

GOVERNING BODY

Minutes of the meeting of the Governing Body held on 9th November 2015 at Brannams Campus

Present: Paul Petrides (Chair), Jeff Andrew, Martin Chance, Andrew Chapple, Shaun Cooper, Charlie Curzon, Ro Day, Diane Dimond, Laura Elliott, Andrew Mosedale, Lee Norburn, Paula Stein and Eirene Williams (Items 8-13).

In attendance: Mark Challacombe, Huw Davies, Keith Devine, Kevin Hazell, Neil Hookway, Susan Lewry, Craig Litster, Pené Prior.

The Chair of Governors congratulated everyone involved, staff, governors and students, but particularly the members of SMT, for the successful Ofsted inspection last week.

1. Apologies for Absence

2.1 Apologies for absence were received from Kevin Finan, David Gibson, Martyn Gimber and Andrew Pierce.

2. Confidential Items

2.1 It was agreed that the paper and discussion in relation to Item 12 – Multi Academy Trusts would remain confidential to the Governing Body for the time being. Governors also noted the Strategic Investment Working Group notes were confidential to the Governing Body.

3. Declaration of Interests

3.1 Declarations of Interests were made in respect of Item 12 from Diane Dimond, Neil Hookway, Pené Prior and Paula Stein, as Governors of local schools and by Andrew Chapple as a Director of South Molton Co-operative Trust.

4. Minutes

4.1 The minutes of the meeting of the Governing Body held on 5th October 2015 were confirmed and signed.

5. Matters arising from the minutes

- 5.1 **Item 5.3 – Awayday** – Governors were asked to note that the Awayday was being scheduled for early January – date to follow.
- 5.2 **Item 5.3 – LEP Bid** – Governors were advised that the College had responded to some small points of clarification on the bid and were now awaiting a decision from the LEP.

6. Business brought forward by direction of the Chair

- 6.1 **Bank Accounts** – The interim Director for Finance asked Governors to note that two bank accounts with Barclays had been closed. It was confirmed that these accounts were a legacy from East Devon College, no longer in use and were, therefore, being closed.
- 6.2 In response to a question raised, it was confirmed that the College's main accounts were with Lloyds, loans with Barclays and some funds on deposit with other institutions in accordance with the approved Treasury Policy.
- 6.3 **Ofsted** – The acting Principal re-confirmed the positive outcome for the College and particularly wished some individual staff to be acknowledged: Darren Armstrong, Doug Morrish, Jane Barton, MIS Team, Helen Colledge and Cerian Ayres – who all supported Pené Prior, and of course, Pené herself. It was agreed that this was positive news going into the Area Reviews.
- 6.4 Governors discussed acknowledging the positive Ofsted and it was proposed and agreed that all staff would receive one day's leave on Thursday 11th February 2016 as this was a day when no learners would be compromised as they were not scheduled to be on site and it would not impact the college calendar. Governors unanimously supported this proposal.
- 6.5 **Selection Panel** – It was proposed and agreed that Paula Stein would be a reserve for the Selection Panel on 1st/2nd December in case there was any last minute unavailability.

7. Quality Improvement Plan (QIP) - update

- 7.1 Received a report from the Deputy Principal/Director for Quality and Performance on the Quality Improvement Plan September 2014 – December 2016, which was approved by the Governing Body last year.
- 7.1 Governors noted the progress made against the QIP themes and concurred with the recommendation of the Deputy Principal/Director for Quality and Performance that going forward the plan would revert to an annual plan which would best assist the monitoring of the actions identified by the new Departments.
- 7.2 Governors briefly discussed the verbal outcomes from the Ofsted inspection and were advised that the College is confident that the QIP already identifies what are the known actions for improvement.

8. Departments' Self-Assessment Reports (SAR) and Quality Improvement Plans (QIP)

- 8.1 Received presentations from the Assistant Principals on their department self-assessment for 2014/15 and the focus of their Quality Improvement Plan for 2015-16. The Deputy Principal/Director for Quality and Performance gave an overview of the strengths and areas identified for improvement by Ofsted, which was in line with the College's own assessment (which was remarked on by the inspection team).
- 8.2 Following their presentations, the Assistant Principals responded to a range of questions from Governors and, in particular, Governors discussed:
- the difficulties of weighing up value added v. success rates when inspected;
 - the increasing numbers of learners required to undertake English and Maths as part of their study programme, which was highlighted as an area to be addressed by all Assistant Principals; and
 - the development of e-learning.
- 8.3 With regard to e-learning, Governors recognised the importance of providing student contact and interaction against the requirements of the e-learning agenda and the need to get the balance right. It was agreed that Governors would be provided with the current percentage of learning hours overall which is delivered via e-learning, to inform future discussions and possible target setting.
- 8.4 The Governors thanked all the Assistant Principals for their informative presentations and the results that had been achieved. In particular, Governors were pleased to note the cross-college working opportunities which have been developed. They wished to thank and congratulate both the Assistant Principals and their teams for their hard work and commitment.

9. Marketing Strategy

- 9.1 Received and considered a presentation from the Director for Resources reviewing the outcomes from the Marketing Strategy 2012-2015 and proposals for the strategy going forward.
- 9.2 Governors were pleased to see the development of the website, in particularly the interactive videos which were now available. In response to a question raised, the Director for Resources agreed to provide the figure for the cost of developing the new website. However, Governors were advised that the content is now maintained in-house so there were no ongoing external costs for the site.
- 9.3 The Director for Resources outlined the strategic aims for the Marketing Strategy 2015-2020 and the key outcomes underpinning the strategy. Governors noted that the Head of Marketing worked closely with the Assistant Principals, Department Managers and Curriculum Team Leaders to deliver the strategy.

10. Funding and Learner Enrolment

- 10.1 Received and considered a report from the interim Director for Finance on the current learner numbers and funding position with the Education Funding Agency (EFA), Skills Funding Agency (SFA) and Higher Education funding.

11. Remuneration/Selection Committee

- 11.1 Received and noted the minutes of the Remuneration/Selection Committee meeting held on 14th October 2015. Governors noted that interviews will take place on 1st/2nd December 2015.

12. Multi-Academy Trusts - Confidential

- 12.1 Received and considered a proposal from the acting Principal regarding Multi-Academy Trusts.
- 12.2 Governors agreed to proceed with the recommendations as outlined in the report.

13. Projects for approval

- 13.1 Received, considered and approved a proposal to submit a bid to the Big Lottery Fund Building Better Opportunities, European Social Fund project.

The following, for information, items were received and noted by the Governors.

- Month 12 Income and Expenditure (draft)
- Equalities, Diversity and Inclusion – progress monitoring report
- Confidential Notes of the Strategic Investment Working Group meeting held on 14th October 2015.

The meeting ended at 7.18pm

The above minutes are subject to confirmation at the next meeting of the Governing Body. In the meantime, action can, and should, be taken on the decisions made.