for 2013. He and Governors wished to particularly thank long-serving staff retiring this year – David Whitehead, ex. Head of History and Ann Edwards, who will be retiring after 20 years supporting the Careers department.

Applications received to 18 June are 2% down compared with the same date last year. This reflects the demographic decline in the 16 yr old cohort roll. For the College there remains some rollover growth, which has cushioned the impact of the decline.

Feedback from the annual Parental Questionnaire was again very positive.

The Principal also updated the Board on the Maple Group. At this point the Chair **declared an interest**, delegated proceedings to the Vice-Chair and withdrew from the discussion. Dr Ken Hopkins' brother, Neil Hopkins, retiring Principal, Peter Symonds College, Winchester is part-time Chief Executive of the Maple Group.

The Group comprises an alliance of 10 selective, oversubscribed SFCs, which has the intention of becoming a lobbying force. Its members currently sit uncomfortably within the SFCA and there is the undesirable potential for the Group to breakaway entirely.

8. CALENDAR OF MEETINGS 2013/14

The Principal re-presented the revised 2013/14 Calendar of Meetings, which helpfully was present in two charts. The first, in the standard format described the Board and Committee meeting schedule

and agendas for the 2013/14 year and the second, a colour coded table, comprised a full run-down of College events including Board and Committee dates. The new committee dates had been agreed in consultation with Governors.

9. COMMITTEE MEMBERSHIP

A series of movements of Governors between Committees was agreed. **ACTION:** The Clerk will redistribute the tables detailing Corporation and Committee Membership for Governors information.

10. COMPLAINTS

The Chair had reviewed complaints received by the College, in detail, including one from August 2012 that had been addressed to the Board of Governors. He was satisfied that the College had dealt with all complaints promptly and fairly and with due respect to the College's Complaints Procedure.

It was **AGREED** that, in future, should a complaint be received that impinges on the remit of a Committee, the Principal or the Clerk will bring the complaint to the attention of Governors at the next Board meeting, thereby ensuring the relevant Committee is made aware of the complaint. **ACTION:** the Clerk will ensure this procedure is written-up in the relevant procedures documents.

11. COMMITTEE REPORTS

i Audit Committee 2 July 2013

The minutes were approved.

It was agreed the College should continue with an Internal Audit service.

The Internal Audit Plan for 2013/14 was approved.

The reappointment of RSM Tenon as Internal Auditors for 2013/14 was approved.

The Risk Management Action Plan 2013/14 was approved.

The Governance Procedures for 2013/14 were approved.

ii Finance & Premises Committee 4 July 2013

The minutes were approved. The proposed Budget for 2013/14 was discussed. Key assumptions include: 1% pay inflation, 2% price inflation and 5% utilities increases. It also assumes one-off expenditure as follows: £15k for 40TH Anniversary Celebrations, £10k for staff development, £15k for website design, £30k for the IT Operating Systems upgrade and an ongoing £10k per annum for the Music Production budget. A £100k staffing budget contingency and all known changes to the staffing establishment have also been included. These assumptions generate a surplus for 2013/14 of £65k. This ensures a minimum £200k contribution to reserves.

The Budget 2013/14 and the Financial Forecasts 2014 – 2017 were approved.

The Management Accounts for April and May were approved.

The Health and Safety Policy and Procedures for 2013/14 were approved.

iii Staff & Students Committee 25 June 2013

The Minutes were approved. The **Pay Policy and Procedures**, the **Recruitment and Selection of Staff Policy and Procedures**, the **Safeguarding and Child Protection Policy and Procedures** and the **Safeguarding Vulnerable Adult Students Policy and Procedures** were approved.

Governors are expected to keep abreast of matters related to the proper safeguarding of children and vulnerable adults. To this end, Governors have been offered the opportunity to complete an online safeguarding training programme provided by Herefordshire Council.

Minute 6 notes that Rob Doran is the Governor designated with special responsibility for safeguarding children issues. The Board welcomed and **AGREED** with Rob's suggestion that he be co-opted on to the Staff and Students Committee at times when Safeguarding reports are being received and/or the subject is on the agenda for discussion. The Clerk will ensure the Governance Procedures document is amended to reflect his co-option on to the committee.

12. ANY OTHER BUSINESS

None

15. DATE OF NEXT MEETING

7.30pm on **Thursday 10 October 2013**