

Minutes of the Meeting of the Governing Body
7th October 2010

Present: Mrs L James (in the chair)
Mr H Haines
Mr B Davies
Mr P Cooper
Mrs M Lippard
Ms J Hare
Mr D Hardacre
Mr I Tompkins
Mr W Hunt
Mr W H Coleman – in attendance
Mr P H Martin – in attendance
Mr D Finch – in attendance
Mrs J Siddle – in attendance

Apologies: Mr J Dewar, Mr J Cuthbert A M, Mr D Collins, Mrs G Genner, Mr R Gough.

Training Session by Joan Siddle, Vice Principal (Student Services/Student Support) on Student Services Policies

Joan Siddle, Vice Principal (Student Services/Student Support) provided members with an overview of the current Learner Policies with specific reference to the Concern and Complaints Policy, Learner Involvement Strategy, Financial Contingency Fund, Behavioural and Disciplinary Policy and Procedure and Policies relating to Safeguarding/Child Protection and Vulnerable Adults.

Members noted that, in addition, the range of learner policies included:

Admissions, Assessment and Malpractice, Communicating with Parents of Students, Disability Statement, Harassment and Bullying, Health and Safety, Induction, Internet and IT, Learner Attendance, Learner Expense Reimbursement, Plagiarism, Smoking, Tuition Fees and Work Experience.

The Committee agreed that when the Student Council is established it should be responsible for periodically reviewing the learner policies, and that the reviewed policies be considered by the Curriculum and Quality Committee over a two year period.

Training Session – WAG Tribal Benchmarking Report

Paul Martin, Deputy Principal (Finance and Planning) presented the outcomes of the WAG Tribal Benchmarking exercise (2008/2009). Members noted the comparisons made against 2007/2008 data together with statistical information on the FE sector average.

The Committee agreed that the College would review the outcomes of the latest Tribal Benchmarking Key Performance Indicators and determine whether further changes were required in order to improve the provision and quality of learning.

Minutes of the Governing Body meeting held on 15th July 2010

The minutes of the Governing Body meeting held on 15th July 2010 were confirmed as a correct record.

Matters Arising

Prize Giving

The Chair encouraged members to attend the Annual Prize Giving Ceremony at Caerphilly Castle on Tuesday 19th October 2010.

Minutes of the Search Committee meeting held on 15th September 2010

The minutes of the Search Committee meeting held on 15th September 2010 were confirmed as a correct record.

Matters Arising

Membership

The Committee noted that Mrs L James is the Chair of the Remuneration Committee.

Report of the Clerk to the Governors on the outcomes of the 2009/2010 Governors Self Assessment

Members noted the outcomes of the 2009/2010 Governors Self Assessment together with the comparisons with the 2008/2009 Self Assessment and the benchmarking survey for the FE Institutions on governance arrangements in Wales which covered the 2007/2008 academic year.

Minutes of the Finance and General Purposes Committee meeting held on 16th September 2010.

The minutes of the Finance and General Purposes Committee meeting held on 16th September 2010 were confirmed as a correct record.

Minutes of the Audit Committee meeting held on 30th September 2010

The minutes of the Audit Committee meeting held on 30th September 2010 were confirmed as a correct record.

Minutes of the Remuneration Committee meeting held on 4th October 2010

Members of the Remuneration Committee gave details of the salary award for Senior Postholders for 2009/2010 together with the objectives and targets for Senior Postholders. The Governing Body approved the award together with the targets as set out by the members of the Remuneration Committee.

In addition the Governing Body approved the recommendation of the Remuneration Committee that the title of the Chief Administrative Officer be changed to that of Vice Principal (Human Resources and Governance)

Student Services Policies

The Committee considered in detail the Student Services Policies on Behaviour, Disciplinary and Appeals, Financial Contingency Fund, Concerns/Complaints and Child Protection and Vulnerable Adults and approved the policies subject to an amendment to the Concern and Complaints Policy which should include reference to the fact that a concern may be raised verbally, as well as written, and that support will be made available to those students who require assistance in formulating a written complaint. In addition the policy to be adapted to enable staff to raise any concern/complaint.

Summary Financial Information Report of the Deputy Principal (Finance/Planning) up to 31st August 2010

Members considered in detail the income and expenditure budget to 31st August 2010 including details of the liquidity position. Paul Martin, Deputy Principal (Finance/Planning) informed the meeting that transactions during August were minimal with only slight variances on the overall budget figure against actual for the period.

Report of the Director of Information Services on Enrolments to Date for 2009/2010

Members considered the enrolment figures to date for 2010/2011. The Committee noted there had been an increase of almost 4% in the number of fulltime enrolments compared to 2009/2010. In addition the total overall increase in enrolments across all modes of attendance was over 17%.

College Disability Statement 2010/2011

Joan Siddle, Vice Principal (Student Services/Student Support) presented the College Disability Statement 2010/2011. Members discussed the document at length and agreed the document satisfied the College's requirements subject to a reference being made in Section 4 that an assessment would be carried out on learner needs which may then result in reasonable adjustments being introduced as part of any special arrangements for examinations.

Annual Report of the Internal Auditor (2009/2010) together with the Operational Plan (2010/2011)

The Governing Body considered the Annual Report of the Internal Auditor 2009/2010 which in essence provided a summary of the internal audit work carried out in the year ended 31st July 2010 and an assessment of the adequacy and effectiveness of the internal control system. Members were satisfied that the internal work for 2009/2010 had been satisfactorily completed and that the audit needs of the College had been met.

In addition members agreed the work to be carried out by the Internal Auditor in 2010/2011.

The Committee noted that Internal Audit had based their assessment of risk management, control environment and governance, included in the annual report, upon the results of internal audits completed during the period in accordance with the Audit Plan. On the basis of the systems audit work carried out Internal Audit concluded that reasonable assurance be given on the College's established procedures to meet management's control objectives for each system audited.

Contractors Progress Report on G Block and E Block

Paul Martin, Deputy Principal (Finance/Planning) presented details of the BNP Paribas progress report on G Block and E Block. It was noted that apart from additional work requested by the College, the project was expected to complete on budget. Members were informed that G Block was completed on 27th September 2010 and that E Block is expected to be completed on 22nd October 2010.

Outcomes of Discussions with Governors of Coleg Gwent

The Governing Body was informed that the informal discussions which took place on 22nd September 2010 would now lead to a further meeting with Coleg Gwent governors at which a core group of six governors from both Colleges would attend. Members agreed that the core group from Ystrad Mynach College should be Mr H Haines, Mr J Dewar, Mr P Cooper, Ms J Hare, Mrs M Lippard and Mr I Tompkins.

In addition the Committee considered the report on proposals for the creation of a strengthened FE2HE – UWIC Consortium, whose overall aim is to plan and provide quality assured higher education to widen participation and facilitate progression for people within the consortium region and beyond.

Members agreed that the College continue to explore closer cooperation with the Consortium as means of improving progression for learners, reviewing and publishing available provision between and across partners to meet regional needs and moreover the opportunity to develop shared services.

Date and Time of Next Meeting

The next meeting of the Governing Body is to be held on Thursday 16th December 2010 at 4.00pm.