



**Minutes of a meeting of the Governing Body held on Thursday 17 July 2008
at 5.00pm in the Board Room, York College**

Present: Ms Beth Armer
Ms Hilary Bainbridge
Dr Alison Birkinshaw
Mr Peter Burrows
Cllr J Clark
Ms Hilary Crook
Mr Kevin Deadman
Professor Bruce Gilbert
Mr David Jackson
Professor David Maughan Brown
Mr Andy Mendus
Mr Danny Morgan
Mr John Short, Chair

In

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

Action

08.35 Apologies for Absence / Declarations of Interest

Apologies had been received from Mr David Johnson, Cllr Carol Runciman and Ms Terry Wolf.

Governors were requested to make declarations of interest as they arose.

The Chair welcomed Beth Armer to the meeting as the prospective FE Student Governor. It was reported that Ms Armer had been elected as the new Student Union President. Ms Armer's appointment was proposed and seconded and the Governing Body **agreed** to appoint her as the FE Student Member with immediate effect.

(Hilary Bainbridge joined the meeting at 5.15pm.)

The College's new Senior Management Team and the new Clerk to the Governing Body were welcomed to the meeting. Formal introductions of everyone present were made.

08.36 Minutes of Previous Meeting – 19 March 2008

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

08.37 Matters Arising

There were no matters arising that were not being dealt with elsewhere on the agenda. An action summary report would be provided at the next meeting.

Clerk

PRINCIPAL

08.38 Principal's Report

The Principal presented her report outlining key developments across the sector and for York College including updates on the DCSF/DIUS; the 2008/09 funding allocation/new funding methodology; progress with the Post Inspection Action Plan; progress with the College restructure; 2007/08 performance against targets; 2008 Achievement Strategy; portfolio management; feedback from the Governors' residential and other business of interest.

In relation to the 2008/09 funding allocation it was reported that the College was expecting to receive its Train to Gain allocation the following day, together with confirmation of whether it had been awarded the Work Based Learning provision for which it had re-tendered. Success rates for Train to Gain and Apprentices were shown to be improving. It was noted that the College's retention figures were also showing an improvement on the previous year.

08.39 Search and Governance Committee

a) Minutes of Meeting on 30 June 2008

The Chair of the Search and Governance Committee presented the minutes which were noted by the Governing Body. In relation to the appointment of the Chair and Vice Chair of the Governing Body, the Clerk to the Governing Body reported that he had received a nomination for John Short as Chair and a nomination for David Johnson as Vice Chair. Both of these had been seconded. No further nominations were received. After a unanimous vote, it was **agreed** that John Short should be re-appointed as Chair and David Johnson should be re-appointed as Vice Chair for a three year term in accordance with the Governing Body's Standing Orders. Such re-appointments would be effective on the expiry of Mr Short's and Mr Johnson's existing terms of office on 13 October 2008.

b) Governance Issues

i) Governance Working Group (Terms of Reference/Business Schedules)

The Chair of the Search & Governance Committee explained that it was proposed to establish a new committee known as the Employer and Skills Committee which would also incorporate Board meetings of Pure Business Solutions Limited. Updated schedules of business

for 2008/09 for the majority of committees had also been produced and these were presented together with the Terms of Reference for all of the Committees save for the Employer and Skills Committee.

Discussion took place about the possible membership of the new Employer and Skills Committee, and the role that the Co-opted Members (of the Committee and the existing Board of PBS Limited) would play. It was acknowledged that the Committee arrangements should not enable individuals who were not actually Co-opted Members of the Committee to be able to make decisions on behalf of the College.

After full consideration, and subject to further proposed amendment, the Governing Body **resolved to approve** the establishment of the Employer and Skills Committee; the Terms of Reference for Committees for 2008/09; the Schedule of Business for Committees for 2008/09; and the Governing Body Schedule of Business for 2008/09.

ii) Schedule of Governance Meetings 2008/09

The Governing Body **resolved to approve** the proposed schedule of Governing Body and committee meetings for 2008/09.

iii) Self Assessment Working Group (Key Performance Areas/Indicators)

The Chair of the Search & Governance Committee explained that a new set of proposed College Key Performance Areas for monitoring by Governors had been produced, together with a proposed summary monitoring report. Consideration had also been given to Governance Key Performance Indicators and a proposed set of Governance Key Performance Indicators for 2008/09 had been produced for consideration. The Governing Body considered the proposed documents and (subject to further amendment) **resolved to approve** the proposed College Key Performance Areas document, the summary monitoring report and the proposed Key Performance Indicators for Governance for 2008/09.

iv) Governance Committee Self Assessment

The Chair of the Search & Governance Committee presented the proposed new Committee Self Assessment Questionnaire, and explained the rationale behind it. Consideration was given to the comments that had been made at earlier committee meetings as to further possible improvements that could be made to the Questionnaire. The Governing Body **resolved to approve** the Committee Self Assessment Questionnaire, subject to further agreed amendment.

The Chair recorded his thanks on behalf of the Governing Body to all members of the Governance and Self Assessment Working Groups for their time and contribution.

08.40 Strategic Planning

a) Strategic Priorities 2007/10 End of Year Evaluation

The Deputy Principal QA & CS presented the report identifying progress made with the Key Strategic Priorities identified for 2007/08, in the 2007/10 Strategic Plan. It was explained that once the report had been updated with success rate data later in the year, it would be included as an appendix to the College's new Strategic Plan.

b) Strategic Plan 2008/11

The Principal presented the draft Strategic Plan for 2008/11. It was explained that this had been developed following a two day SMT planning conference, the Governors' residential in May, consultation with managers, and discussions between the Principal and the Chair of Governors. The Principal wished to acknowledge the amount of work that had been put into the Plan by members of the College's SMT. The idea of the Plan was for each strand of it to be owned and driven forward by a specific SMT member. It was noted that the Plan had not yet been consulted on with staff, and that it was intended that meaningful consultation would be carried out.

Members gave thorough consideration to the Plan, and Governing Body feedback was very positive. Members did, however, raise a number of specific points, and it was **agreed** that these would be reflected in amendments to the Plan.

SMT

Discussion took place about the level of detail Governors could expect to receive in subsequent reports on the Plan. The Principal explained that she had already prepared an executive summary of the Plan and a template for reporting on that executive summary. It was thought that it would be useful for individual Committees to receive updates on the relevant parts of the Plan that related to their areas of responsibility. It was also felt that it would be beneficial for drafts of the relevant sections of future Plans to be considered at their meetings before the full Governing Body meeting at which the full Strategic Plan was to be approved.

The Governing Body **resolved to approve** the College's Strategic Plan for 2008/11, subject to final amendment.

(Kevin Deadman left the meeting at 6.55pm.)

FINANCE

08.41 Finance & General Purposes Committee

a) Minutes of Meetings on 22 May and 9 July 2008

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

b) 2007/08 Year End Financial Forecast

i) 2007/08 Year End Forecast

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

ii) Comparison with Financial Objectives

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

c) 2008/11 Strategic Financial Objectives

The Director of Finance presented the report and explained that the College's strategic vision was stated in the draft 2008/11 Strategic Plan as moving from "Good" to "Outstanding" by 2010/11. The long term financial strategy to support this vision was to maintain robust financial health so that the College had the financial resources to deliver the vision. The report identified the financial measures that should enable the College to maintain financial health category "A" and achieve "Outstanding" financial health within Framework for Excellence, whilst at the same time maintaining compliance with the College's banking covenants. The Governing Body **resolved to approve** the College's 2008/11 Strategic Financial Objectives.

d) 2008/09 Budget with Commentary

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

e) 2008/11 Three Year Financial Forecast

(Glyn Jones left the meeting at 7.30pm.)

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

(Bob Saynor left the meeting at 7.35pm.)

08.42 Audit Committee

a) Minutes of Meeting on 9 July 2008

The Chair of the Audit Committee presented the minutes of the meeting, which were noted by the Governing Body.

b) Audit Issues

i) 2007/08 Financial Statements and Regularity Audit Fees

The Director of Finance presented the report confirming the audit fees proposed by KPMG for the audit of the College's and Pure Business Solutions Limited's financial statements for 2007/08, together with the fees proposed for the College's Regularity Audit work for 2007/08. It was noted that overall, the fees had increased by 3.0%, and were in line with those budgeted. The Governing Body **resolved to approve** the proposed Financial Statements and Regularity Audit fees for 2007/08.

ii) Re-appointment of Internal Auditors for 2008/09

The Director of Finance presented the report confirming the Audit Committee's decision that the College's internal auditors overall met the performance standards and criteria established for the 2007/08 financial year, despite some specific concerns having been raised. It was noted that the fees for the internal audit service for 2008/09 would be same as for the current year, and that their performance would be closely monitored by the Audit Committee during the coming year. The Governing Body **resolved to approve** the re-appointment of Bentley Jennison as the College's internal audit service provider for 2008/09.

iii) 2008/11 Strategic Internal Audit Plan

The Director of Finance presented the report and the proposed Internal Audit Strategy for 2008/11, which was considered by Members. It was noted that a new audit methodology was being introduced which would allow increased focus on specific risks and a more risk management-based approach. The Governing Body **resolved to approve** the proposed Internal Audit Strategy for 2008/11.

iv) Appointment of Financial Statements Auditors for 2008/09 Onwards

The Director of Finance presented the report summarising the outcome of the process undertaken to select external audit service providers for the College for 2008/09 onwards. The Governing Body considered the recommendation of the selection panel which was to re-appoint the existing external auditors, KPMG. It was noted that, if approved, the re-appointment would result in a 3.0% increase of fees plus VAT over those proposed by KPMG for 2007/08. The Governing Body **resolved to re-appoint** KPMG as the College's external auditors for 2008/09 onwards.

(David Maughan Brown left the meeting at 7.45pm.)

08.43 Pure Business Solutions Limited – Meeting on 19 June 2008

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

08.44 2008/09 Risk Management Review

The Director of Finance presented the College's proposed Risk Management Review for 2008/09, which was considered by Members. It was explained that the Review summarised the process by which the College's priority risks for 2008/09 had been identified and prioritised. It was further explained that the College was seeking to eliminate or mitigate these risks through the action plans that made up its 2008/11 Strategic Plan. The Governing Body **resolved to approve** the College's Risk Management Review for 2008/09.

08.45 Change to College Bank Mandates

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

QUALITY ASSURANCE AND SUPPORT

08.46 Directorate Report

The Deputy Principal QA&CS presented the report covering learner-based key performance indicators for the College's Higher Education, Work Based Learning, Train to Gain and Under 16s provision. Consideration was given to the poor performance of Health & Social Care and Hospitality in Work Based Learning.

The outcomes from the College's Integrated Quality and Enhancement Review were also reported. It was reported that the IQER was the assessment of the College's Higher Education Funding Council of England (HEFCE) provision by the Quality Assurance Agency (QAA). IQER had two stages. Firstly, a developmental engagement which gave the College the opportunity to reflect on and improve its provision; and secondly, a summative engagement at which the QAA would make judgements on the quality of the provision. This was the first developmental engagement which had taken place. The thrust behind the review was to ensure the good standard of the College's HE provision.

It was noted that many areas of good practice had been identified. No "essential" recommendations had been raised. Just eight "advisable" recommendations had been made, and three "desirable" recommendations to enhance existing practice. The Deputy Principal QA&CS wished to acknowledge the work undertaken for this Review by the Assistant Principal: Lifelong Learning & HE who had been the College's lead.

08.47 Quality and Curriculum Committee – 11 June 2008

The Chair of the Quality and Curriculum Committee presented the minutes of the meeting, which were noted by the Governing Body. Consideration was given to some disappointing aspects of the College's learner satisfaction surveys, and the opinion of the FE Student Governor was canvassed.

(Jim Clark left the meeting at 8.00pm.)

08.48 Personnel Committee – 30 June 2008

The Chair of the Personnel Committee presented the minutes of the meeting, which were noted by the Governing Body. It was noted that the College had been awarded its re-accreditation for Investors in People.

08.49 Student Union President's Report

The Student Union President presented the report which identified the new Student Executive members. It was also noted that plans

were being considered for Freshers' Week 2008 and for the HE Welcome Week 2008.

The Principal reported that the Student Union President had organised a question and answer session for the Student union Officers and the College's SMT. This had been a great success and further sessions would be arranged. It was thought that it would be beneficial for a Governor to be invited to attend the next such session.

OPERATIONS

08.50 Director's Report

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

08.51 New College Strategy Group

Minutes of Meetings on 18 March, 21 April, 3 June and 7 July 2008

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

08.52 Health & Safety Report

The Deputy Principal Operations presented the Health, Safety and Welfare Report for the Spring Term 2007/08, which was considered by Members. It was noted that the position regarding accidents was now more in line with the previous year. Internal health & safety audits were underway, and no major causes of concern had been identified. It was reported that the fire alarm system had been reviewed and the sensitivity of individual alarms been changed where necessary. This had led to a subsequent reduction in the number of evacuations. It was **agreed** that health & safety reports should feature towards the top of the agenda for all future Governing Body meetings.

Clerk

GENERAL – PAPERS TO NOTE

08.53 Government Green Paper – Raising Expectations

The report was noted.

08.54 The Socio-Economic Impact of York College

The report was noted. It was also noted that this had led to the Principal producing a key article in the [Times Educational Supplement] and the York Evening Press. The article had also been distributed to key organisations in and around York.

08.55 Any Other Business

None.

08.56 Date of Next Meeting

Wednesday 15 October 2008 at 5.00pm in the Board Room (2F098).

The meeting closed at 8.15pm.

Richard Hinde
Clerk to the Governing Body

Signed (Chair):

Name

Date: