

# Chichester College

Minutes of the Meeting of the Governing Body  
held on Wednesday, 20 July 2011

Present:

Miss Frances Russell (Chairman)	
Mr David Hett (Vice Chairman)	
Mr Alan Clark	Mrs Shelagh Legrave
Mr David Galloway	Mr Dave McCall
Mr John Goble	Mr Christian Notley
Mr David Grove	Mr Roger Paterson
Ms Julie Harrison	Mrs Deborah Urquhart
Mrs Angie Hobson	Mr Mark Vickers

In Attendance:

Mr Andrew Dunlop, External Member (Audit Committee)  
Mr Andy Green, Deputy Principal  
Mr Toby Salt, External Member (Quality and Curriculum Committee)  
Mrs Julie Sleeman, Chief Operating Officer  
Ms Sarah Stannard, Vice Principal (Marketing and Business Development)  
Miss Catherine Vinall, Clerk to the Governing Body  
Mr Matt Whelan, Systems and Management Information Analyst

## **APOLOGIES FOR ABSENCE**

103. Apologies for absence were received from David Hazelden, John Jarvis, Anne Jenkins, Alastair McLean and Axel Townsend.

## **DECLARATION OF INTERESTS**

104. The Chairman drew the attention of Governors and those in attendance at the meeting to the requirement to declare any interests they might have in any of the items on the agenda, as detailed on the agenda sheet.

## MINUTES

105. The Minutes of the Meeting of the Governing Body held on Wednesday, 30 March 2011 were taken as a correct record and signed by the Chairman.

## MATTERS ARISING

106. The Governing Body received and noted a schedule outlining responses to action points from the minutes of the Governing Body Meeting held on Wednesday, 30 March 2011.

(Copy attached at APPENDIX 1 to the Minute Book copy)

## PRINCIPAL AND CHIEF EXECUTIVE'S REPORT

107. Shelagh Legrave presented her End of Year Report to the Governing Body.

(Copy attached at APPENDIX 2 to the Minute Book copy)

108. Shelagh stated that there had been a focus on quality issues throughout the year. This had started with the appointment of Sally Challis-Manning as Director of Quality and the introduction of the new quality cycle. There had been two successful Ofsted Monitoring visits during the year. The report from the second visit had not yet been published but the College was pleased with initial feedback from Ofsted. Olympic Fitness Reviews had been introduced to replace Developmental Reviews. Two reviews had taken place and the process mirrored the approach taken during an Ofsted Inspection. A more rigorous lesson observation process had also been introduced and grade one assessments were now validated by either the Deputy Principal or Director of Quality. There was also a focus on a more systematic approach to sharing good practice which was partly addressed through the regular Quality Forum meetings. Shelagh reported that considerable work had taken place to improve the College's data and information systems which were now fit for purpose with many processes being undertaken electronically. There had been a focus on curriculum innovation with work taking place to look at invigorating the College offer and the skills which were needed locally.
109. Turning to student success, Shelagh stated that Chris Marriott had been recognised as the College Star 2010. Chris was commended for his incredible drive and determination which saw him become the first wheelchair user to successfully complete a Public Services course at

College, he was also the first person to climb Pen y Fan in a wheelchair. Chris Wallis, a Furniture Making student, had been selected as one of 42 students from across the UK to join the UK Worldskills Team. College students had been successful in many other areas including the National Volleyball Championships, at the South of England Show, the FE Sussex Spring Awards and had been awarded a City and Guilds Medal of Excellence in Furniture Making.

110. With regard to staff feedback, Shelagh reported that 822 staff had taken part in the staff survey, this represented 72 per cent of the workforce and was an increase of 122 in comparison to the previous year. Shelagh was pleased to report that 98.6 per cent of respondents had agreed that they identified with the College core values, but felt that although there had been an increase in positive responses regarding a climate of mutual respect there was still work to do. Shelagh stated that the Senior Management Team had been a particular focus and there had been a 12 per cent increase in positive responses to the question asking whether staff find SMT helpful and supportive. There had been an increase of nine per cent in positive responses from staff about escalating items to SMT. Comments given by staff had provided useful feedback, the most common theme coming through had been that further work needed to take place on the culture of praise and recognition. In response to a question from David Galloway, Shelagh stated that reward and recognition was an area of work for the College Management Team. Staff who were assessed as good or outstanding at appraisal were now rewarded with an extra day annual leave. Feedback from staff was that they appreciated thanks from managers. Dave McCall commented that staff also appreciated efforts from the SMT to be more visible around the campus and felt managers should continue to ensure that they met with staff informally. In response to a question from David Galloway, Shelagh confirmed that staff at the Brinsbury campus had commented that at times they felt second class in comparison to the Chichester campus. Shelagh stated that she had raised the issue during her end of term briefing to staff at Brinsbury and the SMT would be visiting the campus more often.
111. Moving on to financial strength, Shelagh said that the accounts for the current year were looking healthy and it was likely that the surplus for the year would exceed the budget. The nursery had seen a considerable improvement in its surplus and the Sports Centre continued to grow. Summarising the highlights of the year, Shelagh stated that the new Executive Team were working well together and with their teams. On the curriculum side Andy Green had worked closely with the Directors to introduce a number of new initiatives and improvements had been well received by staff. Sarah Stannard was working with the Marketing Team to focus on relationships with schools and had taken on the management

responsibility for the Brinsbury campus. Overseeing support services, Julie Sleeman was working on a significant maintenance programme which would take place over the summer period. Shelagh reported that there had been continued growth in 14 - 16 numbers at both Chichester and Brinsbury. The Student President, Antonia Mills and Student Experience Team Leader, Lisa Humphries had been successful in re-invigorating the student voice at both campuses. In the student survey there had been an increase in positive responses to all questions relating to teaching and learning, except for the question 'my teaching has been good' which had dropped two per cent to 94 per cent.

112. Finally, Shelagh reported on the challenges and areas for further work which had arisen during the year. The drop in 16 - 18 student numbers had not been expected and had contributed to a challenging funding settlement for 2011 - 12, this was coupled with the loss of the Educational Maintenance Allowance. There was also a need to ensure that where new initiatives were introduced there was a clear link to the College strategy. Alongside this some areas were still working towards improvements and there had been a difficult staffing situation in one curriculum area. In conclusion, Shelagh stated that she was looking forward to continuing the journey towards improving success rates, building on non-FE income streams, continuing with the capital programme and exploring the emerging 14 - 19 agenda.

### **MAXIMISING SUCCESS**

113. Andy Green and Matt Whelan gave a presentation on Maximising Success through the Predicted Achievement Report and the Key Results Indicators.

(Copy attached at APPENDIX 3 to the Minute Book copy)

114. Matt stated that the process brought together the prediction of achievement and validation of data at a course level to provide improved management information. The Predicted Achievement Report (PAR) was based on course starts rather than head count and provided accurate information for each course. Data was validated by course leaders with a system for raising queries about data and a service level agreement for response times to queries. The detail in the report enabled course leaders to scrutinise each learner and the work needed to improve their success. As a result the system had created greater ownership and accountability for data by course leaders and CTMs. Matt stated that the management information provided in the PAR allowed staff to assess the work that needed to take place to improve value added and raise grades, this was looked at through maximising success meetings. The report also

provided a wide range of equality and diversity information for evaluation and action, which would be demonstrated through the key results indicators. Matt stated that when actual achievement was available it would be compared to predicted achievement to establish where predictions had been either too high or too low.

115. In response to a question from Deborah Urquhart, Andy confirmed that the PAR was an in-house development. It had been used in a different format at another college but the programming skills available in the Data Team had enabled it to be developed to an advanced level. In response to a query from Julie Harrison, Andy stated that retention could be an issue next year given the cut to financial support for students. The College would receive significantly less funding for financial support to students but had put together a package the details of which Andy agreed to circulate to Governors. Christian Notley stated that student tutors played a key role in identifying problems which could prevent students from coming to College. Andy confirmed that Student Tutors had been fully briefed of changes and support that would be available. Toby Salt stated that the PAR was a huge improvement in the use of data, and queried whether it could also collect value added information. Matt reported that GCSE grades could be submitted online, where students did not have GCSEs a test had been developed to provide a starting point. Value added would be calculated through the minimum target grade project would begin with level three students next year and develop from there.
116. Summarising the key results indicators, Andy stated that applications for 2011 - 12 were currently up on the previous year by seven per cent for 16 - 18 students and by one per cent for 19+ students. Overall this was an increase of five per cent on the previous year. In response to a question from John Goble, Sarah Stannard reported that work was taking place to help convert applications to course starts. A process had been put in place to contact prospective students regularly over the summer and where students already had GCSE results they were being encouraged to submit those to the College early. Attendance rates for 2010 - 11 were at 86 per cent, which showed there was work to do. The student survey had also revealed that there was a problem with students punctuality and this would be a focus next year. With regard to predicted success rates, Andy reported that at level one 16 - 18 qualifications had increased by three per cent to 88 per cent and 19+ were up two per cent to 93 per cent. At level two 16 - 18 qualifications were up by five per cent to 87 per cent and 19+ had increased by three per cent to 86 per cent. Level three rates for 16 - 18 qualifications were up 12 per cent to 83 per cent, with 19+ up by three per cent to 83 per cent. Overall this predicted success rates for 2010 - 11 were showing at 87 per cent, in comparison to an actual success rate of 83 per cent for

- 2009 - 10. In response to a question from Dave McCall, Andy stated that it would be reasonable to expect a two per cent tolerance between predicted and actual success rates.
117. Andy reported that the information provided by the PAR enabled comparisons over the five equality success measures of age, gender, ethnicity, students from disadvantaged areas and students receiving additional learning support. Andy was pleased to report that the PAR showed that learners receiving additional support were predicted to achieve at slightly higher rates than those who did not receive additional support. With regard to disadvantaged students there was work to do as there was a overall predicted success rate of 82 per cent for disadvantaged students in comparison to 87 per cent for non-disadvantaged students. Andy stated that the equality information would be analysed through area self assessment report meetings and actions would be put in place through quality improvement plans.
118. With regard to Workbased Learning results for period 9 overall results for apprenticeships stood at 78 per cent and 66 per cent for timely. Train to Gain results for period 9 stood at 92 per cent overall and 85 per cent for timely success. Finally, turning to lesson observations, Andy stated that a more rigorous approach was in place which he felt had produced a more accurate representation of the teaching and learning taking place. Andy reported that 32 per cent of lessons had been graded as level 1, 58 per cent as level 2 and three per cent at level 4. He felt an element of over-grading remained and a moderation process had been introduced for level one grades to address this, although it was difficult to assess the impact as it had been introduced mid-year.

## STRATEGIC PLANNING

119. Sarah Stannard presented an update to the Governing Body on the process for planning the College Strategy.

(Copy attached at APPENDIX 4 to the Minute Book copy)

120. Sarah summarised the outcome of the Governing Body Strategy Day in June which had looked at reporting as well as monitoring the current strategy and the appropriate key performance indicators and the approach to creating the next strategic plan. It was proposed that high level KPIs would be monitored through the Governing Body through the Principal's termly report. Detailed performance would be monitored by the Committees with any exceptions being reported to the Governing Body. With regard to planning the next strategy, Sarah summarised the schedule for developing and agreeing the plan for 2012 - 15. A number

of Governors had volunteered to join the working group to look planning the next strategy and the first meeting would take place at the end of August. After a brief discussion it was

**Resolved**

**That the key performance indicators and values to measure the strategic objectives for 2011 - 12, as set out at APPENDIX 4, be adopted.**

**CAPITAL PLANNING 2011 - 12**

121. Julie Sleeman gave a presentation to the Governing Body on capital planning for 2011 - 12, together with a re-forecast of the capital plan for the next three years.

(Copy attached at APPENDIX 5 to the Minute Book copy)

122. Julie stated that the new Equine classroom at the Brinsbury campus had been completed and would be occupied from September. The block comprised three new classrooms, an office and toilet block. The overall investment in the Equine development had been just over £3300,000. Work to convert the Brinsbury Halls had also been completed and would be fully occupied in September. The building had been renamed the Brinsbury Hub and had created new staff areas, a conference area and an IT area for students on the first floor. On the ground floor a new entrance to the Sussex Restaurant had been completed creating a new toilet block and boot wash area. There was also new classroom space for SLDD students and work to refurbish the kitchen would be completed over the summer period.
123. With regard to the Chichester campus, Julie stated that Aramark were making a considerable investment in the catering facilities. The refurbishment of the shop had been completed incorporating the new Subway. A major refurbishment of the kitchens and Coasters was underway. The work on the new halls of residence at the Stockbridge Road site was progressing well, with a deadline for completion of July 2012.
124. Julie stated that a significant programme of maintenance work was underway at both campuses. The programme had been developed around curriculum planning and to invest in areas where other colleges were making improvements in facilities. Julie confirmed that the College had recently appointed the Seaman Partnership to undertake the management of building projects. The focus for future projects would

be the Animal Care Centre at Brinsbury, the relocation of facilities at Terminus Road to the Chichester campus and the fit out of Stockbridge Road.

125. Julie confirmed that planned capital spending over the next three years would equate to approximately £15m. The College had capital reserves available and would be looking to borrow to support the capital project from 2012 - 13. Following a discussion of the investment in capital works at the Brinsbury campus, Julie confirmed that the work had focussed on areas where student numbers were growing, such as Equine and Animal Care. Julie also stated that after the third year the focus of the capital programme would shift to the Chichester campus. It was suggested that a business case for each stage of the capital project should be presented at Committee level with input from both Buildings and Estates Committee and Finance and General Purposes Committee. David Grove stated that the Audit Committee had discussed the auditing of capital planning and frameworks and had requested an alteration to the strategic internal audit plan to include a review of the area each year.

#### ELECTION OF CHAIRMAN FOR 2011 - 12

126. In accordance with the decision of the Governing Body that the Chairman should be appointed for a three year term of office, subject to annual review, it was

Resolved

That Frances Russell be confirmed as Chairman of the Governing Body for the year beginning 1 August 2011.

#### ELECTION OF VICE-CHAIRMAN FOR 2011 - 12

127. In accordance with the decision of the Governing Body that the Vice-Chairman should be appointed for a three year term of office, subject to annual review, it was

Resolved

That David Hett be confirmed as Vice-Chairman of the Governing Body for the year beginning 1 August 2011.

## MEMBERSHIP AND COMPOSITION OF THE GOVERNING BODY

128. The Governing Body received for consideration a report by the Clerk on the appointment of new Governors.

(Copy attached at APPENDIX 6 to the Minute Book copy)

129. Frances Russell stated that following the recommendation of the Governance and Search Committee on 16 June 2011 two candidates were recommended for appointment to the Governing Body. Both candidates had an excellent understanding of governance and good links with the community. Sir Paul Haddacks was the former Governor of the Isle of Man and Diplomat in the rank of Vice Admiral. Christopher Chapman was formerly responsible for SEEDA business support in West Sussex and had experience of working in a variety of financial institutions. Christopher was a regular attendee at the College Business Breakfast meetings and had a keen interest in education and training. After a brief discussion it was

### Resolved

- i) That Sir Paul Haddacks be appointed as a governor for an initial term of four years from 1 August 2011, subject to annual review.
  - ii) That Mr Christopher Chapman be appointed as a governor for an initial term of four years from 1 August 2011, subject to annual review.
130. Frances Russell reported that a further candidate had been recommended by the Committee as an External Member. Abigail Lammas worked for the Learning and Skills Improvement Service and together with her experience working in the FE Sector had a clear understanding of the issues facing the sector. The Committee was recommended that Abigail be appointed as an External Member for one year with a view to joining the Governing Body in 2012. After a brief discussion it was

### Resolved

That Mrs Abigail Lammas be appointed as an External Member from 1 August 2011, for a term of one year.

### Appointment of Student Governor

131. Frances Russell stated that the Executive Committee of the Students' Union had nominated Sebastiaan Posma to be appointed as a Student Governor. Sebastiaan, having previously studied at the College as an International student, had also been elected as the Student President. The term of office for Sebastiaan would last until the end of his term of office as Student President. It was

#### Resolved

**That Mr Sebastiaan Posma be appointed as Student Governor with immediate effect. Sebastiaan's term of office would last until the end of his term of office as Student President.**

### Governor Emeritus

132. Frances Russell reported that the Governance and Search Committee had recommended that Roger Paterson be offered the position of Governor Emeritus following the end of his term as a Governor. Frances Russell had discussed the proposal with Roger and he was keen to retain a link with the College and in particular the Brinsbury campus. The Committee had also recommended that position of Governor Emeritus be offered to Toby Salt, who would retain an association with the Quality and Curriculum Committee. After a brief discussion it was

#### Resolved

**That Roger Paterson and Toby Salt be appointed as Governor Emeritus from 1 August 2011.**

### Committee Membership

133. The Governing Body received for consideration recommendations from Governance and Search Committee for membership of the Standing Committees in 2011 - 12.

(Copy attached at APPENDIX 7 to the Minute Book copy)

134. Frances Russell stated she had discussed Committee membership with Governors as part of their annual review meetings where Governors had stated that they were happy with their current membership. Both Sir Paul Haddacks and Christopher Chapman had expressed an interest in joining the Finance and General Purposes Committee. It was also recommended that Mrs Anne Jenkins be appointed as the Vice-Chairman

of the Audit Committee in place of Dr John Jarvis who was retiring as a Governor. After a brief discussion it was

**Resolved**

**That membership of the Standing Committees, as set out at APPENDIX 7, be adopted.**

**RECRUITMENT AND SELECTION POLICY AND PROCEDURES**

**Appointment of New Governors**

135. The Governing Body received for consideration a draft recruitment and selection procedure for the appointment of new members of the Governing Body.

(Copy attached at APPENDIX 8 to the Minute Book copy)

136. Frances Russell stated that the draft procedure formalised current practice and added some structure for the Clerk, particularly where expressions of interest were received. The procedure also allowed the flexibility to appoint an exceptional individual as an external member if there were no immediate vacancies on the Governing Body. After a brief discussion it was

**Resolved**

**That the draft recruitment and selection procedure for the appointment of new Governors, as set out at APPENDIX 8, be adopted.**

**Appointments to the post of Principal, designated Senior Postholders and the Clerk to the Governing Body**

137. The Governing Body received for consideration a draft recruitment and selection procedure for appointments to the post of Principal, designated Senior Postholders and the post of Clerk to the Governing Body.

(Copy attached at APPENDIX 9 to the Minute Book copy)

138. Frances Russell reported that the draft policy and procedure formalised current practice and followed the practice in place for other College posts. The draft policy and procedure complied with the College

Equality and Diversity policy and met the requirements of the 'two ticks' disability symbol. After further discussion it was

**Resolved**

That that the draft Recruitment and Selection Policy and Procedure for the posts of Principal, for designated Senior Postholders and the post of Clerk to the Governing Body, as set out at APPENDIX 9, be adopted.

**HONORARY FELLOWSHIP OF THE COLLEGE**

139. The Governing Body received for consideration a draft process for the nomination of Honorary Fellowships.

(Copy attached at APPENDIX 10 to the Minute Book copy)

140. Frances Russell stated that the process formalised the criteria for nominations and put a timescale in place to ensure that the award could be presented at the College Graduation ceremony. It was

**Resolved**

That the draft process for the nomination of Honorary Fellow of the College, as set out at APPENDIX 10, be adopted.

**MANAGEMENT ACCOUNTS TO 31 MAY 2011**

141. The Governing Body received for consideration the Management Accounts for the period to 31 May 2011.

(Copy attached at APPENDIX 11 to the Minute Book copy)

142. John Goble stated that the surplus stood at £1.94m, which was £500,000 ahead of the original budget and up on the prior year. John reported that income was slightly down on budget but this had been offset by pay and other costs which were down on budget. The debt position was looking healthy and should be lower than the previous year. Summarising the key performance indicator graphs, John stated that these reflected the positive information provided by the management accounts. The format of the KPI graphs was being reviewed for next year. John thanked all those involved in producing a healthy set of accounts. After further discussion it was

**Resolved:**

That the Management Accounts for the period ended 31 May 2011, as set out in APPENDIX 11, be adopted.

**THREE YEAR FINANCIAL FORECAST 2011 - 14**

143. The Governing Body received for consideration the three year financial forecast and strategy for 2011 - 14.

(Copy attached at APPENDIX 12 to the Minute Book copy)

144. John Goble stated that the budget for 2011 - 12 had been discussed at length at a special meeting of the Finance and General Purposes Committee in May. As a result of the difficult financial circumstances for the coming year the Committee had recommended the proposal for a surplus of two per cent, which would equate to £900,000. John stated that the reduction in grant income had been contained to £2m due to growth in other areas. The College had also recently completed a redundancy programme which would result in a reduction in the budgeted pay costs. John reported that an increased focus on non-pay costs would be essential to achieving the budget for 2011 - 12. Looking forward to 2012 - 13 the forecast planned a surplus of 2.5 per cent and three per cent in 2013 - 14, with the hope that the College would return to a surplus of five per cent in the following year. John stated that given the economic situation it was difficult to plan and the situation would be closely monitored by the Finance and General Purposes Committee. John confirmed that the International and Anglia income streams were key to the budget and further work to look at the operating profits at Brinsbury would be reported to the next Finance and General Purposes Committee. The plan had been a difficult one to put together as a result of the economic climate and the changes in income allocations. After further discussion it was

**Resolved**

- (i) That the three-year financial forecast for the period 2011 - 14, as set out at APPENDIX 12, be adopted and
- (ii) That the financial forecast for 2011 - 12, as set out at APPENDIX 12, be adopted as the budget for that year.

## **PAY AWARD 2011 - 12**

145. Julie Sleeman stated that the following negotiations, the AoC had recommended a one-off payment to staff, the amount was dependent upon pay scales. Julie confirmed that the College had budgeted a pay award of 0.5 per cent and this had been supported by the Human Resources Committee and Finance and General Purposes Committee. The approach across the sector varied, with some colleges not making a pay award and others adopting the AoC recommendation. Christian Notley stated that he believed there was a need for recognition in the form of a pay award as pressure was building due to the rise in inflationary costs. After a brief discussion it was

### **Resolved**

**That a pay award of 0.5 per cent be made to all staff on College contracts with effect from 1 August 2011.**

## **STRATEGIC INTERNAL AUDIT PLAN 2011 - 15**

146. The Governing Body received for consideration the Strategic Internal Audit Plan for 2011 - 15, incorporating the annual internal audit plan for 2011 - 12.

(Copy attached at APPENDIX 13 to the Minute Book copy)

147. David Grove reported that the plan was a rolling programme covering the next four financial years. The plan was based upon the risk areas to be audited and was subject to ongoing review of the College's risk register. David Grove stated that the Audit Committee had recommended some changes to the plan which would be revised to include a low level review of capital planning and frameworks each year and a review of International Operations. The number of audit days would remain as set out in the plan. Upon consideration it was

### **Resolved to Recommend**

**That the draft Strategic Internal Audit Plan for 2011 - 15, incorporating the Annual Internal Audit Plan for 2011 - 12, as set out at APPENDIX 13, be adopted.**

## STUDENT GOVERNOR ROLE DESCRIPTION

148. The Governing Body received for consideration the draft Student Governor Role Description.

(Copy attached at APPENDIX 14 to the Minute Book copy)

149. Frances Russell stated that the role description had been recommended for adoption by the Student Committee. The aim was to clarify the role, expectations and commitment required of student governors. After a brief discussion it was

### Resolved

That the Student Governor Role Description, as set out at APPENDIX 14, be adopted.

## INTERNAL AUDIT REPORTS - MANAGEMENT SUMMARY

150. The Governing Body received for information a copy of the management summary and recommendations from the reports of the internal audit visits in March and May 2011.

(Copies attached at APPENDICES 15 and 16 to the Minute Book copy)

151. David Grove stated that the March audit had covered fundamental financial accounting, accommodation services, asset controls and capital project planning, management and evaluation. Minor recommendations had been made with regard to the audits of accommodation services and asset controls. The May audit had reviewed three areas, procurement and payments, partnerships and work placements. There had also been follow up review of areas audited in 2009 - 10 as well as offsite activities which had been looked at earlier in the year. A number of recommendations had been made following the review of procurement and payments. Individually these were not significant but a follow up visit would take place next year to ensure that processes were being followed. A number of recommendations had also arisen following the review of partnerships and work placements. David Grove confirmed that a review of existing work placement policies would take place in September.

## GOVERNOR REVIEW MEETINGS

152. The Governing Body received for information a report by Frances Russell on the Governor Review meetings which had taken place during the summer term.

(Copy attached at APPENDIX 17 to the Minute Book copy)

153. Frances stated that three main actions had arisen as a result of the Governor Review meetings, all of which were work in progress. Frances thanked Governors for meeting with her and confirmed that work would take place to look at the review form for next year.

## CALENDAR OF MEETINGS 2012

154. The Governing Body received and noted the calendar of meetings for 2012.

(Copy attached at APPENDIX 18 to the Minute Book copy)

155. Catherine Vinall stated that the date of the next meeting of the Staff Committee had been changed to Monday, 3 October 2011. A date for the Governor Development event in March 2012 also needed to be scheduled. Catherine confirmed that an updated calendar for 2011 - 12 would be circulated to Governors.

## COMMITTEE MINUTES

156. The Governing Body received for information the draft minutes of the various meetings of the Standing Committees held during the Summer Term.

(Copies attached at APPENDIX 19 to the Minute Book copy)

## DATES OF FUTURE MEETINGS

157. Frances Russell confirmed that Governor Development Event on Friday, 14 October 2011 would focus on developing the College Strategic Plan. The next meeting of the Governing Body would take place on Wednesday, 14 December 2011.

#### ANY OTHER BUSINESS

158. Frances Russell said it had been another busy year for the Governing Body, and in particular members of the Governance and Search Committee who had been involved in a number of recruitment processes. Frances thanked all members for their commitment to the College. Frances also thanked David Hett who had picked up a number of commitments on her behalf in recent weeks.
159. The Governing Body noted that the meeting was the last for John Jarvis, who had not been able to attend, and Roger Paterson. Frances Russell thanked Roger and John for their commitment to the work of the Governing Body. It was

#### Resolved

That the appreciation of the Governing Body for the commitment of Roger Paterson and John Jarvis to the work of the Governing Body be placed on record.

#### REVIEW OF THE BUSINESS OF THE MEETING

160. Frances Russell invited members to consider whether any of the items of business before the meeting might have been dealt with in a different or more appropriate manner and if so to communicate that to herself or to the Clerk.

#### CONFIDENTIAL BUSINESS

161. It was

#### Resolved

That, in view of the confidential nature of the business to be dealt with, the Minutes for the remainder of the meeting be recorded on a confidential basis and remain so unless and until they become public in the ordinary course of the Corporation's business.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date