

Minutes of the Board meeting held at the St Albans Campus at 1800hrs on 9 July 2018.

<b>Present</b>	Christine Chisholm	June Cory	Sue Grant
	Zoe Hancock (Principal)	Teresa Heritage (84/17 on)	Kerry Hood
	Ginny Kerridge	Geoff Lambert	Peter Marshall
	Neil Myerson	Rob Payne	Peter Thompson
	Phil Thompson (Chair)	Jay Wheeler	
<b>In Attendance</b>	Nicola Caiger (Dir Curr)	Ralph Devereux (Clerk)	Steven Fox (UCSA)(Item 88/17 only)
	Cath Gunn (WHC)	Paul McCormack (DoF)	Sean Scully (Dir StExp)
	Sian Williams (AD (Curr))		
<b>Apologies</b>	Vicki Hocking	Bella Wilson	Teresa Heritage (Late arrival)
<b>Apologies (Attendees)</b>	Liam McGrath (Dir (Curr))	Kirsty Steer (DP)	

The meeting was preceded by a training session, delivered by Cath Gunn, on effective completion of Learning Walks and how to maximise the value of the gathered information.

## PART ONE

### 81/17 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 unusual declared interests. (Standing Sue Grant UH/UCSA)

### 82/17 STANDING ITEMS

- a. Corporation Minutes. re 75/17e. The words “greater transparency” were replaced with “a better return”, the Minutes from the Corporation meeting held on 14 May 2018 were then confirmed for electronic signature; Clerk to action. **(Action 1)**
- b. Corporation Strategy Day. re attendance register. Vicki Hocking had been present and her name was deleted from the “Apologies”, the notes from the Corporation meeting held on 11 June 2018 were then received and would inform considerations at 86/17.
- c. Audit Committee (AC) Minutes. The Committee Chair explained the proceedings of the committee held earlier that day, the following recommendations were accepted and approved **(Action 2)**:
  - (i) IAS Plans 2018/19, Strategic 2018/2021 and associated fee;
  - (ii) Ext Audit Completion Plan and associated fee.

- d. Matters arising. There were no matters arising.
- e. Actions. There were no actions outstanding from the previous meeting.
- f. 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 93/17 below)

#### **83/17 FINANCE REPORT**

- a. Management Accounts. The management accounts were presented as a comprehensive narrative supported by tabulated data; the detail accurate to 31 May 2018 was then considered and discussed. The current position was a favourable variance of c£1.4m against budget; income was favourable, by c£677k, with all variances clearly explained, payroll expenditure was positive by c£98k, non-payroll costs were also positive, by £516k (underlying £150k); again, all variances were clearly detailed in the narrative. The balance sheet remained positive with a strong cash balance. Capital expenditure was £734k/£1m. The accounts were noted.
- b. Budget Reforecast. The accounts had been re-forecasted, details of the changes, totalling (£35k), with no net change, were tabulated, explained and noted.

**a. The information was received and noted.**

**b. Actions had been identified.** (Table 93/17 below)

#### **Teresa Heritage joined the meeting**

#### **84/17 BUDGET**

The final draft budget for 2017/18, completed in line with the parameters approved on 12 February 2018 and the ESFA funding detail considered at the last meeting was considered. The updated draft had been prepared in accordance with Governance Policies and clear and comprehensive notes, including the background and clear links to the Strategic Plan, supplemented the full detail. The implications, assumptions and associated risks were also clearly detailed and were noted, in particular the certificated statement signed by the Principal to the ESFA and the FE Commissioner's identified Risk Factor Table. **(Action 3)** Expenditure had been rigorously scrutinised and economies made and listed in the documents, the provision for a 1% general staff salary increase was noted and after a query, it was confirmed that "Zero hours" contracts were not used. In response to another query the increased cost of the SLT was explained and accepted. Partnership activity was noted and approved for continuance, **(Action 4)** when individual contract values had been exhausted the Corporation would be asked for further approval and that was noted. The capital expenditure budget, including the contingency was noted and approved. **(Action 5)** The budget was then fully discussed page by page with reference to the Annexes (A1-6):

- a. A1. statement of comprehensive income for year-end 31 July 2019;
- b. A2. ESFA income breakdown;
- c. A3. contribution analysis 2016/17;
- d. A4. bridging analysis (pay and non-pay);
- e. A5. year on year variance analysis; and
- f. A6. cost v income data.

It was agreed that the proposals met the needs of the College and provided for the financial commitments for the coming year and was unanimously approved. **(Action 6)** Completion of the 3 year Financial Forecast (FF), together with signing of the necessary certificate was delegated to the Principal on the basis detailed in the document. **(Action 7)**

- a. **The information was received and noted.**
- b. **Actions had been identified.** (Table 93/17 below)

#### 85/17 PRINCIPAL'S REPORT

- a. Award. Peter Templeman, the Carpentry and Joinery Technician for the last 21 years, had been awarded the British Empire Medal (BEM) for services to Technical Education. Congratulations were recorded for this well-deserved recognition.
- b. End of Year Events. The end of year events were reviewed and all had been successful, popular and well attended, of particular note had been the annual Summer Fayre with over 8,000 visitors and the 7<sup>th</sup> annual Food Festival which had also featured the music students.
- c. Hertfordshire County Show. Staff and Students secured a double win for rosettes at the County Show, congratulations were recorded.
- d. The FE Commissioner's termly letter was at Annex 1.
- e. It had emerged in May that the Value Added (VA) data for the sport, business, health and social care department had fallen significantly below average and consequently had prompted a letter from the ESFA at Annex 2. Full detail was discussed and necessary action was noted. **(Action 8)** After a challenge as to the immediate plans an explanation was provided that a newly developed VA data reporting tool would be purchased shortly and would help considerably with constant monitoring.

- a. **The information was received and noted.**
- b. **Actions had been identified.** (Table 93/17 below)

#### 86/17 OFSTED

The outcomes of the strategy day had been noted and were at 82/17b; presentations, discussions, challenges and decisions taken that day had contributed and led to development of an action plan, which was considered and discussed. Detail on how plans and ideas from the strategy day would be implemented were presented in individual sections.

- a. Key Performance Indicators (KPI). The refined KPI list would include detail of the regularly changing elements, Quality reports would be presented specifically as key measures at appropriate times of the year. (Annex 1 & 2 refer) The proposed changes were fully discussed and all approved. **(Action 9)**
- b. Quality Reporting Cycle. An additional series of reports to provide additional and wider assurance to members would be introduced. The cycle of these reports was included in the Corporation Business Cycle (Annex 2), which was considered, discussed and agreed. **(Action 10)**
- c. Corporation Minimum Expectations. It had been agreed by Members to set minimum expectations for themselves in terms of "Outside the Boardroom" activities; four suggested areas were listed for consideration and these were agreed with the proviso that personal commitments may mean some proportionate inhibition. Personal preferences would be set at the start of the next academic year and reported regularly. **(Action 11)**
- d. Post Inspection Action Plan (PIAP) The PIAP had been initially discussed and considered before, the final detailed Plan was approved for implementation. **(Action 12)**

- a. **The information was received and noted.**
- b. **Actions had been identified.** (Table 93/17 below)

#### 87/17 KEY PERFORMANCE INDICATORS (KPI)

- a. KPI. Performance against the challenging 2017/18 KPI (approved in July 2017) (tabulated at Annex 1), was supplemented by textual updates, all were noted, in particular the retention detail was discussed in some depth. The point considered related to the desirability of separating detail regarding long and short courses and it was agreed that the revised KPI to be introduced in the coming year may provide an opportunity for such.

- b. Risk Management (RM). The Risk Register (Annex 2), presented as a RAG rated table was considered, there had been no changes since the last meeting. There were currently 13 Risks associated with the Strategic Themes, Residual Overall Grades were 6 High and 7 Medium; the information was noted and endorsed. A revised register including determinations arising from the Ofsted inspection report would be presented to the October Corporation meeting.
- c. Student Satisfaction Report. Completion of the report was delayed by a week to allow for the Ofsted Inspection. RAG rated detail was at Annex 3 and was discussed. Assurance was sought and given that the relatively high proportion of Red lines was under active focus and receiving attention.

**The information was received and noted.**

**88/17 UNIVERSITY CAMPUS ST ALBANS (UCSA) (Out of agenda order)**

The Report had been presented to the UCSA Board on 8 June and had been updated to reflect current information. Good progress had been made in the 4 years since inception and the comprehensive report detailed activities planned to strengthen the organisation by increasing the offer of 5 new areas all detailed in the supporting paper. A total of 8 degree options was now established and a significant total of 185 students were enrolled. The return of all the Health related provision to the University had clearly impacted on student numbers so the performance was to be applauded, numbers would increase from next year on as the new provision came on line. The Budget Plan for 2018/21 and further developments were also discussed and noted. There would be no college contribution for the current year and that was welcomed. The UCSA was looking solid, the flexibility of operations allowed rapid assimilation of business opportunities and all involved remained enthusiastic and committed, however without complacency.

**The information was received and noted.**

**The UCSA Representative left the meeting.**

**89/17 GOVERNANCE**

- a. Regulatory Documents. The Regulatory Documents had not been substantially changed since the comprehensively amended version approved last year, just names and dates had been amended. The Documents were approved. **(Action 13)**
- b. Meeting Schedule 2018/19. The meeting schedule 2018/19 was considered and approved. **(Action 14)**

**a. The information was received and noted.**

**b. Actions had been identified. (Table 93/17 below)**

**90/17 FREEDOM OF INFORMATION (FOI) POLICY**

- a. FOI Requests. An overview of the 6 GFOI requests received during 2017/18 was discussed. The requests were listed, compliance explained and the quality of supplied information confirmed.
- b. The FOI Policy had been reviewed and updated, only minor amendments had been necessary and a link to the website was included, the contact had been changed to the Quality Office email address; the Policy was approved. **(Action 15)**

**a. The information was received and noted.**

**b. Actions had been identified. (Table 93/17 below)**

**91/17 URGENT BUSINESS**

College Seal. The College Seal had been affixed to two DS3 HM Land Registry Forms (MD571056), the action was approved retrospectively. **(Action 16)**

**a. The information was received and noted.**

**b. Actions had been identified. (Table 93/17 below)**

**92/17 DATE OF NEXT MEETING**

The next meeting would be at 1800 on 8 October 2018.

**94-97/17 PART TWO**

**98/17 VALETE - PHIL THOMPSON**

This meeting had been Phil Thompson's final duty as Chair of the Oaklands College Corporation completed in his trademark style of courtesy, skill and firmness. He explained to Members that he now handed the leadership to Sue Grant, who then gave a farewell address recalling highlights of the ten years since Phil had joined the Corporation. The Principal then presented Phil with an engraved decanter as a mark of appreciation, Phil replied and all shared a toast together.

**93/17 ACTION TABLE**

Refer to referenced minute for full detail.		resp	date
Action 1	82/17a. Minutes of the last meeting confirmed for electronic signature.	Clerk	asap
Action 2	82/17c. AC meeting outcome noted.	All	wie
Action 3	84/17. The FE Commissioner's checklist detail noted.		
Action 4	84/17. Partnership activity approved, each continuance to be approved.		
Action 5	84/17. Capital Budget approved.		
Action 6	84/17. Revenue Budget approved.		
Action 7	84/17. Principal delegated to submit Financial Plan to ESFA.	ZH	asap
Action 8	85/17. Action re VA (ESFA concern) noted.	All	
Action 9	86/17. Planned changes to KPIs approved	DirCurr	01.09.18
Action 10	86/17. Corporation Business Cycle approved.	Clerk	
Action 11	86/17. Corporation minimum expectations approved.	All	
Action 12	86/17. PIAP Approved for implementation.	ZH	
Action 13	89/17. Corporation Regulatory Documents approved.	Clerk	wie
Action 14	89/17. Corporation meeting schedule approved.	All	
Action 15	90/17. FOI Policy approved.	ZH	
Action 16	91/17. College Seal use approved.	Clerk	