



MINUTES OF THE MEETING OF THE
BOARD OF GOVERNORS
held on
WEDNESDAY 22 NOVEMBER 2017
in the BOARD ROOM
at the OSWESTRY CAMPUS

Present:	Mrs G Richards	GPR	Chair, Health & Safety Lead Governor
	Mr A Anderson	AA	(part)
	Mr G Casson	GBC	
	Mr I Clinton OBE	IC	Principal & Chief Executive
	Mrs V Cox	HVC	Safeguarding & Residential Lead Governor
	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 Fletcher	JF	(part)
	Mr J Nicholls	JN	Lead Governor - Quality
	Mr P Polowyj	PP	
	Mr T Trickett	TT	Lead Governor - Finance
	Mrs T Williams	TW	(part)

Attendance: 86.7%

In attendance:	Mrs C Thompson	CDT	Governance Advisor
	Mr P Nangle	PN	

The meeting opened at 5.31 pm

Item	Action
1. Apologies for absence Mr R Hargreaves; Ms E McQueen.	
2. Declarations of interest Mr Casson was Chair of the Local Academy Committee of the Holy Trinity Primary School.	

3. **Board appointments**

Interviews had taken place for new governors to fill the vacancies left by the departing Reaseheath governors. The panel, as previously agreed, had comprised Mrs Richards (Chair), Mr Nicholls and Mr Nangle, with Mrs Cox observing and the Governance Advisor in attendance. Three governor appointments were recommended to the Board, and recommendations for appointment to sub-committees:

ACTION

The Board resolved to approve:

1. ***The appointment as governors of Mr Andrew Anderson, Mr Jonathan Fletcher and Mrs Tracey Williams as governors until 31.12.18 or until merger.***
2. ***The following appointments to sub-committees:***
 - ***Mr Anderson – Quality & Standards Committee***
 - ***Mr Fletcher – Finance & Resources Committee***
 - ***Mrs Williams – Quality & Standards and Audit & Risk Committees***

CDT

Mr Anderson, Mr Fletcher and Mrs Williams joined the meeting.

4. **Confidential item - moved**

5. **Minutes**

The minutes of the meeting held on 18 October 2017 were approved and signed by the Chair.

6. **Matters Arising**

6.1 **Exceptional Financial Support (EFS)**

Governors asked for an update on the submission for further EFS. There was a £1.3m allocation overall, to be received in two tranches, confirmed with the Education & Skills Funding Agency (ESFA) in February and March 2018. The Principal said that the College had built in, with ESFA's agreement and support, other elements, e.g. restructure. There had been a case conference on Monday with ESFA who remained supportive.

7. **Quality & Standards Committee**

7.1 **Minutes**

The minutes of the meeting held on 13 November were noted. The Deputy Principal had given a full report on the actions he was taking to improve apprenticeships: he gave the Board the highlights. Ofsted were due on a monitoring visit on 7 December, and would be able to see the area had been radically shaken up and there were early green shoots of recovery. An assessor had given a presentation on Smart Assessor to the Committee. Governors could expect a significantly improved outturn for 2017/18.

Ofsted had identified the following areas of focus: apprenticeships; maths and English; teaching & learning; tracking progress. They would want to review actions taken to address the issues raised in the Ofsted report, evidence of these and the impact. In the annual Self-Assessment Report 2016/17, owing to the final outturn results which had been much worse than forecast in May when Ofsted had last inspected, apprenticeships had been graded 4, down from the Ofsted 3.

Governors asked if the College was using Promonitor to its fullest extent. The Deputy Principal said not, but it was being used much more extensively and effectively than previously, and this would continue to be developed. The Academic Staff Governor confirmed there had been a vast improvement. There were still pockets of non-compliance but work was ongoing to address this.

Governors asked about 16-18 outcomes: these had been 76% (two percentage points higher than in 2015/16), but 19+ results had been 87%. Governors asked how this benchmarked against the sector: this was circa 81%. This would be discussed under Key Performance Indicators later on the agenda (item 8).

7.2 Safeguarding report 2016/17 and action plan 2017/18

Prevent risk assessments & action plans 2016/17 & 2017/18

The report, risk assessment and action plans had been considered by the Quality & Standards Committee which had recommended them to the Board for approval.

ACTION

Governors approved the:

- 1. Safeguarding Report 2016/17 and action plan 2017/18**
- 2. Prevent risk assessments 2016/17 & action plans 2017/18**

7.3 Equality & Diversity report 2016/17 and action plan 2017/18

The report and action plan had been considered by the Quality & Standards Committee, which had recommended them to the Board for approval.

ACTION

Governors approved the:

- 1. Equality & Diversity report 2016/17 and action plan 2017/18**

8. Key Performance Indicators (KPIs) 2017/18

The Deputy Principal spoke to his paper. The KPIs had been brought to governors in draft form in August however they could now be set firmly as outcomes 2016/17 were known: redrafted KPIs were presented.

Every proposed KPI for 2017/18 was greater than the outcome 2016/17 however they had been tempered in light of the 16/17 results. For Apprenticeships, the proposed overall success KPI was 62% which was the level to reach minimum standard. Following comments at the Quality &

Standards Committee the KPI for Timely had been reduced to 50% because for 2017/18, 35% of apprentices had already passed their timely end date.

Achievement gaps

Males had performed 6% better than females. Overall achievement had been 82.1% but this disguised the gap between 16-18 (73.6%) and 19+ (89.5%). Students with a declared learning disability or difficulty (LLDD) outcomes had been lower (71.1%) than for those without LLDD (86.7%). The KPI would be to reduce the achievement gap to a level that was not statistically significant. Governors asked if this target took into account the high number of students with High Needs in the College. It did.

In future there would be a single document to track performance against each KPI month to month, and compare to the last two years' outturn. The Deputy Principal, in his cover papers, would draw attention to the main changes each month. Governors asked if departments would have their own localised report and whether the targets were varied depending on the situation. They asked if there was ownership by staff for the performance in their area. There was a great deal but there was further improvement to be made in some areas. Apprenticeships was improving: in response to a question, the Deputy Principal said he was 66% through to completing the work needed to bring it fully up to date. Functional Skills and Maths and English were still an issue but management were addressing this: the Deputy Principal had formed a project team, like that for apprenticeships, to tackle the area. These were the two areas that had underperformed. Tutors on the core programmes were now expected to take ownership for their learners, including success in maths and English, rather than it being the maths and English tutors' responsibility. In response to a question, the Deputy Principal explained that maths and English trained staff still delivered discrete provision in the subjects, but that the core programmes still had the 4x4 initiative operating in their area which contextualised maths and English: the core programme tutors delivered this.

Governors asked, given the work on apprenticeships was 66% completed, when it would be finished. The Deputy Principal said it would be done by the Ofsted monitoring visit.

**PN –
7.12.17**

Governors thanked management for their honesty and realism. They asked if there were now solid MIS reports in place to allow tracking of performance, as there remained concern over lack of accurate and timely data. Management explained that the previous week they had brought in two highly experienced MIS directors (interim) covering seven days a week between them. This replaced the previous director who had only worked two days per week. The change would ensure accurate, effective and timely reports were provided to management so progress could be tracked closely. One new director was focused on outward-facing information and the other on internal requirements. There was a new menu of reports already put in place by the new team, but it was still a work in progress. Governors agreed this was an excellent improvement.

9. Policies

The Complaints Policy now allowed for complaints to be resolved within 10 working days, amended from 5 days, which was insufficient time to handle complaints readily. Governors approved the Safeguarding Policy and the Complaints Policy.

ACTION

Governors approved the Complaints Policy and the Safeguarding Policy.

**CDT –
imm.**

10. Any Other Business

There were no items under Any Other Business.

11. Date of next meeting

The next special meeting would be held on Wednesday 6 December 2017.
The next full meeting would be held on Monday 11 December 2017 at 5.30pm in the Board Room at Oswestry.

Chair **Date**