



Board of Governors

Minutes of the meeting held on 19 October 2017

THE MEETING OPENED WITH A PRAYER

Item 1 – Members present:

Pamela Catherall
Simon Dale
James Gresty
Mark Higgins
Fr. John Hindley
John Lumb (in the Chair)
Peter McGuire
Catherine Morgan
Peter Phillips
Pam Tate

Also in attendance:

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

Apologies

Phil Collier
Peter McGhee
Teresa Richardson

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 6 July 2017

AGREED and signed by the Chair.

Item 5 – Any Other Business

- 1. Foreign Trip**
- 2. SAR**

Item 6

- Eligibility/Declaration of Interest Pro-forma's

The Clerk requested all Governors to complete and return the circulated forms to him as soon as possible.

Item 7 – Audit Committee Minutes 5 October 2017

The minutes of the meeting of the Audit Committee held on 5 October 2017 were submitted and the Chair, Pam Tate commented thereon.

AGREED: That Andrew Grants resignation be formally accepted.

The following amendment to the Audit Committees Terms of Reference was moved –

The Governing Body approves the Financial Statements on the recommendation of the Finance & Resources Committee. The Audit Committee will also receive the financial statements to inform their review of the financial statements Auditors Management letter.

AGREED: That the above amendment be further discussed at the meeting of the Remuneration committee on the 7 December 2017.

AGREED: That the minutes of the meeting of the Audit Committee held on 5 October 2017 be approved.

Item 8 – Quality & Standards Committee 28 September 2017

The minutes of the meeting of the Quality & Standards Committee held on 28 September 2017 were submitted and the Chair, Peter Phillips commented thereon.

AGREED: That the minutes of the meeting of the Quality & Standards Committee held on 28 September 2017 be approved.

Item 9 – Finance & Resources Committee 12 October 2017

The minutes of the meeting of the Finance & Resources Committee held on 12 October 2017 were tabled and the Chair, Simon Dale commented thereon.

AGREED: That the minutes of the meeting of the Finance & Resources Committee held on 12 October 2017 and all the recommendations therein be approved.

Jim Winstanley tabled a number of papers –

Learner Number Analysis – This report gave an analysis of learner numbers for the college and significant other providers in the Wigan area together with 3 other “related” colleges. The numbers were taken from the funding allocation data provided by the ESFA in October 2017. The learner numbers referred to the actual year that each institution recruited those learners.

Financial Implications following September 2017 – following the disappointing recruitment in September this paper examined the financial implications and options available to the College to remain financially viable.

The report commented on the level of recruitment in September 2017 and the financial implications for this year and in 2018/19 and 19/20 arising from the level of recruitment.

In parallel with the development of this financial strategy, work has been ongoing to rigorously look at the College's marketing strategy to examine why there was a reduction in student numbers and the actions needed to increase these numbers in the future.

The report went on to discuss in detail a financial model and various financial strategies. The College's SLT have been reviewing these financial models and the implications arising from it to develop ideas. Whilst it has yet to finally agree its preferred course of action the report outlined the actions currently under discussion.

The Governors fully supported the actions being taken by the SLT and remained confident and positive that the College is going forward in the correct direction.

A full evaluation and evidence of the success of the College's marketing strategy was called for.

Governors also offered to attend open evenings/ taster days etc. if it was thought it would be beneficial.

AGREED: That the report and actions taken so far be fully supported and further discussion take place at the meeting of the Remuneration committee on the 7 December 2017.

Item 10 – Principals Report on Strategic Objectives

Report submitted and Dominic Jones commented thereon highlighting items of particular interest.

AGREED: That the report be accepted.

Item 11 – Governors Attendance 2016/17

Report tabled and noted.

Item 12 – Strategic Planning Conference 2/3 March 2018

The Chair reminded Governors of this event and asked for items that they would wish to see on the agenda.

AGREED that this event take place in house.

Item 13 – Date of Next Meeting

AGREED: Wednesday 13 December 2017

Item 14 – Implications for risk Management in any items above

Recruitment

Finance

Staffing

Item 15 – Any Other Business

1. Trip to Madrid 16-19 February 2018 – Approved in principle.
2. Revised SARs – a revised timetable was tabled. Governors to inform James Gresty of any sessions they can attend.

Signed:

Date: