

**PROSPECTS COLLEGE OF ADVANCED TECHNOLOGY**

**MEETING OF THE BOARD OF GOVERNORS**

**16 OCTOBER 2015**

**MINUTES**

**Present:** David Sherlock (Chair) External Governor  
Neil Bates Chief Executive/Principal  
Phil Clark Staff Member  
Peter McKee External Governor  
Rachel Richards External Governor  
Theo Steel External Governor  
Ruth Umerah External Governor  
David Wells External Governor

**In attendance:** Robin Jones Clerk to the Board of Governors  
Helen Russell Director of Business Development  
Neil Warren Chief Operating Officer  
Madeleine Austin Principal's PA

**137 APOLOGIES FOR ABSENCE**

The Board noted that apologies for absence had been submitted by the following given other commitments:

- Bala Mahendran External Governor
- Kini Pathmanathan External Governor
- Tom Wilson External Governor

**138 DECLARATIONS OF INTEREST**

David Sherlock drew attention to his involvement with Beyond Standards given the review of the SAR as recorded in item 145 below.

The other Members present confirmed that there were no declarations of interest relative to the issues set out in the published agenda.

**139 MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS HELD ON 21 JULY 2015**

The Minutes of the meeting of the Board of Governors held on 21 July 2015 were agreed to be a correct record and were signed by the Chair.

**140 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 21 JULY 2015**

The Board agreed that, at this time, there were no items arising from the minutes of the last meeting requiring attention over and above those set out in the published agenda.

#### **141 MEMBERSHIP OF THE BOARD**

The Board noted the resignation of Carole Leach from membership of the Board and agreed to place on record the appreciation of Members and the Executive for her contribution to both the Board and the establishment of the GTA Engineering.

The Principal provided information on three potential new Members and their interest in joining the Board would be explored so that possible appointments may be recommended following consideration by the Governance & Search Committee.

Finally the Board noted that a possible Student Member had not been identified for 2015/16 although the opportunities to make an early appointment continued to be pursued by the College.

#### **142 GOVERNANCE & SEARCH COMMITTEE – MINUTES OF THE MEETING HELD ON 21 JULY 2015**

The Board received and noted the Minutes of the meeting of the Search & Governance Committee held on 21 July 2015.

It was recognised that the issues requiring attention had been reported to the Board that day and had been progressed accordingly.

#### **143 CODE OF GOVERNANCE**

The Board agreed to approve the Code of Governance based on the national AoC Framework and personalised specifically for PROCAT subject to ongoing review in the light of related developments and experience.

#### **144 PRINCIPAL'S AND EXECUTIVE'S REPORT**

The Board received and discussed the report prepared by the Principal and the members of the Executive on a range of issues including:

- A general overview
- the Aviation Academy and specifically the actions taken as a result of ATC Lasham Ltd being placed into administration on 2 October 2015
- Estates related issues
- Digital Learning
- Area Reviews – see also the separate item below
- City & Guilds Sponsorship
- Business under development

The Board received and noted the advertisement for the post of Director of Learning which closed that day (i.e. 16 October 2015). A Panel of Members would interview the short listed candidates on 11 November 2015 and the recommendation would be forwarded to Members (other than the Staff and Student Members) for consideration and decision.

The Board also received the following documents which form the Governors Dashboards:

- Trend Chart
- Strategic Plan Work Strands
- Risk Register

The opportunity was taken to highlight the opening of the new Centre for Engineering Technology which took place the previous day, 15 October 2015. This was an excellent event and provided an opportunity to highlight the facilities available for learners and employers.

The discussion and decision on estates related matters is set out in a separate minute which is regarded as confidential on the grounds of commercial sensitivity.

The Principal and the Executive were thanked for the comprehensive and informative report.

#### **145 SELF-ASSESSMENT REPORT**

The Board agreed to receive and note the current draft of the College SAR 2015 which had been the subject of a thorough review as part of the Board's Strategy Review Session earlier in the day.

The wide ranging discussion had been informed by the review of the SAR carried out by Nicky Perry of Beyond Standards Limited which provided Members with a focus to address the key issues impacting on the performance and future direction of the College.

The Board noted that the SAR would be updated to reflect the discussion and presented to the meeting on 9 December 2015 for approval prior to publication via the national portal which enabled Ofsted and others to review.

On a closely related matter the Board noted that, as part of the Strategic Review and Planning session, the performance of the Board over the last year would be the subject of discussion the following day when strengths and, most importantly, opportunities to bring about further improvements would be identified for attention.

#### **146 LEARNING WALK**

The Board agreed to receive and note the report prepared by Chair of the Board following his learning walk in the Faculty of Engineering which also included some thoughts on the experience over the first year of incorporation and the range of issues that need the attention of the Executive and, as appropriate, the Board.

In addition that Chair summarised a conversation with Sue Baxter who, as previously reported, will shortly be retiring and has carried out an excellent piece of work rethinking and reforming the College's approach to Foundation Technology.

#### **147 MANAGEMENT ACCOUNTS**

The Board received an update on the 2015/16 budget position to date which would be the subject of a more comprehensive report to the Board on 9 December 2015.

#### **148 CREATIVE SPORT AND LEISURE LTD**

The Board received a report prepared by the Principal on Creative Sport & Leisure (CSL Ltd), a wholly owned subsidiary of the College.

As part of the Planning Session earlier in the day Members had received a presentation from David Kreyling, Managing Director of CSL Ltd which had been extremely informative.

The links with a range of organisations including the apprenticeship programme at the Queen Elizabeth Olympic Park sponsored by the London Legacy Development Corporation were highlighted.

It was recognised that, whilst CSL Ltd has blossomed, there is not an easy fit with a College of Advanced Technology. This being so a number of options had been identified which were discussed by Members.

Given commercial sensitivity the final part of this item is set out in the confidential section of the Minutes of this meeting of the Board.

#### **149 GTA ENGINEERING – 28 SEPTEMBER 2015**

The Board acknowledged with appreciation the offer of David Wells to stand in as the Chair of the GTA Engineering following the resignation from membership of Carole Leach.

The Board was pleased to learn that the meeting held on 28 September 2015 had been well attended and provided real hope for development over the next few months and in the longer term.

It was apparent that the College and as appropriate Board Members needed to help employers and others from the industry to understand the role of the GTAs and the potential benefits from active involvement such as networking and sharing best practice.

There appeared to be merit in establishing a separate group specifically for rail engineering and this would be considered further with interested parties and a recommendation presented to a future meeting of the Board.

#### **150 RISK MANAGEMENT, SAFEGUARDING AND HEALTH & SAFETY**

The Board received an update on the topics of Risk Management, Safeguarding and Health & Safety.

#### **151 AREA REVIEWS – THE APPROACH OF THE GOVERNMENT**

The Board noted the current position with regard to the Area Reviews including the following taken from the Government publication announcing the initiative:

*We will need to move towards fewer, often larger, more resilient and efficient providers. We expect this to enable greater specialisation, creating institutions that are genuine centres of expertise, able to support progression up to a high level in professional and technical disciplines, while also supporting institutions that achieve excellence in teaching essential basic skills – such as English and maths. This will need to be done while maintaining broad universal access to high quality education and training from age 16 upwards for students of all abilities including those with special educational needs and disabilities.*

Information on the Area Reviews and the potential implications for PROCAT will be provided for Members in the light of the experience elsewhere in the sector.

#### **152 DATE AND TIME OF THE NEXT MEETING OF THE BOARD**

The Board noted that the next meeting is scheduled to take place on Wednesday 9 December 2015 commencing at 3.00pm at Basildon.

The subsequent meetings of the Board are planned for the following dates:

- Wednesday 10 February 2016
- Wednesday 4 May 2016
- Wednesday 20 July 2016

**153 WITHDRAWAL OF THE STAFF MEMBER AND COLLEGE STAFF**

The Staff Member on the Board and the members of College staff withdrew from the meeting given the confidential nature of the issues to be considered relating to specific post holders and having regard to the provisions of the Instrument & Articles of Government (specifically 12 (5) (d) of the Instrument).

**154 REMUNERATION COMMITTEE – MINUTES OF THE MEETING HELD ON 11 SEPTEMBER 2015**

The Board received and considered the minutes of the meeting of the Remuneration Committee held on 11 September 2015.

The decisions of the Board arising from the recommendations of the Committee relating to specific post holders are set out in the confidential Minute the distribution of which is restricted to the Members of the Board (other than the Staff and Student Members) and the Clerk.

**155 REMUNERATION COMMITTEE – MEMBERSHIP**

The Board approved the recommendation of the Remuneration Committee that Tom Wilson be appointed to serve on the Committee.

**156 REMUNERATION COMMITTEE - TERMS OF REFERENCE**

The Board approved the recommendation of the Remuneration Committee that the current Terms of Reference include an additional responsibility:

*To ensure that an appropriate Framework is in place to address the pay and other rewards of the "other staff" (i.e. the staff other than the Principal and designated Senior Post Holders) and to make recommendations to the Board.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_