



OAKLANDS COLLEGE

Minutes of the Board meeting held at the St Albans Campus at 1800hrs on 14 May 2018.

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

PART ONE

The Chair apologised for keeping elected members and senior staff waiting and explained that the Part 3 meeting was still in progress, but had been adjourned to avoid further delay to the start of this meeting, it would be resumed after “an essential business/decisions only” Part One meeting.

73/17 ELIGIBILITY, QUORUM, DECLARATION INTERESTS AND MEMBERS

No notice had been received of any Member becoming ineligible to hold office, the meeting was quorate and there had been no interests declared.

74/17 STANDING ITEMS

- a. The Minutes from the Corporation meeting (Part 1 & 2) held on 12 March 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.

a. The information was received.

b. Actions had been identified (Register 80/17)

75/17 FINANCE

- a. Management Accounts. The management accounts (Annex 1) accurate to 31 March 2018 were then considered and discussed. The situation was favourable with an overall variance of c£436k against budget, payroll expenditure was favourable by c£14k, non-payroll costs were underlying favourable at £110k; again all variances were clearly tabulated. The balance sheet remained positive with a strong cash balance and the Cash-Flow Forecast (CFF), despite March being the lowest profiled income month in the year, remained sound. Capital expenditure was £632k/£1m. Identified Risks and Opportunities were listed and were individually discussed. There had been some adjustments to the Budget, which were clearly explained and tabulated in the accompanying documents and the forecast outcome remained on course. The accounts were noted.

- b. Purchases over £100k. There was one invoice over £100k detailed in Annex 2 (ProCare Group), which was approved for payment. **(Action 2)**
- c. Financial Health. The Education and Skills Funding Agency (ESFA) response (dated 14 March 2018) to the annual financial statements confirmed:
 - (i) the underlying financial health as “Outstanding”;
 - (ii) that no significant financial concern had been identified; and
 - (iii) included financial dashboard information.

The information was noted and welcomed.

- d. 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.
- e. Additional Bank Account. An additional bank account was necessary to service the St Albans Phase 2 development and it was proposed that Metro Bank, which offered greater transparency should be considered; full details of the proposal were contained in the paper and in accordance with the College Financial Regulations (and Metro Bank requirements) details were discussed. The proposal was felt sound and it was agreed to open the account. **(Action 3)** Two Corporation members nominated as “Key Officials” to be main points of contact and information were necessary it was agreed that the following should be appointed:
 - (i) Sue Grant (Chair desig); and
 - (ii) the Principal.

However, the Principal would be a signatory to the accounts and should that not be acceptable to the Bank then Neil Myerson (Vice-Chair desig) would assume the role. **(Action 4)**

In line with the other college accounts the authorised signatories, (for authorisation only)

- (iii) the Principal and Chief Executive;
- (iv) the Finance Director;
- (v) the Head of Finance; and
- (vi) the Deputy Principal.

The signatories were agreed. **(Action 5)** It was likely that a further account would be necessary and details would be provided in due course.

- a. **The information was noted and received.**
- b. **Action had been identified (Register 80/17)**

76/17 PRINCIPALS REPORT

Barnfield College, based in Luton had been put into Administered Status and the FE Deputy Commissioner had established a Structure and Prospects Appraisal (SPA) to determine the preferred future. The main aim would be to merge with a successful (and more substantial) partner(s) to create a larger organisation that would best meet the needs of local students, it may be that a group of colleges could form, perhaps even as a semi-autonomous grouping. To this end 10 relatively local colleges, including Oaklands, had been approached to gauge interest. There was a strict timetable with SPA completion by July for merger by January 2019. As explained in the accompanying document, after close and careful consideration it had been decided not to register an interest. **(Action 6)**.

- a. The information was noted and received.
- b. Action had been identified (Register 80/17)

77/17 GENERAL DATA PROTECTION REGULATION (GDPR)

The GDPR, a European Union (EU) regulation on data protection and privacy for all EU individuals controls export of personal data outside the EU and provides control to individuals over personal data. It had been adopted on 14 April 2016, and after a 2-year transition becomes active on 25 May 2018; it replaces the 1995 Data Protection Directive. The College had prepared well and SA Law had been actively involved in the process. The Internal Audit Service (IAS) would complete a validation exercise as part of next year's IAS Plan. **(Action 6)** On-line training was available and could be accessed by Members. The comprehensive paper detailed local measures to:

- a. ensure compliance as a personal data managing agency;
- b. communicate with all externally involved organisations and individuals;
- c. provide appropriate staff training; and
- d. widen understanding of the requirements and opportunities.

Full advice on the legitimate use of data was expected in the near future from the AoC. A comprehensive training programme was progressing and Rob Reynolds (Director of Quality and Exams) was the nominated GDPR Officer and his delegated authority was detailed in the paper; Terms of Reference (ToR) for the GDPR Review Group including membership were noted and approved. Annexes detailed the updated college processes:

- e. GDPR Preparations were noted and approved;
- f. the revised Data Protection Policy (DPP) (Annex 1) was noted and approved;
- g. the revised Archiving and Retention of Records Policy (Annex 2) was noted and approved;
- h. The Terms of Reference (ToR) for the Oaklands Review Group (Annex 3) were noted and approved. **(all Action 7)**

- a. The information was received and noted.
- b. Actions had been identified. Register at 80/17

78/17 URGENT BUSINESS

There had been no urgent business requested.

79/17 DATE OF NEXT MEETING

The next meeting would be the strategy day on 11 June 2018.

80/17 ACTION TABLE

Action Table. See referenced minute for full detail		Resp	Date
Action 1	75/17. Minutes (Pt1&2) (12.03.18) confirmed for signature.	Clerk	asap
Action 2	76/17b. Invoice >£100k approved for payment.	DoF	
Action 3	76/17e. Opening of Metro Bank account approved.	ZH	
Action 4	76/17e. Key Officials and reserve agreed.	DoF	wie
Action 5	76/17e. Signatories identified and approved.		
Action 6	77/17. No interest to be registered re the Barnfield offer.	ZH	asap
Action 7	78/17. IAS to validate GDPR arrangements in 2018/19.	DoF	
Action 8	78/17e-h. GDPR Policy and arrangements approved wie.	DoF	wie