



## GOVERNING BODY

### Minutes of Meeting on Thursday 9 March 2017

<b>Present:</b>	Mr J Kirk ( <i>Chair</i> )	Chair of Governors	
	Ms N Cuffy	Governor	
	Ms S Gannon	Staff Governor	
	Mr S Holderness	Vice-Chair of Governors	
	Ms M Moore	Governor	
	Mr M Sim	Principal	
	Mr H Solanki	Parent Governor	
	Ms A Touseef	Student Governor	
	<b>In Attendance:</b>	Mr J Bagley	Vice-Principal Curriculum
		Mr H Ravat	Vice-Principal Resources
Ms A Suddaby		Leicester City Council	
Mr R Mansfield		Clerk	

Ref.		Action
B/17/13	<p><b>Item 1 – Attendance and Membership Matters:</b></p> <p><i>1.1 Apologies for Absence</i> Apologies for absence were received from Harnish Hadani, Savannah Kacha, Shirley Munden, Suzanne Overton-Edwards Jim Pain, Riyaz Laher and Lisa Hawes. Robert Mansfield explained that Suzanne Overton-Edwards had prior to the meeting completed a handover to Martin Sim, who had been selected as Interim Principal subject to the approval of the Board. The meeting was declared quorate.</p> <p><i>1.2 Declarations of Interest in Agenda Items</i> John Kirk declared an interest in agenda item 9.2.</p> <p><i>1.3 Election of new Governors</i> Robert Mansfield reported that through the good offices of John Kirk two governors with appropriate experience of quality assurance and quality improvement had been identified. Riyaz Laher and Ralph Wood had attended meetings respectively of the Standards &amp; Quality Committee and the Performance Improvement Group as observers. The Search &amp;</p>	

Remuneration Committee had commended both candidates as members of the Board and of the Committee / Group they had been supporting. John Kirk spoke in support of Riyaz Laher and Ralph Wood and confirmed that they would be able to contribute the required expertise.

***The Board unanimously endorsed the appointment of Riyaz Laher and Ralph Wood for the usual four-year terms.***

#### *1.4 Appointment of Interim Principal*

John Kirk described the process for selecting the Interim Principal to succeed Suzanne Overton-Edwards. The selection panel, which had included Adam Suddaby, had been unanimous in selecting Martin Sim as the best candidate. Martin Sim had a strong track record in quality improvement. His contract of employment had been included for reference in the papers for the meeting. The meeting unanimously endorsed the appointment of Martin Sim as Interim Principal. Martin Sim then joined the meeting and was welcomed by John Kirk. Those present introduced themselves. Martin Sim said that he looked forward to working with the Senior Leadership Team (SLT), staff and students to bring about a resurgence in the health of the College. John Kirk advised the meeting that a staff meeting was to be held at 16.00 on Monday 13 March 2017 at which Martin Sim would be formally introduced to staff and expressed the hope that as many governors as possible would be present.

***The meeting unanimously endorsed the appointment of Martin Sim as Interim Principal.***

### **B/17/14 Item 2 – Minutes of the Previous Meeting and Matters Arising:**

#### *2.1 Minutes of Meeting on 24 January 2017*

The minutes of the meeting on 24 January 2017 were accepted as an accurate record and were duly signed by John Kirk.

#### *2.2 Matters Arising from the Minutes*

Most matters arising were covered by agenda items. Martin Sim said that as regards visible leadership, although he understood that the SLT had met with some obstruction, leading by example was for him a non-negotiable matter. Hamid Ravat reported that he had applied to the Education Funding Agency (EFA) as advised by Lisa Hawes, for in-year growth funding. However the College's growth had been below the threshold and the application had therefore been declined.

B/17/15

**Item 3 – Curriculum and Quality Issues:**

*3.1 Post-Inspection Action Plan updated 20 February 2017*

James Bagley explained that the Post-Inspection Action Plan (PIAP) was now in a new format, as required. He acknowledged the help given by Adam Suddaby in achieving this. The version before the meeting showed updates as at 20 February. Future updates would be uploaded to Sharepoint. The structure now mirrored the themes identified during the first OfSTED monitoring visit. Steve Holderness asked whether themes and actions had been prioritized and, if so, how priorities were identifiable. John Kirk said that themes were not listed in order of priority. The presentation of the PIAP had however been greatly improved, and there had been evident progress regarding the themes Leadership and Governance, Work Experience and Destinations, in particular. Steve Holderness then asked which actions were critical. James Bagley said that, although the PIAP did not currently make this clear, the major element was teaching learning and assessment; the next revision would make this clearer. John Kirk said that the next visit from OfSTED was expected after Easter. There had been evident progress on four themes, but on teaching learning and assessment and attendance progress was less apparent.

Steve Holderness said that he was still awaiting the simple tools to enable the Board to monitor progress. John Kirk agreed that the Board still lacked the data and the management information systems needed and that this was a huge hole in the armoury of the College. Adam Suddaby said that a focus on outcomes was needed, and that governors should be calling for feedback on this. Martin Sim agreed and said that evidence other than the say-so of College managers was required. OfSTED would expect external validation.

Nelista Cuffy asked whether students were in fact attending catch-up sessions. John Kirk asked whether register data were reliable after the action taken to cleanse the registers. James Bagley said that there were residual problems to do with complex timetables, affecting perhaps 5% of registers. John Kirk said that there was a need for triangulation of attendance data. James Bagley said that Programme Area Managers had now flagged Art & Design groups as having particular problems with registers. John Kirk asked what sanctions applied to poor attendance. James Bagley replied that failure to attend a catch-up session resulted in catch-up being doubled. If this failed to work the disciplinary process was invoked. John Kirk said that there needed to be real disincentives to poor attendance; he wondered how much of the time of staff and students was wasted as a result. He felt

that there was a need for draconian action. Steve Holderness advised that there needed also to be provision for exceptional cases. Harshad Solanki urged firm action against truants. Adam Suddaby suggested that the Board should refer to the Principal a review of the nature and scale of poor attendance and the action now required. Martin Sim said that the disciplinary system might need to be strengthened, even if the impact on relations with students was negative.

***The meeting received the report on the PIAP and related matters.***

*3.2 OfSTED Report on Re-inspection Visit 11/12 January 2017*

James Bagley reported that the OfSTED Re-inspection Report was unchanged from the draft previously presented. It would be appropriate for governors to monitor progress against the actions required and the impact of these actions.

***The meeting received the report.***

**B/17/16**

**Item 4 – Student Issues:**

*4.1 Student Matters*

Alishah Touseef gave an oral update on the recent activities of the Student Executive Team (SET). Recent activity had focused on canteen prices and the variety offered by the canteen. A Mexican themed day was planned in March, with students assisting with the cooking and serving of food. John Kirk said he would be interested to know of the impact this event had upon the level of food wasted.

The SET was surveying student opinion on options for an end-of-year event. Currently the most popular choice appeared to be a trip to a theme park at a budgeted price of £15 to £20. The SET had also presented Suzanne Overton-Edwards with a leaving gift.

Harshad Solanki said that he believed a trip to a theme park would probably cost around £40 per head, and asked how the difference was to be funded. Alishah Touseef said that the SET had a budget from which it could draw some of the funds that might be needed. Steve Holderness advised that there should be a robust system for accounting for monies received. He observed that schools had an obligation to fund any shortfall for student trips. Hamid Ravat assured him that this did not apply to the College. In answer to John Kirk, Hamid Ravat said that students might use part of their discretionary bursary funding towards the cost of the trip.

John Kirk said it was important that all governors should be aware of student concerns and issues and asked that minutes

of the meetings of the Student Affairs Committee, as soon as they were cleared, should be distributed to all governors.

***The meeting received this oral report.***

**B/17/17**

**Item 5 – Governance Issues:**

*5.1 Terms of Reference: Search & Remuneration Committee*

Robert Mansfield presented terms of reference for the recently amalgamated Search & Remuneration Committee. These had been drawn from the terms of reference of the two previous committees with minimal change. The Search & Remuneration Committee had considered and commended the terms of reference.

***The meeting ratified the terms of reference for the Search & Remuneration Committee.***

*5.2 MAPPA Policy*

James Bagley explained that the MAPPA policy was a required safeguarding document. The College's policy drew heavily upon the policy of Leicestershire County Council. Margo Moore confirmed that the policy was clear and straightforward and advised the meeting to endorse it.

***The meeting endorsed the MAPPA policy.***

**B/17/18**

**Item 6 – Consent Agenda:**

*6.1 Minutes of the Standards & Quality Committee 9 February 2017*

John Kirk presented the minutes of the meeting of the Standards & Quality Committee on 9 February 2017. The meeting had been largely devoted to a presentation by Will Dias, Systems Developer. The governors present were all impatient to see evidence of the College performing better. Toni Fazaeli had provided useful input about future information needs.

***The meeting received the minutes of the Committee.***

*6.2 Minutes of the Student Affairs Committee 20 February 2017*

John Kirk presented the minutes of the meeting of the Student Affairs Committee on 20 February 2017. He drew attention to the suggestion by Savannah Kacha that there should be compulsory registration at the College at 09.00. Alishah Touseef said that this would certainly differentiate clearly between College and non-College time. Steve Holderness expressed a concern that such a measure might prove too draconian for some students with difficult timetables. There was a discussion about possible sanctions for late-comers.

***The meeting received the minutes of the Committee.***

6.3 Notes of the Performance Improvement Group 20 February 2017

The meeting noted that James Bagley had provided a more recent update on progress against the PIAP under item 3.1.

**The meeting received the notes of the Performance Improvement Group.**

**B/17/19 Item 7 – Date and Time of Next Meeting:**

The date and time of the next meeting were confirmed as 6 April 2017 at 5.30 p.m. at the College.

**B/17/20 Item 8 – Any Other Business:**

There was no other business.

*The meeting then moved to consider confidential items. These related to the Area-Based Review and matters arising from the minutes of the Search & Remuneration Committee. The minutes of the discussion of these items is recorded separately in confidential minute B/17/21 (Conf.)*