

# MORLEY COLLEGE LIMITED

## GOVERNING BODY

LEARNING  
FOR LIFE  
*at Morley*

### MINUTES OF MEETING HELD ON 11 JULY 2011

**Present:**

Jenny Scribbins (Chair)  
Karen Di Lorenzo  
Laurence Elliott  
Linda Gainsbury  
Mary Hawkey  
Myra Kinghorn  
Mike Lake  
Linda Linehan  
Kathleen McLauchlan  
Paul Mason (Vice Chair)  
Ela Piotrowska (Principal)  
Portia Ragnauth  
John Stephens  
Mark Windisch

**Clerk:**

Graham Cooper

**In Attendance:**

Cass Breen                      Deputy Principal  
Nick Rampley                  Vice Principal

**1. Welcomes and Apologies for absence**

The Chair welcomed Mike Lake to his first full Governing Body meeting

Apologies had been received from Stuart Edwards, David Leighton and Gareth Julian.

**2. Minutes and Actions of the meeting of 4 April 2011**

The minutes of the previous meeting were agreed as a correct record and would be signed by the Chair.

**3. Matters arising other than on the agenda**

**LSIS Lean Working Knowledge Transfer Project DVD:** Governors expressed their interest in this project, having viewed the DVD prior to the start of the meeting. The Chair asked to the Principal to pass on Governors' thanks to all staff involved.

**IFL membership:** The Deputy Principal advised that, in response to the outcry arising from the implementation of fees payable by members, the IFL had lowered fee levels, with especially low fees payable by members earning less than £15k per annum. However, UCU members had since voted against paying any fees. The College had taken the stance not to enter into the dispute, but was maintaining a watching brief.

**Marketing Strategy:** The Principal advised that a report would be provided to the October Governing Body meeting.

**Actions:- Marketing strategy update (incorporating individual curriculum area marketing activity as well as that of the central marketing team) to be provided to the October Governing Body meeting.**

#### **4. Company Business (GC)**

##### **a) Jenny Scribbins**

Governors noted that this would be Jenny's final meeting as Governor and as Chair of the Governing Body. On behalf of the Board, the Vice Chair thanked Jenny for her leadership during her tenure as Chair, for the sensitivity and humanity that she had displayed throughout, and for the tremendous contribution and service that she had given to the College. These sentiments were unanimously endorsed by all those present. The Chair expressed her thanks for the best wishes she had received, and advised that she had considered it a privilege to chair what she regarded as a very effective Board of an exceptional institution - which she hoped would continue to go from strength to strength.

##### **b) David Leighton**

Governors noted David Leighton's retirement as Governor, having completed his second term of office. The clerk was asked to convey the Board's appreciation to David for his contribution during his term as Governor and for his valued role as a member of the Audit Committee.

##### **c) Marcus McKenzie**

The Board was advised also that Marcus McKenzie had found it impossible to resume his role as Governor, due to his work overseas, and had therefore tendered his resignation.

##### **d) Appointment of the new Chair of the Governing Body**

Having welcomed Mike Lake as a member of the Governing Body over the past term, the Board acknowledged the proposal for his formal election as Chair, to succeed Jenny Scribbins, to be put to the October meeting. Jenny advised that, in order to facilitate an orderly handover, it was proposed that her retirement would take effect from 31<sup>st</sup> August and that Paul Mason, as current Vice Chair, would officially hold the authority of the Chair from then until the October meeting, although Mike would adopt a leadership approach on most matters from 1<sup>st</sup> September. Governors confirmed their agreement to this transitional arrangement.

##### **e) New Governor recruitment**

The Clerk advised that, in view of current departures from the Board, it would be necessary to undertake recruitment of new Governors, and that this activity was planned for the autumn term. Account would need to be taken of the skills gaps arising from recent departures, and also BME representation, to ensure that the Board included members who were representative of the communities in which the College is situated. Governors discussed the potential to expedite the recruitment activity, and it was suggested that a more forward looking approach to succession planning could be adopted going forward. The Chair advised that on this occasion the proposed timing recognised the difficulties of undertaking such activity in the summer period, and was also intended to give her successor an appropriate opportunity to play an active role. It was not expected that there would be any problems of quoracy at Committee meetings during in the autumn term. It was agreed that efforts to recruit new Governors, led by the Search Committee, should commence immediately following the summer break.

##### **f) Chair of Finance & Resources Committee**

The Clerk advised that at the most recent meeting of the Finance & Resources Committee, Paul Mason had stepped down as Chair, and the Committee had elected Karen Di Lorenzo to the role. The Chair of the Governing Body thanked Paul, on behalf of the Board, for his highly valued contributions and leadership of the Committee throughout his chairmanship, welcomed his

continued membership of the Committee going forward, and also expressed the Board's thanks to Karen for taking on the role.

**Actions:-**

- i) Clerk to pass on to David Leighton the Board's appreciation for his contribution as a Governor and valued role as a member of the Audit Committee.
- ii) New Governor recruitment activity, led by the Search Committee, to commence immediately following the summer break.

## **5. Principal's Report (EP)**

The Principal presented her report, updating Governors on key activities and developments during the current term, summarising progress of the College Renaissance 2008-11, setting the context for a new strategic plan, and outlining draft annual objectives for 2011-12 for advice from Governors. The following matters were discussed:-

### **a) Funding and external challenges**

The Principal advised that, whilst the College had received its final funding allocation for 2011/12, future funding allocations remained very uncertain. She highlighted the BIS full review of the IACL sector that was underway. A total of £210m annual funding had been protected for the IACL sector (of which the College currently received c£1m), and the results of the review would influence future distribution. Whilst the current basis of allocation was seen within the sector as historical, any move towards a more even distribution would result in the funding being spread very thinly across many providers, and would impact on the amount received by the College.

### **b) Curriculum Review and Development ('CRD')**

Some questions were raised about the CRD process, and the extent to which priorities had been clearly established up front for CAMs and Section Heads to plan against. The Principal advised that the CRD process was evolving, and would build upon available intelligence, though she drew Governors attention to the CRD template used in the current year, which she believed clearly set out the key financial drivers.

### **c) BEC premises**

The Principal advised that the College had been having difficulty identifying new premises for BEC, the lease on the current site (the top floor of the Rotherhithe Library) expiring in September. However, the Skills for Life manager had now identified the Lewington Centre in Rotherhithe as potential accommodation, and the site had been visited by the Deputy Principal in order to verify its suitability. The College was currently awaiting a letter from the Lewington Centre setting out a proposal. Staff at BEC were enthusiastic about the accommodation and, although it offered a little less accommodation than the present site, the College had also been offered a number of other venues within the area, including Coin Street, free of rent. Governors were keen to ensure that the impact on students of a move to the proposed premises was fully considered, and the Deputy Principal advised that, whilst a full impact assessment had not yet been done, one would be undertaken.

### **d) Enrolment performance**

The Principal reported that enrolment levels had improved since those reported to the Board in April, although these remained below target. She provided a breakdown by department of the position at the 1<sup>st</sup> July. Whilst the poorest performing areas were Drama, Exercise and Humanities, the Principal considered the shortfalls in Music and Visual Arts to be of more concern, given that these departments accounted for a much greater proportion of overall learners. She advised that efforts were ongoing to get CAMs and other staff to use the data now being produced in order to better drive enrolment performance, and to move from a culture of satisfaction with achievement of 'sufficient' numbers to one where there is a common aspiration to achieve maximum numbers in all classes.

### **e) Marketing Plan for September 2011**

The Principal brought Governors attention to two significant changes implemented by the Marketing & Communications Department to strengthen the College profile and its penetration of the adult learning market. The new Morley brand identity had been launched on 1 March and the new Morley website had gone live on 30<sup>th</sup> June 2011. Part of the aim of the new website was to ensure that Morley courses featured higher in the results of on-line searches, especially through Google. Whilst feedback from one Governor had highlighted that this was not yet happening to the desired extent, the Principal advised that the technology was expected to lead to courses appearing higher up in results as the number of searches undertaken increased over the next few weeks.

**f) Current Profile of Morley students**

The Principal highlighted the strong age demographic shift in the College's student population towards younger students, and the decline in enrolments of adults aged 65-74 years, which reflected the national picture as reported by NIACE. Whilst applauding the increase in the number of younger students, Governors expressed general concern regarding the situation relating to older adults, many of whom would be on fixed incomes and evidently having to step away from learning due to increasingly challenging financial constraints. It was highlighted that the changing age demographic would have an impact on development of the curriculum.

Governors were keen to discuss further the impact of changing fees on different groups of learners. Furthermore, changes in benefits would also affect affordability for some students. The Vice Principal advised that the College believed 10% of students were on some form of benefit, though the percentage was higher in some areas (c 30% in Access). It was difficult for the College to know the proportion of students in receipt of Active benefits, as enrolments required only evidence of one form of benefit to demonstrate eligibility for concessionary fees – many students would be receipt of several types of benefit. It was agreed that the matter, supported by further analysis, would be placed on the agenda for further discussion at the next Governing Body meeting.

**g) Progress on consultation for restructuring of curriculum and support areas**

The Principal advised that the consultation had been launched on 7<sup>th</sup> June, and that nominations for representatives had been received from the support staff for the collective consultation, which was now taking place, with the results expected to be issued the following week. No nominations for representatives had been received from academic staff, and individual consultations for this group were therefore taking place. Consultations were in line with agreed timescales. Whilst some staff were more significantly affected than others by the proposed restructurings, overall morale remained positive, and services had not been adversely affected.

**h) Summer School**

The Principal reported that the Summer School programme was smaller this year, given the need to start building works in the ceramics, sculpture and fashion areas. Up to date data was awaited, but at the time of writing her report, there had been 973 enrolments against a total last year of 1,602. Of the current year's enrolments, 472 were for Art and Design courses.

**i) Developing the reputation of the College**

The Principal included within her report, details of a wide range of activities and achievements which she believed evidenced the ongoing development and improvement of the College's reputation.

The Vice Principal advised that the College would be putting on a performance of The Fairy Queen at the Queen Elizabeth Hall on 10<sup>th</sup> September. This would mark the 100<sup>th</sup> anniversary of the first performance of The Fairy Queen in modern times by Gustav Holst and Morley. Further details would be circulated to Governors.

**j) College Renaissance 2008-11 – Progress and setting of context for new strategic plan**

The Principal gave a presentation to Governors on the College's progress over this period, highlighting the issues that the College had faced at the time of her appointment, the establishment of the 'Morley Renaissance' in July 2008, and what had been achieved during a

period of significant external challenges. She expressed the College's thanks to the Chair for her guidance along this journey.

#### **k) Strategic priorities / annual objectives for 2011-12**

The Principal advised Governors that the CLT had identified six priority objectives for 2011-12. Whilst she acknowledged that these might need to be moderated in line with the strategic objectives for 2012-14 once those had been agreed, the CLT believed that the priorities identified would be an integral part of the College's future, building upon the work of the current year. The objectives proposed were:-

- 1 Improve the optimisation of teaching space.
- 2 Support innovation in all areas of College activity.
- 3 Improve the profile and reputation of the College with range of stakeholders.
- 4 Promote and celebrate equality and diversity and contribute to social and community cohesion.
- 5 Develop and improve high quality Information, Advice and Guidance.
- 6 Embed the sustainability agenda within the culture of the College.

Governors were invited to comment on these proposed objectives. Governors advised that they would wish to see certain aims more explicitly stated, including objectives relating to the development of the curriculum, reducing class closures, increasing efficiency (and as part of that maximising class sizes and the number of courses making a positive contribution), and growing income (and not just fee income). The members of the CLT explained that these issues were very much part of the agenda, underpinning some of the high level objectives as stated. Governors also considered some of the six objectives put forward to be more akin to statements of values rather than measurable objectives. The need for a clear set of metrics against which to measure each objective was emphasised. The CLT were asked to reflect upon Governors' observations and to provide a further iteration of proposed objectives in due course, expanded to make explicit reference to the issues raised, and to make clear how progress towards each objective would be measured.

#### **Actions:-**

- i) **Impact assessment to be undertaken, relating to the impact on BEC students of the proposed move of premises.**
- ii) **Impact on students of changes in fees and eligibility for benefits to be placed on the agenda for the next meeting.**
- iii) **Details of the College's performance of The Fairy Queen at the Queen Elizabeth Hall on 10 September to be circulated to Governors**
- iv) **2011-12 Strategic Priorities – Further iteration to be provided to Governors, expanded to make clear how progress towards each objective is to be measured.**

#### **6. Strategic Priorities 2010- 2011 – Progress review (EP)**

The Principal presented her report on progress against current year strategic priorities, explaining that the report, structured in line with the College's Balanced Scorecard, summarised information, some of which was also reported on in depth to Governing Body Committees. At the current time, not all full-year data (e.g. Success Rates) was yet available, but the report included, where available, data to the end of April, with a commentary on the position as at the end of May. Governors noted the slight fall in the ratio of learning hours to teaching hours. Current data on class closure rates was not included, though the Principal highlighted that a very full report on this matter had been provided to the Quality & Standards Committee. The Chair summarised that, overall, the report demonstrated very encouraging progress.

Governors stressed the importance, notwithstanding any change in strategic objectives, of maintaining the substance of this reporting and the nature of the data reported, which they considered to be very useful. They also emphasised, however, the importance of maintaining a clear distinction between objectives, strategies, and tactics.

The Principal updated the Board on next steps towards the development of the College's new strategic plan. She confirmed that she would be circulating to Governors by email, a draft consultation briefing document, to give the opportunity for them to provide further input prior to

launching the consultation. The Chair drew attention to Governors' comments arising from the Governing Body Self Assessment on the strategic planning process and their opportunity to provide input, this having been impacted earlier in the year by the timing of the Ofsted inspection. The Chair asked the Principal to take these observations, and Governors' wishes to be fully involved in the process, into consideration as progress is made towards the development of the new plan. She noted that it would also be appropriate for Governors also to be provided with feedback on their previous input.

**Action:- Principal to circulate to Governors a draft consultation briefing document, to give the opportunity to provide further input prior to the launch of the consultation, providing Governors with feedback, as appropriate, on their previous input.**

## **7. Governing Body Self-Assessment (GC)**

The Chair thanked the Clerk for his summary report and analysis of the results of the recent Governing Body self-assessment, and invited Governors' comments on the findings and the development of an action plan. She noted that there were a number of areas identified for improvement that had similarly been raised in the previous year's assessment, including Governors' involvement in the strategic planning process and in raising the external profile of the College.

The Chair of the Audit Committee highlighted that, in some aspects, the questionnaire (which posed questions in relation to both knowledge and application) had been difficult to complete. She suggested that it would be appropriate to re-visit the process/questionnaire before undertaking a similar exercise next year.

The Chair of the Finance & Resources Committee observed that a review of the scores demonstrated Governors' perceptions that there had been an improvement in many areas, though with scope for further improvement. It was also evident that the Governing Body committee structure led to some Governors being more familiar than others with activity relating to specific areas of the Board's responsibilities. He noted this as an inevitable consequence of the current way in which the Governing Body operated, and something which Governors should therefore either be accepting or recognise as a catalyst for change.

The Chair of the Property Strategy Committee highlighted in particular the suggestion in the self-assessment feedback for a meeting/workshop devoted to how Governors might become more involved in helping to build links with partnership organisations. This was one of the areas identified for improvement in the previous year, but for which tactics had not been agreed to ensure that the desired improvement was achieved

The Chair of the Quality & Standards Committee acknowledged that the issue of Governors becoming more involved in certain activities was very much down to each individual, but that without a framework for doing so, it was not always easy for Governors to identify how they could contribute their expertise.

The Principal emphasised the culture of openness with which the CLT endeavoured to engage with Governors, which was fully acknowledged. She also advised that the CLT was very keen to see additional Governor involvement in supporting relevant activity, whilst appreciating that Governors gave their time voluntarily and had different time availability.

Mike Lake agreed to meet individually with each of the Governing Body Committee Chairs, and other Governors (possibly by phone), in order to help take matters forward, looking at the respective roles of Governors and the CLT. He would also meet with members of the CLT and seek to determine the type of skills that the College could most beneficially seek in recruiting new Governors to the Board.

Reflecting on the results of the Governing Body self-assessment, Governors discussed the most appropriate grade for Governance for inclusion in the College's 2010/11 Self-Assessment report, and agreed on a grade of 2.

**Action:-**

- i) **Governing Body Self Assessment Process to be reviewed.**
- ii) **Mike Lake to meet with Chairs of Governing Body Committees, Governors and the CLT.**

## **8. Risk Management**

The Vice Principal presented the College's Risk Management Policy and Risk Management Summary for approval.

The Chair of the Audit Committee highlighted that the Governing Body held a responsibility to oversee risk management, both in terms of policy and implementation. She advised that the Audit Committee had spent a considerable amount of time reviewing both documents and probing the reasons underlying individual ratings used in the categorisation of risks. She outlined the rationale behind the format of the Register, the development of which had been very much an iterative process, and explained the rating scale, the highest rating of 5 meaning that risk impact was immediate and significant. Only one such rating appeared in the Register, in relation to the risk impact of a withdrawal of or substantial decrease in public funding, which she highlighted was outside the College's control. The Vice Principal explained that the rating system had changed from that previously used, on the suggestion of the Internal Auditors, to a five point scale in order to enable the Register to better reflect differences to retained risk arising from controls and monitoring procedures. He also highlighted that an additional risk had recently been added to the register, being the risk of failure to offer sufficient innovation or responsiveness with regard to the curriculum, which aligned with discussions earlier in the meeting.

The Vice Principal also noted the different approaches to risk management adopted by different colleges, some of which looked at risk in financial terms. Morley's approach was to look at risk from the viewpoint of potential impact on the operational viability of the College, and also, as explained by the Chair of the Audit Committee, to take some account of reputational risk.

The Board was pleased to note that many aspects of the controls and procedures to manage risk, as set out in the Register, corresponded with measures used in other reporting to the Governing Body and its Committees, such as in the Strategic Priorities progress report discussed earlier in the meeting. Governors were generally satisfied that any developments relating to areas of risk would be appropriately be identified and raised either through risk reporting to the Audit Committee, or through established mechanisms for reporting to other Committees. The Board affirmed its confidence in the risk management process, and noted it was pleased to see the increasing involvement by staff at different levels in College, which the Vice Principal advised had been a focus of recent attention and would continue to be so.

The Governing Body approved the Risk Management Policy and the Risk Management Register.

### **9 (a). Budgetary Planning for 2011-12 (NR)**

The proposed budget for 2011/12 had been circulated for consideration. The Chairman of the Finance & Resources Committee advised that the Committee had thoroughly scrutinised the proposals. She brought Governors' attention to the budget deficit of £180k, noting that there had similarly been a small budget deficit the previous year which had not materialised in the actual out-turn. In view of the College's overall position at this time, and uncertainty regarding the funding beyond the period covered by the budget, the Committee was of the view that the proposed budget proposal was reasonable. The Committee was also very satisfied with the assumptions that had been used and the rigour with which the budget had been put together. Governors noted and took comfort from the fact that the proposed budget deficit, after excluding the contingency provision, represented only around 1.2% of total expenditure.

The Governing Body approved the budget proposal, as presented, for submission to the SFA.

**Action:-**

**i) Vice Principal to submit the proposed budget to the SFA.**

### **9 (b). Three Year Financial Plan (NR)**

The Vice Principal also presented a three year financial plan, as required by the SFA, outlining the underlying assumptions. The forecast reflected the possibility, as discussed at the Finance & Resources Committee, of a series of small but decreasing annual deficits. He highlighted also that the College had moderated the financial health rating generated by the SFA template, to compensate for the College's practice of transferring into its income account an amount equivalent to the depreciation charge arising from capital works. The College was therefore proposing a self-assessed financial health grading of 'Good'.

The Governing Body approved the three year plan, including the recommended financial health grading, for submission to the SFA.

**Action:-**

**i) Vice Principal to submit the proposed Three Year Financial Plan to the SFA.**

### **10. Union Recognition (EP)**

The Principal presented a proposal for approval for implementation of a formal recognition agreement with University College Union (UCU). The Chair noted that the proposal and the draft agreement had been discussed at two meetings of the Finance & Resources Committee. The Chair of the Committee advised that, after very careful consideration, and assurances from the CLT, the Committee had agreed to recommend implementation of the proposals (subject to a number of amendments to the recognition that had since been made).

The Governing Body approved recognition of the union by the College with effect from 12<sup>th</sup> September, being the start of the next academic term, and approved the recognition agreement.

### **11. Equality & Diversity Single Equality Scheme (EP)**

The Principal presented a draft of the College's Single Equality Scheme for approval. She advised that this had been presented to the Quality & Standards Committee, and that the current draft incorporated amendments reflecting feedback from that Committee and from the Equality & Diversity Steering Group. A few additional amendments were required following consultation with staff. The Principal highlighted, in particular, the obligation on the College to publish E&D data, and to develop an action plan, which would be presented to the next term's meeting of the Quality & Standards Committee. Additionally, a report would be produced on progress achieved over the last three years, with a further annual report thereafter. The Deputy Principal brought the Board's attention to the requirement, as highlighted on page 6 of the LSIS Equality, Diversity and Governance guide circulated with the paper, for Governors to receive appropriate training explicitly covering their roles and responsibilities in relation to equality legislation. Members noted that it was some time since they last received such training, and the Principal advised that she would liaise with the Clerk in order to organise a further session incorporating the latest legislative changes. The Governing Body approved the Single Equality Scheme as presented, subject to a number of final minor amendments to be made by the Principal.

**Actions:-**

- i) E&D Action Plan to be presented to the autumn term meeting of the Quality & Standards Committee.**
- ii) Principal and Clerk to arrange Governor training on Equality & Diversity.**

### **12. Report from the Student Executive Committee (MW)**

Mark Windisch, Student Governor and SEC member, provided the Committee's annual report and accounts to the Governing Body. He highlighted the difficulties experienced by the Committee in enlisting new members, particularly younger members to represent the changing demographics of the College's student population, despite exploring the use of a new technology based forum. He advised that for 2011/12, the SEC was requesting a grant of £4,200, the same as the previous year, with the majority of this relating to costs of production of the Morley Magazine

The Chair expressed the Governing Body's support and thanks for the work of the SEC. She highlighted that it had become increasingly clear that maintaining the work of the Committee now placed considerable demands upon a very small number of individuals, and that as a consequence, a review of the how the College engages with students was to be undertaken for the following term. The Vice Principal confirmed that the requested 2011//12 grant was included within the budget discussed earlier in the meeting.

### **13. Finance Monitoring Report (May 2011) (NR)**

The Financial Monitoring Report for the ten month period to the end of May 2010, which members noted had already been reviewed in detail at the recent meeting of the Finance & Resources Committee, was provided by the Vice Principal. He highlighted that the accounts continued to show an improvement against the original budget, despite a shortfall in fee income, due mainly to a supplementary grant made by the SFA and a positive contribution from BEC. He also advised that the eleven month figures to the end of June, now available, showed a slight further improvement. It was therefore pleasing to note that the College was likely to end the year with a surplus, slightly better than the last re-forecast. The Chair of Governors requested that the Board's thanks be conveyed to the Finance team for their ongoing work to ensure that financial reporting was both accurate and presented in a manner that was easy to digest.

### **14. Committee Activity (GC)**

Draft minutes of Committee meetings held during the term had been circulated to members for information, together with a number of items for approval. The Chair invited each of the Committee Chairs to highlight any important matters that they felt should be brought to the Board's attention.

#### **a) Property Strategy Committee**

The Chair of the Committee reaffirmed that the renaissance of the fabric of the College was continuing apace, through a number of individual projects. Additionally, the Committee was requesting post-implementation cost/benefit analysis to be reported back to the Committee in order that the effectiveness of improvements could be appropriately be reviewed. She also advised that Black Architects had been appointed to prepare a report for the autumn term, in order to enable tendering for the next stage of the Capital Development Plan.

#### **b) Finance & Resources Committee**

The Chair of the Committee advised that the Committee was similarly keen for more structured appraisal to assess the success of investments, and was pleased to see that the CLT was taking this forward. She also highlighted the recommendations of the Committee to the Governing Body for approval of the Financial Regulations and the Health & Safety Policy.

The Financial Regulations were approved, as submitted.

The Health & Safety Policy was approved, as submitted.

#### **c) Quality & Standards Committee**

The Chair of the Committee highlighted that a report had been received on the further important work being undertaken to improve course outlines, to ensure that enrolling students have a clear picture of what individual courses are expected to deliver. Detailed data in relation to class closures had also been reported. In general terms, the Committee had been pleased to see that matters relevant to quality and standards were appropriately brought to its attention,

and that its advice was listened to and acted upon. The Chair of the Committee noted in particular also that the CLT now planned a more targeted approach to Curriculum Review going forward.

A review of the Committee's Terms of Reference had been intended, though the Committee had considered that this should be undertaken alongside a review of the Terms of Reference for the Finance & Resources Committee to ensure that they together covered all appropriate areas, and that nothing was overlooked as a result of reviewing them separately.

#### **d) Audit Committee**

The Chair of the Committee reminded Governors that a process had been agreed at the previous meeting for the appointment of the College's Financial Statements Auditors. Since that time, the Audit Committee had undertaken a selection process and had put forward a recommendation to members of the Board, by email, that Baker Tilly should be appointed. Members had confirmed their agreement to that appointment and were now asked to formally ratify the appointment.

The Board approved the appointment of Baker Tilly as the College's Financial Statements Auditors.

The Chair of the Committee also advised that a review had been undertaken of its Terms of Reference, with a number of minor changes proposed, including a revision to the minimum number of members of the Committee, a minimum of three being proposed going forward. This was in line with the minimum as required by the College's Memorandum & Articles of Association and reflected current membership of the Committee following the retirement of David Leighton. The Board approved the Terms of Reference, as submitted.

The Clerk had circulated a schedule of proposed meeting dates for 2011/12. It was requested that consideration be given to confirming dates for twelve months ahead on a rolling basis at the end of each term, in order to avoid Governor disappointment at being unable to attend important meetings due to diary clashes. It was agreed that the Clerk would take this matter forward, in conjunction with the incoming Chair. A particular issue was highlighted in relation to the proposed date for the Governor and CLT strategic planning meeting in January 2012. The proposed dates for the 2011/12 Governing Body and Committee meetings were approved, though the Clerk was asked to look into the possibility of an alternative timing for the strategy planning meeting, in order to ensure maximise Governor availability to attend.

#### **Actions:-**

- i) Clerk to take forward the issue of confirming meeting dates for twelve months ahead, on a rolling basis, at the end of each term.**
- ii) Clerk to look into the possibility of an alternative timing for the Governor and CLT strategic planning meeting, in order to maximise Governor availability to attend.**

### **15. Any Other Business**

The Chair once again expressed her thanks, commenting that it had been a pleasure to be part of a Governing Body that was committed to the ensuring the best for the College, and which contributed a great deal to this end. She thanked the College Leadership team for the tremendous job that they were doing in very difficult times, and also thanked the Clerk for the quality of support that he had provided. She expressed her very best wishes to all for the future.

### **16. Date of Next meeting**

The next meeting is scheduled to take place at the College on Tuesday 18 October 2011.

Graham Cooper  
Clerk to the Governing Body

Signed.....  
Mike Lake

