



**MINUTES OF THE BOARD OF GOVERNORS  
12 OCTOBER 2017  
4PM, BOARDROOM, CHELTENHAM CAMPUS**

**Present:** Mr C Baldwin Mr M Lawson (Staff Governor)  
Mr M Burgess (Principal) Ms H Ridler  
Ms T Burton (Chair) Mr K Rog  
Mr P Carr Ms P Schreuder  
Ms Julie Haines (Staff Governor) Mr N Skroban-Korzeniecki (Student Governor)  
Mr P Head Ms A Williams  
Ms M James

**In Attendance:** Mr A Bates Chief Financial Officer  
Ms J Kettle Vice Principal, Curriculum and Quality  
Ms C Rosser-Mayo Director of HR  
Ms S Steed Vice Principal, Students  
Ms J Cosson Clerk and Governance Advisor to the Board of Governors

**Apologies:** Mr J Brinley  
Ms G Hayes  
Mr S Marston

**Attendance: 81.3%**

PRELIMINARIES		ACTION
<b>SAFEGUARDING AWARENESS &amp; IMPLICATIONS SESSION</b>		
	Board and Executive Members received a Safeguarding Awareness and Implications Session Update provided by Sue Steed, Vice Principal, Students / the College's Designated Senior Safeguarding Lead, prior to the Board meeting.	
<b>63/17</b>	<b>Opportunity for Private Business</b>	
	None.	
<b>64/17</b>	<b>Membership Proposals</b>	
	The Board received a paper setting out the current position with regard to Board membership including Board size, Student Governor vacancies and Committee Membership.	

	<b>RESOLVED:</b> <ol style="list-style-type: none"> <li>1. That the Board designated size be increased to 20 members (i.e. from 13 to 15 external members).</li> <li>2. That the Student Governor positions be designated simply as 'Student Governors' rather than FE and HE Student Governors. However, that is still desirable to have one from each of FE and HE and a HE Student Governor is a requirement of the HEFCE Quality Assurance Process.</li> <li>3. That Nestor Skroban-Korzeniecki be appointed to the Board and to the Curriculum and Quality Committee as a Student Governor for a one year period from 12 October 2017 to 31 August 2018, subject to continuing as a GC student.</li> <li>4. That the Board note that the other student governor vacancy is being progressed.</li> <li>5. That Nick Worthington be thanked for his role on BRC.</li> <li>6. That the Board note that vacancies on the Board are being progressed by the GRS Committee.</li> <li>7. That the Board adopt English College's Code of Governance in full i.e. including the restriction on term of office to 2x4 years.</li> </ol>	
<b>65/17</b>	<b>Apologies</b>	
	Were noted as above.	
<b>66/17</b>	<b>Declarations of Interest</b>	
	AW declared an interest, as a partner of Bruton Knowles, in potential lettings of part of the Cheltenham campus and Launchpad. No further interests were declared other than the standing declarations recorded on the current Register of Interests.	
<b>67/17</b>	<b>Confidentiality of Items</b>	
	As marked for a period of two years (item 70 – RFD element - for a period of five years), for reasons of commercial sensitivity. Item 82 was declared confidential as set out in the relevant minutes.	
<b>68/17</b>	<b>Minutes of the meeting of 13 July 2017</b>	
	The minutes of the meeting of 13 July 2017 were approved and signed as a true record by the Chair.	
<b>69/17</b>	<b>Matters Arising from the Minutes and Actions Matrix</b>	
	Members were provided with an Actions Matrix and noted the status	

	update of each item.	
<b>KEY BUSINESS</b>		
<b>70/17</b>	<b>Principal's Update - confidential</b>	
	MB tabled a paper covering recruitment and growth plans, performance, policy developments and estates, including RFD.	
<b>71/17 72/17</b>	<b>Operating Plan for 2017/18 and KPIs - confidential</b>	
	MB tabled progress against the Operating Plan and AB presented the KPIs. The Operating Plan is only a few months in and there are no concerns at present. The KPI Scorecard has been revised and links to the Operating Plan targets. The new template showed the KPIs which are provided to the Executive as well as those which will be provided to the Board.	
<b>73/17</b>	<b>Quality Improvement Plan - confidential</b>	
	JK reported on progress with the QIP which now mirrors the Operating Plan.	
<b>74/17</b>	<b>Draft SAR and SED - confidential</b>	
	<p>JK presented the draft SAR. This contained a first draft of the outcomes for learners. TB and MJ have reviewed the draft SAR and it has been presented to C&amp;Q. The Board appreciated the key findings section, the inclusion of the changes since the last inspection and the fact that the document addresses the recommendations in the last inspection report.</p> <p>JK reported that the College is due to have an external review of teaching and learning w/c 13 November which will be reported to the next C&amp;Q meeting.</p> <p>JK presented the HE Update prepared by Karlee Jarvis. The report updated on progress made with implementing the new HE Regulatory Frameworks for HE and set out the reports submitted to the C&amp;Q Committee during the year assuring them of the approach to academic quality and standards, in order to assure the Board in the lead up to the Annual Assurance Statement as part of the HEFCE Annual Provider Review.</p> <p>An executive summary of the SED was included which highlighted the College's status in meeting baseline QAA regulatory requirements and</p>	



	<p>European Standards. GH had reviewed the SED over the summer. TB and MJ have also reviewed it and it has been presented to C&amp;Q.</p> <p>Following review and using evidence from multiple sources the report confirmed that GC meets all the provider requirements for academic standards and student academic experience.</p> <p>It was noted that the SED is required to be approved by the Board and submitted with the signed HEFCE Quality Assurance Statement by 1 December. In view of the timing of the next Board meeting (14 December) the Board approved the SED and authorised the Principal and Chair of the Board to sign the HEFCE Quality Assurance Statement on behalf of the Board at the next C&amp;Q meeting.</p> <p>The paper also included an update on results, applications and enrolment. The final HE results will be available for the next meeting following the SED validation meetings.</p>	
<b>75/17</b>	<b>Progress with Current Financial Plan - confidential</b>	
	<p>AB reported that the College's auditors are in the process of carrying out the annual audit.</p> <p>AB provided an update on the College's three year financial plan based on the latest financial projections for 2016-17.</p>	
<b>76/17</b>	<b>Year End Initial Forecast - confidential</b>	
	<p>AB presented the initial view of the College's financial results for 2016-17.</p>	
<b>77/17</b>	<b>LGPS Proposal - confidential</b>	
<b>78/17</b>	<b>Annual Health and Safety Report - confidential</b>	
	<p>AB presented the Annual Health and Safety Report highlighting significant Health or Safety related events and providing key data and explanations of the performance of the College during the academic year 2016/17.</p>	
<b>ROUTINE BUSINESS</b>		
<b>79/17</b>	<b>Risk Management Update - confidential</b>	
	<p>JK presented the Risk Management Update. This had been reviewed at Audit Committee in the light of the Strategic Plan and JK had proposed</p>	

	some amendments to the approach and formatting of the Register, identifying the top key strategic risks and mitigations and evaluating progress in terms of mitigation and changes to risk scores.	
80/17	<p><b>Approval of Policies*:</b></p> <ul style="list-style-type: none"> <li>• <b>Health and Safety – approved at last meeting</b></li> <li>• <b>Talkback</b></li> </ul>	
	<p>The Health &amp; Safety Policy was approved and provided to the July 2017 Board meeting. This policy is listed on the new Board agenda cycle 2017/18 for approval at the October 2017 meeting. The policy had not been amended and was not therefore been provided again. The H&amp;S Policy was included on the agenda for the sake of completeness and to ensure the cycle remains on track.</p> <p>The Talkback Policy was considered at the Curriculum and Quality Committee meeting in July 2017 and was recommended to the Board for final approval.</p> <p><b>RESOLVED: The above policies were reviewed and approved by the Board. It was noted that Wellbeing is dealt with in a separate policy to the Health and Safety Policy and that the policy covers Apprentices in the work place.</b></p> <p><b>ACTION: It was suggested that the Talkback Policy could be more evenly focused on compliments as well as complaints.</b></p>	JC
81/17	<b>Use of the College Seal*</b>	
	<p><b>RESOLVED: The Board noted and endorsed the use of the Seal on the following occasion:</b></p> <ul style="list-style-type: none"> <li>• <b>Land Registry TR1 - sale of 66 Tredworth Road, Gloucester dated 8 September 2017.</b></li> </ul>	
82/17	<p><b>Committee Reports and Minutes*:</b> - confidential as indicated in the minutes</p> <ul style="list-style-type: none"> <li>• <b>BRC - 19 September 2017</b></li> <li>• <b>GRS – 27 September 2017</b></li> <li>• <b>C&amp;Q – 28 September 2017</b></li> <li>• <b>Audit – 4 October 2017</b></li> <li>• <b>EWG – 29 September 2017</b></li> </ul>	
	Summary reports of key items from the above meetings were provided by the Chairs of each committee. Minutes of the above meetings and the External Audit Plan were available to Members on the College's	



	<p>systems. There were no questions.</p> <p><b>RESOLVED: The reports and availability of the minutes were noted. Members approved the recommendations of the Audit Committee with regard to Internal Audit Reports and the External Audit Plan.</b></p>	
83/17	<p><b>Matters referred by the Clerk:</b></p> <ul style="list-style-type: none"> <li>• Regulatory Developments</li> <li>• Governor Development Activity*</li> <li>• Governor Self-Assessment*</li> <li>• Meeting Evaluation Form</li> </ul>	
	<p>The Clerk provided members with information on the following regulatory developments:</p> <ul style="list-style-type: none"> <li>• New Charity Code of Governance.</li> <li>• Requirement in new funding agreements and contracts for 2017 to 2018 to inform the ESFA about serious safeguarding incidents.</li> <li>• AoC briefing note on Governor Liability following proposed introduction of insolvency regime in Technical and Further Education act 2017.</li> <li>• AoC briefing note on Colleges and the GDPR.</li> </ul> <p>Members had been provided with information on the Link and Development activities undertaken by Governors together with reports on learning and development activity undertaken by the Clerk and GH. The Chair thanked all Members for their involvement with all link and learning and development activity.</p> <p>Members had been provided with a Meeting Evaluation Form. Members considered the information provided.</p> <p>Members completed the Self-Assessment Sheet.</p> <p><b>RESOLVED: That the Board note the regulatory update and link and development activity which enriches the Governors' understanding and oversight of the activities of the College.</b></p> <p><b>That the Board note and endorse the feedback from the Meeting Evaluation Form.</b></p>	
	<b>OTHER</b>	
84/17	<b>Any Other Business</b>	
	SS provided copies of the new College Prospectus for the year.	



85/17	<b>Date and time of next meeting:</b> <ul style="list-style-type: none"><li>• Higher Awards Ceremony, Friday 24 November 2017, Gloucestershire Cathedral, Lunch 1.00pm in Chapter House, Procession 2.00pm.</li><li>• Strategic Planning Day: Saturday 25 November 2017, Cheltenham, TBA</li><li>• Board Meeting: 14 December 2017, Cheltenham, 4.00pm</li></ul>	

Signed..... *P. Best* .....

Date..... 12th October 2017 .....