



**MINUTES OF THE MEETING OF THE
BOARD OF GOVERNORS
held on
TUESDAY 15 AUGUST 2017
in the BOARD ROOM
at the OSWESTRY CAMPUS**

Present:	Mrs G Richards	GPR	Chair, Health & Safety Lead Governor
	Mrs V Cox	HVC	Safeguarding & Residential Lead Governor
	Mrs W Dakin	JWD	Equality & Diversity Lead Governor
	Mrs F Flack	FF	Academic-Staff Governor (part)
	Mr J Furber	JF	(part)
	Mr P Green	PG	
	Mr P McCann	PM	Interim Principal
	Mr J Nicholls	JN	
	Mr P Polowyj	PP	
	Mr T Trickett	TT	

Attendance: 71.4%

In attendance:	Ms S Shelston	SS	Assistant Principal Quality & Student Services
	Ms J Vernon	JV	Observer (Lifelong Learning Manager, Shropshire Council)
	Mr M David	MD	Principal, Reaseheath College
	Mr R Ratcliffe	RR	Chair of Governors, Reaseheath College
	Mrs C Thompson	CDT	Governance Advisor

The meeting opened at 17.30

Item	Action
1. Apologies for absence Mr G Casson, Mr A Durnell, Dr E Harrison and Ms E McQueen. Mr B Deed, Interim Finance Director, and Ms K Roberts, Assistant Principal Curriculum could not be in attendance.	
2. Declarations of interest Mr Furber, Mr Nicholls and Mrs Richards were also governors at Reaseheath College (RHC). Mr Green was a consultant for RHC.	

3. MOVED TO CONFIDENTIAL

4. Minutes

The minutes of the meeting held on 3 July 2017 were approved and signed by the Chair.

5. Matters Arising

5.1 Student survey – further analysis

The HE conference on 4/7/17 had included analysis of the NSC overall outcomes of the HE student survey with a focus on the qualitative data and trends and patterns, including the staffing and course organisation information. Discussion of individual subject surveys had also been carried out. Areas to work on had been identified and planning had been put in place to address issues.

5.2 Applications for apprenticeships

The report shown to Board on 3 July on applications had included a few apprenticeship applications. These related to applicants still in school and therefore unable to be enrolled immediately. This practice had been used consistently over several years and therefore figures were “like for like” in terms of content.

5.3 Marketing to parents

Marketing to parents was a normal part of the marketing promotional mix the Marketing Manager had in place. The key messages within editorials and adverts were highlighting the overseas work placements. A lot had been planned over July and August which would continue to include messages targeted at parents.

5.4 Complaint

The Governance Advisor had written to the parent following the Board meeting. The parent had been unhappy with the outcome and had taken direct action via a “poster campaign” outside Marches School. No action could be taken against the parent as it was deemed a “peaceful protest”.

Mr Furber joined the meeting.

6. Principal's report

Quality

A new curriculum structure would be in place from 2017/18. Improvement in quality was being made. NSC needed to be focussed on the four areas which had stopped the College being awarded a grade 2.

Financial

Finances had been stable over the previous months but had worsened by £40k since the previous meeting owing to some additional costs, and a

drop in apprenticeship numbers in Royal Mail.

Business activities

Revenue-increasing activity had gone well with £36.2k of net income to date.

LEP Skills Capital

The Principal had been promised the contract in the next few working days, later than expected. Improvements had therefore not been able to be made over the summer as planned and would have to take place over half-term in October.

Tenancy agreements

These were now in place for the College properties. Some work was necessary to bring some cottages up to standard for letting.

Milk vending machine

A paper would be brought to Corporation in the autumn. A governor had raised concern about raw milk being sold and this would now be pasteurised milk.

**KR -
autumn**

Complaint

The interim Principal explained the actions the parent had taken and the measures that had been taken to date.

Governors **resolved to receive and accept** the report.

7. Data dashboard – KPIs 2017/18

Governors had requested a draft of the KPIs although all noted that outcomes for current year were not yet available. The interim Principal talked through the targets under the headings of: student outcomes; in-year assessment of progress and quality of teaching, learning & assessment; finance; and enrolments.

The Board **resolved to receive and accept** the report.

8. Bank signatories

8.1 COIF bank account

The Board **resolved to approve** the appointment of Karen Roberts and Sara Shelston as additional signatories on this account.

8.2 Barclays Student Union account

Board **resolved to approve** the removal of Brenda Berwick, Stephen Worthington and Jacqueline Doodson from the authorised signatory list.

9. Policies

The Assistant Principal Quality & Student Services (APQSS) explained the key changes. The following policies were approved: Learner Involvement;

Equality & Diversity; Single Equality Scheme; CPD.

10. Any Other Business

There were no items under Any Other Business.

11. Date of next meeting

The next meeting was scheduled for Monday 2 October 2017 at 5.30pm in the Board Room at Oswestry. This would be reviewed in light of the failure of the merger plan with RHC.

CDT

Chair **Date**