



**Minutes of a meeting of the Governing Body held on Thursday 14 October 2010 at 5.00pm in Rooms 1F009 and 1F010, York College**

**Present:** Hilary Bainbridge  
Alison Birkinshaw  
Lesley Booth  
Peter Burrows  
Jim Clark  
Michael Cliffe  
Kevin Deadman  
David Johnson  
Andrew Lindsay  
Lynne Marston  
David Maughan Brown  
Andy Mendus  
Mike Proctor  
Carol Runciman  
John Short, Chair  
Terry Wolf  
Bill Woolley

**In Attendance:** Trevor Armer, Director of Finance  
Richard Hinde, Clerk to the Governing Body  
Glyn Jones, Assistant Principal: 16-19 ALevel/GCSE  
Louise Lawrence-Crockford, Assistant Principal: Employer Engagement  
Graeme Murdoch, Deputy Principal Quality Assurance & Support  
Bob Saynor, Assistant Principal: Lifelong Learning and HE  
Anne Tyrrell, Deputy Principal Operations  
Clare Wareing, Assistant Principal: 14-19 Vocational

The meeting started at 5.45pm.

**Action**

**10.46 Apologies for Absence / Declarations of Interest**  
Apologies had been received from Sam Garside, David Jackson and David Marsh.

Governors were requested to make declarations of interest as they arose. David Marsh declared an interest in the City of York Hockey Club, in relation to agenda item C2 (College Property Strategy).

**10.47 Appointment of New Governors**  
The Chair explained that the Search & Governance Committee had recommended that Lesley Booth, Head of Life Long Learning at the University of York, should be appointed as a new Independent Member of the Governing Body to fill the

vacancy left by Bruce Gilbert who had resigned from the Governing Body. Ms Booth's CV had been circulated to all Governors before the meeting.

***The Governing Body resolved to appoint Lesley Booth as an Independent Member of the Governing Body with immediate effect for a period of four years to 13 October 2014.***

(Lesley Booth joined the meeting at 5.50pm. Ms Booth was introduced and welcomed to the Governing Body.

**10.48 Minutes of Previous Meeting – 15 July 2010**

The minutes and confidential minutes were approved as an accurate record and signed by the Chair.

**10.49 Matters Arising**

**a) Action Summary Sheet**

Members considered the action summary sheet of the previous meeting and noted that all actions had been completed or were in progress. Members were reminded that anyone who had not yet undertaken the on-line Safeguarding training was required to do so as soon as possible.

**Governors**

**b) Any Other Matters**

None.

**10.50 Principal's Report**

The Principal presented her report providing an update on 2009/10 success rates, and recruitment to date which was considered by Members. Key items considered included continued improvement in 16-18 success rates; disappointing performance with 19+ success rates; improvements in success rates in HE, Work Based Learning and Train to Gain; and the likelihood of achieving the College's 16-18 and 19+/HE recruitment targets. Members were also provided with a summary of the many significant changes taking place within the sector together with an update on local and regional issues.

***The Governing Body resolved to note the Principal's report.***

**10.51 A Level Faculty and Vocational Proposals**

The Assistant Principal 16-19 A Level and the Assistant Principal 14-18 Vocational presented the report providing an outline of changes to the "identity" of the sections of the College's 16-19 provision. These changes included a more cohesive "A Level Faculty" and a range of "brandings" for vocational teams. The further changes that would be

implemented within these areas - particularly those relating to A Level – in order to create stronger teams of staff and students with a greater sense of belonging, were also explained. Detailed discussion took place about the issues raised and Members' points of concern. The principal one being that whilst there would be some differences between the approaches adopted for A level and the vocational area the two areas of study should continue to be treated as of entirely equal status. The SMT underlined this was their intention.

**The Governing Body resolved to note the report and support the changes being proposed.**

(Carol Runciman left the meeting at 6.40pm.)

**10.52 Learner Recruitment: 14-16, 16-19, 19+, HE, WBL, Train to Gain, Commercial**

This item was treated as confidential and a separate confidential minute produced.

**10.53 Property Strategy: First Phase Feasibility Report**

This item was treated as confidential and a separate confidential minute produced.

(Mike Proctor left the meeting at 7.00pm).

**10.54 Level 3 Success Rates 2009/10 and Value-Added**

The Assistant Principal 16-19 A Level and the Assistant Principal 14-18 Vocational presented the report and explained that the 2009/10 main Level 3 results presented a rather mixed picture. A Level results, despite a strong A\*-E pass rate of 99.1% (which was the best in York) showed a fall in high grades and remained static at ALPS grade 5 for Value Added. Vocational BTEC National Diploma Results were generally very strong with an overall success rate of 82% and a Value Added/ ALPS grade of 3 which was 'Excellent'. The report also showed that there were a minority of subjects which were not performing as well. Detailed discussion took place in relation to the issues identified and the papers indicated the detailed actions to be taken.

(Andrew Lindsay and Bill Woolley left the meeting at 7.10pm.)

***The Governing Body resolved to note the report.***

**10.55 Student Union President's Report**

The Student Union's Higher Education Officer presented the report which was considered by Members. The key issues

identified included NUS profitability; increased sales of NUS cards; and forthcoming elections.

***The Governing Body resolved to note the report.***

#### **10.56 Safeguarding Young People and Vulnerable Adults (Child Protection) Policy**

The Deputy Principal Quality Assurance & Support presented the report and explained that the College's Safeguarding Policy had previously been approved by Governors for operation from June 2009. As the Policy had now been in operation for over a year, and following input from the City of York Council's Children's Services and an increase in the number of College Designated Safeguarding Personnel, a small number of revisions had now been made to the Policy. Members considered the proposed amendments, in the context of the whole Policy, with approval.

***The Governing Body resolved to approve the College's revised Safeguarding Young People and Vulnerable Adults (Child Protection) Policy.***

#### **10.57 Finance & General Purposes Committee**

##### **a) Minutes of Meeting on 4 October 2010**

The Chair of the Finance and General Purposes Committee presented the minutes and confidential minutes of the meeting, which were noted by the Governing Body.

##### **b) Draft 2009/10 Management Accounts – Comparison With Financial Objectives**

The Director of Finance presented the report providing a comparison of the College's 2009/10 performance against its Strategic Financial Objectives for the year. Based on the information available at 6 October 2010, nine out of nine strategic financial objectives had been achieved in 2009/10, although this information was still subject to audit by KPMG. Based on this information, the College would also be compliant with the financial covenants associated with its loan with Lloyds TSB. The College's external auditors had also completed their financial statements/regularity audits, and no adverse comments were anticipated in this regard.

***The Governing Body resolved to note the report.***

#### **10.58 Governance Issues**

##### **a) Minutes of Meeting of Search & Governance Committee on 13 September 2010**

The Chair of the Governing Body presented the minutes which were noted by Members. Specific consideration was given to the recommendations made.

b) Governor Attendance and Training

The Chair of the Governing Body presented the report with a summary of Governor attendance at Governing Body and Committee meetings and training events during 2009/10. It was noted that the target level of individual attendance for Governing Body and committee meetings had been 80% in 2009/10. It was also noted that less than 50% of Governors and Co-opted Committee members had attained or exceeded this level of attendance. The Search & Governance Committee had proposed that the target level of individual attendance for Governing Body and Committee meetings should remain at 80% for 2010/11.

***The Governing Body resolved to note the report, and that further consideration should be given to the future target level of attendance at the forthcoming governance self assessment meeting on 20 October 2010.***

Governors

c) Committee Membership

The Chair of the Governing Body reported that at its most recent meeting on 13 September 2010, the Search & Governance Committee had considered current and impending vacancies on the Governing Body's sub-committees. It was noted that Terry Wolf wished to step down as the Chair of the Self Assessment Working Group but had said she would be willing to become the Governing Body's Equality & Diversity Link Governor. The Committee had recommended that Lesley Booth would be appointed as a member of the Quality & Curriculum Committee, subject to her appointment to the Governing Body being confirmed. It had also been agreed that the Chair should approach potential new appointments to fill the committee vacancies left by the resignations of Terry Wolf and Bruce Gilbert. Following subsequent discussions with Members, it was recommended that Andrew Lindsay should be appointed as the Chair of the Personnel Committee and that he should also be appointed as a Member of the Search & Governance Committee and the Remuneration Committee, but cease to be a Member of the Quality & Curriculum Committee. It was also recommended that Peter Burrows should be appointed as the Chair of the Self Assessment Working Group.

***The Governing Body resolved to:***

- a) appoint Lesley Booth as a Member of the Quality & Curriculum Committee;***
- b) appoint Terry Wolf as the Governing Body's Equality & Diversity Link Governor;***
- c) appoint Andrew Lindsay as the Chair of the Personnel Committee, and as a Member of the Search & Governance and Remuneration Committees; and***

**d) appoint Peter Burrows as the Chair of the Self Assessment Working Group.**

(David Maughan Brown left the meeting at 7.40pm.)

**d) Governing Body Composition**

The Chair of the Governing Body presented the report and explained that at the Search & Governance Committee's last meeting it had been agreed that the current determination of Board membership should be supplemented with guidance on which areas/sectors individual Members should be drawn from. At its meeting on 19 February 2008, the Search & Governance Committee had recommended (and the Governing Body had subsequently approved) that the determination of membership of the Governing Body should be twenty Members as follows:

- "15 members with the necessary skills and expertise to ensure the Governing Body carries out its functions under Article 3 of the Articles of Governance, these members to be drawn from key College stakeholder groups to include business (both large and small), education (higher education and other sectors), the public and community sectors
- 2 staff members, 1 academic and 1 non-academic
- 2 student members, 1 FE and 1 HE
- the Principal".

It was now proposed to agree more detailed guidance on from which bodies/areas the 15 Independent Governors should be drawn, as follows:

**Local Authority Representation:**

- One City of York councillor } *normally*
- One North Yorkshire County councillor } *3 Members*
- One director-level officer from either authority }

**Education Representation:**

- One from University of York } *normally*
- One from York St John University } *3 Members*
- One secondary school head-teacher }

**Employer Representation (Industry/ Business/ Professional) to include representatives from the following areas/levels:**

- Multinational }
- National } *normally*
- Large Regional } *5/6 Members*
- Local/ SME }
- Local Professional }

Community Representation: *normally*  
*1/2 Members*

Other Public Sector Representation: *normally 1/2 Members*

Representation from the full spectrum of professional backgrounds should be sought – to include Finance, Legal, Manufacturing, Logistics, Human Resources, Marketing/ Sales, and Information Systems & Technology.

It was further explained that the sectors identified were intended to be the categories from which Members should be drawn. The list of professional backgrounds was intended to show the areas of expertise individual members would possess within those sectors. Members considered the proposal with approval.

***The Governing Body resolved to approve the proposed revisions to the agreed composition of the Governing Body.***

e) Improving Effectiveness of Governing Body Meetings

The Chair of the Governing Body presented the report proposing some changes to how Governing Body meetings were structured and run in future. In particular, it was proposed that particular effort was made to get briefer, clearer papers and make more use of the KPI sheet; that papers for “information only” were discussed only if specifically requested; that each Governing Body meeting would include a ten minute session on a key area of the College’s activities; and that opportunities would be taken for meetings to include ten minute break out discussions on key topics. It was also proposed that after this and the next three Governing Body meetings had taken place a meeting would be held with the Chair, Principal, another Governor and a Member of SMT to discuss the content of, and make recommendations about, the Governing Body papers together with those from a recent Committee meeting. Hilary Bainbridge volunteered to be the Governor to attend the first of these such meetings, with the SMT Member to be agreed.

SMT/ Clerk

***The Governing Body resolved to approve the proposed revisions to how Governing Body meetings were structured and run.***

Chair/Principal

e) Chair’s Job Description

The Chair of the Governing Body presented the proposed job description for the role of Governing Body Chair, which was considered by Members.

***The Governing Body resolved to approve the proposed job description for the Chair of the College's Governing Body.***

**10.59 Any Other Business**

The Clerk to the Governing Body reminded Members about the governance self assessment meeting and dinner on 20 October 2010.

**10.60 Date of Next Meeting**

Wednesday 8 December 2010 at 5.00pm.

The meeting closed at 7.50pm.

Richard Hinde - Clerk to the Governing Body

**Signed (Chair):** .....

**Name** .....

**Date:** .....