



gloucestershire college

**MINUTES OF THE BOARD OF GOVERNORS
9 MARCH 2017
4PM, BOARDROOM, CHELTENHAM CAMPUS**

Present: Mr G Ripley (Chair) Mr S Marston
Mr M Burgess (Principal) Mr J Murden (HE Student Governor)
Ms P Burton (excl. item 2.4) (excl. items 2.1 and 19)
Mr P Carr Ms H Ridler (excl. item 2.3)
Ms Julie Haines (Staff Governor) Mr K Rog (excl. item 2.4)
(excl. item 19) Ms P Schreuder
Ms G Hayes (excl. item 2.4) Mr T Uppington (FE Student Governor)
Mr P Head Ms A Williams
Mr M Lawson (Staff Governor)
(excl. items 2.2 and 19)

In Attendance: Mr A Bates Chief Financial Officer
Ms J Kettle Vice Principal, Curriculum and Quality
(excl. item 19)
Ms S Parkin Group Director, HR and Corporate
Services
Ms S Steed Vice Principal, Students (excl. item 19)
Mr P White VP, Recruitment and Business
Development (excl. item 19)
Ms J Cosson Clerk and Governance Advisor to the
Board of Governors

Apologies: Mr C Baldwin
Mr J Brinley

Attendance: 88.2%

PRELIMINARIES

ACTION

1/17 Apologies

Were noted as above.

2/17 Membership Proposals:

- 1. Appointment of HE Student Governor**
- 2. Appointment of Staff Governor**
- 3. Appointment of External Board Member**
- 4. Appointment of Chair Designate and Vice Chair(s) of Board**

Members were provided with proposal papers for the above appointments. Members considered the recommendations in the

absence of the individuals concerned and approved the recommendations as follows.

RESOLVED:

1. That James Murden be appointed to the Board and to the Curriculum and Quality Committee as HE Student Governor for a one year period from 9 March 2017 to 31 August 2017, subject to continuing as a GC student.
2. That Mike Lawson be appointed to the Board and to the Curriculum and Quality Committee as a Staff Member for a two year period from 9 March 2017 to 8 March 2019, subject to him continuing as a member of staff.
3. That Helen Ridler be appointed to the Board as an External Governor for a four year period from 9 March 2017 to 8 March 2021, continuing as a member of the Business and Resources Committee for the time being.
4. That the Board membership size remain as 17 with ongoing review by GRS.
5. That Trish Burton be appointed as Chair of the Board from 1 April 2017 for a two year period until 31 March 2019.
6. That Gillian Hayes and Keith Rog continue as Vice-Chairs of the Board until their term of office as Vice Chairs ends on 19 March 2018.
7. That, once the new Chair is in post, GRS consider the Board vacancy arising from Graham Ripley stepping down, together with the current Board and Committee structure and the requirements of the committees and individual responsibilities going forward.

JM, ML, HR, TB, GH and KR left and re-joined the meeting at the appropriate points.

The new appointees were congratulated and welcomed by the Chair.

3/17 Declarations of Interest

ML and JM declared their interests as a member of staff and a student respectively.

It was confirmed that the Register of Interests recorded the current declarations of interests of other members present.

It was noted that, for reasons of conflict of interest, item 19 would be an External Members only item. Staff and Student Governors as well as members of the Executive would be asked to leave the room for this item.

MB and JC declared their interest in item 15 - External Members only review of SSEC minutes. MB and JC would leave the room during the relevant discussions.

There were no further declarations.

4/17 Confidentiality of Items

Items 7, 8, 10, 11, 13, 17 and 19 were declared confidential for a period of two years on the grounds of commercial sensitivity. Item 9 was declared confidential for a period of five years on the same grounds. Item 15 was declared confidential as indicated in the minutes of the committees.

5/17 Minutes of 15 December 2017

The minutes of the meeting of 15 December 2016 were approved and signed as a true record by the Chair.

107/16 Matters Arising from the Minutes and Actions Matrix

Members were provided with an Actions Matrix and noted the status update of each item. AB and JC provided an update on two matters. All other actions were complete.

KEY BUSINESS

7/17 Area Review – Approval of Recommendations - confidential

8/17 Matters referred by CFO - confidential

9/17 RFD Update - confidential

10/17 KPIs and Operating Plan - confidential

11/17 QIP Update - confidential

12/17 Approval of Safeguarding Policy

SS presented the latest version of the College's Safeguarding policy for annual review by the Board. The changes to the document were highlighted in yellow. These covered Children Missing in Education, On-line Safety and Child Sexual Exploitation.

SS reported that the College's Safeguarding documentation and procedures were audited last year by the Internal Auditors and also inspected by Ofsted.

Members asked how the relationship with external agencies is working. SS replied that multi-agency meetings continue to take place termly. In addition, there are regular meetings with the Together Trust and Gloucestershire Healthy Living and Learning Group. GC is part of the G15 Group and SS sits on GSCB Education Sub-Committee (of which there is an FE sub-group) and is Vice Chair of the Prevent Group. The College therefore has access to the most up to date information.

Members asked TU, as the FE Student Governor, about his perception of the College's approach to keeping students safe. TU replied that it is

apparent that there is support available and that he is aware of students who have received good support.

The Board's Nominated Safeguarding Governor, GH, endorsed the extent to which the College engages in multi-agency activities which informs its policies and procedures and their practical application.

RESOLVED: That the Safeguarding Policy be approved and thanks conveyed to the members of the College's Safeguarding team for their work in this vital area.

ML left the meeting at 5pm.

ROUTINE BUSINESS

13/17 Management Accounts - confidential

14/17 Use of the Seal

The Board noted and endorsed the use of the Seal on the following occasion:

The Board of the Corporation of GC and Lakers School & Forest of Dean District Council - Deed of Variation of a Joint Use Agreement dated 16/1/1997 relating to the Leisure Centre, Five Acres, Coleford, dated 20 February 2017.

15/17 Committee Reports and Minutes – confidential as indicated in the minutes

Minutes of the following meetings had been made available to Members using the College's systems:

- EWG – 24 January 2016
- C&Q – 26 January 2017
- BRC – 31 January 2017
- GRS – 8 February 2017
- SSEC - 8 February 2017 and 1 March 2017 (confidential minutes were circulated at end of meeting to External Members only)

There were no questions.

RESOLVED: The minutes were noted and endorsed.

16/17 Matters referred by the Chair/Clerk

- **Governor Development Activity**

Members had been provided with information on the Link and Development activities undertaken by Governors. The Chair thanked all Members for their involvement with all link activity.

RESOLVED: That the Board note the link and development activity

which enriches the Governors' understanding and oversight of the activities of the College.

- **Meeting Evaluation Form**

Members had been provided with a Meeting Evaluation Form. Members considered the information provided.

RESOLVED: That the Board note and endorse the feedback from the Meeting Evaluation Form.

- **Self-Assessment Sheet**

Members completed the Self-Assessment Sheet.

OTHER

17/17 Any Other Business – partly confidential

KR asked if the College had any information regarding the lifelong learning pilot announced yesterday. MB reported that it did not but he would investigate further.

18/17 Date and time of Next Meeting:

- Board Meeting: 11 May 2017, 4.00pm, Cheltenham
- Finance Training Session: 27 April 2017, 5.00pm, Cheltenham

EXTERNAL MEMBERS ONLY ITEM

15/17 Review of SSEC Minutes - confidential

19/17 Financial Plans - confidential

Signed.....

Date.....11.5.2017.....