



MINUTES OF THE MEETING OF THE
BOARD OF GOVERNORS
held on
WEDNESDAY 18 OCTOBER 2017
in the CONFERENCE ROOM
at the OSWESTRY CAMPUS

Present:	Mrs G Richards	GPR	Chair, Health & Safety Lead Governor
	Mr G Casson	GBC	
	Mr I Clinton OBE	IC	Principal & Chief Executive
	Mrs W Dakin	JWD	Equality & Diversity Lead Governor
	Mr A Durnell	AD	Business Support Staff Governor
	Mrs F Flack	FF	Academic-Staff Governor
	Mr J Nicholls	JN	Lead Governor - Quality
	Mr P Polowyj	PP	
	Miss G Scott	GS	Student Governor
	Mr T Trickett	TT	

Attendance: 83.3%

In attendance:	Mr P Nangle	PN	Deputy Principal
	Mrs T Kelly	TK	FE Commissioner's advisor (part)
	Mrs C Thompson	CDT	Governance Advisor

The meeting opened at 5.32pm

The Chair welcomed back the Principal. She welcomed Peter Nangle and Georgina Scott to their first Board meeting, and Teresa Kelly who would be at the meeting for the first part only.

Item	Action
1. Apologies for absence Mrs H V Cox; Ms E McQueen.	
2. Declarations of interest Mr Casson was Chair of Governors at Holy Trinity Primary School.	
3. Board appointments	

Mr Roger Hargreaves, a co-optee on the Audit & Risk Management Committee, had been approached to become a full governor, and had agreed to do so, until anticipated merger in summer 2018. Interviews would be held on 30 October for the remaining vacancies. The Audit Committee Chair wished to seek another co-optee to replace Mr Hargreaves.

ACTION

1. ***Mr Hargreaves appointed a full governor with immediate effect.*** CDT
2. ***Seek a replacement co-optee for the Audit Committee*** CDT

4. Moved to confidential

Ms Kelly left the meeting.

5. Minutes & Matters Arising

5.1 Minutes

The minutes of the meeting held on 5 September 2017 were approved and signed by the Chair.

5.2 Matters Arising

There were no Matters Arising.

6. Audit & Risk Management Committee

6.1 Minutes

The minutes of the special meeting held on 2 October 2017 were noted.

6.2 Internal audit plan 2017/18

The Committee Chair explained the process of establishing the internal audit plan. Once it had become clear the planned merger with Reaseheath had collapsed, a full-year internal audit plan had been drawn up. The plan comprised 25 days' work at a cost of £11,154 plus VAT and was recommended by the Audit Committee to the Board for approval.

ACTION

- The Board approved the internal audit plan.*** BD

7. Finance & Resources Committee

7.1 Minutes

The minutes of the meeting held on 28 September 2017 were noted. The Committee had had a lengthy discussion about the farm, with a presentation from Richard Aldis, Farm Manager, and Karen Roberts, his line manager. The Farm Manager's actions to improve the farm were now beginning to show impact. As a teaching facility, the farm required more staff than a commercial farm therefore some learner income would be

transferred to the farm's income stream accordingly. There had been a drop in the number of enrolments which was partially due to demographics.

Insolvency regime: as long as governors acted in good faith, and requested assistance should they need it, then there was no issue with the new regime.

Governors asked if the Exceptional Financial Support bid had been approved, and the bank's position re the College. The Principal said the indications about the bid were positive. The banks supported the public sector countrywide, and therefore there was a national view taken.

Governors asked when the revised risk register would be available for review. The Principal confirmed it would be brought to the next Audit Committee.

**BD –
27.11.17**

8. Search & Governance Committee

8.1 Minutes

The minutes of the meeting held on 2 October 2017 were noted. The Committee Chair highlighted the comments that the Board self-assessment had been perhaps been too generous. Governors noted they were reliant on the information that was provided to them by management. The Committee had agreed that expertise was needed in quality. A skills audit carried out and was useful to assist in identifying potential governors.

In respect of data provided to governors, the Board noted the outturn in apprenticeships was significantly worse than it had been advised would be the case. The Board sought reassurance of the measures being put in place to address this. A new apprenticeship manager had been appointed and the full management infrastructure was now in place. The bottoming out of data and learners had taken place.

8. Governance documents

The Governance Advisor reported that the amendment to the Instrument & Articles (Article 11), and the Standing Orders and Governor Code of Conduct had been considered at the Search & Governance Committee and were recommended to the Board for approval.

ACTION

Governors resolved to approve the revised Instrument & Articles of Government, Standing Orders, and the Governor Code of Conduct.

CDT

9. Policies

It was confirmed that staff and students had been given the opportunity to comment on the revised Student Disciplinary Policy & Procedures.

ACTION

Governors approved the revised Student Disciplinary Policy & Procedures

CDT/SS

10. Any Other Business

There were no items under Any Other Business.

11. Date of next meeting

The next meeting would be held at 5.30pm on Wednesday 22 November 2017 in the Board Room at Oswestry.

Chair **Date**