

Minutes of the Meeting of the Governing Body
15th July 2010

Present: Mrs L James (in the chair)
Mr H Haines
Mr J Dewar
Mr B Davies
Mr W Hunt
Mr R Gough
Mr I Tompkins
Mr D Bull
Mr P Cooper
Mr P H Martin – in attendance
Mr D Finch – in attendance
Mrs J Siddle – in attendance
Mrs A Coxwell – in attendance

Apologies: Mr D Collins, Mr J Cuthbert AM, Mrs M Lippard, Ms J Hare, Mrs G Genner.

Presentation by KPMG on the outcomes of the Feasibility Study on a Strategic Alliance with Coleg Gwent and the University of Wales Newport

Paul Lawrence and Trish Wormald, KPMG consultants presented the outcomes of the feasibility study on a strategic alliance with Coleg Gwent and the University of Wales, Newport. The report identified a number of specific issues which included:

- (i) social economic profile of the area
- (ii) curriculum synergies between the providers
- (iii) the financial viability of each provider
- (iv) identification of the preferred option
- (v) the option of retaining the status quo
- (vi) the option of merger
- (vii) the option of a strategic alliance

Following lengthy discussions it was agreed that the College continue to explore merger with Coleg Gwent and a strategic alliance with UWN. It was suggested that arrangements be made for a further meeting to be held in September 2010 to begin to identify mutual areas of interest.

In addition members agreed that a set of points for discussion be developed which should include a number of non negotiables.

Confidential Minutes of the Special meeting of the Governing Body held on 8th February 2010

The confidential minutes of the Special Governing Body meeting held on 8th February 2010 were confirmed as a correct record.

Minutes of the Governing Body meeting held on 18th March 2010

The minutes of the Governing Body meeting held on 18th March 2010 were confirmed as a correct record.

Confidential Minutes of the Special meeting of the Governing Body held on 10th May 2010

The confidential minutes of the Special Governing Body meeting held on 10th May 2010 were confirmed as correct record.

Minutes of the Finance and General Purposes Committee meeting held on 21st April 2010

The minutes of the Finance and General Purposes Committee meeting held on 21st April 2010 were confirmed as a correct record.

Minutes of the Finance and General Purposes Committee meeting held on 30th June 2010

The minutes of the Finance and General Purposes Committee meeting held on 30th June 2010 were confirmed as a correct record.

Matters Arising

B Block Redevelopment – Progress Report BNP Paribas Real Estate

It was noted that the date of completion was 25th July 2010.

Minutes of the Curriculum and Quality Committee meeting held on 28th April 2010

The minutes of the Curriculum and Quality Committee meeting held on 28th April 2010 were confirmed as a correct record.

Matters Arising

Internal Inspection of Learning Area 6: Information and Communication Technology

Members noted that a grade 1 had been awarded for teaching, learning and assessment with a grade 2 awarded for learner achievement. The Committee expressed their thanks and appreciation to those staff involved in the inspection and were pleased with the grade outcomes awarded.

Internal Inspection Report on Construction, Planning and the Built Environment

Members noted that a grade 2 had been awarded for teaching, learning and assessment and a grade 2 for learner achievement.

The Committee expressed their thanks and appreciation to all those staff involved in the inspection process.

Minutes of the Curriculum and Quality Committee meeting held on 1st July 2010

The minutes of the Curriculum and Quality Committee meeting held on the 1st July 2010 were conformed as a correct record.

Matters Arising

Internal Inspection Report on Health, Public Services and Care

Members noted that a grade 2 had been awarded overall for learner achievement with the School of Care achieving a grade 1 for both full time and part time provision. In addition the teaching observations for Childcare and Health and Social Care identified that 94% of the classes were at or above a grade 2 with 97% of classes at or above the quality threshold.

Members expressed their thanks and appreciation to all those staff involved in the inspection process.

Retirement

The Committee noted that Mr David Bateman would be retiring at the end of the academic year and expressed their thanks and appreciation for his services to the College and in particular in the area of staff development.

Minutes of the Personnel-Sub Committee meeting held on 16th June 2010

The minutes of the Personnel Sub Committee meeting held on 16th June 2010 were confirmed as a correct record.

Minutes of the Audit Committee meeting held on 28th June 2010

The minutes of the Audit Committee meeting held on 28th June 2010 were confirmed as a correct record subject to noting that Lynn Hine is the Internal Auditor to the College and not the External Auditor as indicated in the minutes.

Matters Arising

Capital Works Procurement

The Committee noted that the overall objective of the audit was to provide assurance on the College capital works procurement, with specific reference associated with the building of 'B' Block.

Members were informed that following a review of the procedures and processes in place the Internal Auditor had concluded that high assurance be given to the adequacy and operating effectiveness of procedures in place for the capital works procurement arrangements reviewed as part of the audit. No recommendations were raised for consideration.

Estyn Report on Work Based Learning (February 2010)

David Finch, Deputy Principal (Academic) presented the Estyn Report on Work Based Learning (February 2010). The Committee noted that the inspection team had awarded the following grade profile for each key question.

	Key Question	Inspection Grade
1.	How well do learners achieve?	2
2.	How effective are teaching, training and assessment?	2
3.	How well do the learning experiences meet the needs and interests of learners and the wider community?	2
4.	How well are learners cared for, guided and supported?	1
5.	How effective are leadership and strategic management?	2
6.	How well do leaders and managers evaluate and improve quality and standards?	2
7.	How efficient are leaders and managers in using resources?	2

In addition the following standards were achieved in each of the learning areas inspected:

Learning Area	Inspection Grade
Health, Public Services and Care	1
Engineering and Manufacturing Technologies	2
Construction, Planning and the Built Environment	2
Preparation for Life and Work: Skillbuild	2

Members noted the recommendations for improvement arising from the inspection together with the College response to the report findings. It was noted that the College was very pleased that the report recognised the effectiveness of the measures which have been introduced by the College to raise standards and improve quality and the hard work which has been invested by staff in improving learners' experiences and outcomes. The Committee thanked Jayne Smith, Head of School and the staff for their hard work in the inspection.

Annual Budget 1st August 2010 to 31st July 2011

Paul Martin, Deputy Principal (Finance/Planning) presented the draft Annual Budget for 2010/2011 together with the draft Estates and Capital Expenditure Programme 2010/2011 to 2013/2014. Members considered in detail the budget proposals and following discussions approved the Annual Budget 2010/2011 together with Estates and Capital Expenditure Programme 2010/2011 to 2013/2014.

Financial Forecasts for the period 2009/2010 and 2010/2011

The Governing Body considered in detail the Financial Forecasts 2009/2010 to 2010/2011 as presented by Paul Martin, Deputy Principal (Finance/Planning). Members noted that the forecasts continued to show a projected surplus to 31st July 2011. Following lengthy discussions the Governing Body approved the Financial Forecasts for submission to DCELLS.

Schedule of the Governing Body meetings for the Academic Year 2010/2011

Members agreed the dates and times of the Governing Body meetings and its Committees for 2010/2011. In addition it was noted that Search Committee had not met on 24th June 2010 but that the items for consideration would be scheduled for the next meeting on 15th September 2010.

Updated Strategic Plan (2010/2011 which includes the Provision Development Plan (1st August 2010 to 31st July 2011))

Paul Martin, Deputy Principal (Finance/Planning) presented the updated Strategic Plan (2010/2011) which covered a review of the progress and performance against the 2009/2010 operating plan, the College vision, development of the institutional plan, mission statement and core values, educational character of the College, strategic aims and priorities and provision development plan. Following discussions members fully endorsed the Strategic Plan Update and Provision Development Plan.

Draft Tuition Fees and Remission Policy 2010/2011

The Governing Body considered the Tuition Fees and Remission Policy for 2010/2011 and following discussion approved the policy.

Verbal Progress Report of the Deputy Principal (Finance/Planning) on the B Block and Central Courtyard

Paul Martin, Deputy Principal (Finance/Planning) informed the Governing Body that a practical completion date of 25th July 2010 had been advised by the Contractors.

Report by Paul Martin, Deputy Principal (Finance/Planning) on the Tribal Benchmarking Data

Members noted the information provided by Paul Martin, Deputy Principal (Finance/Planning) on the Tribal Benchmarking Data 2008/2009. The Committee were informed that a presentation would be made to the next meeting of the Governing Body.

Any Other Business

Prize Giving

It was noted that next Annual Prize Giving event will be held on 19th October 2010.

Pay Award 2010/2011

The Committee were informed that although the 2010/2011 had not been settled to date nevertheless a 2.3% pay increase on all scales had been budgeted for in the annual budget.

Second Review of Governance

The Principal informed the Governing Body that the report on the second review of governance arrangements in further education institutions in Wales was expected to be published in the latter part of the Autumn Term.

Date and Time of Next Meeting

The next meeting of the Governing Body will be held on Thursday 7th October 2010 at 4.00pm.