



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

**Thursday 13 December 2018**

**Report:** Minutes of the meeting held on Thursday 11 October 2018  
**Author:** Clerk  
**Action:** Approve  
**Status:** Open

**Present:** Judith Doyle  
Robin Mackie  
Chris Macklin  
Nick Hurn  
David Mitchell  
Sarah Stewart  
Martin Jesper  
Andy Lorimer  
Claire Jane Nichol  
Darren Heathcote  
Richard Bathgate

**In attendance:** Emma Moody (Clerk)  
Chris Toon  
John Gray  
John Holt  
Nadine Hudspeth  
Mark Thompson  
Ivan Jepson]

### **1. Chair's welcome, apologies, conflicts of interests**

The Chair welcomed everyone to the meeting.

There were no apologies.

No governor declared any conflict of interest at this stage but governors were reminded that if a conflict arose during the meeting, they should declare it as soon as they became aware of it.

### **2. Welcome and appointment of new Governors**

Members were introduced to the prospective new governors, CVs for whom had been circulated in advance of the meeting.

**Following consideration, governors resolved to appoint the following as new governors of the College with immediate effect:**

**a) Martin Jesper**

- b) **Claire Jane Rewcastle**
- c) **Andrew Lorimer**
- d) **Sarah Stewart**

**3. Minutes of the last meeting (dated 30 July 2018)**

It was noted that Ian Renwick was stated to be "present" at the last meeting, but he did not attend that meeting, therefore page 1 would be amended.

On page 2, the Chair of Teaching and Learning confirmed that the relevance of him being the responsible governor for safeguarding was that he was satisfied that the College's systems and processes were in place to ensure effective safeguarding and could assure the Board accordingly. It was agreed that the Clerk would amend the Minutes and circulate to the Chair for signature accordingly.

**4. Matters Arising**

There were no matters arising.

**5. Strategic overview**

A presentation was delivered by the Clerk in relation to the corporate structure and governance arrangements for the College, together with a reminder to all governors of their legal duties and responsibilities.

A presentation was then delivered by the CEO/Principal in relation to the College's current strategy and current position in the market, together with a broader review of the current operating environment for FE colleges.

A member asked about the development of the strategic plan post 2019. The Chair and the CEO/Principal confirmed that this would be reviewed. It may not be radically changed but there would be a need to consider the content in the current economic climate. This matter would come back to the Board at the February meeting or at a strategy day in the Spring 2019.

**6. Finance papers to include ESF update**

The Director of Finance presented the provisional Financial Outturn for 17/18 and start of 18/19.

He confirmed that the Auditors were in College this week. The revenue of the College this year was expected to increase to £50m.

He reminded governors of the history of the ESF funding and the initial concerns the College had had around pace of delivery/expenditure. However, the momentum on delivery had gained significant traction throughout the period of delivery and the College was now on track to be delivering the full £14.7m of funding (if not slightly more).

The Director of Finance confirmed that the College's work had been made easier by investing in a comprehensive record system which captures helpful data which supports claims on the ESF funding streams. Additional AEB funding has come through re-allocation (from under-performing organisations ) (there was not additional funding made available by government).

The Director of Finance confirmed that pay expenditure was slightly reduced notwithstanding the FRS 102 LGPS deficit.

Members noted the proposed increase in contributions to the Teachers' Pension Scheme up to 23% from September this year.

The Chair of Audit Committee reported that the auditors had provided positive feedback at the meeting last week and provided assurance to the College as far as they were able to do so. He reassured new governors that the internal audits carried out by the College into its work were extensive and comprehensive and that the College had a history of very few recommendations and last year had received no high or medium recommendations.

One of the new governors confirmed that she would like to speak to the Director of Finance to understand some of the technicalities within the financial reports, but would do that outside of the meeting.

The Principal mentioned the capacity to deliver the £14.7m of ESF funding. She said that the delivery by the College had been confidence building and could only stand the College in a very good position when bidding for future funding. She recorded her own thanks to the team which was reiterated by the Chair.

Sarah Stewart noted at this point a potential conflict of interest in that NGI had overseen the award of certain elements of ESF funding. The Clerk confirmed that she did not believe this created any conflict of interest for the purposes of the current discussion. However, her interest would be noted for the minutes.

The papers presented by the Director of Finance were noted.

**7. Customer Feedback Report 17/18**

Presented by the Director of Student Services.

Following delivery of his report, the Director of Student Services confirmed that they had successfully recruited a student into the sabbatical post. The Clerk confirmed that she would become an ex-officio member of the Board.

**8. Confidential Item**

Not for publication.

**9. Any other business**

There was no other business.

**10. Date of next meeting**

Thursday 13 December 2018.