

**Minutes of the Meeting of the Governing Body**  
**18<sup>th</sup> March 2010**

**Present:** Mrs L James (in the chair)  
Mr B Davies  
Mr J Dewar  
Mr J Cuthbert AM  
Mr R Gough  
Ms J Hare  
Mr W Hunt  
Mrs M Lippard  
Mr I Tompkins  
Mr D Bull  
Mr PH Martin – in attendance  
Mr D Finch - in attendance  
Mrs J Siddle – in attendance

**Apologies:** Mr H Haines, Mrs G Genner, Mr D Collins, Mr P Cooper, Mr D Hardacre.

**Minutes of the Governing Body Meeting held on 17<sup>th</sup> December 2009**

The minutes of the Governing Body meeting held on 17<sup>th</sup> December 2009 were confirmed as a correct record.

**Matters Arising**

**Estyn Inspection WBL**

The Committee were informed that a grade 1 had been awarded for key question 4 and in addition for the Childcare programme area within the WBL provision. Members expressed their thanks and appreciation to all their staff involved in the inspection process.

**Minutes of the Curriculum and Quality Committee Meeting held on 19<sup>th</sup> January 2010**

The minutes of the Curriculum and Quality Committee meeting held on 19<sup>th</sup> January 2010 were confirmed as a correct record.

**Matters Arising**

**Report on Progress Against Recommendations – Internal Inspection (Engineering) March 2009**

Members noted that a further review of the progress against recommendations is to be presented to the next meeting of the Curriculum and Quality Committee with particular reference to progress on the following issues:

- A review of lesson plans and schemes of work across the learning area.
- Continue to share the good practices in the use of the interactive white board.
- Review the system of annotating and marking learners' class work and formative assessments to ensure that it assists learners in improving their performance.
- Review the content and structure of tracking sheets.
- Improve the smartness of ILP targets.

### **Verbal Report of the Deputy Principal on CQFW**

David Finch, Deputy Principal (Academic) provided members with a verbal update on the major curriculum changes taking place as a consequence of the Credit Qualification Framework for Wales (CQFW).

It was noted that a governor's toolkit is being developed by Colegau Cymru and that a training session on the CQFW issue should take place during the first Governing Body meeting of the Autumn Term.

### **Minutes of the Finance and General Purposes Committee Meeting held on 3<sup>rd</sup> March 2010.**

The minutes of the Finance and General Purposes Committee meeting held on 3<sup>rd</sup> March 2010 were confirmed as a correct record.

### **Matters Arising**

#### **WAG Letter on Further Education (FE) Funding 2010/2011**

The Committee were informed that the College had been allocated the third largest increase in funding as part of the 2010/2011 funding settlement. Members noted that the methodology used in arriving at the allocation of funding would result in a need to recruit excess of some 350 extra full time students compared to this year's intake. It was pointed out that a number of measures needed to be considered in order to achieve the funding target including the need to increase class sizes and review staff timetables.

#### **Verbal Update Report of the Deputy Principal (Finance/Planning) on the B Block Re-development**

The Principal reported that the latest discussions with the Contractors suggested that they were an estimated two weeks behind schedule and were expected to recover the lost time so that the project should be completed in readiness for a September 2010 start.

#### **Minutes of the Audit Committee Meeting held on 4<sup>th</sup> March 2010**

The minutes of the Audit Committee meeting held on 4<sup>th</sup> March 2010 were confirmed as a correct record.

### **Educational Character as Expressed in the College Mission Statement**

The Principal presented the report on the educational character of the College which was designed to reflect the Governors' views of local and national needs. Following lengthy discussions the Governing Body having considered the underlying themes of the developments which had taken place at the College over recent years, including future developments, formally endorsed the College Mission Statement and approved that the educational character met the requirements of the strategic plan. The Committee noted that the Principal and Howard Burton, Principal at Coleg Gwent are to meet with Sandra Aspinall, Director of Education CCBC on 1<sup>st</sup> April 2010 to discuss vocational and academic provision for 14-19 year olds in the borough. Mr R Gough agreed to raise concerns over the proposal that CCBC are submitting to WAG as part of the Transformation agenda.

### **Half Yearly Financial Report of the Deputy Principal (Finance/Planning) 1<sup>st</sup> August 2009 to 31<sup>st</sup> January 2010**

The Governing Body considered in detail the Half Yearly Summary Information Report presented by Paul Martin, Deputy Principal (Finance/Planning) for the period 1<sup>st</sup> August 2009 to 31<sup>st</sup> January 2010. Members noted the commentary provided with the report outlining the reasons for any major variances on projected income, pay and non pay expenditure.

### **WAG Report on the Welsh FE Sector Headline Financial Position (2008/2009)**

The Committee noted the Welsh Assembly Government Report on the Welsh FE Sector Headline Financial Position 2008/2009 as presented by Paul Martin, Deputy Principal (Finance/Planning).

### **Report of the Director of ILT on Student Retention**

David Finch, Deputy Principal (Academic) presented the report on student enrolment/retention data for the period September 2007 to March 2010. Members noted that overall current percentage of student withdrawals is down compared to previous years and progress continues to be made in addressing student retention. The Committee were informed that a further progress report will be submitted to the Curriculum and Quality Committee.

### **Report of the Deputy Principal (Finance/Planning) on the CEU Performance to Date**

Paul Martin, Deputy Principal (Finance/Planning) presented the CEU performance to 8<sup>th</sup> March 2010. The Committee were informed that whilst the College was some 30,000 credit equivalence units short of its targets this shortfall was expected to be reached before the end of the academic year.

### **College Risk Register (2010/2011)**

Members considered in detail the College Risk Register (2010/2011) prepared by Paul Martin, Deputy Principal (Finance/Planning). Following discussions the Committee approved the Register as presented subject to a reference to bench marking being included in the section on partnership controls. In addition the Governing Body suggested that in future only

the headline risks be reported to members with the Audit Committee reviewing the full risk register.

### **Verbal Update of the Principal on the Proposal for Discussions on a Strategic Alliance with Coleg Gwent**

The Principal provided a verbal update on the progress of discussions with Coleg Gwent on a strategic alliance. The Committee were informed that the tender process has been completed as part of the work to be carried out relating to a feasibility study. It was noted that presentations have been made by the shortlisted candidates and that KPMG were the successful tenderer. Members were informed that an extension to the feasibility study deadline of 19<sup>th</sup> April 2010 had been requested by KPMG and officers were instructed to negotiate an extended period only if it was deemed appropriate following further discussions with KPMG. The Principal informed the Governing Body that all relevant interested parties have received a written notification of the proposals. Members noted that an amount of £30,000 is to be funded by DCELLS towards the initial costs likely to be incurred as part of this process. The Governing Body were informed that a special meeting is likely to be arranged in late April/early May to discuss the outcomes of the feasibility study and any further progress reports from the Principal.

### **Annual Governors Dinner**

Members noted that the Annual Governors Dinner is to be held on Wednesday 28<sup>th</sup> April 2010.

### **Date and Time of Next Governing Body Meeting**

The Committee noted that the next meeting of the Governing Body is to be held on Thursday 15<sup>th</sup> July 2010 at 4.00pm.