

# BOARD OF GOVERNORS



**Report:** Minutes of the meeting held on Thursday  
15 October 2015

**Author:** Clerk

**Action:** Approve

**Status:** Open

**Present:** Robin Mackie (Chair)  
Judith Doyle (Principal)  
Emily Cox  
Josh Everest  
Darren Heathcote  
Nick Hurn  
Chris Macklin  
David Mitchell

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

## **1927 Chair's Welcome / Apologies and Conflicts of Interest**

The Chair welcomed members to the meeting. Apologies were received from John McElroy, Ivan Jepson, Christine Jones, Sally Hancox, Kevin Fitzpatrick and Ian Renwick.

There were no conflicts of interest to be declared at this stage. Members were reminded to declare any conflicts that arose during the meeting.

## **1928 Minutes of the meeting dated 9 July 2015**

The minutes of the meeting held on Thursday 9 July 2015 were accepted as a true record.

## **1929 Matters arising - confidential**

**This item is CONFIDENTIAL and not for publication**

## **1930 Ofsted Published Report**

The Principal confirmed that the College's outstanding Ofsted report was published in July. Electronic copies of the report have been circulated to board members. The report demonstrates how well the College is doing. Official documents from Ofsted were shared and copies are in place in both the Principal's office and the Governor's office. The documents include letters from the Secretary of State congratulating the

College on the fantastic achievement and also from the Chief Inspector, congratulating the College on raising standards.

The College are able to use the 'Ofsted outstanding' logo and this is being implemented. The Chair commented that the result of the inspection was down to a phenomenal team effort and was an excellent example of 'Team Gateshead' at work. All members should all be extremely proud of what has been achieved. The Chair thanked members on behalf of himself and the Executive Team. It was acknowledged that students also played their part and their engagement with the inspection process was evident.

A member asked how many colleges currently have outstanding status. The Principal advised that only 2 outstanding grades were awarded in 2014/15.

The Chair acknowledged the work of Andrew Robson for his work in the collection of data which shows the strong position of the College.

A member asked how the documents can be shared with others, how can the staff body and students build on this and use them as a means to keep the spirit going. The Principal advised that they will be on display in the receptions of all buildings. The Chair asked if copies of the documents could be put on the website. The Director of Marketing and Communication confirmed that it can and could be added to the section under 'the facts speak for themselves'.

The Director of Marketing and Communications advised members that FE week had recently published an article on the College's fantastic achievement.

***Action: Executive Team to investigate how to share the documents outlining the College's significant achievement***

### **1931 Internal Audit Plan 2015/16**

The Director of Finance presented the plan.

It was highlighted that the plan indicates the key controls and shows the key areas of focus. The proposed plan shows the areas identified for audit and indicative start dates for each audit. The number of days has been amended to focus on the areas which are felt to be key risks.

The Director of Finance confirmed that the internal audit is carried out by PWC and the external audit (which uses the internal audit to inform judgements) by Baker Tilly (now to be known as RSM).

The Chair of the Audit Committee advised that the College currently audits areas that other College do not look at. This shows the strength of governance in place and the Board should have confidence in this area of work.

***The plan was approved.***

### **1932 Governance**

The Clerk presented the Governance Annual Report.

The report sets out the number of meetings that have taken place, attendance at the meetings and documents the highlights for the year. The Clerk welcomed any questions from members. A member asked whether they had been included in the figures during their maternity leave. The Clerk confirmed they were included but this did not have a significant impact.

The Chair advised that he and the Principal will be continuing discussions with the family of Keith Cann-Evans to plan a fitting tribute to Keith.

***The report was noted.***

The Clerk presented the Terms of Reference for Remuneration Committee.

It was reported that the Remuneration Committee had reviewed the updated terms of reference and agree with the amendments. The Board were asked for approval.

***The terms of reference were approved.***

The Clerk presented the Annual Rolling Programme

The programme sets out documents which are reviewed on an annual basis rather than rolling items.

***The programme was approved.***

The Clerk advised that the conflict of interest register is due to be updated and that all members would be requested to complete the necessary documentation in the coming weeks. All members were asked to update and return this on receipt.

The Clerk requested that Board members formally appoint Christine Jones to the Board and to the Teaching & Learning Committee.

***Appointment of Christine Jones was approved.***

### **1933 Appointment of Interim Clerk**

The Chair asked the group to confirm the appointment of Samantha Pritchard who will be acting as Clerk to cover the maternity leave of Emma Moody.

***Appointment of Samantha Pritchard was approved.***

### **1934 Management Accounts - Confidential**

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

### **1935 Chairs Review of Business**

The Chair confirmed that it had been an outstanding year and thanked the Principal, the Executive Team, Board Members and the Clerk for their efforts. The Chair also thanked Emily Cox for her contribution to the implementation of the quadrant structure.

**1936 Any Other Business**

The Chair asked that a letter be sent to Gwyneth Jones in light of the recent announcement to thank her for contribution to all governance related activity.

The Principal advised that the contact for all Board and Committee related activity going forward will be Suzanne Clark.

***Action: Principal to write letter to GJ on behalf of the Chair of the Corporation and the Board of Governors.***

**1937 Date of next meeting**

The date of the next meeting was confirmed as Thursday 10 December at 4.30pm.