



Board of Governors

Minutes of the meeting held on 24 April 2014

THE MEETING OPENED WITH A PRAYER

Item 1 – Members present:

Pam Catherall
Phillip Collier
Simon Dale
Anne Fitzsimmons
Andrew Grant
John Lumb (in the Chair)
Mark Higgins
Peter McGhee
Catherine Morgan
Teresa Richardson
Peter Simpson
Neil Stevenson
Pam Tate

Also in attendance:

Dominic Jones (Director of Curriculum and Quality)
Allan Keating (Director of Funding, Finance and Estates)
Anne White (Director of Students)

Apologies

James Gresty
Peter Phillips
Fr. Tony Slingo

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.

None.

Item 4 - Minutes of the meeting of 12 December 2013

AGREED and signed by the Chair.

Item 5 – Notice of Items of Any Other Business

None.

Item 6 – Audit Committee Minutes 16 January 2014 and 6 March 2014

The minutes of the meetings of the Audit Committee held on the 16 January and 6 March 2014 were submitted and the Chair, Pam Tate commented thereon.

Pam informed the meeting that Tenders had been invited and received to carry out the Funding work agreed at the Audit Committee meeting on the 6 March. Based on price it was recommended that Mazars take on this piece of work.

The Governors AGREED to this recommendation, recognising that Mazars would be acting as both external and internal auditors for the College, For the immediate priorities identified. This work and the appointment of internal auditors for subsequent work will be reviewed.

AGREED: That the minutes of the Audit Committee held on 16 January and 6 March 2014 be approved as correct records.

Item 7 – Finance & Resources Committee Minutes 23 January and 27 March 2014

The minutes of the meetings of the Finance Committee held on 23 January and 27 March 2014 were submitted and the Chair of those meetings, Simon Dale commented thereon.

At the meeting on the 24 March the following had been agreed as items requiring detailed consideration at future meetings of the F & R Committee –

College management of the Student Bursary Budget
Policy in respect of the College Reserves, and
The College's future IT Strategy.

Simon Dale suggested that consideration of the above issues needed to be prioritised and after further discussion it was AGREED that the Bursary Budget and the IT Strategy be considered at the 26 June meeting of the F & R Committee.

AGREED that the minutes of the meetings of the Finance and Resources Committee held on 23 January and 27 March 2014 be approved.

Item 8 – Quality & Standards Committee 3 April 2014

The minutes of the meeting of the Quality & Standards Committee held on 3 April 2014 were submitted and the Chair briefly commented thereon.

Governors wished to minute their appreciation and thanks to all staff for the smooth running and executing very tight turn round times in the recent mock examinations.

AGREED: That the minutes of the Quality & Standards Committee on 3 April 2014 be approved as a correct record.

Item 9 – Letter from Peter Mucklow Re: Funding for 2014 – 15

Correspondence from Peter Mucklow, National Director for Young People, Education Funding Agency was submitted and the Principal briefly commented thereon.

AGREED that the correspondence be noted.

Item 10 – Attendance Graph

An attendance graph comparing weekly attendance by students in 2012-13 and 2013-14 was submitted and the Principal briefly commented thereon.

The graph indicated a positive increase in attendance rates in 2013-14 which hopefully would be reflected in higher grades. Improved attendance should also have a direct link to improved retention rates.

AGREED that the graph be noted.

Item 11 – Health & Safety Policy

The Health & Safety Policy was submitted for approval.

AGREED that the Health & Safety Policy be approved.

Item 12 – Principal’s Report on Strategic Objectives

Copy of the report circulated and the Principal highlighted areas of particular interest.

AGREED: That the report be accepted.

Item 13 – Strategic Planning Conference 7/8 February 2014

A note of the proceedings of the Strategic Planning Conference held on 7/8 February 2014 was submitted for information.

AGREED that the report be accepted.

Item 14 – BCIF – Funding Allocation

Correspondence from the EFA informing the College that it had been awarded a total of £972,194 from the 2014-15 BCIF allocation was submitted.

The Principal informed the meeting that this allocation was slightly disappointing and would not meet all our requirements for buildings and capital projects agreed at the recent Strategic Planning Conference in February 2014.

Revised plans and prioritisation were currently being considered and the Principal described the suggested revised strategy for using the £ 872k. It appeared that the proposed LRC areas would not be able to proceed as originally envisaged.

There then followed a discussion on how to best use the allocation for IT infrastructure with many points of view being put forward and it was AGREED that this particular issue required further discussion and consideration.

AGREED: That the College write to the EFA expressing our disappointment at the allocation received and requesting that an extension to our submission be given to allow us to revise our plans.

Item 15 – Executive Summary – Funding Allocation

Note submitted and Alan Keating briefly commented thereon.

AGREED that the report be noted.

Signed:

Date: