

SWINDON COLLEGE CORPORATION

MINUTES OF THE GOVERNING BODY MEETING HELD ON TUESDAY 12 DECEMBER 2017

Members Present

Rob Beale (Chair), Steve Wain, Ian Larrard, Sarah Garrett, Teresa Johnson, Kathy Newman, Julie McLeod, Maria Zarola, Mutsai Hove Bird, Fiona Miller, Tommy Rose

Also Present:

Ruth Paisley, Interim Deputy Principal
Lynne Plested, Vice Principal Quality
David Francis, Vice Principal Development and Progression
Lorraine Groch, Consultant
Darylin Francis, Clerk to the Corporation

The meeting commenced at 1630hrs in room P108 in the Phoenix Building

Rob Beale (RB) welcomed Tommy Rose to his first meeting of the Governing Body. .

262-17 APOLOGIES FOR ABSENCE

Apologies for absence were received from Peter Wells and Marc Bayley.

263-17 DECLARATION OF MEMBERS' INTERESTS

There were no declarations of interest in any specific item on the agenda.

264-17 MINUTES OF THE GOVERNING BODY MEETING HELD ON 10TH OCTOBER 2017

Document No. 17/264 refers. The minutes of the meeting held on 10th October 2017 were approved as an accurate record of the meeting and signed by the Chair, Rob Beale.

266-17 MATTERS ARISING AND OUTSTANDING ACTIONS

This item was taken out of sequence.

Document No. 17/266 refers. It was agreed that all requests and actions had either been undertaken or would be discussed further within substantive items on the agenda

a) Sub-Contracting 2017/18 Update

Document No. 17/266 refers. Lorraine Groch (LG) updated the Governing Body on the sub-contracting arrangements and funding position for 2017/18. The Governing Body was asked to give consideration to approving the full amount.

Steve Wain proposed the Governing Body approves project funding for sub-contracted provision 2017/18. This was seconded by Sarah Garrett. All members voted in favour.

LG left the meeting at this stage.

265-17 GOVERNOR BRIEFING

Document No. 17/265 refers. Steve Wain (SW) explained that all college Principals have been tasked by the ESFA to bring the letter outlining the importance of governance standards and accountability to the attention of the Governing Body.

SW also tabled the AoC sector update September – November 2017 for information. Attention was drawn to the Higher Education Office for Students, with the new rules expected to come into effect in 2019. SW suggested the Audit Committee continues to be mindful of the risks associated with these changes and suggested that a Review and Implementation Plan is presented at the 27th March 2018 Audit Committee meeting.

Action: LP

SW also advised that the college has been successful with its non-levy bid. It was agreed that LG would give an update at the 6th February Governing Body meeting.

Action: LG

267-17 PERFORMANCE MONITORING

a) Management Accounts Period 3 (October) 2017/18

Document No. 17/267a) refers. Ruth Paisley (RP) explained that following the Governing Body meeting on 10th October 2017, the format of the management accounts has been revised. Positive feedback has been received both from the college's Leadership Team and internal auditors who were consulted around the changes. A full review of all income streams is now being undertaken.

In answer to Sarah Garrett's (SG) query around the confidence level of achieving break-even by the end of the year, RP explained the objective is still to deliver an operating surplus before FRS102 and retain good financial health.

b) ESFA Report on Financial Plan 2017-19

Document No. 17/267b) refers. RP reported that following submission of the college's three year plan in July 2017, which forecast the college's financial health for 2016/17 would be Satisfactory, rising to Good in 2018/19, the current forecast anticipates the financial health for 2016/17 will be reassessed as Good. Official confirmation of this is not expected until March 2018.

c) Risk Management Summary Report – Document No 17/267c) refers.

Document No. 17/267c) refers. RP reported that the Audit Committee, at its meeting on 5 December 2017, scrutinised the revision of the Risk Register for 2017/18. As a result the number of risks have been reduced and in addition a Risk Management Plan and assurance map has been created. This details the impact of each risk, the controls in place to mitigate it and the assurance that those controls are operating satisfactorily. As at November 2017 two risks were classified as serious and were based around 16-18 student numbers and maths and English.

SG advised the Audit Committee's recommendation is that the Board receives a regular report on the significant risks which is received in a one page summary.

d) Third Party Contracts and Tenders

RP outlined the college's intention to use a specialist procurement provider to give support in taking contracts forward. She explained there are currently no tenders on which to report.

268-17 CURRICULUM/QUALITY MONITORING

a) College Self-Assessment Report 2016/17

Document No. 17/268a) refers. Lynne Plested (LP) explained the overall data position, as reported in the Self-Assessment Report 2016/17, shows a slight increase year-on-year.

Rob Beale (RB) suggested the Self-Assessment Report gives a good summation of the college's position and highlighted the importance of governor understanding of the issues being faced. SW advised the Leadership Team action plan, prepared during the away day in November, gives a good indication of the agreed actions and suggested this is presented to the Governing Body on 6th February 2018.

Action: SW

Rob Beale proposed the Governing Body approves the College's Self-Assessment Report 2016/17. This was seconded by Sarah Garrett. All members voted in favour.

b) The Student Voice

Document No. 17/268b) refers. DF explained the Student Executive currently meets on a fortnightly basis and representatives from the committee have attended the Leadership Team meeting to share, and have addressed, concerns raised.

c) Safeguarding/PREVENT Action Plan

Not for Publication

269-17 STRATEGIC PLAN 2017-22 AND KEY PERFORMANCE INDICATOR REPORT

Document No. 17/269 refers. SW highlighted the changes to the revised Dashboard

It was noted that L3 - *culture and marketing* has increased from Red to Amber which is reflective of the strides marketing are making in respect of the efficient use of data.

SW also drew attention to the updates within the November/December action plan.

270-17 HEFCE ANNUAL QUALITY ASSESSMENT RETURN

LP reported that following agreement at the Governing Body meeting in October 2017 to accept the HEFCE Annual Quality Assessment Return.

Rob Beale proposed the Governing Body formally approves the signing of the HEFCE Annual Quality Assessment Return. This was seconded by Julie McLeod. All members voted in favour.

271-17 AUDIT COMMITTEE ANNUAL REPORT 2016/17

Document No. 17/271 refers. SG gave an overview of the Audit Committee's Annual Report 2016/17:

- The Audit Committee met 4 times during the year and the average attendance was 89%
- The Financial health grade of the college was Good for the academic year ending 31st July
- The college was assessed as being 'a going concern' for the financial statements.

- The risk management report is reviewed at every Audit Committee meeting and a summary provided to the Governing Body
- RSM continue to offer good value as internal auditors – especially through their insight of work at other colleges and their ability to benchmark Swindon College performance
- The committee continues to be satisfied with the performance of the external auditors.
- The committee has assessed its own performance and is satisfied that it has met its Terms of Reference.
- The Audit Committee is of the opinion the college has an adequate and effective framework for governance, risk and controls and has fulfilled its statutory duty.

272-17 DRAFT MEMBERS' REPORT AND FINANCIAL STATEMENTS

RP presented for approval the draft Members' Report and Financial Statements for 2016/17. She explained Governing Body approval is required for submission to the ESFA by the deadline date of 31st December. The college is also required to submit a standard format return to the ESFA by 31st December which reflects these statements.

Sarah Garrett proposed the Governing Body approves the draft Members' Report and Financial Statements and authorises the Chair and Principal to sign them on behalf of the college, along with the letters of representation. This was seconded by Kathy Newman. All members voted in favour.

- a) Swindon College Nursery Proposal

Confidential Item

TJ left meeting at this stage

273-17 ANNUAL PAY AWARD 2017/18

The Governing Body agreed the staff governor would remain for this item, however, would not be eligible to vote due to a conflict of interest.

Document No. 17/273 refers. It is proposed that all staff be awarded a general pay award in line with the AoC recommendation, with effect from 1st January 2018. SW also explained the college is currently reviewing the lecturer pay scale and looking to reduce the number of pay points.

Rob Beale proposed the Governing Body approves the AoC's recommendation of a 1% pay award, or £250 whichever is the greater, with effect from 1st January 2018. This was seconded by Sarah Garrett. All members eligible to vote were in favour.

274-17 UNADOPTED MINUTES OF COMMITTEE MEETINGS

- a) Search and Governance Committee Meeting, 10th November 2017 - Document No. 17/274 refers. The Governing Body noted the unadopted minutes of the Search and Governance Committee held on 10th November 2017. ITL reported there are currently four external governor vacancies, however, subject to ratification by the Governing Body it is anticipated one vacancy is soon to be filled. Discussions around filling the remaining vacancies and the role of clerk are on-going.

- b) Governing Body Strategy Event, 24th November 2017 – Document No. 17/247b) refers. The Governing Body received the notes from the governor strategy event which took place in November 2017.
- c) Audit Committee meeting, 5th December 2017 - SG gave a verbal update on the Audit Committee meeting which took place on 5th December 2017. It was noted that deep dive reviews have continued throughout the year with risk owners being invited to Audit Committee meetings. Marketing has been a perpetual topic of conversation and LG has been invited to the committee in March 2018 to present the preliminary results measuring marketing effectiveness.

Action: LG

Caron Edwards has given regular updates on the GDPR regulations and it is important the Governing Body receives an update via the Audit Committee.

275-17 LOOKING AHEAD

As this was to be the last meeting attended by SG as governor she advised the Audit Committee have suggested Kathy Newman (KN) takes over the role of chair of the Committee. This is to be formally agreed at the meeting in March 2018. RB thanked SG, on behalf of the Governing Body, for all of her hard work and commitment to the college during her term of office.

276-17 DATE AND TIME OF NEXT MEETING

The next meeting of the Governing Body is scheduled to take place at 1630hrs on 6th February 2018.

277-17 ITEMS NOT FOR PUBLICATION

In addition to the Confidential Item, The Safeguarding/Prevent item will be classified as 'Not for Publication'.

The meeting closed at 1915hrs.