**MEETING OF THE FULL CORPORATION**

**OF FAREHAM COLLEGE**

10th December 2014

**M I N U T E S**

**Present:** Mr K Briscoe

Mr S Carter

Miss E Champion

Mr N Duncan

Mr P Grimwood

Mr D Hart

Mr R Kew (Chair)

Mrs J Lancaster

Mr C Magee *(in attendance until item 9(i))*

Mrs N Nageon de Lestang

Miss K Smith *(in attendance until item 9(i))*

Mr C Thomas *(in attendance until item 9(i))*

Mrs P Tilt

Mr J Westbrook

Ms K Woods

**In attendance:** Mr V Adams (Director of T&L)

Mrs J Eayrs (Clerk)

Mrs A Hinton (Executive Director HR)

Mr P Marsh (Deputy Principal)

Mrs G Sommers (Director Students & Recruitment)

**71/14 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. There were no interests declared.

**72/14 Apologies for absence and welcome to new members**

Apologies for absence were received and accepted from Mr Fielon, Mr Mansergh and Miss Quelch. The Chair welcomed Dr Thomas, Mr Magee and Miss Smith to their first meeting of the Board and members noted that they would be ‘in attendance’ until their appointment to the Board had been confirmed under agenda item 9(i).

**73/14 Minutes of the Special meeting held on the 15th October 2014**

The minutes of the special meeting held on the 15th October 2014 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.

**74/14 Confidential minutes of the special meeting held on the 15th October 2014**

The confidential minutes of the special meeting held on the 15th October 2014 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.

**75/14 Correspondence**

1. **Student Governor Termly Report** – Members reviewed and noted the Student Governor Termly Report which had been compiled by the Student President and two Vice-Presidents (BRC and CEMAST). Members discussed the slow wi-fi connection at CEMAST and the Deputy Principal confirmed that the direct connection from CEMAST to JANET was currently being worked on and it was envisaged it would be connected by the end of the autumn term.

**Members reviewed and noted the contents of the Student Governor Termly Report and the Chair thanked them for their contribution.**

**76/14 The Principal’s Autumn Term Report – December 2014**

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 stated that the autumn term had been an intensive period with a lot going on which included the development of the BRC site, managing the students around that and the pressures on the organisation, in particular, the financial challenges facing the College.

He went on to draw the following key performance indicators to members’ attention:

* **2014/2015 Learner Numbers** – 16-18 year old student numbers recorded on the ILR R04 at 1544 which was 164 learners below the College’s allocation of 1708 and 206 below the College target of 1750. Members noted the under allocation value of circa £300k and the Principal highlighted the fact that the shortfall would be made up with additional apprenticeship activity which attracted in-year growth;
* **Student withdrawal** – The Principal outlined the 2 main reasons for students to withdraw before the 42 day threshold. This included:  
  - students securing a job (lower level students tended to drop out for this reason);  
  - the adverse affect of the compulsory English and Maths.
* **Transfers** – The Principal reported an increase in the number of transfers to 180 during the 6 week period with only 16 transferring out of the organisation;
* **Employer Responsive** – Members noted that Employer Responsive activity was on track with both Apprenticeships and Traineeships recruiting well. The Principal reported that the College was now approaching the 500 apprenticeship mark and the College was seeking to exceed the strategic target of 600 in-year by a further 35 to compensate for fewer full-time 16-18 year olds. Members were advised that the College would bid again for a further £200k income in February 2015;
* **Programme of Study –** Members were advised that students were studying on ‘fatter’ programmes which meant that the impact on the allocation was relatively small compared to the drop in numbers;
* **Demographics** – The Principal advised members that the demographics had now plateau’d out;
* **ASB** – Members were advised that the Adult Skills Budget (ASB) was £200k under the classroom based learning allocation;
* **HE** – Members were advised that HE numbers had declined this year due to a review of some full-time programmes and a more cautious approach to recruitment following the HEFCE claw-back last year. The Principal reported a current total of 139 HE students and he advised members that Mrs Nageon de Lestang would be taking the lead and overseeing the HE provision and Access programme;
* **2014/2015 BRC Attendance Rate** – Currently 87% compared to a strategic target of 90%;
* **2014/2015 CEMAST Attendance Rate** – 92%;
* **2014/2015 Retention Rate** – The College student retention rate was reported as currently 98.8% against a College target of 93%. The Principal added that these in-year figures were broadly in line with management expectations;
* **Forecast Learner Responsive Success Rates 2014/2015** – The Principal advised members that it was too early to report the 2014/2015 success rate but he confirmed that the 2013/2014 success rate had been 81% including English and Maths;
* **Curriculum and Quality Strategic Objectives** – Members reviewed and noted the curriculum and quality strategic objectives;
* **Management Structure** – The Principal reported that the new management structure had been working well with senior managers taking on their new areas with enthusiasm and significant early successes. Members noted recent changes which had included a refreshing of the Public Services Team, further development of the IT Curriculum Team and the appointment of a new Marketing Manager;
* **Teaching and Learning** – The Principal outlined the new observation regime of ungraded lesson observations which had been implemented and which included a more holistic review;
* **Student Support** – Members were advised that recent changes to the College’s statutory responsibilities regarding the new Code of Practice, Access Arrangements and responsibilities related to emotional support had meant a review of how the College managed these vital functions and services to students had been required;
* **Application Rates FT courses 2015/2016** – The Principal was pleased to report that full-time applications for 2015/2016 were tracking well against last year’s application profile being 292% up compared to last year’s net applications.

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

**77/14 Self-Evaluation Document – Fareham College Higher Education Review 2014/2015**

*Mrs Hinton arrived during this item (4.25pm).*

Members of the Board received the Self-Evaluation Document for the Higher Education Review which had been submitted to the QAA in preparation for the visit scheduled for February 2015.

Mr Adams, Director of Teaching, Learning and Assessment, provided members with a presentation on the Self-Evaluation Document and drew the following points to members’ attention:

1. **Judgements:**

* The setting and maintenance of threshold academic standards – Mr Adams explained that this was what students were expected to be able to do at different levels;
* The quality of students’ learning opportunities;
* Information about HE Provision – members were advised that the College website would be reviewed to make a judgement on whether the information provided was accurate and helpful in assisting students to enrol on the right course;
* The enhancement of students’ learning opportunities – Mr Adams explained that how the College canvassed the views and opinion of HE students would be scrutinised to see if the College could demonstrate that it was listening and responding;

1. **Possible Findings** – Mr Adams outlined the possible findings which could be made as a result of the Review which included:  
   - Commended;  
   - Meets UK expectations;  
   - Requires Improvement to meet UK expectations – Mr Adams highlighted the fact that, if any identified improvements were not secured quickly enough the College could be reported to the HEFCE and could have its funding revoked;  
   - does not meet UK expectations.
2. **Programmes Under Review** – Mr Adams outlined the areas which would be under review during the QAA visit which included:  
   - Foundation Degree in Early Childhood Studies;  
   - BTEC Higher National Diploma in Engineering;  
   - BTEC Higher National Diploma in Sport and Exercise Sciences.
3. **Process** – Mr Adams outlined the full process and the preparatory work (which had included QAA briefings and preparatory meetings) which had already taken place leading up to the submission of the Self-Evaluation Document. He referred members to the Quality Code and to the Self-Evaluation Document which had been submitted in advance of the QAA Review.

Members of the Board thanked Mr Adams for his presentation and he left the meeting.

**Members reviewed the content of the QAA Self-Evaluation Document and formally endorsed it.**

**78/14 The Self-Assessment Report 2013/2014**

Members of the Board had received the 2013/2014 Self-Assessment Report for consideration and review. The Principal provided a presentation which drew members’ attention to the following key points:

* The Principal outlined the annual self-assessment and validation process for the benefit of new members present;
* Members were referred to the Overall Key Strengths outlined on page 7 of the report;
* Members reviewed and discussed the Overall Key Areas for Improvement outlined on page 8 of the report;
* The Principal referred members to the Grade Profile Summary on page 8 of the report. He added that the self-assessment process had been developed significantly since the last inspection. He acknowledged that it required further development at course level;
* Members reviewed and noted the Academic Department Summary Grades on page 10 of the report;
* Members noted that Quality of Teaching and Learning had been awarded a Grade 2. The Principal added that further development of stretch and challenge within teaching and learning was required;
* Members were advised that further work was required on the delivery of English and Maths and the need to deliver it more in context;
* Members noted that ‘Outcomes for Learners’ had been deemed a Grade 3 ‘Requires Improvement’;
* Members noted that Effectiveness of Leadership and Management had been awarded a Grade 2.

The Principal concluded by saying that the Self-Assessment Report was a document which provided Governors with a clear position statement of the College with evaluated outcomes and a commentary explaining the arising issues. He went on to say that he had made it as transparent as he could with the ‘rag rating’ to clearly identify the underperforming ‘red’ areas and it was for the Board to consider and accept the planned strategies and actions outlined in the document to secure improvement.

**Members of the Board formally approved the College Self-Assessment Report 2013/2014.**

**79/14 Progress Review of Strategic Objectives 2014/2015**

Members of the Committee received a paper which provided the first of three progress reviews of the Strategic Objectives for 2014/2015. The Principal spoke to the paper and referred members to the 8 ‘red’ objectives which represented little or no progress and which related to:

* Improving Long Qualification Success rates;
* Retention and achievement that support improved success rate;
* Increasing internal progression across levels;
* Too high staff turnover;
* Commercial trading income of 3550k;
* Reduce centrally funded dependency to 70%;
* Extend learning within and outside the lesson. The establishment of a Homework Policy;
* Well-developed systems for monitoring organizational performance – corporate dashboard.

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.**

**80/14 CEMAST Project Update**

Members of the Board received a confidential paper on the CEMAST Project Update. The paper provided an update on the formal post project review process which had been initiated to identify adjustments and improvements required in the operation of the building and set aside funds to facilitate this process following the opening of the building in August 2014.

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

**81/14 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.

**82/14 Review of 2014/2015 Financial Performance (inc. Management Accounts 31st October 2014)**

Members of the Board received a confidential paper on the Review of 2014/2015 Financial Performance including the Management Accounts to the 31st October 2014. 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

**83/14 Funding Update Post October Management Accounts**

At the request of the Finance Committee, members of the Board were provided with a paper on Funding Update Post October Management Accounts which provided additional information regarding student numbers, EFA income and SFA Adult Skills Budget to provide comfort to the Board as the current forecast position outlined in the October Management Accounts reflected a £110k deficit.

**Members of the Board reviewed the contents of the paper and noted the current position.**

**84/14 Annual Review of the Financial Regulations**

Members of the Board received an updated and complete set of Financial Regulations. Members of the Finance Committee had reviewed the document at its meeting in November and had requested that:

* The introduction of financial limits in connection with leases be included;
* A Bribery Policy be included in the document.

**Members of the Board formally approved the Financial Regulations as recommended by the Finance and Resources Committee.**

**85/14 Human Resource Strategy 2014/2017**

Members of the Board received the Human Resource Strategy 2014-2017 which had been completely reviewed and updated in line with other College Strategies. Members noted that, as a result, the links between the College Strategy and the HR Strategy had been more clearly defined and had been made more succinct.

**Members reviewed and formally approved the updated HR Strategy 2014-2017 as recommended by the Finance and Resources Committee.**

**86/14 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 2014 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 Dr Chris Thomas to the Board to serve for a 3 year term of office from 1st January 2015 to 31st December 2017;**

**(iii) Members formally approved the recommendation of the Search Committee and appointed Mr Alastair Ramsay to the Board as an Associate Governor/Governor in Waiting until an appropriate vacancy arose, dependent on the skills being lost at that time;**

**(iv) Members formally confirmed the re-appointment of Mrs Jan Lancaster to the Board as the chosen Support Staff Nominee to serve for a second term from 1st January 2015 to 31st December 2017;**

**(v) Members formally confirmed the appointment of Katie Smith and Callum Magee to the Board as Student Governors (as part of job-share role) to serve from the 10th December 2014 to 31st December 2017 or until they ceased to be a student, whichever came first;**

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

**(vii) Members noted the position regarding the memberships which were due to come under review during the remainder of the 2014/2015 academic year and the proposed related actions.**

**87/14 Annual Report on Safeguarding – Dec 2014**

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. Mrs Sommers, Director of Students and Recruitment, spoke to the report and drew the following to members’ attention:

* The 2014 DfE Publication, Keeping Children Safe in Education, provided a clear steer for colleges and Governors regarding their roles and responsibilities. It also built on previous publications and provided guidance on staff responsibilities to report, safer recruitment and dealing with allegations of abuse against staff;
* The College considered the safety and wellbeing of its students should be paramount and that students and staff should feel safe in their place of work/study;
* The role of Child Protection Officer was held by Mrs Sommers, the Director for Students and Recruitment who also chaired the new Safeguarding Working Group;
* The new process for supporting students with emotional issues was working very well;
* The data provided for members suggested that the need for emotional support had not grown (56 compared to 53 the previous year) but the number of referrals to agencies trained to deal with these issues had increased from 10 to 26 referrals;
* The Director for Students and Recruitment met fortnightly with the Student Services Manager and the Learning Support Manager to review each student and highlight any further support needs;
* Monitoring young people in care or care leavers was now a key focus to ensure that this vulnerable group were supported to progress at the same rate as their peers. Mrs Sommers reported that there were currently 15 students who were claiming the LAC/Care Leavers bursary;
* During the autumn term, Derek Hart, as the ‘Safeguarding nominee’ completed an audit of recruitment which included a review of how the new Disclosure and Barring Service guidelines had been embedded into the recruitment process. Members noted that the audit had confirmed that the HR department were competently satisfying all the requirements for ‘safer recruitment’ of staff and volunteers;
* Mrs Sommers confirmed that training in the following areas had been planned for staff at the end of January 2015: Self-harming, mental health, anxiety and sexual exploitation.

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

**88/14 Annual Report on Equality and Diversity – Dec 2014**

Members of the Committee received the Annual Report on Equality and Diversity 2013-2014 which provided Governors with an overview of the College’s Equality and Diversity practices, procedures and performance in relation to staff and students.

Mrs Sommers spoke to the paper and drew the following to members’ attention:

* The introduction of the Single Equality Act 2010 and the implications for Governing Bodies to ensure that evidence could be sourced to demonstrate that all reasonable steps were being taken to prevent discrimination, harassment or victimisation;
* Members reviewed and noted the key messages enshrined within the Equality and Diversity Strategy and which were fundamental to the successful implementation of the principles of Equality and Diversity;
* Members reviewed and noted the developments in 2013/2014 which had taken place as outlined on pages 2 and 3 of the report;
* Members reviewed and noted the outcomes of the Student E&D Survey. Mrs Sommers highlighted the fact that, overall, 97% of students responded positively to questions but 38% of students stated that they would not know what to do if they wanted to raise an Equality and Diversity complaint at the College;
* Members reviewed and noted the developments planned for the 2014/2015 year;
* Members noted that, during the 2013 inspection, it had been identified that the College statistics demonstrated that there were no significant achievement gaps created by E&D categories. Mrs Sommers confirmed that this success had generally continued through 2013/2014 and members reviewed the achievement by ethnicity statistics provided on pages 6 and 7 of the report.

**Members of the Board reviewed and noted the contents of the Annual Report on Equality and Diversity 20123/2014.**

**89/14 Annual Report of the Risk Management Group - November 2014**

Members of the Board received the Annual Report of the Risk Management Group – November 2014. 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 Deputy 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 2013/2014 had included:

* OFSTED;
* Senior Management Structure;
* Student numbers and funding;
* CEMAST;
* Bishopsfield Campus.

The Deputy 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.**

**90/14 The Annual Report of the Audit Committee to the Corporation 2013/2014**

Members of the Board received the Annual Report of the Audit Committee to the Corporation and Principal of Fareham College for the Financial Year 2013/2014. 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 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 2013/2014. Governors accepted and formally approved the Annual Report of the Audit Committee 2013/2014.**

**91/14 Internal Audit Annual Report 2013/2014**

Members of the Board received the Internal Audit Annual Report 2013/2014 from Southern Internal Audit Partnership (SIAP). Members noted that the report provided a summary of Internal Audit activities and outcomes during the last 12 months and page 3, Section 3 of the Report outlined the ‘Overall Assurance’ provided by the Internal Auditors.

Members’ attention was drawn to the Summary of Opinions and Main Findings outlined on pages 4 and 5 of the Report. Members noted that, based on audit evidence obtained, SIAP had concluded that of the five business areas reviewed substantial assurance could be provided for two areas, adequate assurance on one area and limited assurance on the remaining two areas (Learner Numbers and Employment and Job Outcomes).

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 3.1 of the Report stated the opinion of SIAP which provided reasonable assurance that there were no major weaknesses in the College’s risk management, control and governance processes.

**Members of the Board noted the assurance of the Internal Auditors that effective risk management, control and governance processes were operating in practice and formally approved the Internal Audit Annual Report 2013/2014.**

**92/14 Outcomes of the Internal Audit Service Tender**

Members of the Board received a paper on the Outcomes of the Internal Audit Tender which had taken place during the autumn term. The Deputy Principal spoke to the paper and outlined for the Board the comprehensive selection and short-listing process which had been followed. Members noted that the recommendation which had been made by the Audit Committee had been based on the following:

* The presentation was very comprehensive and very well presented;
* The answers to the Panel’s questions were clear and concise;
* Mazars had significant experience in the sector;
* The tender from Mazars was competitively priced;
* The use of data tools would be of benefit to the College;
* The approach of sharing best practice and benchmarking against the rest of the sector would be beneficial to the College;
* The overall score for Mazars was 41 compared to 33 for SIAP and 29.5 for Baker Tilly.

**Members of the Board formally approved the recommendation of the Audit Committee and appointed Mazars as the Internal Audit Service provider for the next 3 year period from 1st January 2015 to 31st December 2017 with an annual review.**

**93/14 Financial Statements Year ended 31 July 2014, Audit Findings Report and Letter of Representation**

Members of the Board received a copy of the audited Accounts 2013/2014 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 Deputy Principal spoke to the paper and confirmed that the figures presented had not changed since last reported on the 15th October 2014. In addition, members’ attention was drawn to the following:

* **Surplus** on continuing operations before exceptional items – £472k (which meant the College had completed a seventh consecutive year of financial surplus);
* **Surplus** on continuing operations and exceptional items - £4,965,000 (members were reminded that this related to the Bloor land sale receipt);
* **Staff costs** had been reduced by £800k during the year.

Members noted that the External Auditors had been complimentary about the process this year and the Head of Finance and her team were commended by the Deputy Principal.

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 2013/2014, 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 2014.**

**94/14 Self-Assessment of Compliance with Regularity and Propriety Requirements**

Members of the Board received the Self-Assessment of Compliance with Regularity and Propriety Requirements. The Deputy Principal spoke to the paper and referred members to page 5 of the report, in particular the issue related to Capital Project Appraisal. He advised members that the Financial Regulations had been updated to include the role of the Property Strategy Group and he confirmed that the Finance and Resources Committee had reviewed and recommended the document.

**Members reviewed the contents of the paper and formally approved the Self-Assessment of Compliance with Regularity and Propriety Requirements as recommended by the Finance and Resources Committee.**

**95/14 Annual Health and Safety Report to the Corporation 2013/2014 and Review of the College’s Health and Safety Policy**

Members of the Board received a paper on the Annual Health and Safety Report 2013/2014 (including Accident Statistics at Appendix 1 to the paper) and the College’s Health and Safety Policy which had been reviewed and updated in September 2014. Members reviewed the health and safety overview provided for 2013/2014 and noted the developments and improvements which had been secured during the year.

**Members of the Board reviewed and noted the contents of the Annual Health and Safety Report 2013/2014 and the updated College Health and Safety Policy and formally approved them both as recommended by the Finance and Resources Committee.**

**96/14 General Reports of Corporation Committees**

Members of the Board received and noted termly reports from the following Corporation committees:

* Teaching, Students Curriculum and Quality Committee.
* Finance and Resources Committee;
* Audit Committee;

**Members noted the contents of the reports and the issues discussed at committee meetings during the autumn term.**

**97/14 Marketing Working Group**

Members of the Board received the minutes of the Marketing Working Group meetings which had taken place during the autumn term as follows:

* 17th September 2014;
* 15th October 2014;
* 10th November 2014.

Members also noted that a meeting had also taken place on the 8th December 2014 after the dispatch of the papers.

**Members noted the contents of the minutes from the above mentioned meetings and noted that a further meeting had taken place on the 8th December 2014 and that the minutes from that meeting would be provided at the March 2015 Corporation meeting.**

**98/14 Inaugural Meeting of the Wellbeing Committee**

Members of the Board received the minutes of the Wellbeing Committee meeting which had taken place on the 12th November 2014. Members were reminded of the rationale for formally incorporating Safeguarding, Equality and Diversity and Health Safety issues together.

**Members noted the contents of the minutes from the 12th November 2014 meeting.**

**99/14 Staff Liaison Committee and Student Board**

Members of the Board received the minutes of the Staff Liaison Committee and Student Board meetings which had taken place on:

* Staff Liaison Committee – 8th October 2014;
* Student Board – 7th November 2014;
* Staff Liaison Committee (BRC) – 26th November 2014;
* Staff Liaison Committee (CEMAST) – 27th November 2014

**Members of the Board reviewed and noted the contents of the minutes.**

**100/14 Performance Review of the Deputy Principal 2013/2014**

Members of the Board received a strictly confidential report on the Performance Review of the Deputy Principal for 2013/2014. 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.

**101/14 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 **Wednesday 25th March 2015 at**

**4.30 pm.**

**Post minute note:** The date of the next meeting was subsequently changed to Monday 23rd March 2015 at 4.30pm.