



MEETING OF THE BOARD OF GOVERNORS

MONDAY 30 OCTOBER 2017

Report: Minutes of the meeting held on Friday 7 July 2017
Author: Clerk
Action: Approve
Status: Open

Present: Robin Mackie (Chair)
Judith Doyle (Principal)
Emily Cox
David Mitchell
Darren Heathcote
Christine Jones
Chris Macklin
John McElroy

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

2029 Confidential Board Paper

Non staff and student governors did not attend this part of the meeting.

A separate record of this discussion is held by the Clerk.

2030 Chair's welcome, apologies and conflicts of interest

Apologies were received from Ian Renwick, Nick Hurn, Sally Hancox, Mark Taylor and Kevin Fitzpatrick.

The Chair welcomed all to the meeting and 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.

2031 Minutes of the meeting dated 6 April 2017

The minutes of the meeting held on Thursday 6 April 2017 were agreed as a correct record.

2032 Matters Arising

The Principal reported that the new strategic plan was used as the basis of the annual Staff Conference held on Friday 30 June 2017. The plan was very well received by all staff.

THIS ITEM IS CONFIDENTIAL AND NOT FOR PUBLICATION.

2033 Draft Budget 2017/2018

The report was presented by the Deputy Principal: Operations / Finance Director.

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The Board approved the proposed budget for the year to 31 July 2017 including the capital expenditure budget of £750,000 and the forecast for year to 31 July 2019 on the recommendation of the Corporate Services Committee with the provision for Principal to vary the budget to take into account any significant change in the anticipated volume of ESF income derived in 2016/17 up to 31 July 2017.

2034 JTJ Update

The report was presented by the Deputy Principal: Operations / Finance Director.

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The report was noted.

2035 College National Performance Data

The Principal delivered a presentation giving an overview of the College's performance.

A member commented on the significant variation across national college success and achievement rates. The Principal advised that it is expected that 2016/17 data will be even better. The College is currently forecasting an increase of 3% for 16-18 provision and 2-2.5% for 19+ provision. The Board were advised that this is a prediction but it is predicted with some confidence. The Chair felt that the presentation clearly defines the direction of travel and results are testimony to the College's approach. The Chair indicated that this was achieved as a result of great stewardship across the Committees and the dedication of all staff in supporting students. The Chair advised that the College also has a good value added score which is a very important indicator. In response to a question from a member, the Director of Marketing & Communications confirmed that the College's 'Outstanding' status is still being used to drive advertising in key locations. The member suggested the College use the Great Exhibition of the North planned for 2018 as an opportunity and suggested the placing of advertising on the side of the Baltic Campus which faces the Gateshead and Newcastle Quayside. The Chair suggested that the Business Committee discuss this further. The Chair of the Teaching and Learning Committee reported that he had been delighted to receive this information in detail at the recent Teaching and Learning Committee and congratulated the team on a fantastic achievement.

The presentation was noted.

2036 ESF Update

The report was presented by the Director of Business Development.

In response to a question from a member, the Director of Business Development confirmed that the level of management and governance in place to oversee the project

will continue during holiday period. The Chair reported that ESF funding was also being used to deliver in-house training for staff. The Director of Business Development advised that had recently been contacted by ESFA in relation to taking on additional funding. The Chair commented that any additional funding would also increase the risks associated with the contract and asked that this be treated with caution. The Deputy Principal: Operations / Finance Director added that whilst there was over-performance on some lines of the overall contract there was under-performance on others and suggested that the best way to grow the contract would be in incremental stages.

The report was noted.

2037 Annual Safeguarding Report 2016/17

The report was presented by the Director of Student Experience.

The Chair thanked the designated Governor for safeguarding for his support in this area. The Chair felt that the actions taken by the Director of Student Experience and the sensitivity shown is a true reflection of the caring nature of the College. The Chair asked that his appreciation be recorded and shared with other staff involved in this key area of work. The designated Governor for safeguarding reminded the Board that it is the statutory responsibility of governors to ensure that safeguarding arrangements are satisfactory and indicated that he felt the College has outstanding arrangements in place.

The report was noted.

Christine Jones left the meeting.

2038 Customer Feedback Report 2016/17

The report was presented by the Director of Student Experience.

The Chair thanked the Director of Student Experience for a very comprehensive report.

The report was noted.

2039 Principal's Review of Year

The report was presented by the Principal.

The report was noted.

2040 Appointment of Staff and Student Governors

The Clerk gave a verbal report following the recent election process.

The Clerk reported that Annabelle Collins had been nominated for the role of 16-18 Student Governor, subject to approval. The Clerk has met with Annabelle briefly. Annabelle is an A Level student and is very much looking forward to joining the Board.

The Clerk reported that Darren Heathcote had been nominated to continue in the role of Support Staff Governor and Richard Bathgate was nominated for the role of Teaching Staff Governor, subject to approval. The Clerk will arrange to meet with Richard Bathgate to set out the key requirements and expectations of the role.

The Board were advised that the election process for 19+ Student Governor will run again in September 2017 as there were no nominations received in the recent election.

The appointments were approved.

2041 Calendar of Board Meetings

The report was presented by the Clerk.

The Board and Committee calendar for 2017/18 was approved.

2042 Annual Review of Sub-contractor Performance

The report was presented by the Director of Business Development.

The report was approved.

2043 Chair's Review of Business

The Chair reported that he was very happy with the current focus on improving the College's financial strength. He was very comfortable with the arrangements in place to manage the ESF contract. The Chair recognised the efforts of teaching staff and the work taking place around succession planning and making the College more resilient. The Chair thanked the Executive Team and the staff of the College for an excellent year and stressed the need to maintain focus. The Chair also thanked the Board for their support and contribution.

2044 Any other business

The Chair congratulated Emily Cox on being awarded 'Woman of the Year' at the recent Women in Finance Awards.

2045 Date of next meeting

The date of the next meeting was confirmed as Thursday 12 October 2017 at 12.30pm.