



Greenhead College Corporation

Minutes of Corporation meeting held on Monday 15 March 2010

Present:

Roger Bryant	Clinton Burhouse	Christine Milsom
Bob Cryan	Hannah Galloway	William Redman
Sian Green	Mark Hanson	
Charles Kaye	Eva Lambert	
Mark Partington	Ros Moors	
Ranjit Uppal	Liz Ryan	
Peter Skuse	Adam Qadir	
Melanie Williams	Abbie Parkin	

In attendance: Anton McGrath Sue Creamer John Blake

1. Apologies for absence

Apologies were received from Martin Rostron, Mehboob Khan and Melanie Williams.

2. Denis Grainger (Kirklees Metropolitan Borough Council)

The Chair welcomed Denis to the meeting who was attending following an invitation from members in order to discuss the working relationship between the local authority and the college from April 2010.

A case study entitled "Colleges and Local Authorities Working Together" was circulated.

Denis advised that the Council fully recognise and support the value of the local partnership agreements that the college has in place for young people.

*Key points: Performance Management relationship is different but not one to focus on
Possibility of receiving input from a School Improvement Partner (SIP)*

Capital funding was discussed; members were advised that there is a draft capital plan for the area, with a 14-19 plan in development; increased emphasis is to be given to those not in education, employment or training (NEETs).

Alison O Sullivan (Director YPLA) and John Edwards (Assistant Director for Learning) hope to meet with members to talk further at the next meeting of the Corporation.

3. Student Governors

Thanks were extended to the retiring student governors (Hannah Galloway and Sian Green). A book token and thank you letter was presented by Chair on behalf of all members as a sign of appreciation.

Adam Qadir and Abbie Parkin had been elected from the new senior student body as student governors representatives for 2010/11.

4. Minutes of the previous meeting

The minutes from the meeting held on December 7, 2009 were approved.

Resolution: 10/93

Resolved: That the minutes be signed as a true record.

5. Matters Arising

There were no matters arising at the time of writing.

6. Student Report and Accounts

Governors received the annual report on senior student activity and were extremely pleased with recent events and the management of this. The new layout for presenting the accounts was welcomed. A question was raised regarding how the balance in the account may be used; members were advised that ideas for projects are to be invited.

Thanks were extended to Sue Jackson for her assistance with the day to day management of senior student finances and her input.

Resolution: 10/94

Resolved: *The student accounts were accepted*

7. Committee Reports

Audit

The Chair advised that two internal audits had taken place (Risk and Governance). Key points from the Risk audit were covered. One concern was raised in that the audit reports were arriving late; the Clerk would liaise with RSM to rectify this.

Risk will continue to receive more emphasis and be subject to increased monitoring and reporting in order to provide the Corporation with assurance.

It was agreed that The Risk Register and Risk Policy would be developed and be available for consideration at the audit meeting in May (and the Corporation in June).

Furthermore, members agreed to include the review of an annual report on Risk to the Corporations Standing Orders.

Resolution: 10/95

Resolved: *Standing Orders are modified to include an annual report on Risk*

Finance

The Chair advised that the committee had met on March 8, 2010. At that meeting concerns in connection with funding were shared.

The LSC had advised by letter, that the provisional budget allocation for 2010/11 would be £9,049,558: this will be confirmed on or before, March 31, 2010.

In order to address concerns, the Chair had requested that a plan be produced showing the controls in place to ensure that the budget was not exceeded and potential cost savings identified for next financial year; this was tabled by the College Business Manager and discussed. The Chair thanked the Business Manager for providing reassurance that appropriate measures were in place.

Health and Safety

The Chair advised that the committee had met on March 9, 2010.

Terms of Reference were reviewed and amended; they would be included on the June agenda for approval.

The Chair advised that safeguarding will now feature as part of Health and Safety's remit and will be an area that is reviewed on a termly basis, with the Clerk attending the meetings to verbally update members (not in the capacity as Clerk but as HR); the terms of reference reflect this change and additional responsibility.

A report on Safeguarding was reviewed and discussed in detail. The Vice Principal explained how improving the Single Central Record had been a key focus area this academic year and had been a cause for concern. 50 disclosures have been processed this year, to address historical gaps, this now leaves 5 outstanding; it is hoped that these will be completed by the HR Manager by Easter 2010.

Policy

The Chair advised that the following policies had been reviewed and accepted at the meeting in February 2010. These policies fall under the tier previously identified as not requiring full Corporation approval.

They are available to view in their entirety by visiting www.greenhead.ac.uk/governors

- *Age Equality in Employment*
- *Careers Education and Guidance*
- *Flexible Working*
- *Bullying and Harassment*

The Chair advised that training for the handling of Discipline and Grievance matters was currently being researched, with a suggestion made that this may be something that could be delivered by the Kirklees HR team. The Clerk would research and advise.

Members were in favour of forming a pool for both a Special Committee and Appeals Committee, should the need arise. It was not felt necessary to specifically name members at this stage.

Suggested terms of reference for both the Special Committee and Appeals Committee had been included in the papers; it was felt that the constitution should read as "3 Governor members and (1 senior manager in attendance only)", an amendment will be made and the terms will return for approval at the next meeting.

Remuneration

A private minute refers (**minute 10/01/01**).

Resolutions supported from the remuneration committee meeting are to remain confidential given that they relate to named individuals and pay conditions.

As with other committees, revised terms of reference were referred to and recommended to be adopted as part of the agreed cyclic review; they were accepted.

Resolution: 10/96

Resolved: *Amended Terms of reference were accepted*

Search

The Chair advised that following the discussion at Search, he had approached Peter Skuse to discuss reappointment and a further term of office. This was accepted and it was highlighted that this would be Peter's last term. Planning for succession would be a priority for Search in the future.

Resolution: 10/97

Resolved: *That Peter Skuse be reappointed for a further four years*

Revised terms of reference for the Search committee had been had been recommended, these were accepted.

Resolution: 10/98

Resolved: *Amended Terms of reference were accepted*

8. Nominated Governors

Equality and Diversity

Mehboob Khan was nominated and accepted.

Resolution: 10/99

Resolved: *Equality and Diversity Governors ratified as identified above*

Safeguarding

Christine Milson, as Chair of Health and Safety and Ranjit Uppal, external member were accepted.

Resolution: 10/100

Resolved: *Safeguarding Governors were ratified as identified above*

9. Student Applications

Student Applications for September 2010 were reviewed along with a summary of non partner school applications. Members felt that it was important to maintain the balance of partner/non-partner students as part of the entrance policy.

10. LSIS review of Governance

The Sixth Form College responses to the fifteen recommendations made in the LSIS report were considered. No further action is needed at this stage. It is possible that in the future, the College will not be part of the AoC network and belong to the SFC network only.

11. Staffing Issues

The Vice Principal (Structures) advised that there would be five teachers retiring at the end of the academic year and that advertising had begun. It was felt that due to curriculum requirements there was potential to make savings in this area without affecting quality.

12. Staff absence annual report

This item was reviewed. The Vice Principal advised that although the absence figure is higher this year, this is because this figure now includes absence for reasons other than illness (compassionate and condition of service leave). Concern was expressed at the average working time lost because it was above the national average; members asked if figures on sickness absence could be provided to ascertain the true picture; the HR Manager will act on this.

13. Governor Induction

The Clerk advised that a framework for an effective Governor Induction is now in place; this was reviewed. Some suggestions on additions were made which will be included for the future.

14. Enrichment booklet

This item was noted.

15. Governor links

The Clerk advised that many Governor links had taken place. It is hoped that members will be able to report back on their learning experience at the June meeting.

16. Any other business

The Vice Principal (Structures) advised that the January exam results were excellent and that the areas that had dipped previously were now showing pleasing results.

The next meeting will be held on Monday 28 June 2010.

Minutes approved:

Signed:

Charles Kaye
Chair of Governors