

GOVERNANCE SELF ASSESSMENT REPORT 2009/10

(Against the Governance Performance Indicators and Targets Approved by the Corporation)

Performance Indicator	Target	Commentary on performance against the PI and Target
Corporate Effectiveness	1) Key strategic outcomes in the College's Strategic Plan to be formally monitored by Corporation each term: Learners Numbers against profile (16-18; 19+, HE, part-time and full-time) Success Rates Student Attendance Lesson Observation profiles	<p>The Corporation has agreed a monitoring framework on College performance which is reported on at each Committee and Corporation meeting. Reporting is on core activities including performance against key strategic outcomes, retention, achievement and success rates; financial performance, and human resources and a range of other performance indicators approved by the Corporation.</p> <p>In addition, the Quality & Curriculum Committee monitored in detail student attendance and lesson observation grade profiles, as well as retention and achievement data. Minutes & reports from each meeting of the Quality & Curriculum Committee were presented at each meeting of the Corporation.</p> <p>The following key performance indicators for 2009/10 were reported to the Quality & Curriculum Committee on 11/11/10:</p> <ul style="list-style-type: none"> • For FE provision the College level success rate is 76%, 1% below the National Average and 1% below the level achieved in 2008/09. • Success rates for apprentices are good overall but have shown a decline from 2008/09 and consequently the College target of 78% was not achieved in 2009/10. • Higher Education success rates are good and significantly above HEFCE benchmarking data. • Success Rates for Train to Gain learners is good. The

		<p>overall success rate is 91% against the national average of 83% and the College target of 80%.</p> <ul style="list-style-type: none"> • Overall learner attendance remains at the level achieved in 2008/09 which is 3% below the College target. • Teaching and Learning observation grades which are good or better are above the college target of 80% for Higher Education and Work Based learning assessment. The percentage of good or better teaching overall is 76%, with the target of 80% being met in four SSA areas.
	2) Setting and monitoring of targets for retention, achievement and success rates and to call for improvement plans where appropriate	<p>Success Rates (incorporating retention & achievement) were set and approved in the College's Self Assessment Report.</p> <p>The College SAR confirmed progress against set targets and the Quality & Curriculum Committee reviewed as a standing agenda item corrective action outlined in the Quality Improvement Plan with a key priority being improving teaching and learning.</p>
	3) Monitoring the financial performance of the College	<p>The Finance & Resources Committee reviewed at each of its meetings the latest set of College Management Accounts and year-end projections. Copies of College Management Accounts for each month posted to all governors. Minutes and a report of the meetings of F&R were presented at each meeting of the Corporation. The Committee also reviewed and reported to the Corporation on performance against agreed financial objectives published in the College's Strategic Plan.</p> <p>An operating surplus of £27k was achieved for 2009/10.</p>
	4) Appropriate Skills mix amongst governors	<p>Annual review conducted through the issuing of a governor's questionnaire and the evaluation of completed questionnaires by the Clerk. Outcomes published in the Governance</p>

		Handbook and published on the governors website. Skill gaps identified are addressed through recruitment.
Attendance	5) 75% Governor attendance	84% attendance rate achieved for 2009/10. No Corporation meetings were inquorate during 2009/10 and no governors were absent from Corporation meetings for a period of 6 months or longer.
Length of meetings	6) Corporation & Committee meetings to last no more than 2.5 hours (good practice)	All meetings completed within the agreed best practice timescale – The Clerk records in the minutes both the start time and finish time of each meeting.
Appointment	7) Corporation vacancies to be filled within four months of the vacancy occurring.	There were no vacancies as of 31 July 2010. The Corporation welcomed the appointment of the 2 student governors.
	8) Continue to strive to improve the representation of women and ethnic minorities onto the Corporation	Corporation representation as of 31 July 2010 was as follows: 16 members; 13 white; 3 Ethnic minority background; 8 Male; 8 Female.
Committee membership	9) All governors to be a member of at least one committee.	Achieved and Committee membership subject to on-going review.
Register of interests & Annual Declaration of Eligibility	10) Declarations of interest to be made by governors as appropriate and presented to the Clerk annually. Confirmation of annual eligibility to serve as a governor.	Register of Interests form completed by each governor resulting in the Register of Interests that is published on the College website. All governors confirmed annual eligibility to serve on the Corporation by completing annual eligibility check. In addition, at the commencement of all meetings of the Corporation (including Committee meetings), the Clerk requested and minuted any declared interests against any of the agenda items.
Training and development	11) (i) Publication of a governor training programme for 2007-08 12) (ii) Confirmation of the delivery of the agreed governor training programme	Governor Training Programme agreed for 2009/10 and published in the Governance Handbook. The training programme was fully delivered with training/briefing presentations made available at each meeting of the Corporation.
	12) All Chairs of Committee and the Chairman to participate in pre-planning meetings prior to Committee/Corporation	Pre-planning meetings between senior college management, the Chair, and Clerk were made available prior to all meetings

	meetings with appropriate College senior management	of Committees and of the Corporation.
	13) Link Governor Scheme to be implemented and all link governors to undertake at least two visits per year visiting their link governor area	March Corporation meeting agreed to introduce a revised Governor Link Arrangement – this resulted in a updated College-Corporation Link policy being approved that incorporated 5 strategies to better link governors with students. The 5 strategies include: <ul style="list-style-type: none"> • A Programme of Visits • Governor Links to each Directorate • Award Presentations • Learner Voice to link in with the strategy • Information about Members of the Corporation made available on staff and student intranets
	14) All new governors to undertake an induction within 3 months of their appointment.	All new governors received induction training well within the three months requirement from their appointment.
	15) All governors to be supported in the discharging of their duties by being issued annually with a Governance Handbook confirming roles and responsibilities	Governance Handbook 2009/10 published and contents of handbook also published on the governors web site.
Clerkship	16) Issue of Agendas and supporting papers at least 7 days before meetings	Achieved.
	17) Drafting of minutes within 1 week of all meetings	Achieved.
Guiding and monitoring the strategic direction of the College	18) Meeting to be held at least once a year focusing solely on strategic direction of the College, or alternatively, specific agenda items at Corporation meetings on the strategic direction of the College	There was a special strategy meeting of the Corporation held in October 2010. Performance against set objectives subject to review at each meeting of Committees and the Corporation through fixed agenda item ‘ Monitoring of College Performance’.
Corporation as the employer	19) Human Resources – monitoring of human resource data	Finance & Resources Committee received at each of its meetings during 2009/10 a termly report on Human Resources. Outcomes arising were made available to the full Corporation via the minutes and reports from F&R. In addition, the December meeting of the Corporation received the annual HR Report for 2009/10
Senior post	20) Annual appraisal of senior post holders undertaken by	Appraisals for 2009/10 of all senior postholders completed in

holders	Chairman (Principal, Vice Principals, and the Clerk are senior postholders)	with outcomes reported to the Remuneration Committee. The appraisal of the Clerk for 2009/10 was held in June 2009 and outcomes arising from the appraisal and were made available to the Corporation meeting in July 2010.
---------	---	---

Commentary on governance arrangements 2009/10

Governance is satisfactory. Governors provide a detailed level of scrutiny and challenge senior managers where appropriate. The Corporation’s monitoring of the College’s performance (and its intervention, where appropriate) has resulted in the College having both a sound educational base as well as a good commercial footing. This latter achievement has enabled the Corporation to invest in the continuous improvement of resources and facilities to the benefit of the College’s learners.

The Corporation has been fully involved in setting the character and mission of the College as encapsulated within the College’s Strategic Plan 2010-2013, including the determination of the College’s vision and values.

There is an appropriate structure of sub-committees of the Corporation which monitor a comprehensive range of performance indicators and, as a consequence, members have a good understanding of the College’s strengths and its areas for improvement. Delegation from the Corporation to its Committees is effective and appropriate arrangements are in place for Committees to report on their work to the Corporation.

The College’s self assessment report is validated by the Quality and Curriculum committee prior to receiving the Corporation’s approval. The committee scrutinises judgements made by the College and in some areas will ask the College to reconsider its evidence base for grading prior to approval by the Corporation. Follow up actions through the Annual Operating Plan and internal notices to improve are rigorously monitored and where there are no sustainable improvements such as in ESOL, the Committee will ensure that the College takes appropriate action.

On a regular basis the Corporation reviews its policies and procedures. The Corporation fulfils its statutory responsibilities including those for Health and Safety and for Child Protection and Safeguarding. A designated governor has been nominated for each of these areas.

The Corporation routinely self-assesses its performance against an agreed set of performance indicators including attendance at meetings, training, skills mix, effectiveness of the College, to ensure that it can continue to meet its statutory duties. Governors receive appropriate induction and training; they are well-informed and there is an appropriate range of skills and expertise amongst governors.

Attendance at meetings by governors exceeded the set target of 75%; achieving 84% attendance in 2009/10, with good attendance of 81% and 80% in the previous two years. The Corporation and its Committees are serviced by an Independent Clerk. During 2009/010, the Corporation comprised 16 members (including two student members and a staff member); there were 8 female and 8 male members with 3 (19%) ethnic heritage members.