

CLERK'S ANNUAL REPORT TO THE GOVERNING BODY 2016-2017

This Annual Report covers the statutory and administrative governance work and processes of Bridgend College during the year 1 August 2016 to 31 July 2017. The Annual Report is intended to provide assurance that the activities of the Governing Body have been undertaken in accordance with the Instrument and Articles of the Governing Body of Bridgend College.

1. COMPOSITION

For the period 1 August 2016 to 31 July 2017 the membership of the Governing Body was composed in accordance with the Instrument of Government and the determination of the Governing Body.

The following were members as at 1 August 2016:-

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|---|---|
| (a) Principal & Chief Executive | Mr Simon Pirotte |
| (b) Two members of staff | Mr Rob James (Teaching)
Mrs Ruth Rowe (Non-Teaching) |
| (c) Two students | Mr D Smith
Miss P Roe |
| (d) One or more representatives of local employers or businesses | Mr Wyn Landon |

The remaining members of the Board were:

Mr Paul Croke (Chair)
Mr D John Finch (Vice-Chair)
Dr John Graystone
Cllr Mike Gregory
Professor Helen Langdon
Mrs Kathy Lewis
Ms Alwena Morgan
Mrs Satwant Pryce
Mr Ian Skinner

Clerk

Mrs Nicola Eyre. An Interim Clerk was appointed from November 2016 to July 2017 to cover the Clerk's sickness absence.

1.1. Changes to the Governing Body membership agreed during the year were as follows

At the meeting of the Governing Body held on 13 October 2016 the Governing Body approved the appointment of Mrs A Hoy for a period of four years.

Ms A Morgan resigned as a Governor in November 2016.

At the meeting of the Governing Body held on 18 May 2017, the Governing Body approved the appointment of Mr H Llewellyn for a period of four years (with effect from 1 September 2017). At the same meeting, Mr P Croke and Mrs K Lewis were re-appointed for a second four-year term (with effect from 24 October 2017)

1.2. Changes to Category Structure

No changes to the Category Structure of the Governing Body were agreed during the year.

1.3. Changes to Membership of Governing Body Committees

1.3.1 At the meeting held on 13 October 2016 the Governing Body approved the appointment of Mrs A Hoy to the Finance & Estates Committee

1.3.2 At the meeting held on 18 May 2017 the Governing Body approved the appointment of Mr H Llewellyn to the Curriculum & Quality Committee (with effect from 1 September 2017)

1.4 Changes for the Clerk to the Governing Body

An Interim Clerk was appointed as detailed above to cover the Clerk's sickness absence

2. CHANGES RESULTING FROM ANY NEW DETERMINATION

There were no changes to the Governing Body resulting from any determination in 2016/17.

3. ELIGIBILITY OF MEMBERS

The eligibility of all members for 2016/17 was checked and confirmed by the Interim Clerk in accordance with the adopted annual process. All governors, except Student Governors, have undertaken a DBS check.

4. REGISTER OF INTERESTS

A Register of Interests is maintained for members of the Governing Body. The register is reviewed annually and revised where necessary. The Register is available for public inspection in the Clerk's office.

5. MEETINGS OF THE GOVERNING BODY

The full Governing Body met on the following occasions:

13 October 2016
15 December 2016
16 February 2017
6 April 2017
18 May 2017
22 June 2017

6. SUBMISSION OF FINANCIAL REPORTS

Financial reports were presented to the Governing Body at meetings held during the year. The Draft College budget for 2016/2017 was presented to the meeting of the Governing Body on 22 June 2017.

6.1. Meetings of the Finance and Estates Committee

Meetings of the Finance and Estates Committee took place on the following dates (Chair: Mr Wyn Landon):

29 September 2016
24 November 2016
7 March 2017
4 May 2017
15 June 2017

Financial reports were submitted to each of the above meetings and these reports, along with the full minutes of all meetings of the Finance and Estates Committee, were received and considered by the Governing Body.

6.2. Meetings of the Audit Committee

Meetings of the Audit Committee were held on the following dates (Chair: Mr I Skinner):

20 September 2016

1 December 2016
2 February 2017
13 June 2017

Internal Audit Reports, when available, were considered at the meetings along with other internal audit related reports and correspondence. Reports on risk management were considered at all meetings of the Audit Committee during 2016/17.

The Audit Committee approved the External Audit Report on the Statutory Accounts for 2016/17 and associated papers (see section 7 below).

Full minutes of all meetings of the Audit Committee were received and considered by the Governing Body.

7. CONSIDERATION OF THE ANNUAL REPORT AND FINANCIAL STATEMENTS

The Bridgend College Annual Report and Financial Statements for the year 2016/17 were initially received and recommended for approval at the meeting of the Joint Audit and Resource Planning Committee held on 7 December 2017.

The Annual Report and Statements for 2016/17 were finally approved at the Governing Body meeting of 21 December 2017.

8. QUORACY

All meetings of the Governing Body and its Committees were quorate in accordance with the Instrument of Government.

9. PAYMENTS TO MEMBERS OF THE GOVERNING BODY AND AWARDS OF CONTRACTS OF SUPPLY TO COMPANIES OR ORGANISATIONS WHERE MEMBERS OF THE GOVERNING BODY HAVE AN INTEREST

Owing to the nature of the College's operations and the composition of the board of governors being drawn from local public and private sector organisations, it is inevitable that transactions will take place with organisations in which a member of the board of governors may have an interest. All transactions involving such organisations are conducted at arm's length and in accordance with the College's financial regulations and normal procurement procedures.

The total expenses paid to or on behalf of the Governors during the year was £1,028; 5 governors (2015/16: £0; 5 governors). This represents travel and subsistence expenses and other out of pocket expenses incurred in attending Governor meetings and charity events in their official capacity.

No Governor has received any remuneration or waived payments from the College or its subsidiaries during the year (2015/16: None).

10. COMMITTEES OF THE GOVERNING BODY

Meetings of Committees of the Governing Body during 2016/17, other than the Finance and Estates Committee and the Audit Committee shown above, were held as follows:

Curriculum and Quality Committee (Chair: Mr P Croke)

10 November 2016
2 March 2017
25 May 2017

Remuneration Committee (Chair: Mr D J Finch)

8 June 2017

Search Committee (Chair: Mr P Croke)

29 September 2016
4 May 2017

Selection Committee (Chair: Mr P Croke)

None

11. CHAIR AND VICE-CHAIR OF THE GOVERNING BODY

Mr P Croke remained Chair of the Governing Body during 2016/17, whilst Mr D J Finch remained Vice-Chair. Mr P Croke and Mr D J Finch were re-appointed as Chair and Vice-Chair respectively in the meeting held on 18th May 2017 (Mr P Croke with effect from 23 October 2017 and Mr D J Finch with effect from 22 May 2017).

12. RESPONSIBILITIES OF THE CHAIR OF THE GOVERNING BODY

The Responsibilities of the Chair of the Governing Body were not reviewed during 2016/17. They will next be reviewed by the Governing Body in February 2018.

13. STANDING ORDERS OF THE GOVERNING BODY

The Governing Body approved amendments to the Standing Orders in the meeting held on 16 February 2017. A full review of the College's Standing Orders will take place in October 2018.

14. CODE OF CONDUCT FOR MEMBERS OF THE GOVERNING BODY

The Code of Conduct for Members of the Governing Body was last reviewed and a revised Code approved at the meeting of the Governing Body held on 10 April 2014. The Members reviewed and amended its Code of Conduct in the October 2017 Governing Body Meeting.

15. TERMS OF REFERENCE OF COMMITTEES OF THE GOVERNING BODY

The Terms of Reference for Governing Body Committees are reviewed on a two-yearly cycle. All of the Committees Terms of Reference, except the Selection Committee, were reviewed during 2016/17.

16. OTHER MAJOR ISSUES CONSIDERED BY THE GOVERNING BODY IN 2016/17

Other major issues considered by the Governing Body during the period included:

- The College's future vision and "where next?"
- Estyn Inspection outcomes and actions
- Welsh Government priorities
- Strategic planning and options including merger and collaboration
- Campus developments
- Organisational structure
- Future of Weston House
- Staff Survey
- Health & Safety
- Penybont Sixth Form College
- Wales Negotiating Committee for Further Education - Joint Arrangements
- Welsh Language
- Safeguarding

17. GOVERNING BODY SELF ASSESSMENT

The Annual Governing Body Self-Assessment exercise was conducted by the Governing Body in respect of session 2016/17 at the meeting of 22 June 2017. Overall responses were very positive and there were no major concerns raised. Some areas for improvement were identified e.g. Student Governor participation, wider stakeholder engagement and consideration needs to be given to the skills and diversity of the Governing Body.

All Governors had a face-to-face meeting with either the Chair or Vice-Chair to discuss their responses to the questionnaire and development needs. The Members fed back that they found these meetings to be very beneficial.

The Chair's performance was also reviewed and the Vice-Chair held a 360 degree review meeting with the Chair. The vast majority of the feedback about the Chair was "Excellent" with a small number of "Very Good" responses.

18. GOVERNOR TRAINING

Governor Training during 2016/17 was conducted through the following activities.

(i) Governing Body

October 2016:

The Principal and Deputy-Principal gave a "Setting the Scene for 2016/17" presentation that included the Welsh Government priorities for 2016/17 and the future vision for the College.

April 2017

Presentation by Sgiliaith on the Welsh Language Standards and the implications for governance following the Welsh Government's approval of regulations to extend the Standards to cover FE and HE

May 2017

The Governing Body held a strategic discussion about the future vision for the College

The Members received a copy of the Welsh Government report on its review of the operation of the Further and Higher Education (Governance and Information) (Wales) Act 2014

June 2017

The Governing Body received a presentation on the Additional Learning Needs Bill from the Director of Learner Services

(ii) Audit Committee

February 2017

The Members received a report from the Internal Auditors on "Further Education Priority Management Actions"

June 2017

The Committee received the Wales Audit Office report on Welsh Government oversight of FE colleges' finances and delivery.

(iii) Curriculum and Quality Committee

At the meetings of the Curriculum and Quality Committee members received updates on the following: Higher Education; Learner Outcome Data including

Estyn Outcomes Report; Quality/Internal Reviews; Staff Continuing Professional Development; Work Based Learning; Recruitment & Enrolment; National Student Survey; 'A' Levels; Penybont Sixth Form College; Welsh Baccalaureate; Curriculum Planning Strategy and the Estyn Inspection.

(iv) Finance and Estates Committee

Information on the Financial Performance in the FE Sector in Wales was presented to the Committee at its meeting in November 2016 and March 2017.

The Committee also received the Wales Audit Office report on Welsh Government oversight of FE colleges' finances and delivery.

19. CLERK TRAINING

The Interim Clerk to the Governing Body attended all internal training organised for Governors at Governing Body meetings.

20. GOVERNORS' ATTENDANCE AT EVENTS

Autumn Term 2016:

- The Chair attended a consultation event at ColegauCymru for all Governing Bodies
- Higher Education Graduation Ceremony - The Chair, Vice-Chair and two Members attended
- Visit to Coleg y Cymoedd (Nantgarw Campus) to view the new style campus building
- The Chair attended the AoC Conference and Beacons Award (the College won a Beacon Award for the Development of Transferable Skills)
- One of the Staff Governors attended the FE Staff Governors Conference "FE: Change with Care?"

Spring Term 2017:

- The Vice-Chair attended the conference at Cardiff and Vale College on "Make Equality your New Year's Resolution"
- Beacon Award celebration event held at the College - three Members attended
- Dr John Graystone received the TES Lifetime Achievement Award

Summer Term 2017:

- Pie & mash event - attended by three Members
- The Chair attended the meeting of the ColegauCymru Board

Nicola Eyre
Clerk to the Governing Body

Paul Croke
Chair of the Governing Body

December 2017