



MINUTES OF THE MEETING OF THE
BOARD OF GOVERNORS
held on
TUESDAY 5 SEPTEMBER 2017
in the BOARD 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 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 P Polowyj	PP	
	Mr T Trickett	TT	

Attendance: 81.8%

In attendance:	Mrs C Thompson	CDT	Governance Advisor

The meeting opened at 17.30

Item	Action
1. Apologies for absence Ms E McQueen, Mr J Nicholls.	
2. Declarations of interest Mr Casson was Chair of Governors at Holy Trinity Primary School.	
3. Minutes The minutes of the meeting held on 15 August 2017 were approved and signed by the Chair.	
4. Matters Arising	

4.1 Enrolments

Governors asked for an update on enrolments. These were at 769 currently, although on previous performance a further 50-60 were expected to enrol over the first two weeks of term. The college goal was to have in excess of 800 enrolments to allow for drop-outs.

Governors asked what advertising had worked best. The Principal said that social media was most effective with students.

5. Governance structure & arrangements

The paper outlined the background to the changes in governance structure (to Carver-style) which had been intended to see the College through to merger on 1 August 2017, subsequently deferred to 1 January 2018. Now that the planned merger with Reaseheath College had failed, it was proposed to revert to a sub-committee/Board structure. This would enable sub-committees to scrutinise operational matters closely, whilst the Board could focus on strategic issues related to future merger partners. The proposal included reinstatement of the terms of reference for the Finance & Resources (F&R) and the Quality & Standards (Q&S) Committees that had been in operation at the time they were disbanded. The number of members and the quora would be adjusted, per the proposal put to the Board. Committee membership and appointment of Chairs and Vice Chairs was also included. The Post Inspection Working Group (PIWG) would be disbanded and its work be covered by Q&S.

Governors asked if the Board was opening itself to criticism for changing back. The Chair said there was a solid rationale for reverting. The previous change had been made in response to the Ofsted grade 4, and improvements had been made; the PIWG had been instigated to scrutinise quality in detail that proved not feasible to do at Board. This would be covered by Q&S. Similarly F&R would have more time to scrutinise the finances in detail. With any merger delayed for up to another year, this was necessary work.

Governors asked whether achieving quora could prove difficult given the reduced numbers of governors and members on committees. The Governance Advisor said that both had been reduced. An advert was being placed for additional governors to fill the vacancies left by the departure of the Reaseheath governors. The Chair said however that appointments would only be made if they were the right candidates. Governors asked what skills would be sought in particular. This had been discussed with the Education & Skills Funding Agency (ESFA) the previous week. Knowledge of FE funding was covered by Mr Polowyj. Experience in quality would be valuable.

Governors resolved to **approve**

1. the re-instatement of the sub-committee structure with immediate effect
2. the re-instatement of the previous terms of reference,
3. the revised membership numbers and quora as presented

4. the disbandment of the PIWG

6. Instrument & Articles of Government (I&A)

The Governance Advisor said there were mostly minor changes to the I&A, with one significant proposed change, to allow for decisions to be made by Written Resolution.

Governors **resolved to approve** the revised I&A.

7. Any Other Business

7.1 CCLA additional signatories

Mr Durnell explained that further detail was needed than had been agreed at the previous meeting, in order to appoint the necessary signatories. He and the Chair were trustees and he proposed that they would sign the document and allow Karen Roberts and Sara Shelston to be signatories. Any two trustees could sign.

Governors **resolved to approve** that Karen Roberts and Sara Shelston be added as signatories on the CCLA account, in addition to the existing signatory, John Adrian Durnell. Gillian P Richards and John A Durnell will act as the authorising trustees.

8. Date of next meeting

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

Governor challenge and impact	
4.1	Questioned how many enrolments there were. Impact: ensuring up to date knowledge of this KPI, to be aware of the position.
5.	Questioned the proposal to revert to sub-committee governance, in light of previous changes, and the numbers/quora on committees. Impact: ensuring full understanding of the decision to be made, and its impact.
	Questioned the skills being sought. Impact: ensuring that colleagues implementing the search for new governors have thought through fully the skills needed to complement those existing.

Chair **Date**