

**MINUTES OF THE GOVERNING BODY MEETING  
HELD ON 25 MAY 2023 AT 4.30PM  
STEAM ACADEMY CONFERENCE ROOM AND VIA GOOGLE MEET**

**PRESENT:**

Judith Evans - Chair  
Emma Adamson  
Dan Biddle  
Trish D'Souza  
Lisa Dobbs - Staff Governor  
Ruby Llewelyn - *left at 6.05pm*  
Hayden Llewellyn  
Simon Pirotte - Principal  
Satwant Pryce  
Stephne Puddy  
Helen Verity

**IN ATTENDANCE**

Joe Baldwin - Vice-Principal (Learner Journey, Systems and Inclusive Practice)  
Viv Buckley - Deputy Principal - *joined at 4.53pm (on overseas College trip)*  
Nicola Eyre - Clerk  
Andrew Gibbs - Vice-Principal (Resources)

The meeting opened at 4.30pm

**1. CHAIR'S WELCOME AND APOLOGIES FOR ABSENCE**

The Chair of the Governing Body had sent his apologies for the meeting. Judith Evans, Vice-Chair, acted as the Chair for the meeting.

All members and staff were formally welcomed to the meeting.

Apologies for absence were received from Jeff Greenidge (Chair of the Governing Body), Claire Marshall, Dawn Lewis-Whelan, Marion Evans (Staff Governor) and Joanne Oak.

Gemma Carr-Evans (Director of Curriculum) was due to attend as an observer but had to submit an apology due to work commitments.

Joshua O'Sullivan Woodward (Student Governor) did not attend the meeting.

Emma Adamson had advised the Clerk prior to the meeting that she needed to leave at 6.30pm to attend an awards ceremony.

## **2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **3. MINUTES OF THE EXTRAORDINARY GOVERNING BODY MEETING HELD ON 27 APRIL 2023**

The minutes of the extraordinary Governing Body meeting held on 27 April 2023 were approved as an accurate record of the meeting.

## **4. MATTERS ARISING**

### **4.1 Action Tracker**

There were seven actions on the Action Tracker - two green, three amber, one blue and one on hold. The Governing Body noted the actions and the Clerk explained that the action in relation to receiving presentations from learners will be covered off by the student governors giving a presentation at the final Governing Body meeting of the year.

The Vice-Principal (Resources) explained that the action in relation to the FE funding methodology will need further consideration as it could be destabilising for other colleges and the sector as a whole.

## **5. PRINCIPAL'S UPDATE**

The Principal informed the members of the recent unannounced CIW (Care Inspectorate Wales) inspection on Weston House. The feedback on the learner experience was very favourable, however, they said that they would like to see more written evidence. It was noted that there were no issues identified and that in contrast to Estyn, the CIW are due to introduce gradings for inspections. The Principal also informed the members that the two inspectors were very interested but also confused by the registration process that the College is having to go through to register Bevan College as an ISPI (Independent Specialist Post-16 Institutions) as a result of the ALN Act.

The Chair congratulated the College for such a positive inspection visit.

The Governing Body noted the rest of the contents of the Principal's Report and the Principal invited the members to the staff summer celebration on 30 June.

Helen Verity fed back that she had attended the College's Fashion Show earlier that week and was very impressed with how creative and integrated the show was.

## **6. TEACHING & LEARNING UPDATE - DEPUTY PRINCIPAL'S UPDATE**

The Vice-Principal (Learner Journey, Systems and Inclusive Practice) delivered this presentation as the Deputy Principal was overseas representing the College and ColegauCymru and wasn't able to join online until later in the meeting.

An overview of the College's provision was given:

- Further Education - XXXX of the provision is part-time and approximately XXX is full-time.
- Work Based Learning accounts for XXX%
- Commercial part-time courses accounts for XXX%
- A Levels and Higher Education provision makes up the balance.
- There were XXX FE applications for 2022/23:
  - Of these, XXX resulted in enrolments;
  - XXX learners left before the 56 day cut-off point (affects funding level). Many of these learners were enrolled onto more suitable programmes e.g. Inspire2Learn/Inspire2Achieve rather than being lost from the College.
  - XXX learners left after the 56 day cut-off point (affects quality outcomes).
- Attendance for 2022/23 is currently at XX% and retention is XX% up on the previous year.
- The successful completion rate target is XX% and the current conservative estimate is that XX% will be achieved for the academic year. It was noted that this is being closely monitored.
- Curriculum delivery (professional learning days):
  - Term 1 - the focus was on going back to basics and the College worked with Paul Dix (Behaviour Specialist) on the expectations in the Citizenship Code.
  - Term 2 - Professor John Hattie (Education Academic) led an all-day curriculum staff training session and tickets were sold to local schools and organisations.
  - Term 3 - a range of guest speakers spoke on the topic 'Common Ground - Kindness and Compassion'.
  - The final professional learning day at the end of the academic year will be led by Sid Madge (Brand Strategist) on 'Valued Behaviour'.
- Knowledge transfer partnership - Jeff Greenidge and Trish D'Souza were thanked for taking part in the recent Black Leadership Group all-day event.
- Success at the Skills Competition Wales Awards - the College ranked second achieving 9 gold medals, 18 silver medals and 1 bronze medal.

The presentation concluded by the Vice-Principal (Learner Journey, Systems and Inclusive Practice) relaying that the Deputy Principal wanted to impress on the Governing Body that there's lots to be proud of.

*4.53pm - Viv Buckley joined the meeting*

The Chair commented that there had been concerns before Easter, based on previous years, that learners may drop out and not return after the Easter holiday. The Deputy Principal confirmed that this didn't happen this year and that quality performance indicators are much stronger for 2022/23.

A member queried about the cost of using John Hattie's services. It was explained that Welsh Government funding was used to part-fund this but the net cost, after selling tickets, was approximately EXXk which was felt to be value for money as all curriculum staff were involved.

Trish D'Souza fed back very positively on the event that she attended, run by the Black Leadership Group, on the College's Anti-Racist Action Plan. Trish commented that she felt the facilitators had an in-depth knowledge of FE in particular and overall the day was thought-provoking and she felt that she had really benefited from it.

A member thanked the Vice-Principal (Learner Journey, Systems and Inclusive Practice) for the presentation and said that she'd like to further understand the College's catchment and where learners travel from in order to understand the College's attraction (**ACTION - JB**, to be discussed by the Curriculum & Quality Committee).

The Governing Body noted the update.

## **7. GOVERNANCE MATTERS**

The Governing Body APPROVED/RATIFIED the following:

- The Governing Body ratified the appointment of Joanne Oak and Dawn Lewis-Whelan onto the Selection Committee following the recommendation from the extraordinary Reserved Business meeting.
- The Governing Body ratified the appointment of Stephne Puddy onto the Selection Committee. This had been approved electronically.
- The Governing Body approved the co-option of Carys Swain as a Welsh-speaking member of staff for a second four-year term.
- The Governing Body approved the appointment of the two student governors for 2023/24 - Lloyd Tandy and Teodora Grancea. Ruby Llewelyn, Student Governor, said that she knows Lloyd and endorsed his appointment.

The Governing Body NOTED the following:

- Three members had formed an appeal panel and heard a staff appeal against dismissal. The panel upheld the Principal's decision to dismiss the member of staff. It was noted that the panel had some health and safety concerns and that assurances will be sought on these.

## **8. SAFEGUARDING POLICY**

The Vice-Principal (Learner Journey, Systems and Inclusive Practice) explained to the Governing Body that this policy had been sent electronically to the members of the Curriculum & Quality Committee for comment. The process for approval would normally be for the committee to review and recommend it for approval but due to the timing of meetings, it needed to come straight to the Governing Body meeting for approval.

The Vice-Principal (Learner Journey, Systems and Inclusive Practice) explained that there are some important changes to the policy as developments occur over time. All proposed amendments and additions to the policy were highlighted in yellow and these were explained to the Governing Body.

The Governing Body's attention was drawn to the following sections:

- 5.6 - Use of personal mobile phones (new section) - The College has mobile phones that can be signed out for off-site activities and trips as staff are not to share their mobile numbers with students.
- 5.7 - Out of hours contact with students (new section) - this provides guidance where support for students is required outside of core hours.
- 6 - The original title "Confidentiality" has been updated to include "Information Sharing and the Police".
- 8.1 - Sharing naked images and sexting (new section) - this has been introduced following guidance received from the WG and NSPCC.
- Appendix 8 - Safeguarding and Wellbeing Procedures - new procedures have been introduced so that there is a consistent approach to respond to any incidents of this nature.

The Chair invited questions and comments from the members.

- One member commented that he thought the policy was very robust and offers protection to both staff and students.
- Another member thought the first bullet point on page 10 that all staff have a responsibility and duty to "keep students safe" was very broad and questioned whether this was intentional. A discussion was held with many members contributing as it was felt that the College had a duty to protect students in a much broader capacity than just when they are on campus. It was agreed that Trish D'Souza would work with the Vice-Principal (Learner Journey, Systems and Inclusive Practice) to formulate some wording for this (**ACTION - JB**).
- The Chair questioned how staff are kept updated on safeguarding. The Vice-Principal (Learner Journey, Systems and Inclusive Practice) explained that there are mandatory live-streamed training sessions planned for June to update on safeguarding and Prevent and there will be the option for staff to follow these up with face to face meetings with the Wellbeing team. The policy will also be uploaded onto the staff portal.

The Governing Body approved the Safeguarding Policy subject to the amendment to the wording around keeping students safe.

## 9. CAMPUS DEVELOPMENTS

**STRICTLY CONFIDENTIAL**

*6.05pm - Ruby Llewelyn left*

## 10. FINANCIAL UPDATE

The Vice-Principal (Resources) explained that this meeting falls between forecast periods and, therefore, there are no changes to report since the last meeting.

**[REDACTED]**

The Vice-Principal explained that a full draft budget for 2023/24 should be available for the July Governing Body meeting.

The Governing Body noted the update.

## **11. CORPORATE KPIS AND KPI TRACKER**

The Vice-Principal (Resources) that there had been no movement in the Corporate KPIS since the last meeting. It was noted that KPIS will be updated when the May Forecast is finalised.

The KPI Tracker was not due at this meeting.

The Chair commented that it is good to see the staff costs to income ratio KPI coming down as the College is in the process of making efficiencies.

The Governing Body noted the Corporate KPIS.

## **12. COMMITTEE MINUTES**

### **12.1 Audit - 11 May 2023**

The Governing Body RECEIVED the unconfirmed minutes.

## **13. ANY OTHER BUSINESS**

None

## **VALUES CHECKER**

The Chair thanked everyone for their contributions and said that there had been rich discussions.

The meeting closed at 6.23pm.