



## Greenhead College Corporation

### Minutes of the meeting held on Monday 6 December 2010

**Present:** Roger Bryant                      Clinton Burhouse                      Charles Kaye  
Ranjit Uppal                                  Eva Lambert                              Christine Milsom  
Ros Moors                                      William Redman                        Martin Rostron  
Peter Skuse                                    Adam Qadir                                Abbie Parkin  
Melanie Williams                          mark Partington                        Liz Ryan

**In attendance:** Anton McGrath                      John Blake

*A training session for all members preceded the meeting;  
the session highlighted planned changes to the curriculum and education.*

#### 1. Apologies for absence

Apologies were received from Peter Slee, Mehboob Khan and Mark Hanson.

#### 2. Matters arising

There were no matters arising.

#### 3. Minutes of previous meeting

The minutes of the previous meeting were approved, subject to the inclusion of Martin Rostron, Principal, under apologies.

*Resolved 10/11/13*

*The minutes of the previous meeting were accepted.*

#### 4. Finance report

- *approval of external audit report and financial statements*

*Resolved 10/11/14*

*The external audit report was accepted.*

These items were discussed and approved. The Chair made reference to errors in the original document which were later corrected by the financial auditor.

*Resolved 10/11/15*

*The financial statements were accepted.*

- *Site Development*

The Principal had shared with the Finance committee five proposals for site development; aspects of the proposal required additional research which would be undertaken by the College Business Manager.

One of the proposals would be going ahead; the transformation of the 'pond' was reported as going ahead, using an internal fund. This would create additional and much needed dining space.

The Chair advised that a future session, (planning day) for all members would be wise and it is hoped that this would be held in the New Year as soon as more is known around funding, the curriculum and the impact of the changes arising following the comprehensive spending review.

Members felt that this should include the Local Authorities' actions and that **a letter should be sent to local MPs (Principal to action).**

- *Comprehensive Spending Review and impact*

The Principal advised that little was known around the subject of funding although it is thought that there is a drive to reduce the unit of funding per student. It is suggested that College budgets may be cut by as much as 10-15% by 2015.

To address a fall in funding, the admin team had met and identified where savings could be made; ideas had also being sought from the staff. Various scenarios are being planned and these will be shared at the planning meeting in the New Year.

#### **5. Kirklees tender and the 'tupe' of catering staff**

The College Business Manager updated members on the performance of the catering department and provided an overview on the possible outsourcing of the section. In summary, members of the Finance committee felt that the management fee in the proposal was too high and that the financial projections were unrealistic.

Finance committee had asked that additional tenders would be sought in the New Year, including a proposal from the existing team.

Views were received from the student governors on the changes to the provision; it was noted that they were happy with some aspects and that there was room for improvement in others.

#### **6. Audit report**

- *approval of audit committee report*

**Resolved 10/11/16**

**The audit report was accepted (note to add re KIM, Clerk to action)**

The Committee Chair provided an overview of action to date and worked through the proposed audit plan. It was felt that although the College is doing what needs to be done, for the internal auditor, many are not done in the expected way. It was noted that the Chair expects to see a significant improvement in the outcome of the audit reports in 2010/11, as this is their second year in office.

- *approval of internal audit plan*

**Resolved 10/11/17**

**The internal audit plan was accepted**

#### **7. Sub Committee Reports (Health and Safety and Policy: Search update)**

*Health and Safety*

The Committee Chair expanded on the dual set of minutes that had been circulated. Annual statistics on accidents on site had been reviewed. The termly safeguarding report had been provided orally by the HR Manager who had suggested that the next stage of updating the single central record should begin; the College Business Manager offered to assist with this (all staff to be checked).

The terms of reference had been reviewed and no changes were suggested.

The committee would self assess their performance at the last meeting of the academic year, in line with the new schedule of business.

## *Policy*

The Chair advised that the following policies had been reviewed and accepted.

- *Disability*
- *Health and Safety*

### ***Resolved 10/11/18***

#### ***The Health and safety policy was accepted***

- *Child Protection ( to be amalgamated with the Safeguarding policy)*
- *Corporate Gifts and Hospitality*
- *Fraud and Corruption*

This document was discussed in detail. The Committee Chair suggested that this became a 'Code of Practice covering Ethical Standards', this was accepted.

### *Risk*

The Risk Policy is scheduled to be reviewed by the Audit committee and will feature as an agenda item together with the risk register at their meeting in the New Year.

### *Disaster Management*

This was felt to be a 'plan' more than a policy and although scheduled to be reviewed internally only, the Committee Chair had asked that a concise version of this was circulated and discussed; this item was to be reviewed further.

A key aspect of the committees' work in the New Year was to review the whole policy package, working from guidance received from Eversheds legal team, further updates will follow.

## *Search*

The Clerk advised that the replacement for Calvert Prentis remained ongoing. Several approaches had been made to appropriate bodies (Arch Bishop of Wakefield; Huddersfield InterFaith forum etc) but to date, this vacancy remains open.

Correspondence had been sent to the Principal from the Bishop of Pontefract who felt that the incoming Vicar of St Peters may be of interest. More detail will be provided post appointment.

Members heard how the process for the recruitment of a parent governor had begun. The Chair expressed thanks and appreciation to William Redman for his hard work and contribution.

## **8. SAR**

The College SAR was reviewed and approved by members. Thanks were conveyed to Anton and the team for their hard work in compiling such an in-depth document.

### ***Resolved 10/11/19***

#### ***The College SAR was accepted***

## **9. ALPs information (value added)**

The ALPs thermometer was reviewed. The Vice Principal added detail which explained why the position had fallen from a grade three last year to the current grading of four; members felt that different approaches should be explored to try ensure a return to a higher position.

## **10. League tables**

Two league tables had been circulated with the papers; these were reviewed by members and the Principal expanded on the information within. Appreciation was extended from members to all staff for their continued hard work and effort.

## **11. Governors' performance indicators**

The Governors performance indicators were reviewed and accepted subject to the inclusion of named Governors for Safeguarding and Equality and Diversity.

## **12. Term dates / meeting dates**

Term dates were accepted. Guidance was expected to be received from the SFCF and Kirklees local authority regarding any additional leave in 2011 (due to the Royal wedding).

*Resolved 10/11/20  
Term dates are accepted*

Meeting dates were accepted.

*Resolved 10/11/21  
Meeting dates are accepted*

## **13. Training programme for members**

This item was brought forward by the Chair as approval of the content from members was needed. This was accepted.

*Resolved 10/11/22  
Training plan is accepted*

## **14. Pay settlement**

The Principal advised that it was felt likely that the offer of a 0.75% increase would be accepted. This was yet to be confirmed.

## **15. Link visit programme**

The Clerk advised that members had been 'linked' automatically. It is hoped that visits will begin after the break with members arranging a mutually convenient time with the named Head of Department directly.

## **16. Staffing issues**

The Principal confirmed that there will be one staff leaver in December; Grant Peden who works in Learner Support had offered his resignation as he has the opportunity to return to full time employment. This post is to be filled using peripatetic support.

## **17. Standing agenda items and cycle of business**

The Clerk asked that this item be deferred until the next meeting to allow sufficient time to complete the draft.

## **18. Parental questionnaire**

Questionnaire booklets were available for review and information.

*The meeting closed at 6.26pm*

Minutes approved:

Signed:

**Eva Lambert**  
**Chair of Governors**