



## **MEETING OF THE BOARD OF GOVERNORS**

**THURSDAY 21 APRIL 2016**

**Report: Minutes of the meeting held on Thursday 17 March 2016**  
**Author: Clerk**  
**Action: Approve**  
**Status: Open**

**Present:** Robin Mackie (Chair)  
Judith Doyle (Principal)  
Sally Hancox  
Christine Jones  
Darren Heathcote  
Josh Everest  
Chris Macklin  
David Mitchell  
John McElroy  
Mark Taylor

**In attendance:** Samantha Pritchard (Clerk)  
Suzanne Clark (Minutes)  
Mark Thompson  
John Gray  
Nadine Hudspeth  
Ivan Jepson  
John Holt  
Chris Toon

### **1949 Chair's welcome, apologies and conflicts of interest**

The Chair welcomed all to the meeting. Apologies were received from Emily Cox, Nick Hurn and Kevin Fitzpatrick. Ian Renwick's absence was noted.

The Chair asked Committee members to declare any interests they may have in items on the agenda. Members were reminded to declare any conflicts that arose during the meeting.

### **1950 Minutes of the meeting dated 10 December 2015**

The minutes of the meeting held on Thursday 10 December 2015 were agreed as a correct record.

### **1951 Matters Arising**

The Principal confirmed that she has now joined the Board at the Queen Elizabeth Hospital and has attended a Governor Induction session.

## 1952 Strategic Planning Update

The Principal gave an update on the plans to refresh the College's Strategic Plan.

The Executive Team has started work on the plan, creating a framework for each individual's area for review by the Principal. The Principal advised that she has met with the Chair of the North East LEP and will be looking to align the College's plan to the strategic priorities of the LEP and vice versa. A development session with the College's Senior Management Team has also taken place to start gathering information.

A Board strategic planning session is planned for 21 April 2016 starting at 12.00pm where a range of discussion and activities are planned which will inform the plan. The Principal would like to be in a position to sign the plan off at the end of May before bringing back to the Board meeting in July 2016 for approval.

The Chair acknowledged that great ideas were captured during 2014/15 but actions were not necessarily followed through. There is a need to ensure that actions are progressed.

The Chair asked how the new Strategic Plan will be communicated internally. The Principal responded that the plan will be shared with all staff to ensure that they understand the aims of the plan and what it means to them.

## 1953 KPI Quadrant Reporting

**This item is CONFIDENTIAL and not for publication.**

*John McElroy arrived at 16.55.*

*Mark Taylor arrived at 17.15.*

## 1954 Quality Improvement Plan (QIP) 2015/16

**This item is CONFIDENTIAL and not for publication.**

## 1955 Annual Equality & Diversity Report

The Director of Student Experience presented the report.

The Director of Student Experience highlighted that a report is being prepared which will be shared with schools on the destination of their former students. The Chair asked whether this has been done before. The Director of Marketing & Communications responded that it hasn't and it is felt that it will be a good way of building links with schools and encouraging school liaison.

A member asked whether there will be any further sessions of Prevent and Safeguarding for Governors as this was delivered before she was in post. The Director of Student Experience offered the opportunity to attend a current Wrap 3 (Prevent) session and highlighted that he is currently in the process of agreeing on an eLearning tool which will be used as refresher training for staff. It was agreed that this will be shared with Governors. The Chair asked that the Board be kept up to date with any changes to this legislation.

A member asked whether there is an overall trend of improving in all areas and what actions have led to that improvement. The Director of Student Experience confirmed that there was. The key points are to know your people and your students, ensure that you have the information needed and trust your instincts. It was confirmed that the College has invested heavily in staff development to support this. The College has also introduced equality sub-groups as part of the Equality & Diversity Steering Group which allows staff to promote individual characteristics.

The Chair acknowledged the impact the Director of Student Experience has made in his role and commended him for the progress made.

***Action: Director of Student Experience to share eLearning tool refresher training with Governors***

***The report was noted.***

#### **1956 Annual Health & Safety Report & Policy Approval**

The Director of People and Organisation Development presented the report.

The Chair asked whether there was a theme in relation to recent insurance claims. The Director of People and Organisation Development responded that insurance claims are very low in terms of numbers and that there are no themes evident.

It was stressed that the rise in accidents is not a real concern as this is mainly due to the College getting better in reporting incidents. The Health & Safety manager is working with the Curriculum Operations Manager for Automotive to investigate further the rise in accidents in this area.

The Chair commented that the College system worked extremely well in respect of a recent road traffic accident and the Board should be assured by this. The Chair was notified within a short space of time of the accident occurring and was kept informed of events throughout the evening.

***The report was noted.***

#### **1957 Governance Report**

The Clerk to the Corporation presented the report.

A member highlighted that whilst Ian Renwick met the criteria for the Vice Chair role it was a concern that he had not attended any Board meetings during the previous year and was not present at this meeting. The Chair confirmed that this was discussed as part of the appointment and advised that a commitment had been made to improve attendance at Board meetings.

***The Board approved the appointment of Ian Renwick as Vice Chair for a term of three years.***

***The Board approved the reappointment of John McElroy for a term of one year.***

***The Board noted the election of Ewan Donaldson (16-18 student governor).***

***Action: Clerk to issue letters confirming appointments/re-appointments to relevant governors.***

#### **1958 Principal's Report**

The report was presented by the Principal.

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The Principal reported that the College had hosted Lord David Puttnam on Tuesday 15 March. Lord Puttnam spent time with students and school children and has asked the Principal to follow up with him. The Director of Marketing & Communication advised that Lord Puttnam was so impressed by one student who asked very insightful questions that

he offered to provide work experience to this student. Students were also given a preview of his next project.

A member asked whether the College has considered having ambassadors, linking people like Lord Puttnam to the College on a more formal basis. The Principal added that College has some ambassadors including England international footballer Jill Scott who was a former student. Jill has recently been nominated to the AoC for best alumni. A discussion took place around ambassadors and this will be followed up by the Director of Marketing & Communications.

***The report was noted.***

***Action: Director of Marketing and Communications to consider the appointment of ambassadors of the College.***

#### **1959 Chair's review of business**

The Chair closed the meeting by highlighting the fantastic performance of the College and reiterated that the College must not be distracted from its current focus. The Chair will keep the Board well informed of the area review process. The Chair and the Principal have some very good ideas in terms of initial strategy which will be shared with the Board when they are more mature.

The Chair was very impressed with the quadrant KPI reporting and felt there was a great team approach to solving problems. Reports presented during the meeting were very informative. There was good questioning and challenge from Board members during the meeting.

The Chair reminded members that the underlying message is that it must be business as usual for the College. The College is on a very upward trajectory and the future is very bright.

#### **1960 Any other business**

There was none.

#### **1961 Date of next meeting**

The date of the next meeting was confirmed as Thursday 21 April 2016 at 12.00pm.