

Minutes of the Board meeting held at the St Albans Campus at 1800hrs on 8 October 2018.

Present	Christine Chisholm	June Cory	Sue Grant (Chair)
	Zoe Hancock (Principal)	Teresa Heritage	Kerry Hood
	Ginny Kerridge	Peter Marshall	Neil Myerson (Vice-Chair)
	Rob Payne	Peter Thompson	Jay Wheeler
In Attendance	Nicola Caiger (Dir Curr)	Ralph Devereux (Clerk)	Paul McCormack (DoF)
	Harpreet Nagra (DPQ)	Sean Scully (Dir StExp)	Sian Williams (Dir Curr)
Apologies	Geoff Lambert		

The meeting was preceded at 1715 by a training session on the theme of discussing "Prevent", delivered by Harpreet Nagra, the newly appointed Deputy Principal (Quality) (DPQ). The session was focused on "What students should aware of". All members and attendees were present excepting Geoff Lambert and Peter Marshall who had sent apologies.

Harpreet was welcomed by the Chair and all introduced themselves. The Chair then explained that she had met most members individually over the summer months and had noted that without exception they were committed to implementation of the Post Inspection Action Plan (PIAP) and were aware of the associated challenges.

PART ONE

01/18 ELIGIBILITY, QUORUM, DECLARATION INTERESTS AND MEMBERS

- a. The apologies were accepted.
- b. No notice had been received of any Member becoming ineligible to hold office, the meeting was quorate and there had been no unusual declared interests. (Standing Sue Grant UH/UCSA)

02/18 STANDING ITEMS

- a. Corporation Minutes. the Minutes from the Corporation meeting held on 9 July 2018 were then confirmed for electronic signature; Clerk to action. **(Action 1)**
- b. Search Committee (SC) Minutes. The Committee Chair explained the proceedings of the committee meeting held on 27 September, which had recommended the appointment of Jean Fawcett to the Corporation as a general member for an initial term of 2 years; that recommendation was accepted and she was appointed wef 12 November 2018. **(Action 2)**
- c. Matters arising. There were no matters arising.
- d. Actions. Action 11. Members would be invited to set personal preferences for minimum expectations. There were no further actions outstanding from the previous meeting.

e. Urgent Business. It was agreed to consider use of the College Seal as urgent business.

a. The information was received.

b. Actions had been identified. (Table 12/18 below)

03/18 FINANCE REPORT

a. Outturn 2017/18. The current financial report referencing the unaudited year-end position was then considered; the comprehensive document comprised a narrative informed by graphical and tabulated detail, including information on variances, which were explained and considered. The last accounts scrutinised by the Corporation were for the period to 31 May and showed a surplus of (£22k) compared with the now provisionally determined outturn surplus in the draft accounts (Annex 1) of c(£15k), a reduction of £7k. The associated Statement of Comprehensive Income (SOI) (Annex 2) was explained and noted. Details of the contributing elements to that improved position, were listed and explained in the Financial Risks and Issues in the paper and were welcomed, note was taken of the increased resettlement costs. There was some discussion on the FRS102 requirements and this led into consideration of the LGPS and the re-evaluated and exceptional costs, which were noted as having no direct effect on the bottom line or the financial health assessment, which had again been provisionally graded as "Outstanding". The information was noted.

b. Risks and Opportunities (R&O). Early indicators for the current year suggested that performance was in line with the approved budget and the indicators, listed in the document informing that assumption were explained and noted. Risks and Opportunities had been reconciled with note to recent enrolments and other known changes, these also were discussed and noted.

c. Capital Advisory Group (CAG). The CAG was an advisory body with no executive authority and it was necessary to define authority in relation to letting of tenders to enable timely decisions. The draft authority for consideration was:

"Individual tenders can be approved by the Principal, as long as they are within 5% of the cost plan and do not adversely impact on the overall total project cost. If the tenders exceed the cost plan by more than 5% then approval is needed from the Corporation."

That authority was approved and would be incorporated into the Financial Regulations. **(Action 3)**

d. Purchase orders >£100k. Purchase orders for £100k and above were listed at Annex 3 and were noted. The Finance Director would continue to report all purchase orders approved over £100k to the Corporation.

a. The information was noted and received.

b. Actions had been noted. (See table 12/18 below)

04/18 PRINCIPAL'S REPORT

The Principal's Report had been circulated, the following information was considered:

a. Enrolments. Although the number of applications and offers had been higher than the previous year the current enrolment did not reflect that. If the number of non-starters/withdrawals matched the previous year, then a slight overall reduction in funding would be the outcome; numbers and effects were discussed. Greater detail would be available in November.

b. Funding. An Institute for Fiscal Studies report, released in September had included a section of the "Severe squeeze in FE and this was discussed; there was no good news in the article, which was considered at length. The Association of Colleges (AoC) had been leading a campaign for fair funding, the "Love our College" activity element would run from 15-19 October and active support was being sought. The College was not planning to offer practical participation in activities considering the necessary local focus, which took priority but would sign up to pledge support. After discussion that position was agreed. **(Action 4)**

The Chair and Principal would jointly consider whether they should write to MP not necessarily about the campaign but possibly on wider FE matters.

- c. Pay Negotiations. The UCU had set a 5% pay rise target in the current round of negotiations and was balloting 110 Colleges for strike action. Due to the positive relationship with the unions locally the college is hoping to reach an agreed position without strike action. Local issues and influences were discussed and noted.
 - d. College Structure. The Ofsted Inspection Report together with other issues had prompted some organisational changes to the College Structure; the revised organisational chart (Annex 1) was explained and noted.
- a. **The information was received and noted.**
 - b. **Actions had been identified.** (Table 12/18 below)

05/18 QUALITY

The Quality Update provided information on key matters to widen members' knowledge and understanding of college performance thus enabling informed scrutiny and challenge.

- a. PIAP (Annex 1). The PIAP had been agreed in July and had now become the direct responsibility of the new DPQ, the Plan allowed for regular review and updates and there were two areas this month. These areas:
 - (i) High Expectations. Specifically, "All Leaders and Managers will have high expectations of student ability levels." A summary of activities, starting with the end of year briefing to all staff and reinforced at the curriculum conference in August was given and was discussed. Members welcomed the comprehensive update and sought clarification on several issues, all of which were satisfactorily completed. Detail of the practical pathways to monitor and improve delivery and those curriculum areas that had not done well during the inspection, were well received. Motivation of students initiated at their induction was now a continuing and proactive activity and improvements in monitoring student activity were noted. The information was received and noted.
 - (ii) Accountability. Specifically, "All staff will have focused targets with clear lines of accountability". Key Performance Indicators (KPI) and targets had now been individualised to departmental and even course level, they informed appraisals to ensure understanding of individual responsibilities; Human Resources (HR) would monitor the outcomes of the appraisals and require corrective action if necessary.
 - b. English and Maths (EAM). The AoC Governors' Briefing released in August 2018 was at Annex 2 to contextualise the information. The EAM GCSE Results had improved to 30% (2016/17 9%) in English and 20% (2016/17 19%) in Maths against National Averages (NA) in 2016/17 of 26% and 19% respectively. Anecdotally, the NA for 2017/18 was reported as 30% and 18% respectively. Strong focus would continue in these areas.
 - c. Self-Assessment. Self-assessment validation reviews would be completed during w/c 8 October, the full schedule was at Annex 3. Members were invited to attend any session and were asked to inform the DPQ of any requests. The full Self-Assessment Report (SAR) would be brought to the next Corporation meeting for consideration. **(Action 5)**
- a. **The information was received and noted.**
 - b. **Actions had been identified.** (Table 12/18 below)

06/18 EMPLOYER ENGAGEMENT.

Employer Engagement. The Apprenticeship allocation and associated performances were fully detailed in the paper and were noted. Predicted achievement was considered at 67% timely and 77% overall, this was lower than initial predictions but above the NA and similar to the previous year; the results had been affected by withdrawals. Performance against funding targets was considered, informed by tabulated data. The detail examined plans for marketing and updated on key activities. Apprentices' arrangements and literature were currently being updated and progress with recruitment was discussed. Information regarding key employers

were listed in the paper, discussed and noted. Employer Survey participation and results had been successful with above expected target returns.

The information was received and noted.

07/18 KPI

KPI. Performance against the challenging 2017/18 KPI (approved in July 2017) (tabulated at Annex 1), was supplemented by textual updates, all were noted. The 2018/19 targets had been agreed at the July Corporation meeting and were at Annex 2, these were noted, and the Corporate Risk Register at Annex 3 was also noted. Detail, under individual headings, was explained and discussed, Section 5 regarding the “High Quality Responsive Curriculum” was considered at length. Adult retention information had been adversely affected by now corrected poor data management; the processes for Work Experience would be thoroughly reviewed to improve performance and simplify processes. The Risk Register was considered and discussed, the six “High” and the 11 “Medium” entries, their mitigating actions, ownership and updates were all noted.

The information was received and noted.

08/18 POLICIES

There were 2 Policies due for review:

- a. Safeguarding Policy and Procedure. The Safeguarding Policy was amended in September to reflect changes required by the recently updated (September 2018) “Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges”. Members took comfort that the Ofsted Inspection Report had not raised any concerns about Safeguarding and Prevent. The Corporation nominee for Safeguarding was June Cory and that was re-affirmed. **(Action 6)** The Policy was approved for implementation. **(Action 7)**
- b. Risk Management. (RM) The RM process generally was discussed and felt to be fit for purpose but consideration was given to how best to utilise the Register. For example, was enough notice paid to the “Amber “ graded risks and was best practice being followed? It was agreed that the system for assurance to Members on RM would be examined by the Audit Committee (AC), as the sponsoring agency, and a report would be brought to the Corporation. There may be some scope for wider Corporation involvement. The Policy was conditionally approved with the proviso that the list of the Senior Management Team (SMT) at Para 7.3 was updated. **(Action 8)**

09/18 GOVERNANCE

- a. Regulatory Documents. The Regulatory Documents had not been substantially changed since the provisional approval at the last meeting; the AC Terms of Reference (TORs) had been amended to reflect the recently revised Post 16 Audit Code of Practice and these were conditionally approved pending AC endorsement. **(Action 9)** The Documents:
 - (i) Instrument and Articles;
 - (ii) Code of Conduct;
 - (iii) Committee TORs (AC Conditional)
 - (iv) Standing Orders; and
 - (v) Code of Good Governance for English Colleges were approved. **(Action 10)**
- b. Attendance. Overall Corporation attendance throughout 2017/18 had been 88%, the Audit and Search Committee had been 83% & 100% respectively against a target of 80%; an “Outstanding” performance. The difficulties and pressures on members continued to be understood and thanks were recorded for this performance, to allow diary planning the annual meeting schedule was determined 12 months in advance and had already been approved. After discussion the target for 2018/19 was unchanged and approved at 85%. **(Action 11)**

- c. Chair's Review. The Chair's Review had been included in her opening remarks.
 - d. Christmas Meal Arrangements. Arrangements for the Christmas meal would be explained at the next meeting. **(Action 12)**
- a. The information was received and noted.**
b. Actions had been identified. (Table 12/18 below)

10/18 URGENT BUSINESS

College Seal. The College Seal had been affixed to:

- a. 18 July 2018. JCT IC 2016 Intermediate Building Contract;
- b. 9 August 2018. Deed of Variation of S106 Agreement; and
- c. 9 August 2018. S278 Agreement.

the action was approved retrospectively. **(Action 13)**

- a. The information was received and noted.**
b. Actions had been identified. (Table 12/18 below)

11/18 DATE OF NEXT MEETING

The next meeting would be at 1800 on 12 November 2018:

12/18 ACTION TABLE

Refer to referenced minute for full detail.		resp	date
Action 1	02/18a. Minutes of the last meeting confirmed for electronic signature.	Clerk	asap
Action 2	02/18b. Jean Fawcett appointed a general member for 2 years.	Chair	
Action 3	03/18c. Principal's CPSG tender authority approved.	DoF	wie
Action 4	04/18b. Passive participation in AoC sponsored event.	All	asap
Action 5	05/18c. Members welcome to attend SAR validation.		
Action 6	08/18a. June Cory re-affirmed as Safeguarding nominee.	DirCurr	wie
Action 7	08/18a. Safeguarding Policy approved.	DoF	
Action 8	08/18b. RM Policy provisionally approved.	DoF	asap
Action 9	09/18a. Revised AC TOR conditionally approved.	Clerk	
Action 10	09/18a. Regulatory Documents approved.	Clerk	wie
Action 11	09/18b. Attendance target for current year approved at 85%.		
Action 12	09/18d. Christmas meal arrangements to next meeting.	Chair	12.11.18
Action 13	10/18. Use of College Seal noted and approved.	Clerk	wie