



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

**THURSDAY 13 OCTOBER 2016**

**Report: Minutes of the meeting held on Thursday 7 July 2016**  
**Author: Clerk**  
**Action: Approve**  
**Status: Open**

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

**In attendance:** Emma Moody (Clerk)  
Suzanne Clark (Minutes)  
John Gray  
Mark Thompson  
John Holt  
Ivan Jepson  
Andrew Robson

### **1969 Chair's welcome, apologies and conflicts of interest**

The Chair welcomed all to the meeting. Apologies were received from Ian Renwick, Chris Macklin, Nadine Hudspeth and Chris Toon.

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.

### **1970 Minutes of the meeting dated 21 April 2016**

The minutes of the meeting held on Thursday 21 April 2016 were agreed as a correct record.

### **1971 Matters Arising**

There were no matters arising that were not covered on the agenda.

**1972 Strategic Update and Area Review Update**

**THIS ITEM IS CONFIDENTIAL AND NOT FOR PUBLICATION.**

*The report was noted.*

**1973 Draft Budget 2016/2017**

**THIS ITEM IS CONFIDENTIAL AND NOT FOR PUBLICATION.**

*The Board voted to approve the budget for 2016/2017.*

**1974 Subcontracted Provision 2016/17**

**THIS ITEM IS CONFIDENTIAL AND NOT FOR PUBLICATION.**

*The report was approved.*

*The Supply-Chain Fees and Charges Policy was approved.*

**1975 KPI Quadrant Reporting**

**THIS ITEM IS CONFIDENTIAL AND NOT FOR PUBLICATION.**

*The report was noted.*

**1976 Annual Safeguarding Report**

The report was presented by the Director of Student Experience.

Governors were advised that student bullying policies have been updated since the report was written. A member asked whether staff undergo additional checks whilst they are in employment and whether new DBS checks are requested. It was confirmed that this only takes place on initial employment and this is not repeated currently. The Clerk advised that if a member of staff were to be placed on the barred list for any reason the College would be notified. The Director of Student Experience advised that the College would also make referrals to DBS where there are concerns in relation to staff or students.

Governors were advised that DfE guidance in relation to Keeping Children Safe in Education has recently been updated. All staff, third parties and governors need to complete this and confirm that they have by undertaking a short quiz and this will be rolled out in September 2016.

A member asked how training has been received by both staff and students. The Director of Student Experience responded that sessions have gone very well. In the main students appear to be well informed in relation to terrorism and radicalisation. A member asked what the student view of this is. The Sabbatical President confirmed that students take note of the information and appreciate having the opportunity to discuss radicalisation.

A member commented on the comprehensive report and fantastic work taking place. The College's designated Governor for safeguarding reminded all Governors that the Board have a legal duty to ensure that the College is meetings all legal requirements and he is very satisfied with the policies and procedures in place. The Principal added that both the Director of Student Experience and the Leaner Services Manager are nationally recognised for their work in relation to ensuring the safeguarding of the College's students.

The Chair commented that all Governors are encouraged to engage in Prevent training in the new academic year. The Director of Student Experience advised that there will be a roll-out of online training specifically for Governors in relation to Prevent in September

2016. A member suggested starting a future board meeting with a short session on Prevent. Copies of the Prevent Duty Guidance for FE Institutions were distributed for information.

**Action: Director of Student Experience to provide briefing on Prevent at a future meeting.**

*The report was noted.*

## **1977 Customer Feedback Report 2015/16**

The report was presented by the Director of Student Experience.

A member asked how complaints are made. The Staff Governor responded that there are many vehicles for making complaints including social media which is monitored closely.

The Chair suggested that perhaps future reports could be less 'data heavy'. A member commented that it would be useful to see the actual details of the compliments / complaints. A member asked if there was any way of tying in any rise / fall in complaints and compliments with when specific activity takes place. It was confirmed that current reporting allows filtering by month so it should be possible to identify this.

*The report was noted.*

## **1978 Governance**

### **Link Governor Role**

The report was presented by the Clerk.

Governors were advised that the report has been recommended by Teaching and Learning Committee with a view to supporting Governors in understanding the business of the College.

The Chair commented that there needs to be caution and the Governors need to remain focused on the strategy of the College rather than day-to-day management.

*The report was approved.*

### **Governor's self-assessment**

Governors were advised that a self-assessment exercise will take place early in the new academic year and significant time should be dedicated to this as the position has moved significantly since the original exercise was carried out in 2015.

**Action: Clerk to arrange for Governor self-assessment to be included on a Board meeting agenda for 2016/17.**

### **Draft Board Calendar 2016/2017**

The report was presented by the Clerk.

A member queried why there were no dates for Gateshead College Foundation Board Meetings. The Clerk will follow this up.

A member commented on the revised time of Board meetings to 12.30pm. The new time was felt to be more appropriate to increase attendance. A member suggested that the timing of the December meeting be reviewed if a Christmas Dinner is to follow. The Chair agreed that the time of this meeting be changed to 4.30pm.

**Action: Clerk to advise on Gateshead College Foundation Board meeting dates and confirm time of December Board meeting.**

*The calendar was approved.*

**Annual approval of Terms of Reference for Quadrants**

*Terms of Reference for Quadrants were approved.*

**Confirmation of all of the minutes of the Board meetings and Committee meetings for the previous year**

*The Board agreed to approve all minutes of the Board meetings and Committee meetings for the previous year.*

**1979 Principal's Report**

The report was presented by the Principal.

The Principal advised that the report is a really good reflection of current activity. Some of the most recent highlights include the Staff Conference on 24<sup>th</sup> June 2016 with student performances, retaining IIP Gold Award, completion of GCSE Maths and English examinations in addition to the many student activities.

*The report was noted.*

**1980 Chairs review of Business**

The Chair closed the meeting by thanking all Executive Team members for their reports.

The Chair confirmed that the College is in an outstanding position and that staff and students should be complimented on this. There are a lot of unknowns currently in relation to the recent referendum and devolution. Both items need to be kept on agendas to measure the impact from these and monitor monthly. The College needs to be agile and able to react as more is known. Whilst there is a lot to do, the Chair is not concerned by the Area Review process. The College's strategy is strong enough to continue on an upward trajectory and the College is able to demonstrate resilience in all quadrants.

The Chair will re-engage Chairs of Committees in relation to the new strategic developments when further information is available.

**1981 Any other business**

There was none.

**1982 Date of next meeting**

The date of the next meeting was confirmed as Thursday 13 October 2016 at 12.30pm.