



**ANNUAL REPORT OF THE  
CLERK TO THE CORPORATION  
ON COLLEGE GOVERNANCE  
2010/2011**

## **CONTENTS**

1. Introduction
2. Composition of the Corporation
3. Meeting Cycle
4. Committees
5. Chair & Vice Chair of the Corporation
6. Roles of the Corporation Chair & the Clerk
7. Quorum
8. Register of Interests
9. Awards of Contracts for Goods & Services
10. Eligibility of Members
11. Financial Reporting
12. Payments to Members
13. Gifts, Hospitality & Other Benefits in Kind
14. Overseas Activities
15. Governance Audits & Inspection
16. Members' Training
17. Clerk's Training
18. Corporation Profile
19. Skills Matrix
20. Policies & Procedures
21. Governance Performance Indicators
22. Governance Handbook
23. Conclusion

Appendix 1	Summary of Recommendations
Appendix 2	Governor's Skills Questionnaire

## 1. INTRODUCTION

- a) This report is the twelfth Neath Port Talbot College Corporation Clerk's Annual Report on College Governance. The Report covers the period from 01.08.10 to 31.07.11.
- b) The Report should be read in conjunction with the Corporate Governance Statement, which appears in the College's Annual Audited Accounts for the year ended 31 July 2011. It aims to record the progress and achievements to date in respect of a range of governance issues affecting Neath Port Talbot College.
- c) As was the case in previous years, Corporate Governance was the subject of an internal audit report into *Governance – Electronic Communications & Netbooks* undertaken by RSM Tenon which was initially undertaken in July 2011 with the final report being published in August 2011.
- d) Two (2) Recommendations were identified as 'Low' (the lowest categorisation of recommendation) within the report. Both of these issues were dealt with by 30<sup>th</sup> September 2011.
- e) The comparative benchmarking (on the number of recommendations in audits of a similar nature) supplied in the report outlined that the corporate governance at Neath Port Talbot College was on a par with the benchmark in having no 'Fundamental' recommendations, was well above par having no 'Significant' recommendations and was overall above par for the total recommendations made.
- f) The report presented to members of the Corporation via the Audit Committee on 21<sup>st</sup> September 2011 and the Search & Governance Committee on 5<sup>th</sup> October 2011 concludes:

*"Taking account of the issues identified, the Board can take substantial assurance that the controls upon which the organisation relies to manage this risk are suitably designed, consistently applied and effective".*
- g) 'Substantial Assurance' is the highest level of assurance used by the internal auditors, RSM Tenon.
- h) It is evident therefore, that there were no major issues regarding corporate governance as far as the internal auditors were concerned.

## 2. COMPOSITION OF THE CORPORATION

- a) The composition of the Corporation in respect of the various categories and the number of Members within each category remained unchanged for most of the year in accordance with the relevant clauses of the Instrument of Government.
- b) At the final meeting of the year, 14<sup>th</sup> July 2010, the Corporation Board considered a report on the recommendations arising out of the WAG review of FE Governance and published in its final report *Responsibility and Responsiveness – Stakeholder Review of FE Governance Arrangements*. The report specifically referred to Recommendation 23 of the publication which states:
- “FE governing bodies take a proactive role in promoting learner engagement by ensuring:*
- a minimum of two of elected student representatives are members on the governing body and appropriate sub committees ...”*
- c) The Corporation currently has one (1) Student Governor and therefore, my report recommended:
- “... that the Board agree and approve to Determine Membership Numbers at 20 in total from the current 19 in total to comply with WAG recommendations and allow the procedure outlined in the Student Union Constitution to be undertaken.”*
- d) The Board agreed the report, resolved to approve and the determination of numbers was revised to a total of twenty (20).
- e) The position with regard to membership as at 31<sup>st</sup> July 2010 is summarised in Table 1 below, including details of appointments and resignations during the 2009/2010 academic year.
- f) At the time of writing nineteen (19) Members are in post. Following the determination of numbers discussed above, there is effectively a Student Governor vacancy which will be filled at the start of the 2011-12 academic year.

**Table 1**

<b>Name</b>	<b>Category</b>	<b>Type</b>	<b>No.</b>	<b>Comment</b>
Mr M Dacey		Principal	1/1	Ex officio
Mr A Evans		Local Authority	1/2	2 <sup>nd</sup> Term ends 24.10.14
Mr M Grimes		Community	1/3	1 <sup>st</sup> Term ends 26.12.12
Ms J Harding		Community	2/3	1 <sup>st</sup> Term ends 21.10.12
Mr S Harries		Business	1/7	1 <sup>st</sup> Term ends 23.06.13
Mr J Hehir		Business	2/7	2 <sup>nd</sup> Term ends 28.03.14
Mr C Jones		Staff	1/2	1 <sup>st</sup> Term ends 17.03.12
Mrs D A Jones		Business	3/7	2 <sup>nd</sup> Term ends 21.03.13
Prof D Mead, OBE		Co-opted	2/3	2 <sup>nd</sup> Term ends 13.02.15
Mr S Mohammed		Community	3/3	2 <sup>nd</sup> Term ends 13.02.15
Cllr J Rogers		Local Authority	2/2	2 <sup>nd</sup> Term ends 05.10.12
Ms M Thomas		Staff	2/2	1 <sup>st</sup> Term ends 24.03.13
Mr J Tyler		Business	4/7	2 <sup>nd</sup> Term ends 12.07.13

**Members who were newly appointed during the year:**

Mrs G Richards, MBE	Business	5/7	Appointed 30.03.11
Ms M Ifans	Business	6/7	Appointed 08.06.11
Ms H Morgan	Co-opted	3/3	Appointed 08.06.11
Mr G Pullen	Business	7/7	Appointed 08.06.11
Mr D Cousier	Student	1/2	Appointed 30.03.11

**Members who resigned/retired during the year:**

<b>Name</b>	<b>Category</b>	<b>Comment</b>
Mr S Walters	Business	Resigned 13.01.11
Mr I Hindle	Business	Resigned 15.02.11
Mr G Bowd	Co-opted	Retired 20.05.11
Ms K Tustin	Student	Resigned 31.05.11
Mr C Gange	Business	Retired 19.06.11

### 3. MEETING CYCLE

- a) There were five (5) scheduled Corporation Board meetings held during the 2010/2011 academic year. In addition, there were three (3) Special Corporation Board meetings held to consider the issues listed in Table 2 below.
- b) The first Special Corporation Board meeting held on 03.11.10 considered an update to the College's Commercial Strategy and, in particular, the acquisition of a subsidiary company.
- c) The second Special Corporation Board meeting was held on 01.12.10 to decide on the awarding of the tender for Phase III of the Llandarcy Sports Academy Project at Llandarcy Park. Also to consider the establishment of a new subsidiary company branch in Swansea Bay.

- d) The third Special Corporation Board meeting was held on 27.05.11 to decide on the purchase of a subsidiary company.
- e) None of these meetings were inquorate or failed to be completed due to Members leaving prior to the agenda being completed.

**Table 2**

<b>Date</b>	<b>Issue</b>
03.11.10	College's Commercial Strategy and purchase of a subsidiary company
01.12.10	Awarding of Phase III works contract for Llandarcy campus and development of a subsidiary company branch
27.05.11	Purchase of a subsidiary company

#### 4. **COMMITTEES**

- a) The Committees of the Corporation met on the occasions detailed in Table 3 below.
- b) Normally the standing Committees meet three or four (3 or 4) times per year. However, the Finance & General Purposes Committee held two extraordinary meetings. The first on 27.05.11 was to give initial explicit approval to the purchase of a subsidiary company prior to full approval being sought from the Corporation Board. The second on 06.07.11 was to approve the draft budget for 2011/12 prior to full approval being sought from the Corporation Board. Both the Human Resources Committee and the Search & Governance Committee usually meet once a term i.e. three (3) times per year, which adequately meets the number and frequency of agenda items and issues that arise.
- c) With the need to fill four (4) vacancies on the Board the Search & Governance Committee met on four (4) occasions primarily to interview potential new Members and to make recommendations to the Corporation on their appointment/re-appointment.
- d) On 26.01.11 the Remuneration Committee met and approved the salary level and criteria to be applied to Senior Post Holders for the current academic year.

**Table 3**

<b>Committee</b>	<b>Standing/Occasional</b>	<b>No of meetings</b>
Audit	Standing	4
Finance & General Purposes	Standing	6
Human Resources	Standing	3
Search & Governance	Standing	4
Learning & Performance	Standing	4
Remuneration	Standing	1
Appointments	Occasional	0
Reporting	Occasional	0
Special	Occasional	0

## 5. **CHAIR & VICE CHAIR OF THE CORPORATION**

- a) G Richards, MBE, was elected unopposed as Chair of the Corporation on 08.06.11 due to the impending retirement of the former Chair, C Gange on 19.06.11.
- b) J Hehir was elected unopposed as Vice Chair of the Corporation on 30.03.11 due to the impending retirement of the former Vice Chair, G Bowd, on 20.05.11.

## 6. **ROLES OF THE CORPORATION CHAIR & THE CLERK**

- a) There have been no revisions to either the role of Corporation Chair or Clerk to the Corporation.

## 7. **QUORUM**

- a) During the year only two (2) meetings were cancelled due to the failure to achieve a quorum. The Search & Governance Committee scheduled for 28.05.11 and the Learning & Performance Committee scheduled for 29.06.11.
- b) The substitution of Members continues to be a feature of attendance at Committee meetings. There were nine (9) substitutions during the 2010/2011 academic year, the same as in the previous twelve month period. These substitutions were made in the Search & Governance Committee and the Learning & Performance Committee due to both Committees each having two Members off on long term sick.
- c) The Clerk to the Corporation has worked very closely with the Chair of the Search & Governance Committee to address issues of non-attendance through a variety of measures including:
  - one-to-one discussion with individual Members
  - emphasis of the responsibility of Members to uphold the commitment made to Neath Port Talbot College Corporation
  - publication of the attendance statistics at the Board.

## 8. **REGISTER OF INTERESTS**

- a) The Register of Interests of Members, Senior Staff and Budget Holders is maintained by the Clerk. It is updated as and when required and, in any event, annually at the year end (31.07.11). At the time of writing the Register of Interests is in the process of being updated.
- b) All Members have submitted their Annual Return.
- c) Declarations of Interest are requested by the Chair as the first standing item on all Corporation and Committee Part I & II agendas. The onus is on Members and Senior Officers present at meetings to declare any conflicts of interest from the outset. All such declarations are recorded in the minutes.
- d) Both the Register of Interests and Part I Minutes are published on the College website and hard copies of the latter are available for inspection at the Neath and

Afan Campus Libraries. A hard copy of the Register of Interest is held by the Clerk and is available for inspection at the Neath Campus.

- e) As the College and Corporation has moved increasingly towards electronic data storage, the library copies of the Part I Minutes are now held electronically but will remain available to interested parties in hard copy upon request. Part I Minutes are also available on the Governance section of the College web site.

## 9. **AWARDS OF CONTRACTS FOR GOODS & SERVICES**

- a) In the 2010/2011 academic year the following contracts for goods and services were awarded in line with the thresholds outlined in the College Financial Regulations in respect of the following:-
- (i) The contract awarded for coach hire, which was split into five (5) lots, as follows:
- Lot 1 – 16 seater Mini Bus, Penny's Minicoaches
  - Lot 2 - 17/24 seater coach, D.J. Thomas
  - Lot 3 – 33 seater coach, D.J. Thomas
  - Lot 4 – 49/57 seater coach D.J. Thomas
  - Lot 5 – 70 seater coach D.J. Thomas
- [Refer to Finance & General Purposes Committee on 09.03.11.]
- (ii) Retrospective approval on the contract for the provision of electricity was awarded to nPower for over 100kw and to OPUS Energy for under 100kw, both for 24 months. [Refer Finance & General Purposes Committee on 06.07.11.]
- b) During 2010/2011 the College agreed the acquisition of two subsidiary companies, planned the establishment of a new subsidiary company branch and agreed the assignment of a social enterprise training provider to its ownership.
- (i) The purchase of Language Specialists International (LSI) Portsmouth, which was approved at the special meeting of the Corporation Board, held on 03.11.10. The purchase completed in December 2010 after due approval had been received from the Welsh Government.
- (ii) The planning and approval for the establishment of LSI Swansea Bay. The business plan was first presented at the special meeting of the Corporation Board held on 03.11.10 and final approval was given at the special meeting of the Corporation Board held on 01.12.10.
- (iii) The assignment of ownership of Gwendraeth Valley Community Enterprise trading as Jobforce Wales (GVCE) was given initial approval at the Corporation Board meeting held on 20.10.10 with the final terms of the acquisition being approved at the meeting of the Corporation Board held on 13.07.11. The assignment of ownership completed in the Autumn Term of the 2011/12 academic year.

- (iv) The purchase of Llandarcy Park Limited. Initial approval for negotiation and due diligence was given at a special joint meeting of the Finance & General Purposes Committee and the Corporation Board held on 27.05.11. At its meeting held on 06.07.11 the Finance & General Purposes Committee recommended purchase of the company prior to final approval for purchase being given at the special meeting of the Corporation Board held on 13.07.11. The acquisition completed in the Autumn Term of the 2011/12 academic year.

## 10. **ELIGIBILITY OF MEMBERS**

Eligibility checks on new Members are made as a condition of their appointment, including age (solely in respect of the Student Member), membership category, solvency and criminal background. At the time of writing, there are no outstanding Criminal Bureau checks.

## 11. **FINANCIAL REPORTING**

- a) Management Accounts are prepared and circulated to all Members of the Finance & General Purposes Committee on an agreed regular basis and to all other Members prior to meetings of the Corporation. They appear as a standing, non-confidential item on the meeting agendas of the Finance & General Purposes Committee and are reported to the Senior Management Team.
- b) The Corporation Board, as approved at its meeting on 26.05.10 (CB09/10: 096 [i]), no longer receive the Management Accounts as an agenda item but instead receive the information from the Chair of the Board (also Chair of Finance & General Purposes Committee) who always makes mention of the accounts in reporting the Finance & General Purposes Committee Minutes as part of the receipt process.
- c) If a relevant matter of serious concern arose at the Finance & General Purposes Committee meetings, then that specific matter may be brought to the Board agenda but not require the full set of Management Accounts to be provided (CB09/10: 096 [i]). Rather a report on the specific matter is brought and introduced by the Chair with an explanation from the Vice Principal: Finance & Information Systems. No such reports were raised during 2010-2011.
- d) The hard copy provision of the Management Accounts has been by the provision of the accounts to all Governors electronically on the Governance SharePoint site.
- e) PricewaterhouseCoopers (PwC), external auditors, prepare the Annual Audited Accounts for scrutiny by the Finance & General Purposes Committee and, subsequently, the Audit Committee prior to final approval by the Corporation at its December meeting. As a consequence at the time of writing the 2010/2011 Audited Annual Accounts have yet to be finalised and approved.
- f) Once approved, copies of the Annual Audited Accounts signed by the Corporation Chair and PwC are sent to DfES and made available for public inspection at the Neath and Afan Campus Libraries. A copy is also uploaded on to the Governance section of the College web site.

- g) At the time of writing, the College anticipates that it will trade in surplus for the 2010/11 financial year.
- h) Accounts and financial reports of the subsidiary companies are received and interrogated at the relevant Board of Directors meeting. The minutes from those meetings are then taken to the Finance & General Purposes Committee for review.
- i) In accordance with the Financial Policies & Procedures and Financial Regulations of NPTC, the Board of Directors of each subsidiary company consists of at least two members of the governing body.
- j) College finances and systems are subject to regular and planned audits throughout the financial year. Full details of the audits and their outcomes are reported to the Audit Committee and in the Annual Report of the Audit Committee to the Corporation.

## 12. PAYMENTS TO MEMBERS

- a) The policy of the Corporation states that Members may only claim expenses in respect of conference fees and travelling as part of the Members Annual Training Programme.
- b) In the 2010/2011 financial year the following expenses were claimed:

**Table 4**

<b>Member</b>	<b>Cost</b>	<b>Purpose</b>
S Walters	£23.20	Travel expenses
J Tyler	£16.00	Travel expenses

## 13. GIFTS, HOSPITALITY & OTHER BENEFITS IN KIND

- a) At the time of writing no Members have declared receiving gifts, hospitality & benefits in kind during the 2010/2011 academic year. All Members have completed their Annual Return.

## 14. OVERSEAS ACTIVITIES

- a) At the time of writing no Member undertook an overseas visit on behalf, or at the expense of the College. All Members have completed their Annual Return. However, three Officers, the International Business Development Manager, the Head of the School of Engineering, and the Deputy Head of the School Construction & Built Environment undertook overseas visits which are fully declared and registered.

<b>Name</b>	<b>Member/Officer</b>	<b>Date of Visit</b>
Fiona Jones	Officer	16-23 October 2010
Fiona Jones	Officer	27 Feb – 6 March 2011
Michael Rees	Officer	27 Feb – 6 March 2011
Carl James	Officer	27 Feb – 6 March 2011

## 15. GOVERNANCE AUDITS & INSPECTION

- a) No external audit or inspection of the governance function was undertaken during the year 2010-2011.
- b) Every year however the internal auditors report on aspects of corporate governance. In July 2011 RSM Tenon conducted a thorough review on *Governance – Review of Netbooks* and found no serious shortcomings.
- c) Three (3) minor matters were identified as ‘Merits Attention’ (the lowest categorisation of recommendation) within the report. All three (3) of these issues have been dealt with. Indeed, two (2) of the matters had been rectified by the time of publication of the final report in March 2010. (More detail is recorded at Para 1c-h of this report.)

## 16. MEMBERS TRAINING

- a) During the 2010/2011 academic year the following training events were undertaken and attended:

**Table 5**

<b>Date</b>	<b>Training Topic</b>	<b>Attendance</b>
14.09.10	Colegau Cymru Audit & Finance Training	2
21.10.10	Fforwm Meeting of Chairs of Governing Bodies of Colleges in South West Wales	1
01.12.10	INSET – Netbooks & Governance Sharepoint	15
23.03.11	INSET – Child Protection Training	1
07.05.11	INSET – Governors’ Annual Training Day	9
18.05.11	INSET – Self Assessment Report (SAR) Training	9
08.06.11	INSET – New Governors Netbooks & Sharepoint	5
22.06.11	INSET – Corporate Governance Induction Programme	4
24.06.11	INSET – Campus Tour for New Governors	3
13.07.11	INSET – Sources of Funding (for new Governors)	3

- b) The whole day training event arranged for May 2011. In total nine (9) Members attended, one of whom was a new Member who officially joined the Board on 08.06.11. At the time (excluding the new Member) there were 18 Members on the Board. Therefore an attendance of eight (8) Members represents a 44.5%. The target participation is 75%.
- c) Governors also participated in information events and formal training seminars organised by Colegau Cymru – Colleges Wales.
- d) Induction Training has been very well received by the new Members and, where appropriate, the sessions were also offered to existing Members.
- e) More specific skills/competency type training such as Chairing Skills, Effective Questioning skills, have not yet been implemented due to unforeseen circumstances causing the Clerk to the Corporation to be absent for some time during the year. It is sincerely hoped that this can be established during the 2011-2012 academic year.

## 17. CLERK'S TRAINING

- a) In addition to attending and or delivering the Members' Annual Training Programme, the Clerk also attends events as part of her own continuing professional development.
- b) Further professional development was anticipated during the year but sickness absence curtailed those opportunities which will be further pursued during 2011-12.
- c) In the 2010/2011 academic year the Clerk attended the following events.

**Table 6**

Date	Training Topic
21.10.10	FE Review Meeting with Rob Humphries
09.05.11	Governance Review Consultation Meeting
23&24.06.11	INSET - Project Management Training

## 18. CORPORATION PROFILE

- a) In order to achieve a balance of skills and experience of Members, the Clerk maintains and updates the Board's profile in respect of:

Gender

Geographical Location

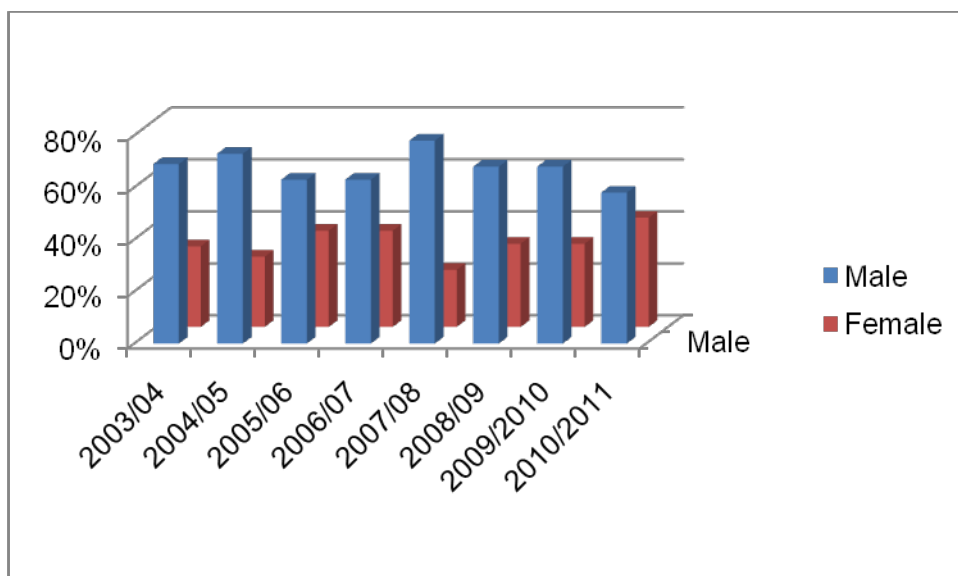
- home
- work
- in county
- out county

Attendance

Retired/unwaged

- b) The Gender Profile of Corporation Membership as at 31.07.11 as:

**Table 7**



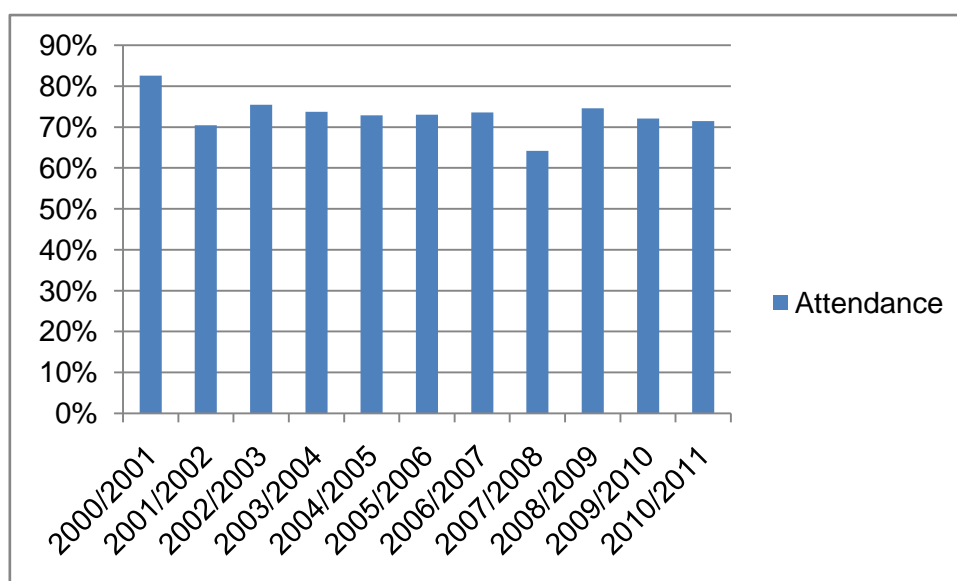
- c) During the previous twelve (12) months the female membership of the Corporation Board has increased by 10% compared to the previous year. The profile is now nearer to an equal gender balance than at any time since 2003/4.
- d) The Geographical Profile of Corporation Membership as at 31.07.11 was:-

**Table 8**  
**Geographic Profile**

Resides in Neath Port Talbot		
County Borough (NPTCB)	- works in NPTCB	4
	- works out County	3
Resides out County	- works in NPTCB	6
	- works out County	2
Retired/Unwaged	- in County in NPTCB	4
	- out of County	0
<b>Total</b>		<b>19</b>

- e) Previously the Profile has used the categories of *County in Neath* and *County in Afan*. It has been decided that a single category of *in Neath Port Talbot County Borough* is far more appropriate.
- f) Over the year the number of Members living in Neath Port Talbot County Borough Council has fallen to eleven (11) from fourteen (14) the previous year. A total of ten (10) Members work in Neath Port Talbot County Borough, a decrease of one (1) from last year.
- g) The component of the Corporation being retired/unwaged has risen by three (3) overall and will rise by a further one when the new Student Governor is appointed.
- h) The Attendance Profile of the Corporation Board as at 31.07.11 was:

**Table 9**

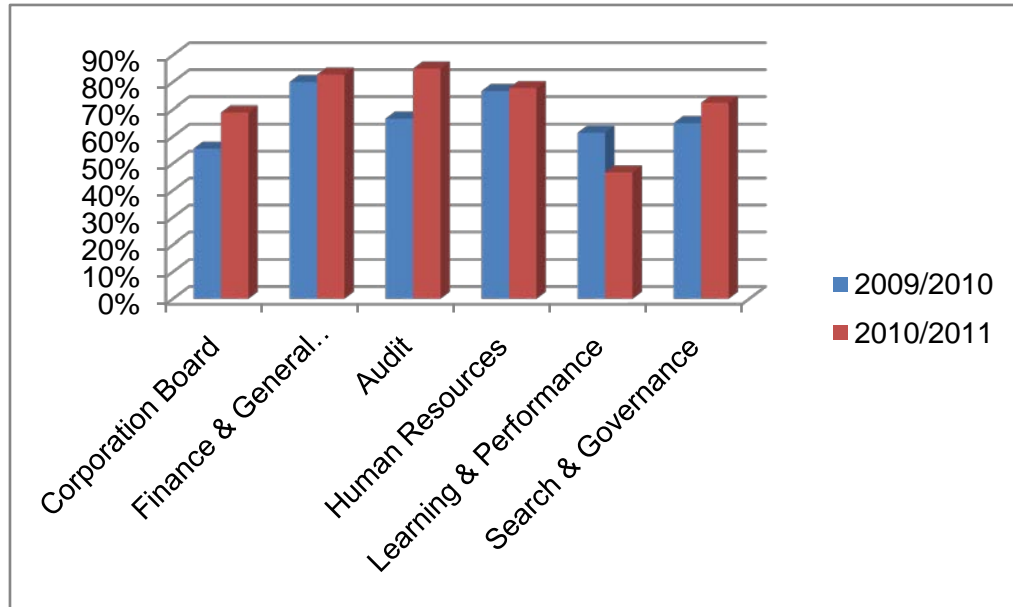


- i) Attendance figures have previously been raised as a concern by both the Clerk and the Search & Governance Committee. Whilst a further small percentage fall in the

overall figure can be seen again in the last year, the result is almost entirely down to the very high fall in attendance at just one forum, the Learning & Performance Committee.

- j) When attendance is analysed by Committee the following picture emerges:

**Table 10**



- k) Overall Committee attendance has improved, with three (3) out of the five (5) Committees attaining the target of 75% attendance or above. Whilst attendance of the Corporation Board did not attain the 75% target, attendance improved considerably by 13.39% from the previous year.
- l) The Clerk is pleased to report improved attendance at the three statutory forums; Corporation Board, Audit Committee and Search & Governance Committee.
- m) The Corporation had two (2) Members on sick leave for a substantial time during the year though substitutions were sought as advance notice was given. The attendance figures in Table 10 have been adjusted for those Committees and the Corporation Board to take this into account.
- n) Attendance at the Learning & Performance Committee gives great cause for concern. The record for the Learning & Performance Committee was seriously impacted by three (3) Governors with an attendance record of 50% or less (this does not include members on notified long term sick).
- o) The Clerk to the Corporation has held discussion with those members and received assurance from them that the situation will be very different in 2011/12. In addition, the Clerk to the Corporation has asked the Search & Governance Committee to monitor attendance closely instructing action be taken at an early stage during the year.

- p) Overall seventeen (17) out of twenty four (24) Governors who served for part or all of the 2010/2011 academic year achieved the target attendance of 65%. Of those not achieving the target, five (5) Members' attendance fell to or below 50%, two (2) of which gave cause for concern.

**Recommendation 1: That the Search & Governance Committee continue to closely monitor Members Attendances with particular reference to those Members whose attendance in the 2010-11 academic year was at or less than 50%. S&G CTTE 22.02.12**

## 19. SKILLS MATRIX

- a) The Skills Matrix used has been substantially reviewed to separate Governor profiles i.e. place of residence, working/unwaged, etc. from actual skills and abilities of Governors i.e. skills, education, language, etc.
- b) The new matrix has proved invaluable in assigning Governors to the most appropriate committee for their skills, knowledge and experience thereby strengthening the Committees and the Corporation as a whole.
- c) A sample of the matrix questionnaire is attached at Appendix 3.

## 20. STRATEGIES, POLICIES & PROCEDURES

- a) The following strategies, policies and procedures were approved during the 2010/2011 academic year:

**Table 11**

<b>Policy / Procedure</b>	<b>Corporation / Committee</b>	<b>Approval Date</b>
Amendment to Financial Policies & Procedures	Corporation Board	15.12.10
Mental Health Policy	Human Resources	09.02.11
Learner Involvement Strategy	Corporation Board	30.03.11
Drug & Alcohol Policy	Human Resources	11.05.11
Bullying & Harassment Policy (Dignity for All)	Human Resources	11.05.11
No Smoking Policy	Human Resources	11.05.11
Flexible Working & Life Balance Policy	Human Resources	11.05.11
Recruitment of Ex-offenders Policy	Human Resources	11.05.11
Severance Policy & Procedures for Governors*	Corporation Board	08.06.11
Immunisation Policy	Finance & General Purposes	15.06.11

\*Note: This is the first of its kind in FEIs in Wales and has been shared as good practice with Clerks across Wales.

## 21. GOVERNANCE PERFORMANCE INDICATORS

- a) The Governance Performance Indicators, targets and outcomes for 2010/2011 are identified in Table 12 below.

**Table12**

<b>Performance Indicators</b>	<b>Target</b>	<b>Status</b>
Individual attendance at Board & Committee meetings	65%	Not Achieved
Aggregated attendance at Board & Committee meetings	75%	Not Achieved
Number of inquorate meetings	0	Not Achieved (2)
Number of times substitutes used at Committee*	6	Not achieved (9)
Completion of Members Annual Development Programme	100%	Not Achieved (44.5%)
Member attendance at development seminars	70%	Achieved
Time taken to fill Board vacancies	4 months	Achieved
Attendance by Link Members at relevant meetings	2 p.a.	Not Achieved
Attendance by every Governor at a minimum of two College events per annum (exc. scheduled meetings)	80%	Not Achieved
Time taken to arrange Induction Training	3 months	Achieved

\*Note: The substitutions all resulted from notified long term sick absence and if considered differently the target would be achieved.

- b) Overall seven (7) out of twenty four (24) Members who served for part or all of the 2010/2011 academic year fell below the target attendance of 65%. Five (5) Members' attendance fell to or below 50.00% of which two (2) give cause for concern. Overall the average attendance was 74.45%.
- c) The Aggregated Attendance at Board & Committee meetings fell by 0.62% to a total figure of 72.45% this year. This effect is solely due to the lack of attendance at the Learning & Performance Committee.
- d) Under the Link Scheme for Members six (6) different Directorate meetings were attended. However, only two (2) Directorates achieved the target of having a Governor attend two (2) meetings per year.
- e) Induction training for the new Members recruited at the Corporation Board meetings held on 30.03.11 and 08.06.11 respectively was completed by the end of July 2011. The induction sessions included the following:
- Netbooks and Governance SharePoint 08.06.11
  - Induction Training – Corporate Governance 22.06.11
  - Campus Tour 24.06.11
  - Sources of Finance 13.07.11

## 22. **GOVERNANCE HANDBOOK**

- a) The Governance Handbook underwent an in depth review and was re-published on the College website to give an up to date picture of the Corporation and its policies.
- b) The Handbook will be reviewed and amended periodically throughout the year to ensure it is kept up to date.

## 23. **CONCLUSION**

- a) Compliance with all governance requirements of the Neath Port Talbot College Corporation can be confirmed and are evidenced within this report.
- b) Governance is the subject of annual internal audits and no serious shortcomings have been identified.
- c) Whilst some concerns regarding attendance are identified, the continuing commitment of Governors to the College and their governance role is genuinely appreciated.
- d) The Corporation continues to take its strategic role seriously dedicating time and resources to ensuring that the College continues to perform at the highest level, produce quality outcomes for students and staff and ensure a sustainable long term future for further education in the community it serves both within the county boundaries and without.
- e) At the national level, the Corporation continues to respond to the many initiatives and changes that further education in Wales continues to undergo.

\_\_\_\_\_  
**G Richards**  
**Chair of the Corporation**

\_\_\_\_\_  
**R Larcher**  
**Clerk to the Corporation**

Date \_\_\_\_\_

Date \_\_\_\_\_

## **APPENDIX 1**

### **Summary of Recommendations**

**Recommendation 1: That the Search & Governance Committee continue to closely monitor Members Attendances with particular reference to those Members whose attendance in the 2010-11 academic year was at or less than 50%.**

**S&G CTTE  
22.02.12**

## APPENDIX 2

### GOVERNOR SKILLS QUESTIONNAIRE

**FULL NAME:**.....

SKILLS	
Children in 11–16 Education	
Commercial Experience	
Community Group Work	
Construction Experience	
Cultural Activities	
Disability Issues	
E-Business / IT	
Education / Training	
Enterprise & Entrepreneurship	
Environment	
Equal Opportunities	
Estates / Facilities Management	
Finance / Accounts	
Government / European Funding	
Guidance / Counselling	
Health & Safety	
Higher Education	
Human Resources Policies & Procedures	
Legal Affairs	
Manufacturing Industry	
Marketing / Public Relations	
Performance Management	
Project Management	
Social Work / Social Policy	
Staff / Industrial Relations	
Strategic Planning/Development	
Young People	

#### SKILLS

In this section please rate your knowledge level using the following scale:

- 4** Degree or equivalent professional qualification **and** direct association with current role.
- 3** No professional qualification but extensive current or past experience and/or direct career association.
- 2** Good working knowledge, not necessarily direct career association.
- 1** Some knowledge.
- 0** No knowledge.

EDUCATION	✓
GCE A Level or Equivalent	
Degree / Diploma	
Post Graduate Certificate	
Teaching Qualification	

LANGUAGES	✓
Welsh Language Skills	
European / Other Language	
Sign Language Skills	