



**ST MARY'S COLLEGE
BOARD OF GOVERNORS**

**MINUTES OF PART ONE OF THE MEETING
OF THE GOVERNING BODY
HELD ON MONDAY 21ST NOVEMBER 2018**

- Present:** Mrs S. Beecroft
Mr C. Beesley
Mr M. Conboy
Mr N. McNeil
Mr G. Miller
Miss A. Siddique
Ms J. Singleton (Principal)
Mr M. Vizzard
Fr N. Wynn
- In attendance:** Mrs L. Farnhill (Clerk to the Board)
(By invitation of Ms K Hollern (Business Manager)
Chair) Mr M. Lenaghan (Director of Finance & Resources (CMC))
Mr S. Jones (Head of Intervention (ESFA))
Mr F. Dowling (Provincial Education Deputy (Society of Mary))
Mrs E. Best (Vice Principal)
Mr K. Rice (Vice Principal)
Mrs T Ellet (Nursery Manager)
- Apologies:** Mr S. Preugschat
Mr M Wright
Mrs P. Lightbown (staff member invited to present)
- Absent:** Mr A. Kheraktar

The meeting opened at 5.55pm.

Item 1 – Opening Prayer and Welcome

The 17/18 Chair NMN welcomed members and attendees to the meeting and thanked them for their patience as the meeting of the Resources Committee had overran causing a delay in starting the meeting. NMN welcomed new Governors Mike Vizzard and Greg Miller to the meeting and outlined their skills and experience to the Board. NMN thanked Steve Jones from the ESFA for attending and continuing to support the college. NMN then extended his gratitude to Frank Dowling for attending in his role as observer for the Marist Fathers. NMN also thanked Ambar for representing the student body in her role as student governor. NMN then invited Fthr Wynn to open the meeting in prayer.

Item 2 – Nomination of Chair and Vice Chair

The clerk clarified that this had not been done at the first meeting of the year as it had not been quorate therefore the meeting held had been a special meeting of the Board and not a full meeting of the Board of governors. The clerk confirmed NMN had confirmed he was happy to continue in the role and that no other members had expressed an interested in the role and asked if anyone would like to nominate a member or themselves. Foundation governor Mark Conboy nominated the 17/18 Chair NMN for the position of Chair to the Board of governors for the 18/19 year, this was seconded by Sue Beecross. This was unopposed.

The clerk clarified that in the past there had been two Vice Chairs. Members agreed that due to reduced Board size, it was only necessary to have one. Chair, NMN nominated Fthr Noel Wynn for the position of Vice Chair, this was seconded by Mark Conboy. This was unopposed.

Item 2 – Resolved: That Nick McNeil is nominated as Chair to the Board of Governors with Fthr Noel Wynn as Vice Chair for the 18/19 academic year.

Item 3 – Apologies for Absence

Chair NMN detailed the absences noted above stating reasons offered. NMN and the clerk advised that as yet they had not received apologies from member AK, and anticipated a late arrival. NMN asked that should AK be unable to attend and has submitted an explanation this is accepted. These were accepted by Board members

Item 3: Resolved: Apologies listed above are accepted with tentative acceptance for AK.

Item 4 - Declaration of Interest

Principal JS declared an interest in items relating to the position of CEO in Part B

Item 5 – Training

The clerk explained that DBS requirements were mandatory in schools, however in colleges, it was at the discretion of the institution. In discussions with KR as DSL and JS as principal that best practice would be adopted and apply for a DBS for all governors. This would be completed at the end to prevent staff and the principal having to wait whilst this is done.

Item 6 - Notification of Any Other Urgent Business

6.1.1 – Approving the re-appointment of foundation governor Nick McNeil. The clerk clarified the term end dates for member Nick McNeil, confirming that NMN had stated that he wished to be nominated for a further 4 year term and was happy to continue as Chair with the approval of the Board. The clerk advised that the Marists had already approved a further term for NMN as his term had lapsed in July due to the term date having been incorrectly recorded as his commencement as Chair. The Board unanimously approved the reappointment of Nick McNeil to serve a further 4 year term.

Item 6.1 – Resolved: That Board approval is given for member Nick McNeil to serve a further 4-year term

6.1.2 – Approving the re-appointment of foundation governor Mike Wright. The clerk advised the term of foundation governor Mike Wright was due to end in January. Although the Board approved leave of absence for 12 months, Mike fully intends to resume his position as a Foundation Governor in September and has been receiving and reading minutes and is in regular contact with the Clerk. In communications, Mike agreed that he wished for his term to be renewed and not lapse despite being unable to attend until September. Chair, NMN, reminded the Board of the support and effective contributions of MW. The Board unanimously approved the reappointment of Mike Wright to serve a further 4 year term.

Item 6.1 – Resolved: That Board approval is given for member Mike Wright to serve a further 4 year term subject to the approval of the Trustees.

6.1.3 – Resignation of Simon Preugschat. The clerk advised the Board that the 4 year term of SP was due to end in November and due to personal circumstances, he did not wish to seek re-appointment. NMN advised that SP had been a valuable member of the Board and his contributions greatly valued and hopes that in the future SP may be able to return to the Board of SMC and he would be sending his thanks on behalf of the Board.

Item 6.1.3 – Resolved: That the Board accept the resignation of Foundation Governor Simon Preugschat.

6.2 – Clarification of Chair and Vice Chair terms. The clerk advised the Board that following consultation with Margaret Stevenson the term of Chair and Vice Chair were to be amended to 3 years, to be less of that of membership of the Board. When looking for information on the term of the positions., the current I&A referred to the standing orders and the standing orders stated that the term is outlined in the I&A, therefore no definitive term was stated and an assumed term of membership – i.e. four years had been used, leading to the ambiguity over NMN term of office. This has been amended in the revised I&A to a period of 3 years or such a term that the Governing Body decides. Following discussion with NMN as Chair, it was recommended that annual nominations would continue to be invited to ensure that Board members have the opportunity to nominate a new Chair/ Vice Chair should they be dissatisfied with the performance of the existing appointment. NMN invited questions or comments from the Board of which there were none.

Item 6.2 – Resolved: That the governors take note of the recommended 3 year term of office for the Chair and Vice Chair.

Item 7 – Board Minutes

The minutes of the special meeting of the Board of Governors which took place on 1st October 2018 were circulated prior to the meeting. NMN invited governors to raise any inaccuracies or additional MA which are not due to be addressed by the agenda. No amendments were presented, the Board approved the minutes as an accurate record of the meeting.

Item 7 – Resolved: That the minutes of Part one of the meeting of the Governing Board held on October 1st be signed and approved.

Item 8 – Matters Arising

8.1 – Nursery Governance. The clerk highlighted information in the paper presented that raises concerns from TE as nursery manager that with the end of her term of office as staff governor, TE felt that the nursery was no longer compliant with OFSTED registration regulations; which state that the nominated individual (presently TE) needed to be a member of the Governing Board. The college I&A prevent any member of staff, except for staff governor and the Principal, from being a member of the Governing Board therefore TE cannot be co-opted onto the Board. NMN confirmed that this had been looked at in detail by the Resources Committee, proposing that the nominated individual is changed to JS as principal and that TE remains the regulated person. JS advised that she would seek further clarification from OFSTED regarding this prior to making the application for the change, requesting Board approval should this be acceptable to OFSTED. The Board gave unanimous approval. NMN invited further questions and comments of which none were received.

Item 8 – Resolved: That the Board approve the change in nominated person from TE to JS subject to OFSTED confirmation that this is permissible.

Item 9 – Minutes of the Committees

9.1 – Board Membership Advisory Committee. The minutes of the meeting held on 1st October 2018 were circulated prior to the meeting. Members were invited to question or comment. None were received.

9.1.2 – MA from the BMAC. The Terms of reference had been reviewed with only minor grammatical amendments, the clerk advised that further amendments would be necessary once the new I&A are adopted however at this stage remain unchanged. The minor amendments were approved without challenge.

Item 9.1 & 9.1.2 – Resolved: That the minutes are noted and the TOR approved.

9.2 – The meeting of the Audit Committee. The minutes of the Audit Committee meeting held on 14th November were not available for distribution with the papers for this meeting. The Chair of the Audit committee summarised the discussions as follows:

- Mark Conboy has been appointed Audit Chair for the 18/19 academic year
- The committee deferred the appointment of the Vice Chair until such a time as the membership is more stable and experienced
- The SAR would be deferred to when the Committee is static and would take the format of a 360 review of committee function to be organised by the clerk
- MC highlighted 2 prime matters covered:
 - Review of the Audit completion report
 - Internal Audit report and plan
- The report of the Audit committee had been distributed in draft format. MC explained that this was due to the Audit completion report being in draft at the time of the Audit meeting and that the final accounts had not been available. KH clarified that the Audit report was indeed complete and not in draft format, there were only GAPS amendments needed.
- MC advised the Board that only minor amendments had been requested as a result of the Audit and that it had gone well and the amendments requested did not alter the conclusions.
- MC gave an overview of the report, highlighting that the £238,000 deficit doesn't reflect the true position as there had been a surplus throughout the year
- MC indicated that there had been a significant improvement overall with nearly £350,000 improvement in the bank balance
- MC extended his thanks to Principal JS and her team and was pleased to be reporting on improvements
- MC stated that there had been analysis of income and expenditure with staffing costs significantly less
- In terms of Audit compliance there had been no material mis-statements confirming that the college was compliant overall

- MC highlighted that there had been no regulatory reassurance matters, with a clean bill of health allowing signing of the report which had been brought in as a final copy reflecting the draft circulated.
- MC recommended approval of the report and invited questions and comments

A governor asked if there were any issues that the Board needed to be aware of. MC advised that there were no issues at present however lagged funding with low student numbers this year mean that future finances will be tighter still and this needs to be closely monitored.

- **Internal audit.** MC advised the Board that the Audit Committee had suggested minor amendments to the internal audit plan to incorporate marketing and was seeking Board approval for the plan to incorporate this minor adjustment.
- MC invited questions and comments, none were received, the draft internal audit plan was approved
- The Board Chair NMN extended his gratitude to MC and the Committee for their hard work this year

Item 9.2 – Resolved: That the Board approve the report of the Audit committee. This was signed by Mark Conboy, Chair of the Committee. The Board approved the implementation of the internal audit plan subject to amendments to include marketing.

Item 9.3 – Resources Committee. Sue Beecroft gave a brief overview of the Resources meeting held immediately prior to the meeting of the Board. SB confirmed that she had been nominated as Chair for the 18/19 academic year with the deferral of the Vice Chair position. All other items requiring detailed discussion, including nursery governance and safeguarding policy and financial updates are included within the Board agenda.

Item 9.3: Resolved: That the Board take note of the information presented and approve SB as the Chair of the Resources committee.

Item 10 – Policies for Review and Approval

10.1 - SEN and Inclusion Policies – for approval. These documents were not sent through and have been deferred until January. **In response to a question from a governor** the Principal confirmed that there are no implications to deferring.

10.2 – Nursery Safeguarding Policies. The policy circulated prior to the meeting was discussed in detail at the Resources Committee. The Resources Chair, SB advised that they recommended the policies (the same policy for each nursery subject to relevant amendments to include DSL names and contact details) are approved subject to minor suggested amendments which were:

- The DSL details to be moved to the top of the policy
- An appendix is created for the contact details to prevent a redraft every time contact details are changed

The Board were invited to raise any comments or questions, none were received and the policy was approved subject to the suggested amendments.

Item 10.2 – Resolved: The Safeguarding Policy is approved subject to the suggested amendments.

Item 11 – Curriculum, Teaching Learning and Assessment

11.1 – FE Student Outcomes. EB informed the Board that she had met with Chris Beesley in his capacity of lead governor for outcomes and data. They had reviewed in detail all summer results data and action plans including analysing 3 year trends and conclusions. Chris was assured that strategies were in place and these were deemed to be effective. EB clarified the terminology regarding 'starts' which were number of courses not the number of learners. Areas for improvement had been highlighted, drawing on areas of strength.

JS highlighted that there had been significant improvement in A levels, giving the example of English Language being up 5, demonstrating that the strategies were having impact. JS drew governors' attention to improvements in BTEC provision now 'good' whereas they had been below average last year. Further success was demonstrated at Entry Level with SEND/Workskills exhibiting strong results with good pass rates. There had been retention issues with 5 having left which has a 3 way impact, affecting the enrolment to workskills, English and Maths.

JS highlighted the strong GCSE results in both English and Maths.

JS advised the Board that Entry Level 1 has changed the curriculum and introduced work based study. L2 has seen a decline in pass rates and retention with a decision taken to see out L2 then this is to be replaced with alternate provision. It was noted that Health and Social Care and CPLD remained in the Blue. Overall BTEC TLA had improved with 14% in the blue. JS advised that there was no gender or ethnic differentiation in the results. With 14 out of 24 in line with or above national average, there continued to be room for improvement whilst changes and improvement strategies were embedded. 10 subjects will be worked on with others being discontinued and with 11% red, 70% black, 19% blue there is significant improvement against last year where 49% were blue.

A levels are at Alps 6 with some ethnic differentiation with Indian and Pakistani learners making less progress with learners from the Catholic feeder schools making good progress here. **In response to a governor question** JS

explained that OFSTED would look at the 3 year trends. JS advised that L3 retention has dropped, this is not an SMC specific issue but across the whole sector. L2 has had a decline in pass rates and retention, L1 has improved since the last inspection. L3 19+ has 100% pass rates and retention. Essential skills has been discontinued and the legacy data is poor.

This year is the first year that the college has been able to report by SEND differentiating with high needs and other needs and the outcomes for learners with severe learning difficulties has improved 8.6%, 6% for those with SEMH difficulties, 4.5% for those with physical disabilities, whilst there has been a decline of 11% for those with autism.

JS advised that CIN/ LAC learners at SMC had no disparities in terms of achievement rates or progression along with those on FSM also showing no differentiated results which is unusual.

JS summarised that this was her evaluation of the strengths and areas for improvement for the college, which had been analysed in detail with EB and lead governor CB and asked if the Board was in agreement that we self-assess as 'good' in terms of outcomes. **In response to a governor question** regarding the good maths GCSE results, indicating that they had understood maths to be an area of concern. JS clarified that the level 2 maths provision received good results, yet the level 3 remains under scrutiny. **In response to a governor comment** that the results clearly demonstrated improvement and **asked** if there was a benchmark and how would governors know if this was indeed good? JS responded by advising that there was not a benchmark, that it just needed to be analysed. JS explained that there were more A level than BTEC courses but on student entries, the split is equal. The in year progress also demonstrates improved strategy and outcomes including impact. A **governor commented that from the steps and intervention in place it would be assumed (that SMC can self-assess as having good outcomes).** A **further governor commented** that it was subjective. JS explained that it was about the journey, demonstrating over the last 18 months there has been significant change, financial scrutiny and a poor OFSTED, negative publicity and despite all of that, the staff have been well supported, have stepped up and delivered these improved outcomes for our learners. JS continued to state that teachers have worked very hard, some naturally embraced the changes, some had some resistance but it has been a team effort with the results and interventions demonstrating clear improvements and that to be good, SMC must self-assess as good.

EB added that during the support and monitoring visit, the inspector commented on the remarkable difference and could see the journey making an impact since the last inspection. **In response to a governor question** about what OFSTED would look at if they were on the 'cusp', JS responded that it would be the A level lessons and work, target grades etc. These are the things that are being done that weren't being done before. **Lead governor for outcomes and data, CB,** added that having done a statistical analysis of the data, he believes that SMC is good. He explained that he had also assessed the performance management strategy and found it to be effective in supporting staff and would say very strongly we are now good. **A further governor commented** that they agreed that we are not stating that we are in a position to say that we are outstanding but there has been steady improvement across the board and that this has resulted in being 'good'. EB indicated that SMC is working towards outstanding by analysing data by teacher, class, student, gender etc and holding teachers to account. **A further governor asked if after an interim key assessment the college could further evidence progress.** EB responded that she thought that through the process of benchmarking the assessments and marking that this was possible. EB continued that this process demonstrated that as a team, swift progress is being made. **The Chair concluded** that CB, with his extensive sector knowledge, has analysed it, JS has worked tirelessly on it and he would support assessing the outcomes as good and asked if the Board were in agreement. The vote was unanimous.

Item 11.1 – Resolved: That the Board unanimously agree to self-assess outcomes as good.

Item 11.2 – Performance Management. EB stated that following on from the capability procedure in the staff handbook there had been a move to a more supported structure as per the policy used at CMC. EB outlined the performance management procedure as had already been circulated to the Board and invited questions and comments. **A governor asked if staff were aware of the procedure** and were happy with it, EB responded to say that it would be taken to staff forum on 27th November. Resistance was not expected as this was a more supportive procedure, encouraging improvement where necessary. EB advised that this had been shared with OFSTED at the support and monitoring visit.

EB drew governors attention to details within the report and advised the Board that many initiatives introduced during inset had already been fully embraced by staff, giving the example of Kagan structures. EB highlighted that within the report addressed issues from last year where there had been a delay in completing schemes of work leaving little time for revision, this has been addressed this year with planned completion by Easter. OTL will be RAG rated with focus initially on R rated subjects. EB went through the report, advising governors of key actions taken to address each area for development including the auditing procedure for vocational subjects. **In response to a governor question** regarding what was being audited, EB advised that the assignments were being audited for

quality, progress and data entry. JS added that they look at internal verification in the format of a mini inspection and is linked in with the A level key assessment calendar. All issues raised so far have been worked through with HR and the provision has been adapted. JS invited further questions and comments. **CB as lead governor added** that he had been impressed with what he had seen. **Chair, NMN** agreed that this had been complex and difficult to understand for those without in depth experience in education but it is clear to see that they are going in the right direction. **A further governor commented that** whilst we have been here before, the processes underlining progress and staff support are clear and well laid out. Continuing that this is the most honest appraisal we have had of where we are and that only through being honest with ourselves about where we are and areas to improve upon that we can move forward. EB agreed that the OTL process to incorporate coaching is new and as open and honest as it can be. Working with staff and their needs is central to the new supportive framework and it is seen to be developmental not judgemental. **In response to a governor question** about union input, JS responded that the process was there to improve the quality of TLA not to move staff on; it was about guidance and support. No further questions or comments were received

Item 11.2 – Resolved: That the Governors take note of the 17/18 performance management report.

Item 12 - Student Enrolment 18/19

Item 12.1 – FE. EB had circulated the report prior to the meeting and highlighted key information within it, opening by advising the Board that they had not recruited to target and that a comprehensive report had been delivered on this in October. EB went through the detail of the report and indicated that the main issue in student number targeting had been the conversion rate used. Previously it had always been 40%, however following successful years it had been increased to 60% conversion and this had then been used to generate target numbers for 18/19 entry which in light of the poor OFSTED and financial notice to improve had been too ambitious. The past 2 years have seen 40% conversion rates, this will be used to forecast 19/20 entry. This will continue to be re-evaluated on an annual basis as the college continues to improve outcomes and with what is hoped to be an improved OFSTED rating and the removal of the financial notice to improve. **A governor commented that** it was unfortunate that marketing the FoH couldn't have taken place ahead of the summer recruitment. **A further comment** was received that it was expected that the OFSTED grade would have more impact than the FoH marketing. **Further comments were made** supporting the efforts of staff in a difficult climate, with a difficult demographic, the expansion of UCLAN provision and stated that there has to come a point, a minimum level beyond which SMC cannot operate. EB added that the initial indications for the following year were already positive with 294 applications so far this year against 277 at this point last year. **A governor commented that** the good results and word of mouth are the most effective marketing tools available to the college. **The chair agreed with this and** ensured that this would feed into OFSTED. Questions and comments were invited, none were received.

Item 12.1 – Resolved: That the details of the recruitment and enrolment report are noted by the Board.

Item 12.2 – HE. In the absence of PL, JS delivered the details of the report which had been discussed in detail at the Resources committee meeting earlier. JS highlighted attention to the low recruitment in year 1 last year therefore a low number progressing to year 2. There had been disappointment in the conversion of applicants onto the masters course and issues around the initial assessment had been addressed therefore it is hopeful these will convert into student enrolments in January. JS advised the Board that the retention issues were down to quality and this is being addressed. JS invited questions and comments, none were received.

Item 12.2 – Resolved: That the Board note the details of the HE recruitment and enrolment report.

EB's items concluded and withdrew from the meeting

Item 13 - Quality Improvement Action Plan 18/19

Item 13.1 – HE annual assurance statement and action plan. Governors were asked to pay particular attention to the documents circulated ahead of the meeting. This item was for approval, in the absence of PL, JS invited questions and comments ahead of approval. None were received; the Chair asked the Board for their approval, it was given unanimously.

Item 13.1 – Resolved: The Board approved the HE annual assurance statement and action plan.

Item 13.2 – QIP (formerly ADP). JS advised the Board that the format had changed to include OFSTED references and the SCIF framework had been used. JS informed the Board that the first part of the document circulated had already been presented as part of the SCIF bid but this has since been updated with in year progress data and sections regarding the implementation of the FoH. JS advised that actions had been updated to address retention. JS invited comments and questions; **a question was raised about whether** OFSTED had seen this at their support visit. JS said they had rigorously reviewed it. No further questions or comments were received and whilst the Chair commented

that it is not normally presented for approval, the Chair requested the approval of the Board. This was unanimously given.

Item 13.2 – Resolved: That the Board approve the 18/19 QIP.

Item 14 – CEO’s report – Part A

JS drew attention to details within the report distributed with Board papers and commented that Narquita had done great work around Remembrance with the support of Matt (Prenton) with the work skills students. JS added that the work skills launch, to which all governors were invited had been scheduled for 16th January. JS proposed an alternate start for the Board meeting of 4.30 to accommodate the launch. **Chair NMN** Agreed that support should be given to the launch. JS advised that she would liaise with the clerk to send out proposals for alternate times to incorporate the launch.

Item 14 – Resolved: That the board take note of the information within the CEO’s report.

Item 15 Finance and Management Accounts

15.1 - 17/18 financial statements. The Chair added that these had been recommended to the Board by the Audit committee for approval. Both the resources and audit committees have analysed the financial position in detail. ML commented that he had received an email the previous day from the Auditors – Mazars – regarding pension equalization, indicating that there may need to be a pension equalization disclosure note from LGPS. AOC has already taken this up and LGPS has already confirmed that this does not apply and this will not change the numbers within the accounts. **A governor asked for further clarity that this will** only be a disclosure notice without impact to the accounts, ML confirmed this. **The Chair stated that** in light of this, approval would be sought; however, the signing of the accounts would be deferred until this notice has been received. **The Audit Chair added** that we now have a satisfactory rating and this is the biggest change, in recent years it has been below and he hopes that this will continue to be a positive step change. **The chair asked for approval of the accounts.** This was unanimously given.

Item 15.1 – Resolved: That the Board approved the 17/18 financial statements with signing deferred until the LGPS note is received.

Item 15.2 - Corporate Governance Extract from the Financial Statements. KH advised that this was the extract to be signed. No comments or questions were received. This was approved for signing upon receipt of the LGPS note

Item 15.2 – Resolved: That the Board approved the Governance extract with signing deferred until the LGPS note is received.

Item 15.3 & 15.4 - Management accounts up to 30/9/18 & report on performance against financial plan progress.

Detailed information was circulated prior to the meeting. KH drew the attention of the Board to the profit to date of £121508 against a budget of £121029. 2 major variances were a positive of 18,304 for staffing and a negative of 13,886 for Wesley Fold nursery. KH advised the Board that the concerns regarding the nursery finances had been discussed in detail at the Resources Committee and this was being closely monitored. KH summarised by advising the Board that there would be no need to re-profile. **A governor noted that in March we get down to £200,** asking if the college is happy with that. KH said that this remains a credit balance and that this was acceptable but would be closely monitored, adding that a letter had been obtained in case we breach covenant we hadn’t needed it but had it just in case. Questions and comments were invited, none were received.

Item 15.3 & 15.4 – Resolved: The Board took note of the Management accounts and report on the financial plan progress.

Item 15.5 –Barclays Bank letter relating to the covenant. The Board were asked to note the details of the letter. No questions or comments were received

Item 15.5 – Resolved: The details of the letter were noted by the Board

Item 16 – The Internal Audit Strategy

The Chair highlighted that this has been discussed under item 9.2 and drew the attention of the Board to the document which had been circulated ahead of the meeting. **The chair clarified that TIAA** had been appointed as the internal auditors, whilst Mazars remained the external auditors. ML confirmed that the priorities and weightings had been approved with JS and presented to the Audit committee who had recommended the inclusion of marketing. This plan will be reviewed annually in line with the needs of the college. **The Audit Chair highlighted that** internal audit had previously been removed as a cost saving exercise, whilst recognising its importance and always with the intention of reintroduction as soon as finances would allow for this. KH added that it had become non-compulsory and that money had to be saved. **MC agreed that** as a non-compulsory initiative it had been scaled back but recognised the importance of it and agreed it will be interesting to see how the expertise will improve performance.

The Chair invited the Board to confirm their approval of the plan, it was given unanimously.

Item 16 – Resolved: That the Board approve the Internal Audit Strategy with the suggested amendments to include marketing.

Item 17 – Risk Management Report

ML advised the Board that work was being done to review context and weighting with the chair agreeing that the existing was too cumbersome. ML added that there was nothing out of the ordinary and a full report would be presented in January.

Item 17 – Resolved: That the Board note that the report will be deferred until January with nothing to note from the verbal update at this time.

Item 18 – KPI Report

ML advised the Board that KPI report (as detailed within the Accounts report presented and distributed by KH) were in line with budget and expectations. **In response to a governor question** asking that if we did not recruit the additional 5 HE students in January, would this have an impact, ML responded that this will be in October and in the financial plan. **The governor probed further about** whether this is potentially a financial black hole, **with a further governor asking if SMC will be impacted** by the pension rate rise for teachers. ML agreed that yes there is a muted 7% increase. JS added that the college will get funding depending on the outcome of a spending review and that the DfE will fund it until the spending review comes out. **A further question** was asked about whether SMC pays the apprenticeship levy, ML responded that £1500 pa is paid and KH added that this is used for nursery staff. No further questions or comments were received.

Item 18 – Resolved: That the details of the KPI report are noted.

Item 19 - Documentation for information

19.1 - SFCA update Oct 18/Nov 2018. Governors were asked to take note of the information distributed by the SFCA

Item 19.1 – Resolved: The governors noted the information presented from the SFCA

19.2 - A copy of the updated Instruments and Articles. The governors were advised by the clerk that the amended I&A had been approved in October subject to the inclusion of amendments proposed by JS in Part B. This is a copy of the approved version incorporating those amendments along with an email from Bishop Arnold approving these amendments.

Item 19.2- Approved: That the Governors take note of the approved I&A to be implemented upon receipt of a signed copy.

AOB

The Chair invited governors to raise any other business. None was received. The date of the next meeting is to be maintained as 16th January with the time to be confirmed following consultation with governors.

Actions

Item 3 – confirm acceptance of AK apologies (emailed during Resources)

Item 5 – follow up missing DBS applications and documents

Item 6 – Clerk to write to the Trustees to request approval of NMN & MW.

Item 6 - NMN to formally thank SP for contributions

Item 8 – JS to clarify with OFSTED that she is eligible to be the nominated person

Item 8 - TE to complete paperwork to amend the nominated person.

Item 14 – LF/ JS - Vocation station launch – issue alternative times for a vote

Item 15.1 – ML/NMN – signing of the accounts on receipt of the LGPS note

Item 17 – Risk management report in Jan

Signed: _____

Print: _____

Date: _____