**MEETING OF THE FULL CORPORATION**

**OF FAREHAM COLLEGE**

9th December 2015

**M I N U T E S**

**Present:** Mr K Briscoe

Mr S Carter

Miss E Champion

Mr S Christian

Mr N Duncan

Mr P Grimwood

Mr D Hart

Mr R Kew (Chair)

Mrs J Lancaster

Mr C Magee

Mr M Mansergh

Mr A Ramsay

Mr A Spires *(in attendance until item9(i))*

Dr C Thomas

Mrs P Tilt

Ms K Woods

**In attendance:** Mrs J Eayrs (Clerk)

Mr S Dingsdale (AP/MD CEMAST)

Mr A Kaye (Deputy Principal)

Mrs J Robinson (Director of Finance)

*At the start of the meeting members of the Board received a demonstration on the live Corporation dashboard from Mr Whinney, Head of Information Services. At the end of the demonstration it was agreed that the Clerk would make arrangements for email accounts to be created for each member of the Board to enable access to the dashboard and to circulate the instructions outlining how to log on from outside the College.*

**71/15 Declaration of Interests**

Members were reminded of the need to declare any personal or financial interest in any items of business to be considered during the meeting. Mrs Tilt advised members that she had completed her term as the Chairman of South and South-East Hants Youth Panel but continued to serve as an Adult and Youth JP.

**72/15 Apologies for absence and welcome to new members**

Apologies for absence were received and accepted from Mr Fielon and Mrs Hinton. The Chair welcomed Mr Spires to his first meeting of the Board and members noted that he would be ‘in attendance’ until his appointment to the Board had been confirmed under agenda item 9(i).

**73/15 Minutes of the Special meeting held on the 23rd September 2015**

The minutes of the special meeting held on the 23rd September 2015 were agreed as a true and accurate record and were signed by the Chair.

**74/15 Matters arising from the confidential minutes of the special meeting held on the 23rd September 2015**

(i) **Minute 69/15 – Principal’s Corporation Update** **(PREVENT duty)** – The Principal provided members with an update on the implementation of the PREVENT duty and, in particular, the development of a Lockdown Procedure for the College. He advised members that the procedure had been launched with the staff in October 2015 but was still under development and had not yet been rehearsed. Governors sought clarification on the target date for completion of this important piece of work. The Principal confirmed that it was planned to rehearse it with the staff on the 29th January 2016 as part of common closure day. The Principal concluded by saying that there were currently no plans to involve the student population although it was acknowledged that, at some stage, they would need to be included to ensure that the procedure was effective.

**Members noted the current position.**

**74/15 Confidential minutes of the special meeting held on the 23rd September 2015**

The confidential minutes of the special meeting held on the 23rd September 2015 were agreed as a true and accurate record and were signed by the Chair. There were no matters arising from them which were not covered elsewhere on the agenda.

**75/15 Correspondence**

1. **SFA Letter dated 12th November 2015: Fareham College Financial Plan 2015/2017** – Members of the Board reviewed the letter from the SFA which included a financial health dashboard and noted that the College’s assessment grade, based on the financial plan submitted, was ‘Satisfactory’ for 2014/2015 and ‘Good’ for 2015/2016;

*Mrs Lancaster arrived during this item 4.00pm)*

1. **DfE Letter from Nick Boles dated 7th December 2015** - In addition, members were provided with a copy of the BIS/DfE brief on progress for FE Governors and Leaders: Implementing the Further Education and Skills Reform Programme. There was a brief discussion about the competitive market for recruiting Apprenticeships between Further Education colleges and Private Training Providers and the introduction of the apprenticeship Levy and the implications of this for the College.

**Members reviewed and noted the contents of the correspondence.**

**76/15 Area Review Update**

The Principal provided members of the Board with an update on the Area Review Process to date. The minutes and slides from Steering Group Meeting 1 (5th November 2015) had been distributed with the agenda and the Principal provided a verbal update on Steering Group Meeting 2 which had taken place the night before (8th December 2015). He drew the following to members’ attention:

* The meeting yesterday had been the 2nd meeting of 5 steering group meetings;
* The National Representatives had visited the College in November and the report was due to be published by Friday 11th December 2015;
* The discussions at last night’s meeting had centred on:  
  - curriculum mapping and the identification of any potential over-lap/duplication;  
  - catchment areas and the identification of any specialisms;
* The FE Commissioner had invited each college to present their thoughts on how the Area Review may ‘pan out’;
* Havant College and South Downs College had publicly announced that they were exploring merger;
* There had been a proposal that the GFEs establish an Institute of Technology and all the local 6FCs become a ‘super 6’;
* Governors discussed the purpose of the ABR. The Principal advised members that the FE Commissioner had advised college Principals that the Department was seeking savings of up to 10% across the whole sector;
* Governors discussed the potential for ‘back office’ savings and it was generally agreed that these would be minimal;
* Members unanimously agreed that they would not want to take over any struggling or financially failing institution;
* There was a discussion about ‘natural synergies’ in the area and the cultural differences between a GFE and a 6FC and the difficulties this could create.

**At the end of the discussion the Board provided a broad steer to the Principal and Chair and fully endorsed the approach that, at this stage, potential options of partnership working with other similar institutions be explored as part of the ABR process.**

**77/15 The Principal’s Autumn Term Report – December 2015**

*Miss Champion arrived during this item (4.35 pm)*

Members of the Board received the Autumn Term Report from the Principal which was confidential to members of the Board and which summarised key issues and developments in the work of the College during the Autumn term.

The Principal spoke to the paper and drew the following key performance indicators to members’ attention:

* **2014/2015 Learner Numbers** – 16-18 year old student numbers recorded on the ILR R04 at 1699 which was marginally below the College’s target of 1720. The shortfall equated to circa £258k (3.8%) and the Principal advised members that the shortfall would be made up with additional Traineeship and Apprenticeship activity. The Principal advised members that the College had recently submitted a growth request for £900k and the outcome of that would be known in January/February 2016;
* **Forecast Subcontracted Learner Numbers 2015/2016** – Members reviewed and noted the subcontracted learner number profile;
* **2015/2016 Attendance Rate** – currently at 86.5% compared to a strategic target of 90%;
* **2015/2016 Retention Rate** – currently at 97.5% compared to a college target of 94.5%;
* **Forecast Learner Responsive Success Rates 2015/2016** – The Principal confirmed that the current retention rate was a clear indicator that the College was on track to achieve the strategic target of 87%;
* **Attendance in English and Mathematics** – The Principal reported that attendance in English (78%) and Maths (74%) continued to present a challenge for the College. Members noted that strategies had been employed by each department to incentivise improved attendance to meet the College target;
* **Chief Inspector’s Report** – The Principal highlighted the fact that the Chief Inspector’s Report had been pretty critical of the FE sector with over 50% of colleges ‘requiring improvement’. The Chief Inspector cited the following areas as being of particular challenge to the sector: English, Maths, Work Experience and the collection of Destination data;
* **Comprehensive Spending Review** – The Principal reported that the outcome of the CSR had not been as bad as expected, however, further detail would be forthcoming in the Skills Funding Letter in the next few weeks;
* **SFA Intervention** – The Principal advised the Board that the SFA regularly reviewed the performance of all colleges and training organisations. He outlined the purpose of the Early Intervention Strategy and confirmed that the College had met the minimum standards required.

In addition, Members reviewed four positive aspects and four challenging aspects of the following areas as part of the Principal’s 4x4 reporting format:

* Human Resources;
* Curriculum;
* Teaching and Learning;
* Student Support;
* Finance;
* CEMAST

**Members of the Corporation reviewed and noted the contents of the Principal’s autumn term report.**

**78/15 Progress Review of Strategic Priorities**

Members of the Committee received a paper which provided the first of three progress reviews of the Strategic Objectives for 2015/2016. The Principal spoke to the paper and referred members to the 7 ‘red’ objectives which represented little or no progress and which related to:

* Commercial trading income of £550k – Members noted that final November accounts were anticipated at the time of the paper dispatch. The Principal confirmed that every effort was being made to ensure the commercial activities were viable;
* Equality of achievement must reflect the equal status of all students;
* Sustain numbers of 14-16 year olds progressing to full-time courses;
* Declining 14-16 market;
* Sustained growth in 16-18 year old recruitment;
* Too high staff turnover;
* Well developed systems for monitoring organisational performance.

The Principal provided members with an update on the current position and the actions or developments in train to progress these objectives.

**Members reviewed and noted the progress that had been achieved during the first part of the academic year.**

**79/15 The Self-Assessment Report 2014/2015**

Members of the Board had received the 2014/2015 Self-Assessment Report Executive Summary for consideration and review. An electronic version of the full document had also been circulated to all members. The Deputy Principal provided a presentation which drew Governors’ attention to the following key points:

* The Self-Assessment Report had been reviewed by Richard Moore (ex-HMI) and he had provided feedback;
* All areas had been deemed ‘Good’ with the exception of Traineeships which had been graded ‘Outstanding’;
* Adult Learning Programmes had declined over the last 3 years and had been deemed ‘Requires Improvement’;
* Members reviewed and noted the summary of key strengths;
* Members reviewed and noted the summary of key areas for improvement which included:  
  - increase the proportion of outstanding lessons;  
  - implement a learner performance monitoring MIS system;  
  - further embed English and Maths delivery;  
  - continue to develop the promotion of equality & diversity and fundamental British values;  
  - address the small and declining numbers of underperforming teachers;  
  - address the underperformance of the Maths level 2 curriculum.
* Governors referred to the Mission to be ‘outstanding’ by 2017 and questioned whether the College was still on target to achieve this. The Deputy Principal referred members to the quality timeline and confirmed that, in his view, it was still a realistic and achievable target.
* He reiterated the fact that the biggest risk to achieving ‘outstanding’ was Maths, English and Work Experience. He highlighted the fact that there had been significant staff sickness levels within English and Maths as well as a high staff turnover. He advised members that good capable people had recently been appointed. There was a brief discussion about incentivisation for students to attend Maths and English lessons and the Principal stated that the strategy was to integrate it more into the curriculum;
* Members reviewed and noted the departmental self-assessment grades;
* Value Added was broadly being achieved at expectation;
* Destination data was reviewed and noted. Members noted that there were only a small number of ‘unknowns’ (12%) and the Deputy Principal confirmed that these students were still being contacted;
* Members were provided with the Autumn Term Facts, Figures and Actions booklet for Governors’ information.

**Members of the Board formally approved the College Self-Assessment Report 2014/2015.**

**80/15 Bishopsfield Campus Redevelopment Update**

Members of the Board received a confidential paper on the Bishopsfield Campus Redevelopment Update. Due to the confidential nature of the contents of the paper and the related discussions, this item is recorded as a separate confidential minute for Governors only.

**81/15 CEMAST Post Occupancy Evaluation**

Members of the Board received a paper on the CEMAST Post Occupancy Evaluation. Mr Marsh, Capital Projects Director, advised the Board that the College was required to submit a formal Post Occupancy Evaluation (POE) to the SFA between 12 and 18 months after practical completion of major SFA grant funded works. He went on to say that, as the CEMAST centre had been completed in July 2014, the POE was due in January 2016.

There was a brief discussion on the option to purchase the land adjacent to CEMAST. At this point Mr Grimwood declared an interest and withdrew from the meeting. It was agreed that this issue should be discussed further at a future PSG meeting.

**Members reviewed and noted the contents of the paper.**

**82/15 Management Accounts at 31st October 2015**

Members of the Board received a confidential paper on the Management Accounts to the 31st October 2015. Due to the confidential nature of the contents of the paper and the related discussions, this item is recorded as a separate confidential minute for Governors only.

**83/15 Pay and Remuneration: Position Paper – December 2015**

Members of the Board received a confidential position paper on Pay and Remuneration – December 2015. Due to the confidential nature of the contents of the paper and the related discussions, this item is recorded as a separate confidential minute for Governors only.

**84/15 Membership Issues and Report of the Search Committee**

Members of the Board received and reviewed a paper on Membership Issues and Report of the Search Committee. The paper outlined the issues which had been considered by the Search Committee at its last meeting in November 2015 and the recommendations which were made for formal approval by the Board were as follows:

**(i) Members reviewed and noted the contents of the paper and noted the current membership position as outlined in Appendix A to the paper;**

**(ii) Members formally approved the recommendation of the Search Committee and appointed Mr Adam Spires to the Board to serve for a 3 year term of office from 1st January 2016 to 31st December 2018;**

**(iii) Members formally confirmed the appointment of Hannah Ashworth, Fatima Bojang and Ryan Forster to the Board as Student Governors (as part of a ‘shared’ role) to serve from 9th December 2015 to 31st December 2018 or until they ceased to be a student, whichever came first;**

**(iv) Members formally approved the Membership of Corporation Committees outlined in Appendix C to the paper;**

**(v) Members noted the position regarding the memberships which were due to come under review during the 2016/2017 academic year and the proposed related actions.**

The Vice-Chair stated that he had been encouraged by the Student Vice-President interest and the calibre of candidates and he extended thanks to the Vice-Presidents for their interest and contribution.

In addition, the Vice-Chair thanked Mr Carter for his 6 years’ service and for the contribution he had made during his time on the Board, particularly as Chair of Audit Committee. Members were advised that Mr Carter would remain on the PSG as a Co-opted member until completion of the development project. The Vice-Chair advised members that Mark Hoban had been invited to serve as an Associate Governor on the Board and this was endorsed by members present.

**85/15 Outcomes of the Governance Self-Assessment 2014/2015**

Members of the Board received a paper on the Outcomes of the Governance Self-Assessment 2014/2015. The analysis from the completed on-line self-assessment questionnaires had been received at a dedicated feedback session on the 14th October 2015. The strengths and areas for improvement had been identified and discussed. In addition, members had received a presentation from Richard Moore, (ex-HMI) on “What Governors really need to be able to demonstrate to be an effective Governing Body”. Members of the Board had found this session to be extremely thought provoking and, in working groups, had considered and discussed some of the issues raised by Richard’s presentation. The outcomes of those discussions and proposed actions were outlined in Appendix A to the paper for members’ consideration and approval. In addition, having considered the strengths and areas for improvement and having agreed the related actions, Governors formally endorsed a Grade 2 for Governance for the 2014/2015 year.

**Members of the Board reviewed the outcomes and agreed the proposed actions arising from the 2014/2015 self-assessment process. In addition, members formally assigned a Grade 2 for Governance for the 2014/2015 academic year.**

**86/15 Annual Report on Safeguarding – Dec 2015**

Members of the Board received the Annual Report on Safeguarding which provided an overview of the College’s Safeguarding Policies and Processes and the support and training that was available for students and staff.

In reviewing the report, members noted that:

* In July 2015, the DfE had published a revised version of the ‘Keeping Children Safe in Education’ guidance which had originally been published in April 2014. The revised document built on the information and statutory duties placed on schools and colleges and set out the legal duties with which they must comply. Members noted that the changes had specifically focussed on:  
  - Extremism and the new legal duty;  
  - Child Sexual Exploitation;  
  - Staff Behaviour;  
  - Information Sharing Guidance;
* As a result of the revised guidance and the increased focus from OfSTED on safeguarding in skills settings, various changes and additions to policies were required to ensure that the College was not only compliant but was seen to be actively promoting and engaging in safeguarding for all its learners;
* In September 2014 a new and enhanced process had been developed to manage emotional support to ensure that the ‘case load’ was spread across several trained staff and monitored by the safeguarding team;
* A team of 10 Study Facilitators, supervised by the Learning Support Manager were available at BRC and CEMAST to meet with students who, for a variety of reasons, were struggling to engage with their studies;
* Members noted that referrals to other Agencies had increased from 11% in 2013/2014 to 49% in 2014/2015;
* Although the figures indicated that there had been a reduction in students being referred for emotional support, this was not the case. Previously held data suggested that some students were being referred for disciplinary matters which were now being dealt with by the curriculum teams;
* Members noted that, during 2014/2015, the Safeguarding Team had made 12 direct referrals to Children’s Services and the Police for what had been considered serious safeguarding matters;
* The launch of Fareham’s Early Help Hub (EHH) in November had ensured that a student or family who may be in urgent need of support would never have to wait for more than six days to have their case reviewed. Members noted that the Hub had proved very successful in other regions in the County with high success rates and a more collaborative approach to support. Members noted that the College had already made two referrals to the EHH.

Members noted that the key to the effectiveness of any college’s safeguarding arrangements was in the staff and students’ response to ‘How safe do you feel’? It was the College’s responsibility to ensure that all measures put in place were effective and that the impact could be measured. To that end, it was planned to use the Student Ambassadors to capture and explore the views of the College learners and to ‘test’ the knowledge of the staff. It was agreed that this would be by way of ‘face to face’ surveys and interviews with students and staff. Members noted that the results would be reported to the Wellbeing Committee and would inform any further action required.

**Members of the Board reviewed and noted the contents of the paper and formally approved the Annual Safeguarding Report – December 2015.**

**87/15 Annual Report on Equality and Diversity – Dec 2015**

Members of the Board received the Annual Report on Equality and Diversity 2014/2015 which provided Governors with an annual overview of the College’s Equality and Diversity practices, procedures and performance in relation to staff and students. In addition, the following data appendices were provided:

* Appendix 1 – Achievement by Ethnicity;
* Appendix 2 – Achievement by Gender;
* Appendix 3 – Achievement by Age;
* Appendix 4 – Achievement by Disability;
* Appendix 5 – EDIMs (Equality & Diversity Impact Measures)

The following was drawn to members’ attention:

* A key feature of the College’s Strategic Plan was its commitment to the development of a genuine equal opportunities ethos for all members of the College community;
* Equality and Diversity must be seen to embrace a very wide range of key issues in the sector, such as inclusive learning and widening and increasing participation as well as ensuring that the College complied fully with all legislation;
* The key issue for Governors was in the reporting on Equality and Diversity. Members noted that whilst this affected all aspects of College life and would, therefore, be reflected in the work of the Corporation Committees, the full Board would want to be assured of the progress being made and that the College was complying with legislation;
* Members were reminded that the Wellbeing Committee was responsible for overseeing Equality and Diversity as part of its overall remit and it received regular reports and recommendations from the Equality and Diversity Group;
* Members reviewed and noted the developments in 2014/2015;
* Members reviewed the published ‘Qualifications Success Rates’ for 2014/2015. Members noted that the data had raised some specific groups of learners who would need to be monitored carefully in 2015/2016:  
  - the attainment gap between 16-18 year old males and females had closed. Members were advised that this was likely to be due to the improved success rates for Health, Care and Early Years which were predominately female learners;  
  - BME learners represented 4% of the College community which was representative of the area;  
  - The attainment of African, Bangladeshi, Gypsy, Irish and White and Black African was significantly lower than White British and other ethnic groups and significantly lower than national benchmarks. Members acknowledged that, whilst this only represented 32 students, the attainment of these groups would need to be monitored closely during the 2015/2016 year;
* Members noted that Equality and Diversity Impact Measures (EDIMs) had now been agreed and were provided at Appendix 5 to the paper. Members were advised that these impact measures would provide a benchmark for the E&D Working Group to monitor throughout the year. The key focus would be to further reduce the attainment gap between male and female learners, specifically in English and Maths and to increase the attainment level of vulnerable groups such as Learners Looked After and learners registered for free meals;
* Significant progress had been made in embedding Equality and Diversity into the College culture. It was noted that staff no longer worried about ‘ticking the E&D box’ and were now far more confident about naturally weaving E&D into the curriculum and in everyday College life;
* Governors sought clarification on how learners were being prepared for life in a more diverse world and were advised that part of the development plan was to take students out of their ‘comfort zone’ to other more diverse colleges i.e. Lambeth in London, to prepare students for the rich diversity they would experience in their future careers.

**Members of the Board reviewed the contents of the paper and formally approved the Annual Equality and Diversity Report 2014/2015.**

**88/15 Annual Report of the Risk Management Group - November 2015**

Members of the Board received the Annual Report of the Risk Management Group – November 2015. Governors were aware that the College was required to submit an annual report to the Audit Committee and the Corporation on Risk Management in order to establish the College’s compliance with the Turnbull Committee’s recommendations.

The Principal spoke to the paper and advised members that the report was an annual ‘reflection’ of the work completed and the issues reviewed by the College’s Risk Management Group during the course of the year. Members noted the risk themes which had been considered during 2014/2015 had included:

* OFSTED;
* Senior Management Structure;
* Student numbers and allied funding;
* Bishopfield Road Campus Development.

The Principal confirmed that, during the year, each Corporation Committee had received a report of the College’s top risks which were their responsibility to review along with the mitigation to reduce the risks identified.

Members were advised that the Audit Committee had agreed to recommend that the College’s Risk Management arrangements continued to be adequate to enable the Corporation to discharge its duties.

**Members of the Board reviewed the contents of the paper and accepted that the College's Risk Management arrangements were appropriate and adequate to enable the Corporation to discharge its duties.**

**89/15 The Annual Report of the Audit Committee to the Corporation 2014/2015**

Members of the Board received the Annual Report of the Audit Committee to the Corporation and Principal of Fareham College for the Financial Year 2014/2015. Members noted that the purpose of the Report was to advise the Board on the activities of the Audit Committee and the effectiveness of the whole internal control system of the College and its arrangements for risk management, control and governance during the year as required by The Joint Audit Code of Practice.

Governors noted that the report reflected the views of the Committee which stated that the internal control systems operating within the College were adequate and the responses of the management in respect of Internal and External Auditors were satisfactory. It was noted that the Audit Committee had agreed to recommend the Annual Report for formal approval by the Full Corporation.

**Members of the Board reviewed the Report and noted the discussions which had taken place at the Audit Committee during 2014/2015. Governors accepted and formally approved the Annual Report of the Audit Committee 2014/2015.**

**90/15 Internal Audit Annual Report 2014/2015**

Members of the Board received the Internal Audit Annual Report 2014/2015 from Mazars. Members noted that the report provided a summary of Internal Audit activities and outcomes during the last 12 months and page 2, Section 3 of the Report outlined the ‘Annual Opinion’ provided by the Internal Auditors.

Members’ attention was drawn to:

* The Summary of Internal Audit work undertaken in 2014/2015 outlined in Appendix A1 to the paper (page 8 of the report);
* The Summary of Priority 2 recommendations outlined in Appendix A2 to the paper (page 10 of the report).

Governors were aware that it was important for the Board to confirm that assurance had been provided by the Internal Auditors prior to the consideration and approval of the College’s Financial Statements. In particular, section 3 of the Report stated the opinion of Mazars which provided reasonable assurance that there were no fundamental weaknesses in the College’s risk management, control and governance processes.

**Members of the Board noted the assurance of the Internal Auditors that adequate and effective governance, risk management and internal control arrangements were operating in practice and formally approved the Internal Audit Annual Report 2014/2015.**

**91/15 Contract for Internal Audit Services**

Members of the Board received a paper on the Contract for Internal Audit Services. Following consideration of the performance of the Internal Audit Service provider for 2014/2015 by the Audit Committee at its meeting on the 25th November 2015, the Audit Committee agreed to recommend the re-appointment of Mazars for a further year to run from 1st January 2016 to 31st December 2016.

**Members of the Board formally approved the recommendation of the Audit Committee and agreed to re-appointment Mazars as the Internal Audit Service Provider for a further year to run from 1st January 2016 to 31st December 2016.**

**92/15 Financial Statements Year ended 31 July 2015, Audit Findings Report and Letter of Representation**

Members of the Board received a copy of the audited Accounts 2014/2015 for consideration and approval. Members also received the Audit Findings Report from Grant Thornton, the Financial Statements Auditors, and a copy of the Letter of Representation.

The Director of Finance spoke to the paper and confirmed that the figures presented had not changed since last reported in September 2015. In addition, members’ attention was drawn to the following:

* **I&E Operating Surplus** – £655k (which meant the College had completed an eighth consecutive year of financial surplus);
* **Staff Ratio** – Actual 55.9% compared to Budget 60.5%;
* **Physical cash** - £1.7m (excluding CEMAST).

Members noted that the External Auditors had been complimentary about the process this year and the Director of Finance and her team were commended by members present.

Members reviewed and noted the Audit Findings Report and reviewed and approved the Letter of Representation for signature by the Chair.

**Members of the Board formally approved the Financial Statements 2014/2015, the Audit Findings Report and the Letter of Representation for signature by the Chairman and the Principal for onward transmission to the SFA by the 31st December 2015.**

**93/15 Self-Assessment Questionnaire**

Members of the Committee received the Self-Assessment Questionnaire for consideration and review. The Head of Finance advised the Board that the document had been considered by both the Finance and Resources and Audit Committees at their November meetings and both had agreed to recommend it for formal approval by the Board.

**Members reviewed the contents of the paper and formally approved the Self-Assessment Questionnaire as recommended by the Finance and Resources and Audit Committees.**

**94/15 Annual Health and Safety Report to the Corporation 2014/2015**

Members of the Board received a paper on the Annual Health and Safety Report 2014/2015 (including Accident Statistics at Appendix 1 to the paper). Members reviewed the health and safety overview provided for 2014/2015 and noted the developments and improvements which had been secured during the year.

Governors sought clarification on an incident which had occurred with a student putting his hand through a glass panel during ‘horse play’ in April 2015. Governors questioned the quality of the glass and the Principal assured members that it was his understanding that the quality of the glass was not an issue. Governors requested that a risk assessment be completed for the areas of the building that had that type of glass installed.

**Members of the Board reviewed the contents of the Annual Health and Safety Report 2014/2015 and formally approved it as recommended by the Finance and Resources Committee.**

**95/15 Termly Reports of Corporation Committees and Items for Information**

Members of the Board had received the following items for information which had been circulated electronically in advance of the meeting:

* Termly Report of the TSC&Q Committee;
* Termly Report of the Finance & Resources Committee;
* Termly Report of the Audit Committee;
* Minutes of the Marketing Working Group from the following meetings:  
  - 6th July 2015;  
  - 13th October 2015;  
  - 23rd November 2015;
* Minutes of the Wellbeing Committee meeting held on the 4th November 2015;
* Meeting Notes from the Staff Liaison Committee (SLC) (BRC) 7th October 2015;
* Meeting Notes from the SLC (CEMAST) 8th October 2015;
* Meeting Notes from the Student Board 6th November 2015;
* Meeting Notes from SLC (BRC) 25th November 2015;
* Meeting Notes from SLC CEMAST 26th November 2015.

**96/15 New Starter Appraisal (3 month review) Deputy Principal – September 2015**

Members of the Board received a strictly confidential report on the New Starter Appraisal (3 month review) of the Deputy Principal – September 2015. Due to the strictly confidential nature of the contents of the report, this minute is recorded as a separate strictly confidential minute for Governors who are not staff and students only.

**97/15 Date of next meeting**

In accordance with the approved Corporation Calendar, it was noted that the next scheduled meeting of the full Corporation was due to take place on **Monday 21st March 2016 at**

**4.30 pm.**