



# Board of Governors

Minutes of the meeting held on 6 July 2017

THE MEETING OPENED WITH A PRAYER

**Item 1 – Members present:**

Pamela Catherall  
Phil Collier  
Simon Dale  
John Lumb (in the Chair)  
Peter McGhee  
Peter McGuire  
Peter Phillips  
Catherine Morgan  
Teresa Richardson  
Pam Tate

**Also in attendance:**

Dominic Jones (Director of Curriculum and Quality)  
Jim Winstanley (Director of Finance)

**Apologies**

James Gresty  
Mark Higgins  
Fr. John Hindley  
Catherine Morgan

**Item 2 – Declarations of Interest in any agenda item by Governors and staff present**

None.

**Item 3 – Resolve that any items of a confidential nature relating to the staff, finances or operation of the College be taken in a confidential part of the meeting.**

AGREED.

**Item 4 - Minutes of the meeting of 8 December 2016**

AGREED and signed by the Chair.

### **Item 5 – Audit Committee Minutes 8 June 2017**

The minutes of the meeting of the Audit Committee held on 8 June 2017 were submitted and the Chair Pam Tate commented thereon.

The Chair informed the meeting that he had recently met with Lisa Daly regarding the Health & Safety issues. He gave an assurance that a work plan was in place. Work was proceeding quickly and much would be done over the summer.

A progress report would be submitted to the September meeting of the Audit Committee.

In view of recent tragic events specific reference was made to Fire evacuation/lock down procedures. It was confirmed that all such procedures were/had been checked and reviewed. The Chair requested that the gates at the rear of the premises near the playing field be not kept locked.

AGREED: 1. That the minutes of the meeting of the Audit Committee held on 8 June 2017 be approved.

### **Item 6 – Quality & Standards Committee 22 June 2017**

The minutes of the meetings of the Quality & Standards Committee held on 22 June 2017 were submitted and the Chair, Peter Phillips commented thereon.

Following recent changes/appointments Governors requested that they be provided with an up to date organisational chart and title changes. Also, identifying the Link Governors.

The meeting discussed the mental health issues facing students and staff and what was being done to address these concerns.

AGREED: That the minutes of the meeting of the Quality & Standards Committee held on 22 June 2017 be approved.

### **Item 7 – Minutes of the Finance & Resources Committee 15 June 2017**

The minutes of the meetings of the Finance & Resources Committee held on 15 June 2017 were submitted and the Chair, Simon Dale commented thereon.

AGREED: That the minutes of the Finance & Resources committee held on 15 June 2017 be approved.

### **College Budget 2017/18 and Financial Plan 2017/19**

Jim Winstanley submitted a report in respect of the above and commented thereon.

Key Points of the College Financial Plan 2017-2019 -

The Financial Plan for 2017-19 is to be submitted to the ESFA by the 31<sup>st</sup> July after it has been approved by the governing body. The first year of the forecast is the same as the college's budget for 2017/18 and the second year is the college's projection of its finances for the following year.

The forecast for 2018/19 is based on the college recruiting 1,600 students and being funded for 1,500, in line with the current methodology. There are no major variations to income or

expenditure. On this basis the college will produce a surplus of £179k and see its cash balance increase to £842k.

The Financial health grade for the college is 'Satisfactory' for 2016/17 and returns to 'Good' for 2017/18 and 2018/19.

Also circulated was a supplementary paper which sensitises the college's finances for 2018/19, this is primarily based on the college recruiting fewer and more students than that assumed in the financial forecast.

AGREED: That the College Budget for 2017/18 and the Financial Plan for 2017/19 be approved.

### **Item 8 – Accommodation Strategy**

Following on from the detailed discussions at the F & R committee on the 15 June Jim Winstanley informed the meeting of his recent discussions with Fusion who had now gone away to develop a more diverse accommodation strategy dependent on future funding and college student numbers.

The critical decision time was now September /October 2017 following the enrolment/recruitment figures being known.

AGREED: That the report be noted and Governors kept informed of any progress/developments.

### **Item 9 - Principal's Report on Strategic Objectives**

Report circulated and the Principal commented on items of particular interest.

AGREED: That the report be noted.

### **Item 10 - Policy Review**

#### **i) Staff Redundancy Policy**

Report circulated and the Principal briefly commented thereon.

AGREED: That the Staff Redundancy Policy be approved.

#### **ii) Student Bursary Policy**

Report circulated and the Principal briefly commented thereon.

AGREED: That the Student Bursary Policy be approved.

### **Item 11 – i) Committee Membership**

Noted.

**ii) Dates of Future Meetings**

AGREED.

**Item 12 – Any Other Business**

Dominic Jones requested approval in principle to the following overseas educational visits –

1. Holland
2. New York
3. Florida
4. Barcelona
5. Berlin

AGREED: That the above be approved in principle and subject to the actual dates being circulated.

Signed: .....

Date: .....