

## Full Governing Body Committee meeting 29 November 2011, Committee Room, Ashington

	<p>Present: R Casson, LRickerby, B Bedson, P Langton, M Rossi, P Down, T Shirley</p> <p>In attendance: K Allan, D Simpkin (note taker),</p> <p>In attendance for item 05 only: Louise Kinghorn and Nigel Lister</p>	
FGB/29Nov11/01	<p><b>Confirmation of eligibility and quorum</b></p> <p>The meeting was quorate. There were no eligibility issues.</p>	
FGB/29Nov11/02	<p>Apologies were received from:</p> <p>C Smith</p>	
FGB/29Nov11/03	<p><b>Election of Chair and Vice Chair</b></p> <p>KA reminded governors of the process for electing governors as set out in Standing Orders. KA advised that:</p> <ul style="list-style-type: none"> <li>- R Casson indicated his willingness to stand for Chair; he was proposed by M Rossi and seconded by L Rickerby</li> <li>- P Langton indicated his willingness to stand for Vice Chair; he was proposed by B Bedson and seconded by L Rickerby.</li> </ul> <p>There were no other nominations put forward and therefore R Casson was elected Chair and P Langton elected Vice-Chair.</p>	
FGB/29Nov11/04	<p><b>Minutes of the meeting held on 15 November 2011</b></p> <p>The minutes from the meeting held on the 15 November 2011 were reviewed and agreed as a true and accurate record of the meeting, subject to the following amendments:</p> <p>FGB/2Nov11/02 - Top of page 2 – remove leading “0” from the word “learners”</p> <p>FGB/2Nov11/02 – Change second sentence to “There were no declarations of interest”</p> <p>FGB/2Nov11/06 – top of page 6 – amend to read “She stated that she was resigning as Chair and as a Governor. “</p>	

**Self Assessment Review and Quality Improvement Plan – L Kinghorn and N Lister**

Louise Kinghorn (LK) and Nigel Lister (NL) summarised the key points of the College SAR - a grade 3 (satisfactory) was attained in each of the criteria of overall effectiveness of provision; capacity to improve; outcomes for learners; quality of provision; and leadership and management. This represented no change from the previous year.

With respect to Curriculum Departments:

- Three departments (Art & Design, Engineering, and Information Technology) had maintained Grade 2 from the previous year.
- The Construction Department improved from Grade 3 in 2009-10 to Grade 2 in 2010-11
- Two departments (Access & Education and Foundation Learning) had slipped from Grade 2 in 2009-10 to Grade 3 in 2010-11
- Departments maintained an unchanged Grade 3 – Business; Hair and Beauty; Hospitality & Catering; Land-Based Industries; and Travel & Tourism.
- The Sport Department had slipped from Grade 3 in 2009-10 to Grade 4 (inadequate) in 2010-11.
- The Health, Early Years, and Public Services Department had not been previously graded and was now Grade 3.

LK reported that four areas had been given a “Departmental Notice To Improve” - Public Services; Sport; Essential Skills and Beauty (Ashington only).

Governors welcomed the improvement in some curriculum areas which provided evidence that improvement was achievable in other departments, and asked what measures were being taken to improve performance in those departments subject to a notice to improve.

CT, LK, and NL explained the processes in place to support staff to improve performance. Staff development activities would be prioritised towards lecturers subject to Grade 3 and 4 observations, with continuing observations until performance reached Grade 2. A package of support activities was being agreed with the Learning and Skills Improvement Service (LSIS).

R Casson thanked both LK and NL for their presentation as advised on the following points:

- Special measures need to be robust and accountable. Must be actioned with appropriate sanctions.
- Welcomed the investment being made on curriculum leaders.
- Welcomed good practice but it needs to be targeted and specific with award, praise and criticism.
- Build on strengths.
- Need details of students ‘at risk’ on transferring from schools.

It was agreed that the Corporation should have visibility of actions being

	<p>taken in response to Notices to Improve through inclusion of updates in the Quarterly Performance Reports.</p> <p>A discussion then took place with regard equality and diversity. It was agreed that Lesley Rickerby would act as Equality and Diversity Champion for the Corporation.</p> <p>Governors approved the SAR and QiP.</p>	<b>C Todd</b>
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FGB/29Nov11/06	<p><b>Financial Management and Control Evaluation submission – C Todd</b></p> <p>CT presented the Financial Management and Control Evaluation submission for 2010/11. He drew attention to the summary gradings shown on page 2:</p> <table border="1" data-bbox="335 533 1273 1585"> <thead> <tr> <th>Area</th> <th>Section</th> <th>Grade (Outstanding/ Good/ Satisfactory/ Inadequate/ N/A)</th> <th>Grade (Outstanding/ Good/ Satisfactory/ Inadequate/ N/A)</th> </tr> </thead> <tbody> <tr> <td rowspan="3">1. Accountability Arrangements</td> <td>1.1 Strategic Oversight</td> <td>SATISFACTORY</td> <td rowspan="3">SATISFACTORY</td> </tr> <tr> <td>1.2 Operational Oversight</td> <td>SATISFACTORY</td> </tr> <tr> <td>1.3 Sub-contracting Arrangements</td> <td>N/A</td> </tr> <tr> <td rowspan="2">2. Financial Planning Arrangements</td> <td>2.1 Long-term Financial Planning</td> <td>SATISFACTORY</td> <td rowspan="2">SATISFACTORY</td> </tr> <tr> <td>2.2 Short-term Financial Planning</td> <td>GOOD</td> </tr> <tr> <td rowspan="2">3. Internal Control Arrangements</td> <td>3.1 Risk Management</td> <td>GOOD</td> <td rowspan="2">SATISFACTORY</td> </tr> <tr> <td>3.2 Internal Control System</td> <td>SATISFACTORY</td> </tr> <tr> <td>4. Financial Monitoring Arrangements</td> <td>4.1 Financial Monitoring</td> <td>GOOD</td> <td>GOOD</td> </tr> <tr> <td colspan="3"><b>Our overall self-assessed grade for the college's financial management and control arrangements is</b></td> <td><b>SATISFACTORY</b></td> </tr> </tbody> </table> <p>The following areas were highlighted:</p> <ul style="list-style-type: none"> <li>- Page 22, section 5 – evidence to be changed to reflect latest understanding of year-end financial outturn.</li> <li>- Page 14, section 3 – PD asked if there was enough resources in MIS. CT highlighted the existing resources within the team and that an additional 2/3 roles were required in MIS and would be dealt with in the new year.</li> <li>- Page 15, question 5 – Evidence relating to educational performance to be reworded to ensure consistency with the SAR.</li> </ul> <p>BB advised of his concerns regarding finance information and requested if it</p>	Area	Section	Grade (Outstanding/ Good/ Satisfactory/ Inadequate/ N/A)	Grade (Outstanding/ Good/ Satisfactory/ Inadequate/ N/A)	1. Accountability Arrangements	1.1 Strategic Oversight	SATISFACTORY	SATISFACTORY	1.2 Operational Oversight	SATISFACTORY	1.3 Sub-contracting Arrangements	N/A	2. Financial Planning Arrangements	2.1 Long-term Financial Planning	SATISFACTORY	SATISFACTORY	2.2 Short-term Financial Planning	GOOD	3. Internal Control Arrangements	3.1 Risk Management	GOOD	SATISFACTORY	3.2 Internal Control System	SATISFACTORY	4. Financial Monitoring Arrangements	4.1 Financial Monitoring	GOOD	GOOD	<b>Our overall self-assessed grade for the college's financial management and control arrangements is</b>			<b>SATISFACTORY</b>	
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	<p>was possible for governors to receive a financial dashboard of information. Following discussions CT agreed that a dashboard would be circulated monthly alongside the management accounts</p> <p>Governors approved the FMCE submission.</p> <p>At this point Tony Shirley left the meeting. This was Tony's last meeting due to his resignation as governor. R Casson thanked him for his contribution as a governor.</p>	
FGB/29Nov11/07	<p><b>Merger update – C Todd</b></p> <p>CT referred to a letter dated 25<sup>th</sup> November 2011, from Geoff Russell, Chief Executive of Skills Funding, which had been previously circulated to governors. The letter referred to progress in meeting the conditions of two Financial Notices to Improve, and sought reassurances around governance processes.</p> <p>CT outlined the progress which had been made in relation to financial health and financial control. KA addressed the governance questions. It was agreed that KA and CT would draft a response to Geoff Russell's letter, to be circulated to governors for comment prior to the next board meeting scheduled for the 13 December 2011.</p>	
FGB/29Nov11/08	<p><b>Any other Business</b></p> <p>It was agreed to commence the process of recruitment to the substantive post of Principal, with interviews scheduled for January 2012, following national advertisement.</p> <p>CT reported that Kelly Ramsey (KR) had re-joined the College as Acting Vice-Principal (Finance &amp; Corporate Development). It was agreed that should act up to the post of Vice-Principal (Finance &amp; Corporate Affairs), to be reviewed following the appointment of a Principal.</p> <p>It was noted that the Search Committee was meeting on the following evening to discuss recruitment of additional governors. It was agreed to co-opt Ros Smith, Finance Director of NBSL Limited, as a member of the Audit Committee until such time as a governor who is also a qualified accountant can be recruited. The Clerk confirmed that as a co-opted member, Ros Smith would not count towards the quorum of the Audit Committee.</p>	
FGB/29Nov11/09	<p><b>Date and time of next meeting</b></p> <p>The date of the next meeting is Tuesday 13 December at 5:30pm, Committee Room, Ashington.</p>	