

Draft Minutes

MEETING OF	20th ANNUAL GENERAL MEETING OF THE GOVERNING BOARD AND STAKEHOLDERS CONSULTATION	
DATE	WEDNESDAY 19TH MARCH 2014	
VENUE	CONFERENCE ROOM 108 AND ROOM 105, PROFESSIONAL STUDIES BUILDING, PARSON'S WALK, WIGAN.	
ATTENDANCE	Independent Governors	Liz Shea, Chair David Rogers, Vice Chair Frank Costello Diane Brennan Ann Harrison Kath Causey <i>Susan Loudon</i> Bridget Patmore Susan Spibey <i>Alan Stephenson</i> Richard Waterfield
	Principal	Cath Hurst OBE
	Staff Governors	<i>Emma Aaron</i> Steve Gent
	Student Governors	<i>Hanna Oberg</i> <i>Tim Raines</i>
	Clerk to the Governing Board Minute Taker	Robin Newton-Syms Judy Silverwood
	Vice Principal, Resources Vice Principal, Curriculum	Simon Nixon Teresa Farran
	Assistant Principal, Curriculum Learner Responsive/Higher Education (LR/HE) Assistant Principal, Curriculum, Employer Responsive (ER)	Amanda Broughton Gill Richardson

Italics denote absence

8.00am		The Principal welcomed the Mayor of Wigan, Cllr Billy Rotherham and guests to the College and the Stakeholder Consultation meeting.
		The Chair formally opened the Annual General Meeting and added her welcome on behalf of the Governing Board to the guests who were present.
		The Principal gave a presentation outlining what had been reported from last year's event and the actions taken by the College. She identified the key achievements of the College and the significant changes in the educational and funding landscape over the past twelve months. In her presentation she recounted how the College covered a broad spread of activity at all levels from entry level and foundation studies through to higher education. The meeting heard how the College was fulfilling its mission through the range of provision it offered and the numbers of learners of all ages from across the Borough it attracted.

		<p>The Vice Principal, Resources, gave an interactive presentation highlighting the scope of the College's work. This was followed by a series of Group sessions looking at the following themes for development:-</p> <ul style="list-style-type: none"> • Working together on tomorrow's educational landscape • Doing business with Wigan & Leigh College • First choice – Wigan & Leigh College • Achieving an excellent workforce
		<p>Feedback from Groups Members of the Senior Management Team provided the meeting with feedback from their group discussions.</p> <p>The Principal then gave a series of concluding remarks which included a thank you to the Mayor and other guests for their attendance and contributions. She outlined how the College was going to build its relationships with the community schools and business sectors going forward. She informed them that the College would take on board the issues raised today and that Governors would now have an opportunity to consider the comments/advice given as part of their strategic planning discussions.</p>
The meeting was then adjourned and the Board members reconvened in Room 105		
The Chair opened the formal part of the meeting for business at 09.30am and the Clerk confirmed that it was quorate.		
Minute No.	Item	
GB/14/03/34	1	APOLOGIES AND DECLARATIONS OF INTEREST – apologies were received from Alan Stephenson, Emma Aaron, Susan Loudon, Hanna Oberg and Tim Raines. Governors were reminded that it was their duty to declare interests. None were declared.
GB/14/03/35	2	MINUTES OF THE GOVERNING BOARD MEETING HELD ON 26TH FEBRUARY 2014 – were approved as a correct record and signed by the Chair.
GB/14/03/36	3	MATTERS ARISING The Clerk briefly spoke to the Actions Sheet which was accepted. The Principal reported to Governors that she would not be going on the proposed business trip to China. She felt her priorities should be in College in view of the present situation and therefore the International Manager would be representing her on this occasion.
GB/14/03/37	4	ISSUES ARISING FROM STAKEHOLDER CONSULTATION The Principal introduced this item by giving an update on the Stakeholder Consultation held earlier than morning. It was felt that it had been a very positive event. She reported that there were some concerns in the groups which needed to be addressed, in the main issues of communication. There was a discussion by Governors who confirmed that in the various groups, people had strong feelings about communication. Governors felt that the College should be more responsive to the needs of stakeholders. Governors felt that relationships with employers were passive and needed to be more pro-active. Governors made a number of suggestions in this regard and it was agreed that these would be looked at by the College Management.

		<p>On a positive note, Governors reported good feedback from student representatives who had attended, and remarked on how well all the students had acquitted themselves at the meeting.</p> <p>The Chair asked the Principal to pass on the Board's thanks to the student ambassadors who had attended.</p> <p>It was:</p> <p>Resolved: that the feedback be noted and considered as part of a future discussion of the Strategic Planning Day.</p> <p>*****</p> <p style="text-align: right;">Action: Principal</p>
GB/14/03/38	5	<p>PRINCIPAL'S REPORT</p> <p>The Principal spoke to her report. She reported that a substantial number of Health and Social Care Apprenticeships learners were being withdrawn from College. She informed Governors that Apprenticeships was a very diverse area with over 400 learners in twenty locations across the country. She confirmed that an investigation was in the process of being undertaken but asked that this should be kept confidential at this stage.</p> <p>The Chair confirmed the Board would require regular updates on this situation.</p> <p>Governors had a detailed discussion on the viability of providing training in different locations and asked whether or not it was viable in view of the present situation. They were concerned that the College was being deflected from a focus on its core business.</p> <p>A discussion took place on the seriousness of the situation and Governors were extremely concerned about the matters under consideration. They were very concerned about what appeared to be the failings in the overall management and governance of this issue compounded by weaknesses in the management information systems. Governors asked for further information and assurances that this would not happen again.</p> <p>Governors then returned to the other matters reported and arising from this, Governors asked about the financial implications for the College in relation to the Leigh Skills Centre. It was noted that an Expression of Interest only, had been sent at this stage and that further reports would be presented to the Board prior to any commitments being made.</p> <p>It was:</p> <p>Resolved: that the report should be accepted with an update report to the next meeting.</p> <p>*****</p> <p style="text-align: right;">Action: Principal</p>
GB/14/03/39	6 6.1	<p>TEACHING AND LEARNING PERFORMANCE</p> <p>Progress report on curriculum areas</p> <p>The Vice Principal, Curriculum presented this report. She took Governors through the report explaining in detail the various graphs and tables. The analysis had been done on a monthly basis and she informed Governors that there had been an increase in</p>

		<p>attendance in January following the impact of initiatives which had been put in place. Governors were concerned with the February levels which showed a decline in attendance.</p> <p>Governors once again made it clear that the Board would support additional expenditure where required given that an improvement in performance was the top priority for the College. It was imperative that such actions as were needed to be taken to provide urgent support for learners should be enacted.</p> <p>The Vice Principal, Curriculum confirmed the actions which were to be taken, as follows:-</p> <ul style="list-style-type: none"> • Detailed monitoring and auditing of tutorial sessions and work related activities; • Refocus of the role of the Personal Tutor; • Learning walks of Functional Skills • Refocus of support into Entry and Level 1 sessions; • Catch up sessions; • Focus groups for 19+ areas of concern. <p>It was:</p> <p>Resolved: that the report should be accepted with an update report to the next meeting.</p> <p>*****</p> <p style="text-align: right;">Action: Vice Principal, Curriculum</p>
GB/14/03/40	6.2	<p>Report on progress - Early Years</p> <p>The Assistant Principal, Curriculum (LR/HE) spoke to her report. She informed Governors that the attendance was currently the same as 2012/13 and retention was holding up. Students who were at risk were being very closely monitored. Staff sickness levels were a cause of great concern. Attendance was low on Level 1 courses across both campuses. All learners had action plans where required which were regularly updated by Personal Tutors and monitored by the Divisional Manager.</p> <p>A number of learners had been identified as High Risk with poor attendance being the highest concern.</p> <p>It was also reported that on the basis of improved retention in 2013/14 and robust monitoring of 'at risk' students, it was predicted that for 2013/14, Outcomes for Learners on Early Years programmes should have improved from 2012/13 and be slightly above the National Average for the majority of courses.</p> <p>Governors asked that, if training, staff development or resources were needed, then these would be provided.</p> <p>It was:</p> <p>Resolved: that the report should be accepted.</p>
GB/14/03/41	6.3	<p>Report on progress - Performing Arts</p> <p>The Assistant Principal LR/HE spoke to her report. She informed Governors that shortages in staffing levels formed a key concern in this area. However, these were being addressed and student feedback so far was positive.</p>

		<p>It was noted that students are guided to performing arts in schools for a number of reasons and it was felt that the entry criteria for the College's courses should be reviewed for next year with an emphasis on high achievement in English for level 3 and a minimum of D for level 2. New provision at level 1 and entry level was to be researched through the curriculum planning process to meet the needs of applicants who do not meet this level.</p> <p>Governors noted that the area had a large number of at risk learners and staff were very proactive in identifying and action planning support for these students. Governors also noted that a high number of students had low aspirations in performing arts, for example students had never been to a theatre, others had extremely low self-esteem and confidence. Strategies had been developed through the year which included a range of visits to theatres, off site opportunities and guest speakers and these had received positive feedback. Teaching and learning strategies were being developed to deal with confidence. There had also been behavioural issues which had required formal warnings and a number of formal disciplinary hearings for students. It was also reported that a number of workshops delivered by the community police had been provided.</p> <p>For underperforming students, catch up sessions and 'Improve your Grade' sessions had been put in place with letters home to inform of requirement to attend. Weekly feedback on progress had been made at Divisional meetings.</p> <p>It was:</p> <p>Resolved: that the report should be accepted.</p>
GB/14/03/42	6.4	<p>Update report on progress - A levels</p> <p>The Assistant Principal, LR/HE spoke to her report. Grade improvement classes had been set for each subject area to support students in the weeks leading up to formal exams, which were in addition to the Easter revision sessions. A "March Mock Re-sit Week" had been scheduled for 24th March for students who had underperformed in the initial mock exams.</p> <p>Governors were very concerned about the poor results in Chemistry and Biology. It was reported that the staffing in this area was now stable and the College was working to provide additional support for these students, including attendance at revision sessions outside College.</p> <p>It was confirmed that data on the mock examination results and the BW report had been sent to HMI Inspector, Beverley Barlow.</p> <p>It was:</p> <p>Resolved: that the report should be accepted.</p>
GB/14/03/43	6.5	<p>Report on progress - Construction</p> <p>The Assistant Principal, Curriculum, (ER) spoke to her report. She informed Governors that Construction had now improved to a grade 3 from grade 4 two years ago and was being closely monitored to keep the impetus going.</p> <p>Attendance fell in January but was now improving due to attendance monitoring and intervention. Attendance had improved in some functional skills. Catch up classes were planned for the Easter break.</p>

		<p>Management staff had been meeting regularly with high risk learners, recording the interventions made and required by tutors. One to one reviews by the manager and individual staff as part of the monitoring arrangements identified for staff to ensure learners were achieving were having a positive impact.</p> <p>It was:</p> <p>Resolved: that the report should be accepted.</p>
GB/14/03/44	6.6	<p>Report on progress</p> <ul style="list-style-type: none"> - Business Administration and Foundation Studies <p>The Assistant Principal, Curriculum, ER gave a brief summary of her report. She confirmed the division was being closely monitored as high risk with some progress.</p> <p>In Business Administration the attendance had fallen in January but was improving again due to close monitoring. Functional skills and tutorials were still a concern and catch up sessions were in place for at risk learners including additional work experience.</p> <p>In Foundational Studies only one group had attendance below 79%, and this was being monitored. Equality and Diversity skills were being embedded and promoted in all lessons.</p> <p>It was:</p> <p>Resolved: that the report should be accepted.</p>
GB/14/03/45	6.7	<p>Update report on progress</p> <ul style="list-style-type: none"> - Civils, Plumbing and Motor Vehicle <p>The Assistant Principal, Curriculum, ER gave a brief summary of her report. She confirmed the division was being closely monitored as high risk and low progress. A new Manager had been appointed for the area at the beginning of March.</p> <p>Staff development sessions had been implemented to support improvements in teaching and learning. Any members of staff with a Grade 3 or 4 lesson observation had an action plan in place which had been reviewed to measure progress. Re-observations were showing improvements had been made. Learner attendance had also shown improvements with intervention measures but there were still concerns in functional skills. Catch up classes had been planned for the Easter break and the summer term.</p> <p>It was:</p> <p>Resolved: that the report should be accepted.</p>
GB/14/03/46	7	<p>LINK GOVERNORS SCHEME UPDATE REPORT</p> <p>The Principal spoke to her report. She informed Governors that further to the paper from the Clerk at the last meeting, the Link Governor scheme would be operational by May 2014. The report gave details of areas to visit and potential questions to ask. Governors would need to identify a time and date for the visits from 22nd April to 23rd May 2014. At this stage the focus was on curriculum areas, however, the scheme would be widened to include non-curriculum areas if so desired.</p> <p>Governors were asked to let the Clerk know their availability as soon as possible to enable the visits to be scheduled.</p>

		*****	Action: Governors
GB/14/03/47	8	ANY OTHER BUSINESS – there were no items of other business.	
GB/14/03/48	9	DATE OF NEXT MEETING – Wednesday 30 th April 2014 at 5.30pm.	
The Chair declared the meeting closed at 11.00am			

Performance Indicators (PIs)	Achieved	Comment
<ul style="list-style-type: none"> ▪ Agenda sent out 7 days prior to meeting – Instrument, Clause 12 (2) ▪ Supporting papers sent out 7 days prior to meeting ▪ Minutes sent out within 5 of Clerk's working days. 	✓ ✓ ✓	Sent out 11/03/14 Sent out 11/03/14 Sent out 1/04/14
Attendance: PI = 65%	Based on Actual Membership, 16	Based on Determined Membership, 16
▪ Governors attending:	69%	69%

Robin Newton-Syms
Clerk to the Governing Board