

ANNUAL REPORT OF THE GOVERNING BODY ON COLLEGE GOVERNANCE 2017-2018

This Annual Report covers the statutory and administrative governance work and processes of Bridgend College during the year 1 August 2017 to 31 July 2018. 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.

The report is prepared by the Clerk to the Governing Body and is submitted to the Governing Body for scrutiny, confirmation and adoption. The report, once approved, is submitted to Welsh Government.

The College was awarded the Beacon Award for Leadership and Governance in November 2017.

1. GOVERNING BODY

1.1 Composition

For the period 1 August 2017 to 31 July 2018 the Governing Body comprised of the following:

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|---|--|
| (a) Principal & Chief Executive | Mr Simon Pirotte |
| (b) Two members of staff: Teaching | Mr Rob James (to 18 December 2017)
Mrs Sara Davies (from 21 March 2018) |
| Non-teaching | Mrs Ruth Rowe (to 9 April 2018)
Mr Konrad Halabuda (from 10 April 2018) |
| (c) Two students | Miss Rebecca Dodds
Mr Jordan Forse |
| (d) One or more representatives of local employers or businesses | Mr Wyn Landon
Mrs Alison Hoy |

The remaining members of the Board were:

Mr Paul Croke (Chair)
Mr John Finch (Vice-Chair)
Dr John Graystone
Mr Mike Gregory
Professor Helen Langdon (to 31 May 2018)
Mrs Kathy Lewis
Mr Hayden Llewellyn (from 1 September 2017)
Mrs Satwant Pryce
Mr Ian Skinner

Clerk

Mrs Nicola Eyre. (Ms Alwena Morgan was appointed with effect from 23 April 2018 to cover the Clerk's sickness absence.)

Mr P Croke and Mrs K Lewis were re-appointed by the Governing Body for a second four-year term with effect from 24 October 2017.

Mr P Croke was re-appointed Chair of the Governing Body for a further three-year term from 23 October 2017.

No changes were made to the categories of members or to the determination of membership numbers.

1.2 Meetings

The Governing Body agrees a schedule of meetings for the year on an annual basis and during 2017/18 met on the following occasions:

26 October 2017
22 November 2017
21 December 2017
8 February 2018
21 March 2018
28 June 2018

An extra-ordinary meeting was held on 1 May 2018.

All meetings were quorate.

Meetings were attended by the Deputy Principal and Vice-Principal (Resources) with other staff attending when necessary.

1.3 Eligibility of Members

The eligibility of all members for 2017-2018 was checked and confirmed by the Clerk in accordance with the adopted annual process. All Governors, except Student Governors, are subject to a DBS check.

1.4 Register of Interests

A Register of Interests is maintained for members of the Governing Body. The register is subject to annual review with Governors reminded to advise the Clerk of any changes throughout the year. The Register is available for public inspection in the Clerk's office.

1.5 Attendance

Attendance at meetings of the Governing Body over the period 2017-2018 increased from 63% to 69%. Six governors achieved 100% attendance.

Name	Maximum Number of Meetings	Actual Number of Meetings	%
P Croke (Chair)	7	7	100%
D J Finch (Vice-Chair)	7	7	100%
S Pirotte (Principal)	7	7	100%
R Dodds (Student Governor)	6	2	33%
J Forse (Student Governor)	6	4	67%
R James (Staff Governor to 18 December 2017)	3	0	0%
S Davies (Staff Governor from 21 March 2018)	3	3	100%
R Ruth (Staff Governor to 9 April 2018)	5	4	80%
J Halabuda (Staff Governor from 10 April 2018)	2	1	50%
J Graystone	7	7	100%
M Gregory	7	5	57%
A Hoy	7	3	43%
W Landon	7	3	43%
H Langdon	6	2	33%
K Lewis	7	6	86%
H Llewellyn	7	4	57%
S Pryce	7	2	29%
I Skinner	7	7	100%

Records of Governors' attendance at Committee meetings are also kept and reported to the Search and Governance Committee for monitoring.

Governors regularly attended other events both within and without the College. A full list is retained by the Clerk and shared with the Search and Governance Committee for consideration alongside the annual review of Governors' attendance.

1.6 Payments to Governors and Notification and Award of Contracts to Members of the Governing Body

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 £1,303; 5 Governors (2016/17: £1,028; 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 (2016/17: None).

1.7 Governance Documents

During the year the following Governance documents were reviewed and amendments approved by the Governing Body:

- Code of Conduct for Members of the Governing Body, October 2017
- Remuneration Committee, Terms of Reference, December 2017
- The Responsibilities of the Chair of the Governing Body, February 2018

The Terms of Reference for Governing Body Committees are normally reviewed on a two-yearly cycle, with the last review undertaken during 2016/2017.

1.8 Financial Reports

Financial reports were presented to the Governing Body at meetings held during the year. The full minutes of the Resource Planning Committee are also presented to the Governing Body.

The College's Annual Report and Financial Statements for the year 2016-2017 were initially considered and recommended for approval at a joint meeting of the Resource Planning and Audit Committees held on 7 December 2017, with Governing Body approval granted at the meeting held on 21 December 2017.

The Draft College budget for 2018-2019 was approved by the Governing Body at its meeting on 28 June 2018.

1.9 Major issues considered by the Governing Body

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

- Curriculum and Quality Updates
- Learner Outcomes
- Student Engagement
- Penybont VI Form College Partnership
- Campus Developments
- Future of Weston House
- Consultation on PCET (post-Hazelkorn Review)
- Regionalization
- Junior Apprenticeships / Work Based Learning / Employer Partnerships
- Welsh Language Standards
- General Data Protection Regulations (GDPR)
- Complaints and Compliments
- Funding Methodology and the Future
- Health and Safety
- Working Wales (Work Based Learning) Bid
- Institutional Review
- Performance Measures and Estyn
- Adult Community Learning
- Sector Pay
- Strategic Risk Registers

The focus of the meeting held on 22 November 2017 and of the Away Day held on 1 May 2018 was strategic planning.

Key decisions taken by the Governing Body during the year related to:

- the submission of a bid to the Welsh Government for funding support to develop a STEAM Academy and Town Centre Campus;
- the appointment of a Multi-Disciplinary Design Team for STEAM Academy Project;
- the appointment of PwC as the College's new External Auditors;
- the appointment of Mrs Donna Baddeley as a new Governor with effect from 1 September 2018;
- the re-appointment of Dr John Graystone as a Governor for a second four-year term with effect from 23 October 2018;
- the approval of College policies (i) Safeguarding Young People and Vulnerable Adults and (ii) Integrated Health, Safety and Environmental Management System (Fire, Emergency Response and Business Continuity);

- the ratification of two national Joint Agreements (i) Management of Change and (ii) Time Off in Lieu (TOIL) for Management Contract Staff;
- the approval of a restructuring facility for 2017/18.

1.10 Governing Body Self-Assessment

A light-touch approach was adopted for the Governing Body's Self-Assessment in 2017-2018 with Governors invited to complete a short questionnaire during August 2018, the outcomes of which were reported to the Governing Body at its meeting in October 2018.

1.11 Governor Training

1.11.1 Internal Training

Governing Body meetings normally include a briefing session covering relevant topics:

- Campus Developments, October 2017
- Provisions of the Additional Learning Needs Bills, October 2017
- Documents Sharing and Google Accounts, November 2017
- Target Regeneration Investment Programme (TRIP) for Bridgend, November 2017
- Welsh Language Standards, December 2017
- General Data Protection Regulations (GDPR), February 2018
- 'My Year as a Student Governor', June 2018

Governors were also provided with link to access an e-Safe presentation on Safeguarding in October 2017.

Committee members were also provided with briefings pertinent to their areas of responsibility.

Induction Training for New Governors was held on 28 June 2018

1.11.2 External Training

Four Governors attended the ColegauCymru Governor Development Training Events in January 2018 while five Governors attended the ColegauCymru Conference in June 2018.

Eight Governors participated in the College's Learner Walks in January, February and April 2018.

1.11.3 Training undertaken by the Clerk

The Clerk to the Governing Body attended all presentations arranged for the Governing Body during the year.

The Clerk also attended meetings of the Welsh Further Education Clerks Network and the ColegauCymru Governor Development Event held in January 2018.

1.12 Whistleblowing Procedures

There were no reports of the Whistleblowing Procedure having been invoked.

2. COMMITTEES OF THE GOVERNING BODY

The Governing Body has in place a number of Committees to support it in fulfilling its statutory obligations. Full minutes of all Committee meetings were received and considered by the Governing Body during the year.

2.1 Resource Planning Committee

Members of the Committee for the year were:

Mr W Landon (Chair)
Mr P Croke
Mrs S Davies (Staff Governor) *with effect from 21 March 2018*
Dr J Graystone
Mrs A Hoy
Ms V Humphreys (Co-opted member) *with effect from 21 March 2018*
Mr S Pirotte (Principal)
Mrs S Pryce *to 7 February 2018*

The Committee met on four occasions over the year with each meeting quorate:

28 September 2017
7 December 2017
15 March 2018
14 June 2018

Financial reports were submitted to each of the above meetings and these reports, along with the full minutes of all meetings of the Committee, were received and considered by the Governing Body. In addition, the Committee considered the financial implication of enrolment data, partnership working with schools, campus

developments/Estates Strategy, Weston House/Nursery/Play Scheme registration, College policies and Human Resources.

The Committee met in a joint meeting with the Audit Committee on 7 December 2017 to consider the College's Financial Statements for 2016-2017.

2.2 Audit Committee

The members of the Audit Committee for the year were:

Mr I Skinner (Chair)
Mr P Evans (co-opted member) *to 31 October 2017*
Mr D J Finch
Mr L Ganz (co-opted member) *with effect from 21 March 2018*
Mrs K Lewis
Mrs R Rowe (Staff Governor) *to 9 April 2018*

The Committee met on six occasions during the year:

28 September 2017
7 December 2017 (Joint meeting with the Resource Planning Committee)
25 January 2018
19 April 2018
10 May 2018
12 July 2018

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 the meetings held in January, May and July 2018. The meeting held on 19 April 2018 dealt only with the appointment of External Auditors.

The Audit Committee, along with the Resources Planning Committee, approved the External Audit Report on the Statutory Accounts for 2016-2017 and associated papers at the meeting on 7 December 2017.

2.3 Curriculum and Quality Committee

The members of the Curriculum and Quality Committee for the year were:

Mr P Croke (Chair)
Miss R Dodds (Student Governor)
Ms E Evans (Co-opted Member for 2017/18)
Mr J Forse (Student Governor)
Mr M Gregory
Mr K Halabuda (Staff Governor) *with effect from 10 April 2018*
Mr R James (Staff Governor) *to 18 December 2017*
Professor H Langdon, *to 31 May 2018*

Mr H Llewellyn *with effect from 1 September 2017*
Mr S Pirotte (Principal)

The Committee met three times during the year:

30 November 2017
8 March 2018
7 June 2018 (*meeting was suspended as it became inquorate*)

The Committee received and considered at its meetings Performance Outcomes, Quality Updates, updates on Higher Education provision, Teaching and Learning, Learner Voice, Welsh Baccalaureate Strategy, Marketing Strategy, Student Induction Survey, Curriculum Planning, Learner Walks, Continuous Professional Development and Estyn updates.

2.4 Search and Governance Committee

Members of the Search and Governance Committee for the year were:

Mr P Croke (Chair)
Mr D J Finch
Mrs K Lewis
Mr S Pirotte (Principal)

The Committee met four times on the following dates:

26 October 2017
8 March 2018
21 May 2018
12 July 2018

2.5 Remuneration Committee

Members of the Remuneration Committee for the year were:

Mr D J Finch (Chair)
Mr P Croke
Dr J Graystone
Mrs K Lewis
Mr I Skinner

The Committee met twice during the year on 9 November 2017 and 11 June 2018 to consider the remuneration of Senior Post-holders and of the Clerk. The Committee's recommendations were subsequently approved by the Governing Body.

2.6 Selection Panel

The Governing Body also appointed a Selection Panel when a vacancy arises amongst senior post-holders. No meetings of the Selection Panel were held during 2017-2018.

Paul Croke
Chair of the Governing Body

Nicola Eyre
Clerk to the Governing Body

20 December 2018