

Governance Annual Self-Assessment Report 2009/10

The Clerk to undertake an annual review of performance against agreed Governance PIs and to make available to the Corporation at its December meeting an **Annual Review of Governance Report** for the previous academic year that will provide governors with a brief commentary on performance against each agreed PI as the detail will have been analysed and discussed by the appropriate Committee of the Corporation. The report will inform the College's Self Assessment Report.

Performance Indicator	Target	Commentary on performance								
Corporate Effectiveness	1) Key strategic outcomes in the College's Strategic Plan to be formally monitored by Corporation each term: <ul style="list-style-type: none"> -Learners Numbers against profile (16-18; 19+, part-time and full-time) -Success Rates (LSC) -Student Attendance -Lesson Observation profiles 	Recruitment: <table border="1" style="margin: 10px auto; width: 80%;"> <tbody> <tr> <td style="padding: 2px;">16-18 allocation:</td> <td style="padding: 2px; text-align: center;">1240</td> <td style="padding: 2px;">Actual achieved:</td> <td style="padding: 2px; text-align: center;">1207</td> </tr> <tr> <td style="padding: 2px;">19+ allocation:</td> <td style="padding: 2px; text-align: center;">90</td> <td style="padding: 2px;">Actual achieved;</td> <td style="padding: 2px; text-align: center;">82</td> </tr> </tbody> </table> <p>The overall institutional success rate for 2009/10 was 73%, a decrease of 4% over the previous year and is 11% below the national average of 84%.</p> <p>Overall Level 3 success rate was 76%, a decrease of 1% on the previous year and 9% below the national benchmark of 85%.</p> <p>A2 success rate was at 88%, a decrease of 3% on the previous year and 7% below against a national benchmark of 93%.</p>	16-18 allocation:	1240	Actual achieved:	1207	19+ allocation:	90	Actual achieved;	82
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		<p>AS success rate was 77% for 2009/10, an increase of 9% on the previous year but still 7% below national benchmark.</p> <p>Student overall attendance was 86%, an improvement of 3% on the previous year and 1% above the set target of 85%.</p> <p>The lesson observation grade profile, compared against college data for the previous years, showed that from the 74 lessons observed. 78% were good or better, an improvement of 12% on the previous year.</p>
	2) Setting and monitoring of targets for retention, achievement and success rates and to call for improvement plans where appropriate	Retention, achievement and success rates subject to termly review and monitoring by Planning & Performance. Improvements plans to address identified issues were reviewed by the Committee.
	3) Monitoring the financial performance of the College	<p>Finance & General Purposes Committee reviewed at each of its meetings the latest set of College Management Accounts and year-end projections. Minutes and a report of the meetings were presented at each meeting of the Corporation.</p> <p>The College's financial performance in 2009/10 records an operating surplus of £22k, compared to £184k for 2008/09. The primary reason for the reduced operating surplus is due to the higher interest and other financial costs associated with the capital project (£647k as against £294k in 2008/09)</p> <p>Ofsted and the PFA inspection identified strong financial management as a strength.</p>
	4) Appropriate skills mix amongst governors	Annual review conducted through the issuing of a governor's questionnaire and the evaluation of completed questionnaires by the Clerk. Outcomes will be used to inform future search and appointment recommendations.
Guiding and monitoring the strategic direction	5) Meeting to be held at least once a year focusing solely on strategic direction of the College	Two strategic session meetings involving governors, the Executive and College staff were held during 2009/10 to inform the development of the College's Strategic Plan and Property Strategy.

of the College		
Attendance	6) 75% Governor attendance	Corporation attendance was confirmed at 81.68%, above the target of 75%. No Corporation meetings were inquorate. No governors were absent for a period of 6 months or longer.
Length of meetings	7) Corporation & Committee meetings to last no more than 2.5 hours	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	8) Corporation vacancies to be filled within four months of the vacancy occurring.	There was one vacancy for the parent governor (Parent Governor appointment confirmed at 7/12/10 Board meeting)
	9) Continue to strive to improve the representation of women and ethnic minorities onto the Corporation	The Corporation's membership adequately reflected the profile of the local community during 2009/10. Of the 15 members during 2008-09, there were 9 males, 6 females and 3 BMEs.
Committee membership	10) All governors to be a member of at least one committee.	Achieved and Committee membership was reviewed annually by the Corporation.
Register of interests & Annual Declaration of Eligibility	11) 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 2009/10 (published on the governors web page). 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	12) Implementation of an annual governors training programme	Training programme 2009/10 published in the Governance Handbook and also published on the College's web pages. Programme fully implemented.
	13) Chairs of Committee and the Chairman to participate in pre-planning meetings prior to Committee/Corporation meetings with appropriate College senior management	Chairman, Clerk and Executive met termly to discuss and agree agendas and the Chairman. College senior management made themselves available to Committee Chairs for pre-briefing meetings.
	14) Link Governor Scheme to be implemented and all link governors to	Majority of governors have made arrangements to meet with their link areas but not all governors were able to achieve this. Informing the Clerk

	undertake visits to their link area	of visits undertaken has been variable.
	15) All new governors to undertake an induction	The two student governors appointed had induction training.
	16) 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 issued. Also published on the College's governance web pages on the College's web site.
Clerkship	17) Issue of Agendas and supporting papers at least 7 days before meetings	Achieved. Where agendas are extensive, efforts are made to send out papers well in advance of the 7-day requirement in order to give more time for governors to read the papers.
	18) Drafting of minutes within 1 week of all meetings	Achieved.
Corporation as the employer	19) Human Resources – monitoring of human resource data	Employment & Remuneration Committee reviewed at each termly meeting human resource matters. In addition, the autumn meeting of the Committee received the annual HR Report for 2009/10
Senior post holders	20) Annual appraisal of senior post holders undertaken by Chairman (Principal, Vice Principals, and the Clerk are senior postholders)	Appraisals of both the Clerk and Principal were carried out during 2009/10 with outcomes reported to Employment & Remuneration Committee.

Commentary:

Governance arrangements are satisfactory. Although governance has been assessed as being 'good' for each year since the Ofsted inspection in 2008, any assessment on governance must take into account learner performance and the key indicators of success rates. As success rates for 2009/10 in all key areas (see section 1 above) are below national benchmark, governance cannot be anything but satisfactory. A key priority for the governing body is to hold management accountable in 2010/11 to seek an improvement in overall College success rates.

The work of the Corporation is promoted to staff and the community through the publication of the Annual Report. In addition, the work of the Corporation is promoted through dedicated governance web pages that are part of the College's web site. The independent clerk continues to give very good support and direction to governors, a strength identified by the PFA inspection. There is effective delegation from the

corporation to its committees supported with appropriate arrangements for committees to report on their work to the corporation. There is good involvement between the clerk, chairman and college executive in formulating corporation business. Relationships between governors and senior managers are excellent and there is a clear understanding of the division between governance and management. There is an appropriate range of skills and expertise amongst governors. Governor attendance was 82% against the set target of 75%. Governor vacancies were filled within the agreed time period of 6 months. Both student governors participated well in Planning & Performance Committee meetings and at some Corporation meetings.

Governors are sufficiently pro-active in their oversight of the College and there is good involvement of governors in the planning and discharging of Corporation business. There is appropriate monitoring by the Corporation of the College's 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. The Corporation has put in place a monitoring framework on College performance which is reported on at each Committee and Corporation meeting.

Governors' adequately discharged their responsibilities to monitor the educational performance of the college. Corporation meetings with a specific focus on strategy have been held. The Planning and Performance committee agreed a range of appropriate performance indicators and defined the nature of the reports that the committee require in order to monitor effectively the academic and educational performance of the college. Governors have approved a annual governance self assessment report that analyses college performance against core activities including performance against key strategic outcomes, retention, achievement and success rates; financial performance, and human resources. The outcomes of the governance self-assessment report informs the college self-assessment report.

Governors play a significant role in determining the character, mission and strategy of the college. Governors are fully supportive of the college and its mission. There is improved visibility of governors. College staff have become more aware of governors through governors participation in the recently introduced governor link scheme. However, not all governors have undertaken their link visits.

The College's financial performance in 2009/10 recorded an operational surplus of £22k. Ofsted and the PFA inspection identified strong financial management as a strength.

Equality of opportunity is embedded in the college's culture and its practices are being better monitored by governors. The Planning & Performance Committee monitors the performance of minority ethnic groups through the review of BME success rate data.

The Corporation undertook an annual review of governance policies, procedures and decision-making processes with outcomes published in the Governance Handbook 2009/10 and in the governance section on the College web site.