

Wakefield College Corporation,

Board of Governors

Minutes of the Meeting held on 23 May 2017

1 Present: Robert Allcock, Matthew Butler, David Caddies, Paul Campbell (Chair), Emma Elvin, Eunice Ma, Andrew McConnell, Ian Parsons, Andy Wallhead, Jane Walton, Andrew Watts, Sam Wright

Clerk to the Corporation

In attendance: Executive Director Quality and Planning

Apologies: Debbie Moss

2 Declarations of Interest

2.1 Agenda Item 5 (Minutes of the Remuneration Committee) – the Principal and Clerk to the Corporation as the senior post holders under consideration.

3 Minutes of the Meeting Held on 4 April 2017

Resolved

That the minutes of the meeting held on 4 April 2017 be approved.

That the confidential minutes of the meeting held on 4 April 2017 be approved.

4 Matters Arising

4.1 On minute 5.3 (Audit Committee – 14 March 2017), the Board were advised that the College had been successful in securing its place on the Register of Apprenticeship Training Providers in its revised application. The Principal commented that the timing was fortunate as the College had not missed any tendering opportunities during this period of delay.

4.2 On minute 10.2 (Feedback on Staff Survey), the Principal reported that the action plan arising from the Staff Survey would be linked to that which is being developed arising from the Ofsted Inspection.

5 Health and Safety Policy

5.1 The Principal indicated that the Policy had been amended to include a Statement of Intent, a changed operational structure and to identify each person's responsibilities. Governors were content with the Policy as drafted.

5.2 Governors considered how they could increase their monitoring of health and safety in College. Minutes of Health and Safety Committee meetings were requested as briefing papers at relevant future Board meetings.

Resolved

That the Health and Safety Policy be approved.

6 Minutes of the Committees of the Board:

(i) Remuneration Committee – 4 April 2017

- 6.1 The Chair advised that if any Governors had specific queries in relation to the minutes they should refer these to the chair of that committee (David Caddies).

Resolved

That the minutes of the Remuneration Committee meeting held on 4 April 2017 be noted.

7 Core Strategic Item: Outcome of Ofsted Inspection

This item is confidential as it contains commercially sensitive information.

8 Performance Dashboard

- 8.1 Using the real-time corporate dashboard, the Principal outlined the following points:
- (i) attendance averaged 85% over the full year, but only 78% over the past month and 77% in the past week;
 - (ii) retention was up: 93% for 16-18 (compared with 88% the previous year) and 92% for 19+ (87% the previous year);
 - (iii) there had been fewer applications and fewer offers compared with the same time last year, reflecting the bottom of the demographic downturn, but a greater number of acceptances – up by three percentage points, indicating an increasing market share.
- 8.2 Governors considered retention and attendance strategies and were content with report as presented.

9 Student Update

- 9.1 Matthew Butler reported the following issues:
- (i) that the Students' Union survey had been published and would run for several weeks. The data received should show students' perception of the Students' Union and allow for general feedback;
 - (ii) the election for the Students' Union Executive for 2017/18 was underway. However, there had been no nominations for the role of President or Student Governor; elections for all unfilled posts would be held again early in the new academic year.
- 9.2 Robert Allcock gave a presentation on the work of the Students' Union over the past year. Issues covered included:

- (i) three Student Voice forums held during the year, had been well attended, with students keen to put forward their voice;
- (ii) the Students' Union had organised a pop-up shop for the Wakefield Hospice. As well as raising funds for the Hospice, students gained valuable employability skills such as customer service and money handling;
- (iii) a 'Proud to be a Student' week to promote equality and inclusivity had been a success and would likely be re-run in 2017/18;
- (iv) the sale of some 420 National Union of Students (NUS) cards had provided the Students' Union with a valuable source of external income;
- (v) a number of new clubs had been established. These included the Black and Minority Ethnic (BME) Club with the help of the College's English for Speakers of Other Languages (ESOL) students; an Arts and Craft Club and a Cooking Club.

9.3 The Chair of Governors' enquired as to the future plans for both Student Governors, and opined that through their commitment over the past year both Robert and Matthew had raised the bar for future Student Governors. A small presentation was made to recognise the contributions of the Student Governors.

10 Review of Instrument and Articles of Government

10.1 The Clerk to the Corporation reported that proposals for amendment to the Corporation's Instrument and Articles of Government were developed in conjunction with Eversheds Sutherland LLP. Proposed areas of change included:

- (i) permitting the use of email in member decision making;
- (ii) including teleconferencing as a means of attending a meeting of members;
- (iii) simplifying the section on Composition of the Corporation;
- (iv) widening the scope for the removal of the Chair and Vice Chair from office;
- (v) linking the criteria for disqualification of members to that specified in the Charities Act;
- (vi) including a satisfactory DBS check as part of the eligibility criteria for members;
- (vii) widening the scope to terminate membership and introducing the option of suspending a member from office;
- (viii) permitting decisions by written resolution;
- (ix) removing the restriction that the Principal can only delegate responsibilities assigned to her under Article 3(2) to the holder of a senior post;
- (x) removing the prescriptive requirements relating to the appointment of senior post holders.

10.2 Governors were content with the revised Instrument and Articles as drafted.

Resolved

That the amended Instrument and Articles of Government be approved.

11 Briefing Papers:

11.1 April Finance Report

Resolved

That the April Finance Report be noted

11.2 Property Development Update

Resolved

That the Property Development update be noted

11.3 Governor Attendance 2016/17

Resolved

That the report on Governor Attendance 2016/17 be noted (86% to date).

11.4 Use of the Seal of the Corporation

Resolved

That it be noted that there were no incidents of the use of the seal of the Corporation being used in the period 22 March 2017 to 16 May 2017.

12 Feedback from Governors Attending External or Development Sessions

12.1 Since the previous meeting, Governors had attended the following development sessions:

- (i) Learning Walk on Foundation Learning (9 May 2017) – this was considered an excellent learning walk which gave insight into the types of lower level provision offered by the College;
- (ii) Governor Development Session (9 May 2017) on: (a) Health and Safety and (b) accessing the College IT system.

13 Review of Effectiveness of Meeting and Identification of Emerging Risk

13.1 No new risks were raised under this agenda item.

13.2 The extended session on the Outcome of the Ofsted Inspection was felt necessary to be able to discuss all issues

14 Date of Next Scheduled Meeting – Tuesday 11 July 2017

Signed Date.....

Proposed Future Core Strategic Items

Item	Date
11 July 2017	Budget / Financial Plan / Strategic Plan / Risk Management
17 October 2017	Employer Engagement Strategy
12 December 2017	Self Assessment Report 2016/17
13 February 2018	Pay and Benefits Strategy (tbc)
27 March 2018	Higher Education Strategy