

2018/2019 Governance Performance Indicators Progress Update – February 2020

Approved by the Governing Body on 21 March 2019

Updated for the Search and Governance Committee 6 September 2019 and 13 February 2020

Finalised within the Corporate Governance Annual Report 2018/2019

Composition and Membership Indicators

Performance Indicator	Target / Measure	Target Met	Comment
Achievement of composition.	100% filled against vacancies being filled within one termly cycle.	Yes Albeit with provision outlined in note	Vacancies were filled within the one termly cycle. <i>To note: the College Governors category were increased by 1 (totalling 16) as of 15 July 2019 and the additional vacancy has been held over for a possible Chair Designate role</i>
Attendance/Participation both overall and individual Including: <ul style="list-style-type: none"> • Community • Training • SARs 	<p>Sufficient to ensure quoracy of all committee meetings and the effective completion of Corporation business and ensure that governors are attending in line with expectations/individual commitments</p> <p>Attendance figures will be recorded for all meetings both as a whole Committee and individually. However, there will no longer be a set target for either, rather there will be an ongoing promotion of excellent attendance.</p> <p>The expectation is that all members of the Governing Body commit to attending as many meetings as possible and in line with Item 6.1 of the Standing Orders (Attendance at Meetings).</p>	Yes	<p>The promotion of excellent attendance would be the focus of this indicator.</p> <p>Due to the varying commitments of Governing Body members specific targets are formally removed as of 2018 / 2019 in order to support a large, flexible and dedicated Governing Body.</p> <p>Governors are encouraged to provide questions and comments on the papers of the meeting they are unable to attend and there has been evidence of this.</p>

Performance Indicator	Target / Measure	Target Met	Comment
	<p>Where governors fail to attend in line with Item 6.1 (i.e. being absent from meetings without the permission of the Corporation for a period longer than six months) membership may be terminated.</p> <p>Attendance at (at least) one SARs session over a two year period</p> <p>Additionally, attendance will form part of the annual 1:1 meetings so that the Chair and Vice Chair are appraised accordingly of extenuating circumstances.</p>		<p>This would be recorded by the Head of Governance for individual governors</p>
Meeting Quoracy.	100%	Yes	All meetings had full quoracy in 2018/2019
<p>To ensure that the Governing Body reviews, at least every two years, the following:</p> <ul style="list-style-type: none"> • Standing Orders. • Terms of Reference. • Election of Chairman and Vice Chairman of Governors. • Election of Committee Chairs. 	Review every two years with a review in 2019, and the next review in 2021.	Yes	<p>The Governing Body approved all of the documents on the 21 March 2019, with the next review scheduled for 2021.</p> <p>Chair and Vice Chair elections concluded successfully with Governing Body approval on 15 July 2019 for the period 1 August 2019 – 31 July 2021.</p> <p>A review of the Committee Chairs took place by the S&G Committee on 20 May 2019 with approval by the Governing Body on 15 July 2019.</p>
<p>To ensure that the Search and Governance approves the following in providing assurance to the Governing Body:</p> <ul style="list-style-type: none"> • Skills and Competency Framework. • Training Needs Analysis • Training Plan • Code of Governance Review. • Governing Body Membership. 	To be undertaken annually, and also reviewed at all Search and Governance Committee meetings, as appropriate.	Yes	<ul style="list-style-type: none"> - Skills and Competency – revised matrix completed approved and in use - The revised AoC Code of Governance was approved by the Governing Body on 15 July 2019. - The Code of Governance mapping exercise was reviewed and

Performance Indicator	Target / Measure	Target Met	Comment
			<p>recommended for adoption at the S&G meeting of 6 September 2019 and approved by GB on 17 October 2019.</p> <ul style="list-style-type: none"> - Training needs analysis and planning was considered by S&G on 20 May 2019 and the training plan approved by the Governing Body on 15 July 2019 - Governing Body membership is under constant review and action by S&G Committee
<p>To ensure that the Chair of Governors holds annual review meetings with all Governors and External Members, and feeds back any key emerging issues to the Search and Governance Committee and/or the Clerk to the Corporation.</p>	<p>Annual reviews carried out and feedback to Search and Governance Committee and / or the Clerk to the Corporation.</p>	<p>Yes</p>	<ul style="list-style-type: none"> - The Annual Review proforma was amended for August 2019 separated out for College Governors, New College Governors and External Members - The Chair and Vice Chair of Governors met with Governors and External Members during August 2019, with the outcomes being used to shape the 2018/2019 Governance Self-Assessment Report and 2019/2020 Areas for Improvement
<p>To ensure that the Remuneration Committee undertakes the annual appraisal of the Principal/Chief Executive, Clerk to the Corporation and any other Senior Postholders, with a view to make a recommendation on a Pay Award and agree future objectives.</p>	<p>Chair of Governors to report to Remuneration Committee and / or Governing Body annually.</p>	<p>Yes</p>	<ul style="list-style-type: none"> - Appraisals for the Principal and Clerk took place on 6 September 2019 - The 2018/2019 Staff Appraisal were shared with the Remuneration Committee on 9 December 2019, with recommendations approved by the Governing Body on 16 December 2019.

College Performance Indicators

Performance Indicator	Evidence	Target Met	Comment
<p>To ensure good governance supports the College in the development and delivery of its Five Year Strategic Plan.</p>	<p>Annual Review of Mission Statement, Strategic Objectives and Strategic Plan.</p> <p>Termly strategy review progress reports.</p> <p>Set and achieve a stretching set of Key Performance Measures (KPMs), which ensure the College is above National rates in all it does.</p>	<p>In Progress</p> <p><i><u>This target remains in progress due to the 5 year nature of the strategic plan.</u></i></p>	<ul style="list-style-type: none"> - The Governing Body reviewed progress against the Strategic Plan for 2018 – 2023 on the 17 May and 23 Sept 2019 - The Governing Body received termly updates in 2018/2019 on how well the College was progressing against its Key Performance Measures, with the final report was shared with Governors on the 17 October 2019. - The Standards Committee, in its role of monitoring progress with regards to student outcomes, also monitored carefully the progress being made, especially with regards to English and Maths, Value Added and Teaching and Learning.
<p>To ensure good governance supports the College in maintaining at least Ofsted GOOD at each inspection.</p>	<p>College Self-Assessment Report and Quality Improvement Plan approved and monitored in-year.</p> <p>Governance Self-Assessment Report and Quality Improvement Plan approved and monitored in-year.</p> <p>Ofsted Inspection Report.</p> <p>Termly updates to Standards Committee and / or Governing Body meetings.</p>	<p>In Progress</p>	<p>Self-Assessment Validation panels took place on 23 and 24 October 2019</p> <p>The 2018/2019 Governance Self-Assessment was approved on 16 December 2019</p> <p>The Ofsted Report – September 2018 returned the College to a grade of 2 (Good) overall.</p> <p>The Standards Committee and Governing Body continue to received updates with regards to Ofsted, particularly in light of the new framework from September 2019 (EIF)</p>

Performance Indicator	Evidence	Target Met	Comment
	Key Performance Measures set annually and reviewed termly by the Standards Committee and / or Governing Body.		The Governing Body approved the Colleges 2019/2020 Key Performance Measures (KPMs) on 17 October 2019, and will look to monitor these at Standards and Governing Body meetings
To ensure good governance supports the College in maintaining at least Good Financial Health.	<ul style="list-style-type: none"> <li data-bbox="768 312 1301 448">• Education Funding Agency Letter confirming that the College is at least Good going forward (2018/2019 onwards) <li data-bbox="768 991 1301 1094">• Annual Financial Statements approved with unqualified audit opinion by 31 December. <li data-bbox="768 1294 1301 1366">• Revenue and Capital Budgets approved by 31 July. 	Yes	<p data-bbox="1525 312 2089 544">The Governing Body received the confirmation that its 2017/2018 Financial Health Assessment was Satisfactory, and this was presented to the Audit and Risk Committee and the Corporate Services Committee on the 17 June 2019 and 4 July 2019 respectively.</p> <p data-bbox="1525 584 2089 679">The Five Year Financial Plan, which was agreed on the 15 July 2019, shows the College moving to 'good' financial health</p> <p data-bbox="1525 719 2089 951">The Governing Body received the confirmation that its 2018/2019 forecast outturn was "Good" "Good" for 2019/2020 budget. This was presented to Corporate Services on 9 December 2019 and fed through to the Governing Body on 16 December 2019</p> <p data-bbox="1525 991 2089 1254">The 2018/2019 Financial Statements approved by the Audit and Risk Committee (3 December 2019) and Corporate Services Committee (9 December 2019), and signed off by the Governing Body on the 16 December 2019. This included clear audit opinions from both the Internal Auditor and Financial Statements Auditor</p> <p data-bbox="1525 1294 2089 1430">The 2019/2020 Capital Budget was approved on the 21 March 2019, following discussion with the Corporate Services Committee on the 8 March 2019.</p>

Performance Indicator	Evidence	Target Met	Comment
	<ul style="list-style-type: none"> • Bi-monthly management accounts. • Governing Body meetings. • Corporate Services Committee meetings. 		<p>The Five Year Plan 2019/2020 to 2023/2024 was approved by the Corporate Services Committee and Governing Body on the 4 and 15 July 2019 respectively.</p> <p>Bi-monthly management accounts have been shared with the Corporate Services and Governing Body depending on how the meetings were scheduled – see various minutes.</p> <p>The Corporate Services Committee and Governing Body continue to closely monitor the finances of the College, with the detailed discussion taking place at the Corporate Services</p>
<p>To ensure good governance supports the College in ensuring that staff and students are safeguarded at all times.</p>	<ul style="list-style-type: none"> • Safeguarding Termly reports to the Governing Body • Safeguarding Annual Report • Health and Safety Termly reports to Governing Body. • Health and Safety Annual Report. • Health and Safety Nominated Governor. 	Yes	<p>The Governing Body received termly reports in Safeguarding at its 18 December 2018, 21 March, 15 July, 17 October and 16 December 2019 meetings.</p> <p>The 2017/2018 Safeguarding Annual report was approved on the 18 October 2018, with the 2018/2019 approved on the 17 October 2019.</p> <p>The Governing Body received termly updates on Health and Safety, along with the approval of its 2017/2018 Annual report on the 18 October 2018, and the 2018/2019 version approved on the 17 October 2019.</p> <p>Lee Holdsworth is the Nominated Governor and also chairs the Health and Safety Strategic Committee, with regular reports to the Governing Body being provided on progress being made.</p>

Performance Indicator	Evidence	Target Met	Comment
	<ul style="list-style-type: none"> <li data-bbox="768 309 1279 341">Safeguarding Nominated Governor 		<p data-bbox="1525 140 2089 268">Lee Holdsworth joined the Governing Body on the 16 October 2017, and currently is a Health and Safety Adviser within his company</p> <p data-bbox="1525 309 1935 373">Carol Cooney is the Nominated Safeguarding Governor</p>
<p data-bbox="91 381 745 488">To ensure good governance supports the College in meeting the needs of its diverse community and affords equality of opportunity for all.</p>	<ul style="list-style-type: none"> <li data-bbox="768 384 1205 448">Equality and Diversity Termly reports to Governing Body. <li data-bbox="768 791 1205 855">Equality and Diversity Annual Report. <li data-bbox="768 999 1256 1062">Equality and Diversity Nominated Governor. 	<p data-bbox="1384 381 1442 405">Yes</p>	<p data-bbox="1525 384 2063 576">The Governing Body receives termly updates on Equality and Diversity, including progress with the Action Plan, and these were 18 October 2018, 18 December 2018, 21 March 2019, 15 July 2019 and 17 October 2019.</p> <p data-bbox="1525 616 2089 743">Approval of various policies, including Equality Statement and Policy were approved by the Governing Body on the 15 July 2019.</p> <p data-bbox="1525 783 2018 951">The 2017/2018 Equality and Diversity Annual Report was approved by the Governing Body on the 18 December 2018, with the 2018/2019 version approved on 17 October 2019.</p> <p data-bbox="1525 991 2085 1254">Due to the resignation of Yasmin Khan in June 2019, the role of Equality and Diversity Nominated Governor was vacant. After recommendation by the Search and Governance Committee on 6 September 2019, the Governing Body at its meeting on 17 October 2019 confirmed Sara Mirsalehi as the new nominated governor.</p>
<p data-bbox="91 1265 745 1369">To ensure robust risk management processes are in place to assist the College in meeting its Strategic Plan and Governing Body Objectives.</p>	<ul style="list-style-type: none"> <li data-bbox="768 1265 1301 1425">Strategic Risk Register, Senior Leadership Team Risk Management Group Minutes, Risk Management Annual Report, and other associated documents discussed at least termly 		<p data-bbox="1525 1265 2085 1425">A review of the Risk Management process system took place in November 2018 by the SLT, and revisions were agreed by the Audit and Risk Committee on 4 December 2018 and approved by the Governing Body</p>

Performance Indicator	Evidence	Target Met	Comment
	<p>by the Audit and Risk Committee, which then provides the Governing Body assurance through its Annual Report of the Audit and Risk Committee.</p> <ul style="list-style-type: none"> <li data-bbox="770 344 1294 440">• 7 February 2019 training – Risk Management focus for all governors and external members <li data-bbox="770 927 1281 991">• External Audit Reports and Internal Audit Reports <li data-bbox="770 1198 1290 1294">• Risk Management Plan and Risk Management Policy approved by 31 July. 	<p>Yes</p>	<p>on 18 December 2018. The revised process was enacted during 2018 / 2019 and the detail was appended to the 2018 / 2019 Plan (February 2019).</p> <p>The Audit and Risk Committee on 17 June 2019 recommended a review of the dashboard by the SLT Risk Management Group at its next meeting in November 2019. This review took place and recommendations were enacted thereafter by the SLT Risk Management Group and reported to the Audit and Risk Committee at each meeting.</p> <p>Further consideration of managing and monitoring risk took place at the Governing Body meeting of 15 July 2019 where it was agreed that a high level strategic register would form part of all future Governing Body agendas.</p> <p>The College internal auditor for 2017/2018, ICCA carried out an internal audit of Risk Management with only 1 advisory recommendation raised with regards to impact scoring – which was discussed at the Risk Management Group Meeting on 17 May 2018 and implemented.</p> <p>The Risk Management Policy and 2019/2020 Plan was approved on 15 July 2019</p>