



OAKLANDS COLLEGE

Minutes of the Board meeting held at the Welwyn Garden City Campus at 1800hrs on 12 February 2018.

Present	June Cory	Sue Grant	Zoe Hancock
	Teresa Heritage	Ginny Kerridge	Geoff Lambert
	Rob Payne	Phil Thompson (Chair)	Bella Wilson
	Jay Wheeler		
In Attendance	Nicola Caiger (Dir Curr)	Ralph Devereux (Clerk)	Paul McCormack (Dir Fin)(Item 42/45.17 only)
	Liam McGrath (Dir Curr)	Sean Scully (Dir St Exp)	Kirsty Steer (DP)
Apologies	Christine Chisholm	Vicki Hocking	Kerry Hood
	Peter Marshall	Neil Myerson	

The Chair welcomed all to the meeting and, in particular, Teresa Heritage the newly appointed member; all then introduced themselves.

PART ONE

42/17 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 interests declared.

43/17 STANDING ITEMS

- a. The Minutes from the Corporation meeting (Part 1 & 2) held on 8 January 2018 were confirmed for electronic signature. (Delegated to Clerk) **(Action 1)**
- b. Matters arising. There were no matters arising.
- c. Actions. There were no actions outstanding from the previous meeting.
- d. The Minutes of the special Search Committee Meeting held on 6 December 2017 and the regular meeting on 22 January 2018 were presented by the Committee Chair, in the latter, the recommendation that Peter Thompson should be appointed as a member was accepted and he was appointed for 2 years wie. **(Action 2)**
- e. Urgent Business. It was agreed to consider the election of the Vice-Chair and to receive details of the College Seal Use as Urgent Business.
 - a. **The information was received.**
 - b. **Actions had been identified (Register 52/17)**

44/17 MANAGEMENT ACCOUNTS

- a. The management accounts accurate to 31 December 2017 (Annex 1) were then considered and discussed; they showed, an overall variance of c(£105k) against budget;

income was also unfavourable by c£381k with all variances clearly tabulated (it was noted that late payments now received would recover the numbers in the January accounts), payroll expenditure was positive c£23k, non-payroll costs were also positive; again all variances were clearly tabulated. The balance sheet remained healthy with a strong cash balance, recent receipts would prompt consideration of investment opportunities. Capital spend at £524k/£1000k was well controlled and within budget. The first payment for SAC Phase 2 had been received from Taylor Wimpey. **(Action 3)**

- b. Reforecast. Funding challenges considered above had prompted close scrutiny with the aim to break even at year end, an update would be brought to the March meeting. **(Action 4)**
- c. Quarterly Investment Report. Members were reminded of the Investment Strategy and it was noted that the present position, which was clearly detailed in the accompanying paper, compared favourably with the strategic cash reserves requirements. Each investment element was clearly listed and were explained individually and the information was noted. The SAC 2 payment had prompted a review of investment opportunities and, as mentioned above, information would be brought to the next meeting. **(Action 5)**
- d. Supply Chain Fees. The required “External assurance on sub-contracting controls certificate” would be audited in March (RSM); the testing would include scrutiny of the Supply Chain Fees and Charges Policy (Annex 2). The Policy was considered and approved. **(Action 6)**
- e. Purchases over £100k. There were 4 Purchase Orders (PO) over £100k detailed in Annex 3 and all were approved for payment. **(Action 7)**
- f. Budget Parameters. Budget Parameters for the next financial year were considered and discussed, the aim for capital expenditure of £1m and a surplus of £100k was noted; the possibility of salary increases would be evaluated. The parameters were approved. **(Action 8)**

- a. **The information was noted and received.**
- b. **Actions had been identified** (Register 52/17)

Agenda Item 13 (Part 2) was considered out of Agenda order (See 53/17).

The Director of Finance left the meeting

45/17 PRINCIPALS REPORT

The Principal's Report covered items not included on the agenda; several visits had been completed and the trip to Cheshire College with merger challenges, had proved particularly rewarding; the Principal hoped to have capacity soon to undertake similar visits. Funding for the T Level work placements had been confirmed at the last meeting and the recently formed steering group had met to plan for the pilots throughout the 2018/19. Changes to the structure and scope of senior management innovation meetings had led to the establishment of 4 project teams and these were explained. The Institute of Technology(IoT) considerations continued, especially with L4 & 5 issues, and a recent meeting between the University of Hertfordshire (UoH) and the 4 colleges had agreed 6 principles to guide the writing of the bid to be submitted by the UoH on behalf of all participants in March 2018.

- a. **The information was noted.**

46/17 QUALITY UPDATE

The comprehensive Quality Update was considered and discussed;

- a. Corporate Audits. One corporate audit had been completed since the last update. Business, Travel and Tourism provision was audited between 30 October and 2 November, led by a current Ofsted Inspector: 20 learning walks, 3 joint with the HoDs and 4 Personal Development Reviews (PDR) had been completed. Four “Strengths” and 5 “Areas for Development” had been identified and were fully detailed in the accompanying paper, all of

which were noted. Issues of student behaviour detailed in the report were discussed and reassurance was sought and received that focus was directed to that issue. A full action plan, informed by the outcomes, had been developed to build further on the improvements. The full report at Annex 1 was noted. Five further audits were scheduled for completion in this academic year.

- b. Student Survey (First Impressions). A survey of newly enrolled students relating to initial experiences had been completed and the results were at Annex 2. The overall response rate of 90% was 5% above the target although 4% below last year's result; 4 individual departments had missed the target and 4 had a 100% response. Consolidated responses had been RAG rated and tabulated and were discussed, positive responses had been 93%, the same as the previous year, although there had been a welcome increase in 4 individual areas; a full 2 year comparison table informed the considerations and led to discussion over some areas. The outcome of the survey had led into HoD analyses focusing on areas of concern, red/amber issues and decreased percentages from the previous year, and had identified best practice. Full results had been tabulated and RAG rated at Annex 2 and after discussion, it was agreed that members would be welcome to complete "Learning Walks" in the identified challenged areas.
- c. Ofsted Inspection. An Ofsted inspection of the residential facilities was completed between 23-25 January, a full programme to national minimum standards for "Accommodation of students under 18 by FE Colleges" and the Social Care Inspection Framework resulted in provisional grade of "Good" for all 3 areas; the full report would be provided within 13 days and brought to the Corporation. **(Action 9)** Twenty-one positives, 2 national minimum standards missed and one area for improvement would be included. Failure to achieve the minimum standards was discussed and accepted:
 - (i) the DBS issue was related to a change in accommodation occupation patterns and a misinterpretation of the requirements, which had now been resolved; and
 - (ii) cleanliness of the accommodation had not been to the required high level and necessary action had been taken.

a. The information was received.

b. Actions had been identified. (Table 52/17)

47/17 EMPLOYER ENGAGEMENT

Detail of overall apprenticeship activity and employer engagement was considered. Performance to date was good and all involved were aware of the challenges in this particular area and the annual target of 370 was confirmed. Compared with the previous year enrolments were >35 and the 23 current vacancies were expected to be filled. Nationally, starts were in decline particularly since introduction of the levy and the fact that over 50% of employers nationally had not registered. In terms of Employer and Stakeholder Engagement, the change in marketing leadership had prompted a review of the college website and marketing collateral to establish and maintain consistent high quality. Initiatives associated with the National Apprenticeship Week (NAW), Key Employers and relevant issues were individually listed in the paper and were discussed. The Town Planning considered at the last meeting had settled in well and there were further opportunities at Thurrock CC. Sir Vince Cable had visited and had met a wide range of stakeholders. In terms of curriculum development, as new standards are published they would be delivered. The National Skills Academy (NSAFD) had been approved and the introduction of provision was being actioned. An initiative with Together Training (TT) was currently being processed. STEM and full cost courses were being upgraded.

The information was received.

48/17 KEY PERFORMANCE INDICATORS (KPI)

- a. KPI. Performance against the challenging 2017/18 KPI (approved in July 2017) was tabulated at Annex 1 and was supplemented by textual updates, all were noted, the red-rated (EAM attendance and Markbook information) remained a challenge and the measures taken to improve EAM in particular had been well rehearsed; assurances were given that focus on these issues would be maintained. It was important that, as students' work was marked,

the outcome was immediately entered on to Markbook, since late entries could adversely and falsely affect the information presented. Finances would benefit from the number of learners moving into higher funded bands. Detail of curriculum achievements were discussed and clear signs of progress with EAM GCSE were welcomed.

- b. Risk Management (RM). The Risk Register presented as a RAG rated table (Annex 2) was considered; since the last consideration 2 Risks (FS1 & FS5) had been reduced from “Medium” to “Low” and one (QC 6) had been removed. There were currently 14 Risks associated with the Strategic Themes, 1 High and 11 Medium and 2 Low; the information was noted.

The information was noted.

49/17 POLICIES FOR APPROVAL

- a. Supply Chain Fees. The Supply Chain Fees Policy had been considered at 44/17d.
- b. Health and Safety. (HAS)
 - (i) Policy. The HAS Policy (Annex 1) had been updated on 10 January 2018 to become effective on 1 February 2018 if approved. There had been no significant changes to the Policy and Procedure but there had been an addition to the statement for arrangements for carrying out the policy relating to invitation of union representatives as employee representatives. The Policy was considered, discussed and approved wef 1 February 2018. **(Action 10)**
 - (ii) Annual Report. The HAS Annual Report was considered and discussed. The Health & Safety Committee (HASC) and the Senior Management Team (SMT) were provided with immediate and at least monthly details of accidents, incidents and near misses. Statistics for the previous year were tabulated in the document; it was noted that the overall total had substantially reduced over the previous year, prompted mainly by a change in reporting criteria, now excluding ill health related incidents; there had been no RIDDOR reportable incidents.
- c. Complaints. A robust complaints procedure had been established, there were no changes from the previous version and was presented to the Corporation for information. The Policy would be considered against the General Data Protection Requirement (GDPR) in April and would be presented for further consideration after completion; extension of Policy approval until then was approved. **(Action 11)**
- d. Extensions of Approvals. The revised process for consideration of Policies for renewal required progressive introduction on to agendas throughout the academic year instead of an omnibus consideration in a single meeting. Accordingly, for this introductory year, all approval dates would be extended until that Policy was brought to the Corporation. **(Action 12)**

a. The information was received.

b. Actions had been identified. (Table 52/17)

50/17 URGENT BUSINESS

- a. Vice-Chair. The former Vice-Chair, Sue Grant, had now been elected as Chair designate and the Clerk had invited nominations for a successor; only one response, from Neil Myerson had been received and he was unanimously elected, to be effective concurrently with SG taking up office for the next academic year. **(Action 13)**
- b. College Seal. The College Seal had been applied to documents, the first 3 relating to “Land of Sandpit Lane, Smallford Campus, Hatfield Road. AL4 0JA:
 - (i) the transfer of land agreement to Taylor Wimpey, applied 22 January 2018;
 - (ii) a charge granted by Taylor Wimpey To Oaklands applied 22 January 2018;
 - (iii) an overage and underage deed applied 22 January 2018; and

additionally,

- (iv) a cancellation of a Land Registry entry (HD549800) relating to Borehamwood Properties at Mills Court and Lockwood Court.

The applications were approved. **(Action 14)**

- a. **The information was received.**
- b. **Actions had been identified.** (Table 52/17)

51/17 DATE OF NEXT MEETING

The next meeting would be held at 1800 on 12 March 2018 at the Welwyn Campus.

52/17 ACTION TABLE

Action Register		Resp	Date
Action 1	43/17a. Minutes from 8 January to be electronically signed.	Clerk	asap
Action 2	43/17d. Peter Thompson appointed to the Corporation wie.	Clerk	wie
Action 3	44/17a. Accounts noted.	PMcC	wie
Action 4	44/17b. Budget reforecast & Investment detail to March meeting.		12.03.18
Action 5	44/17c. Investment Opportunities to March meeting.		
Action 6	44/17d. Supply Chain Fees and Policy approved.		wie
Action 7	44/17e. PO >£100k approved.		asap
Action 8	44/17f. Aims for 2018/19 surplus and capex approved.		
Action 9	46/17c. Ofsted Report on Residential facilities to Corporation.		
Action 10	49/17b. HAS Policy approved.	KS	01.03.18
Action 11	49/17c. Complaints Policy extended until post GDPR scrutiny.		30.04.18
Action 12	49/17d. Policies extended as modified procedure.	All	asap
Action 13	50/17a. Neil Myerson elected Vice-Chair.	Clerk	wie
Action 14	50/17b. Seal applications noted and approved.	Chair	wie