



**Minutes of the meeting of the Governing Body held on Tuesday 22 March
2011 at 5.00pm in Room 3F087, York College**

Present: Hilary Bainbridge
Alison Birkinshaw
Peter Burrows
Jim Clark
Kevin Deadman
Sam Garside
David Jackson
David Johnson
Lynne Marston
Andy Mendus
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 A Level/GCSE
Louise Lawrence-Crockford, Assistant Principal: Employer Engagement
Graeme Murdoch, Deputy Principal QA & Support
Bob Saynor, Assistant Principal: Lifelong Learning and HE
Anne Tyrrell, Deputy Principal Resources
Clare Wareing – Assistant Principal 14-19 Vocational

The meeting started at 5.05pm.

Action

11.01 Item A1: Apologies for Absence / Declarations of Interest

Apologies were received from Lesley Booth, David Johnson, Andrew Lindsay, David Marsh, David Maughan Brown, and Mike Proctor. The Chair reported that Mike Proctor had reluctantly resigned from the Board due to changed work arrangements.

The Chair invited declarations of interest in relation to any agenda items. The Principal, Designated Senior Post-holders and the Clerk to the Governing Body all declared an interest in relation to agenda item H.

11.02 Item D6: Student Union President's Report

Ali Fletcher and James Savage of the College's Student Union Executive presented their report identifying key strengths of student life at the College, together with problems faced. Explanation was provided about the "smiley cards" system that had been used to illicit the majority of these views. Areas of concern related to seating

areas within College; transport to and from College; and food prices on site. Key strengths identified were the College environment; the wide range of College activities provided; and the College's resources and facilities available to students. Discussion took place about some of the areas of concern identified, and explanation was provided about measures being taken by the College to improve the position. The students were thanked for their contribution to the meeting. SMT

The Governing Body resolved to note the report.

(Ali Fletcher and James Savage left the meeting at 5.20pm.)

11.03 Item A2: Minutes of Previous Meeting – 8 December 2010

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

11.04 Item A3: Matters Arising

a) Action Summary Sheet

The action summary sheet was considered and it was noted that all items had been actioned or were in progress. The Assistant Principal Lifelong Learning & HE provided an update on the College's HE fees allocation, and on work ongoing in relation to setting the College's future HE tuition fees.

b) Any Other Matters

There were no matters arising not otherwise dealt with on the present agenda.

b)i) Confirmation of Financial Health

The Director of Finance reported that the College had recently received confirmation from the Skills Funding Agency confirming its view that in 2009/10, the College's financial health was 'Outstanding'. This was based on the Skills Funding Agency's review of the College's 2009/10 financial statements. This conclusion was consistent with the College's own assessment of its financial health and performance in 2009/10.

The Governing Body resolved to note the report.

11.05 Item B1: Principal's Report

The Principal presented her report outlining key developments across the sector and for York College including updates on the BIS/DfE/SFA; 2010/11 financial forecast; funding allocations for 2010/11; performance against Key Performance Indicators (KPIs); and other business of interest.

Particular reference was made to significant cuts being made in budgets for 16-18 and HEFCE-funded provision.

It was also noted that improvements in retention had been made on this time last year, but concern existed about the level of retention for 16-18 short qualifications. Discussion also took place in relation to the widening participation level, and “outcomes based funding”. The remainder of this report was treated as confidential and a separate confidential minute produced.

11.06 Item C1: Health, Safety & Welfare Report: Autumn Term 2010

The Deputy Principal Resources presented the Health, Safety and Welfare Report for the autumn term 2010, which was considered by members. The report included accidents statistics for the autumn term and incidents reported to the Health & Safety Executive (HSE) under RIDDOR; Health & Safety audit outcomes under the College’s health & safety audit framework; progress in complying with the College’s Improvement Notice and completion of the extraction system in the Stonemasonry workshop; and updated analysis of the College’s current position against the good practice identified in the HSE report on Leading Health & Safety at Work.

It was reported that over the term the total number of accidents, excluding the Nursery, was 70 compared with 63 the previous year. It was explained that the increase was due to new safeguarding reporting requirements. However, it was agreed that the right balance had to be struck, and it was agreed that the current system would be reviewed to ensure it was not being operated in an unduly onerous way.

DPR

It was also reported that three accidents had been reported to the HSE under RIDDOR, compared with none the previous year. Explanation was provided and it was noted that all three accidents had been followed up and actions agreed.

Following the issuing of the HSE Improvement Notice, the remedial work to the stonemasonry dust extraction had been completed as planned and was now operational and working properly. The HSE inspector had attended the College on 26 November 2010 to inspect the work undertaken and had determined that the system now complied with the requirements of the Improvement Notice that had been served on the College. The Improvement Notice had been lifted and no further action was required in this regard.

With regard to peer referencing, it was also reported that a further meeting had taken place in December 2010 between the College and representatives from three other colleges. As a result, benchmarking areas and periods had now been determined.

The Governing Body resolved to note the report.

11.07 Item C2: Health, Safety & Welfare Policy

The Deputy Principal Resources presented the report with the

College's Health, Safety and Welfare Policy and Statement of Intent. It was noted that there had been several minor amendments throughout the document, but these had not changed the content of the Policy itself. Detailed consideration was given to the proposed amendments.

A number of other amendments that had been proposed by the Personnel Committee at its meeting on 16 February 2011 had now been incorporated and were explained to members.

The Governing Body resolved to approve the College's Health, Safety & Welfare Policy and Statement of Intent.

11.08 Item C3: Safeguarding Report

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

11.09 Item C4: 2010/11 Student Enrolments – Progress Report

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

11.10 Item C5: Personnel Committee

Minutes of Meeting on 16 February 2011

Members considered the minutes of the meeting of the Personnel Committee, which were noted.

11.11 Item D1: Progress on Strategic Plan 2010/13

The Deputy Principal Quality Assurance & Support (QA&S) presented the report summarising the key progress to date with this year's Strategic Plan actions. The following key points were noted:

- Overall retention rates were above target, except 16-18 Short qualifications and Level 1 Adults.
- A large number of student celebration events had been held.
- 84% of lesson observations had been good or outstanding (against a target of 80%).
- 97% of students felt they were on the right course (against a target of 96%).
- The Gold Award for Careers Education, Information, Advice and Guidance had been applied for.
- All apprenticeship frameworks were compliant with Specification of Apprenticeship Standards for England (SASE).
- An increased percentage of students were progressing into employment.
- The MIS replacement project was within target dates.
- Space utilisation was at 35% (against a target 34%).

Areas where further work was required included:

- Increasing the number of lesson observations carried out on priority staff. DPQA&S
- Improving the speed of feedback to students after Focus Group DPQA&S

- meetings.
- Staff sickness absence which was at 3.4% (against a target of 3.0%). DPR
- Performance Reviews of Part Time Variable Hours staff which were at 82% (against a target of 85%). DPR

Discussion took place about the College's progression strategy and why the College was so far behind its own target for Level 3 internal progression. The rationale behind the target that was set for 2010/11 was also queried. It was agreed that a report would be presented to the next meeting of the Quality & Curriculum Committee in this regard. DPQA&S

The Governing Body resolved to note the report.

11.12 Item D2: Student Success 2009/10

- a) FE Qualification Success Rates (QSRs)
- b) Minimum Levels of Performance (MLPs)
- c) Employer Engagement (QSRs & MLPs)

The Deputy Principal QA&S presented the report summarising the Qualification Success Rates (QSRs) and Minimum Levels of Performance (MLPs) for FE and Employer Engagement for the 2009/10 academic year. It was explained that the final data reported here had not changed significantly from that already reported and used in the College's Self Assessment Report, and so headline strengths and areas for improvement had been confirmed. Resultant actions to be undertaken by the College had been considered by the Quality & Curriculum Committee, and it was explained that actions required were contained within the College's Quality Improvement Plan for 2010/11. Members wished to record their congratulations to the team for the significant improvements that had been achieved in Apprenticeships and Train to Gain.

Members considered the data provided; noted that the College was above average in most areas of provision; and acknowledged that the report was very positive.

The Governing Body resolved to note the report.

11.13 Item D3: Student Success 2010/11

- a) Employer Engagement

The Assistant Principal Employer Engagement presented the report showing the overall success rates in year together with the projected success rates for 2010/11.

Based on current data it was predicted that success rates for Apprenticeships would show a 7% increase on 2009/10, and a 2% increase in Train To Gain success on 2009/10.

Projected overall success rates for Apprentice Frameworks in

2010/11 were up 9% on the previous year. For Advanced Apprentice Frameworks in 2010/11 they were down 2% on the previous year. The reduction in success rates for Advanced Apprenticeships was a result of the turbulent nature of the manufacturing sector on Engineering Apprentices, and specifically to one large employer withdrawing its Advanced Apprenticeships during the year, which had lowered the retention figures.

The information presented for 2010/11 was the projected year end position, with a built in attrition rate. However, the College was unable to know the extent to which any redundancies resulting in loss of employment by learners, that might be announced over the coming weeks, could impact on success rates for 2010/11.

With Train To Gain, projected success rates for 2010/11 were 1.5% up on the previous year. Targeted improvement strategies were proving to be effective. Success rates were now 12% above national benchmark. Success rate data was not yet available for the College's apprentices funded by Construction Skills.

The Governing Body resolved to note the report.

(Bob Saynor left the meeting at 6.00pm.)

11.14 Item D4: Student Destinations 2009/10

The Deputy Principal QA&S presented the report on known destinations of full-time students who had completed a qualification at the end of July 2010.

The proportion of students progressing onto "positive" destinations (being further study in FE/HE or employment and training) was summarised as:

- Overall 82% (83% in 2009, 80% in 2008)
- Students with a declared disability 82%
- Males 81%
- Females 81%
- Ethnic Groups (not white British) 85%
- 16-18 83%
- Adults 76% (high proportion of not known)

The percentage of "not known" was 4.1% (4.1% in 2009, 5.2% in 2008), and it was acknowledged that this was a very low rate. Members queried whether, in future reports, it might be possible to present the data in a way that made it easier to see the key points and trends.

DPQA&S

The Governing Body resolved to note the report.

11.15 Item D5: Quality & Curriculum Committee

Minutes of Meeting on 3 March 2011

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

11.16 Item E1: Finance & General Purposes Committee

a) 2010/11 Mid Year Financial Forecast

i) 2010/11 Mid Year Financial Forecast

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

ii) Analysis of Financial Performance

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

(It was agreed that agenda items E1b), c) and d) would be deferred to the end of the meeting.)

11.17 Item E2: Audit Committee

a) Minutes of Meeting on 15 March 2011

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

11.18 Item E3: Risk Management

a) 2010/11 Risk Management Policy Review

The Director of Finance presented the report on the latest review of the College's Risk Management Policy. It was reported that the Policy was normally reviewed every two years and that it was last done in advance of the 2010/11 academic year. However, changes to the College's strategic planning processes had meant that a further review in 2011/12 was considered to be necessary. The College's Risk Management Policy had therefore been reviewed again this year. The review had also taken account of the recommendations from the Risk Maturity Review in 2009/10 that had not been implemented in 2010/11. Members considered the revised Risk Management Policy statement, and noted that it had been considered with approval by the Audit Committee on 15 March 2011.

The Governing Body resolved to approve the 2010/11 Risk Management Policy.

11.19 Item E4: Re-appointment of Financial Statements Auditors

The Director of Finance presented the report and explained that this was the final year of KPMG's initial three year appointment which would expire on 31 July 2011. The Director of Finance had obtained the agreement of KPMG that the level of their fees for 2010/11 would be maintained at their 2009/10 level. In addition, if the contract was extended for a further two years, KPMG was prepared to accept a 10% reduction in the level of its fees over the two year

period, in equal stages. Members noted that the Audit Committee had concluded that KPMG had met the performance standards and criteria established, and had recommended that KPMG should be re-appointed.

The Governing Body resolved to re-appoint KPMG as the College's external auditors for a further period of two years with effect from 1 August 2011, subject to continued satisfactory performance.

DF

11.20 Item E5: Employer & Skills Committee

a) Minutes of Meeting on 3 November 2010

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

11.21 Item F1: Governance Issues

a) Search & Governance Committee: Minutes of Meeting on 15 February 2011

The Chair of the Governing Body presented the minutes of the meeting which were noted by members.

b) Committee Membership

The Clerk to the Governing Body presented the report and explained that the recommendation of the Search & Governance Committee relating to Mike Proctor had now been superseded by his recent resignation.

The Governing Body resolved to re-appoint Jon Arundel as a Co-opted Member of the Employer & Skills Committee for a further period of three years, on the expiry of his current term.

Clerk

c) Governing Body Standing Orders

The Clerk to the Governing Body presented the report with the College's Governing Body's Standing Orders for review. It was noted that the Standing Orders had last been reviewed and revised in January 2010, and endorsed by the Governing Body at its meeting on 15 July 2010. As it was good practice to review the Standing Orders on an annual basis, the Search & Governance Committee had reviewed the Standing Orders again at its meeting on 15 February 2011. No amendments had been proposed to the current version of the Standing Orders and endorsement was recommended, subject to rewording the section on Governor attendance to reflect what had previously been agreed by the Committee. It was also explained that the Standing Orders might need to be reviewed further once a final version of the new Code of Governance (currently under consultation) had been determined.

Clerk

The Governing Body resolved to endorse its Standing Orders, as amended.

d) Schedule of Governance Meetings 2011/12

The Clerk to the Governing Body presented the proposed calendar of governance meetings for 2011/12, and requested that any concerns be notified to him as soon as possible so that a final definitive calendar could be circulated.

Clerk

The Governing Body resolved to approve the calendar of governance meetings for 2011/12, subject to final amendment.

11.22 Item G: Any Other Business

None.

11.23 Item I: Date of Next Meeting

Wednesday 13 July 2011 at 5.00pm.

11.24 Item E1(continued) : Finance & General Purposes Committee
2011/14 Strategic Financial Objectives

The Director of Finance presented the report with the College's proposed strategic financial objectives for the period to 31 July 2014. It was reported that the key change to the objectives approved in July 2010 was the decision by the Senior Management Team and the Finance & General Purposes Committee to recommend that the College should seek 'Good' financial health rather than 'Outstanding' financial health in the period to 31 July 2014.

The recommendation had been made because of the risk that, in the expected funding circumstances, the pursuit of 'Outstanding' financial health could prove to be inconsistent with the intention for York College to be an 'Outstanding' (rather than a 'Good') college.

It was explained that if agreed, the revised Strategic Financial Objectives would be incorporated into the College's 2011/14 Strategic Plan and 2011/14 Financial Forecast. Members agreed that whilst they would not seek the consistent surplus of 1.0% over the next three years required to maintain 'Outstanding' financial health, they would require more than a mere break-even budget, particularly in view of the financial covenants contained in the College's bank loan.

The Governing Body resolved to approve the College's proposed Strategic Financial Objectives for 2011/14.

(Sam Garside left the meeting at 6.30pm.)

c) Minutes of Meeting on 10 February 2011

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

d)i) Minutes of Meeting on 9 March 2011

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

ii) 2011/12 and Beyond: Funding Changes and Actions Necessary

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

(All members of College staff, including Staff Governors, Principal, designated Senior Post-holders and Clerk left the meeting at 7.20pm.)

11.25 Item H: Remuneration Committee

a) 2010/11 Pay Review for Principal, Designated Senior Post-holders and Clerk to the Governing Body

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

The meeting closed at 7.45pm.

Richard Hinde
Clerk to the Governing Body

Signed (Chair):

Name

Date: