



## OAKLANDS COLLEGE

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

<b>Present</b>	Christine Chisholm	June Cory	Sue Grant
	Zoe Hancock (Principal)	Teresa Heritage	Vicki Hocking
	Kerry Hood	Geoff Lambert	Peter Marshall
	Neil Myerson	Rob Payne	Phil Thompson (Chair)
	Peter Thompson	Jay Wheeler	Bella Wilson
<b>In Attendance</b>	Ralph Devereux (Clerk)	Paul McCormack (Dir Fin) (Items 53-56/17 only)	Liam McGrath (Dir Curr)
	John McMahon (MD TT)(Items 53-55/17 only)	Sean Scully (Dir St Exp)	Kirsty Steer (DP)
<b>Apologies</b>	Ginny Kerridge	Nicola Caiger (Dir Curr)(Attendee)	

Immediately before the Corporation meeting members received a briefing on the capital project delivered jointly by DLA Architecture and Fusion Project Management. The session, originally planned to update the Capital Project Steering Group (CPSG), had been postponed because of the recent inclement weather and the opportunity to update the whole Corporation had been taken. Time constraints required that questions from CPSG members would be given priority. The briefing was comprehensive and well received.

### PART ONE

#### 58/17 ELIGIBILITY, QUORUM, DECLARATION INTERESTS AND MEMBERS

- a. The apologies were accepted. Peter Thompson was welcomed to his first meeting and all present introduced themselves.
- 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.

#### 59/17 STANDING ITEMS

- a. The Minutes from the Corporation meeting (Part 1 & 2) held on 12 February 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 69/17)**

#### 60/17 TOGETHER TRAINING (TT)(out of agenda order)

The interim MD briefed Members on progress; the comprehensive detail included consideration of the past c12 months since introduction of the levy and c50%+ of apprenticeship starts were now from levy paying employers. Anecdotal evidence indicated that some employers saw the levy as a distracting tax rather than an opportunity. There were now 98 apprentices on roll from

39 levy paying employers, some out of county with an annual combined contract value of £696k; advanced discussions with a further 10 could net a further £30-£50k in the current year. Members took comfort from the performance and noted that the successful intensive and reactive approach towards widening the client base was being maintained. Indicators of progress since the last meeting included:

- a. TT was now registered on the Register of Apprenticeship Training Providers (RoATP), which now stood at 2,187 nationwide;
- b. recruitment of an Apprentice Delivery Manager and a Technical Construction Assessor had been initiated; and
- c. an employer briefing and updating event would be hosted in May.

The interim MD confirmed that both colleges continued to support TT activities at the working level.

**The information was noted and received.**

**John McMahon left the meeting.**

#### **61/17 MANAGEMENT ACCOUNTS**

- a. The management accounts (Annex 1) accurate to 31 January 2018 were then considered and discussed. At the halfway point in the year the situation was favourable with an overall variance of c£1104k against budget, largely because of early payments; income was favourable by c£869k with all variances clearly tabulated, payroll expenditure was adverse c(£4k), non-payroll costs were positive at +£238k; again all variances were clearly tabulated. The balance sheet remained positive with a strong cash balance. Capital expenditure was £568k/£1m. Identified Risks and Opportunities were listed and were individually discussed.
- b. Purchases over £100k. There were 2 invoices over £100k detailed in Annex 2 and both were approved for payment. **(Action 2)**
- c. During general discussions emerging from the report it was explained that:
  - (i) the general details of cash flow throughout the capital project life would be discussed and agreed with the CPSG; and
  - (ii) it was noted both DLA and Fusion observed necessary and accepted ethical standards. **(Action 3)**

**a. The information was received.**

**b. Action had been identified (Register 69/17)**

**Paul McCormack left the meeting.**

#### **62/17 PRINCIPALS REPORT**

The FE Commissioner's termly letter was at Annex 1. The annual Career Partners' Day had been held at Welwyn on 22 February with a wide range of contributors and patrons, it was generally agreed that the day had been successful. Similarly, during half-term the British and International Greenkeepers Association (London Section) held their annual seminar, a good opportunity to liaise, since Oaklands is a main local provider for agricultural apprentices. Establishment of a local Institute of Technology (IoT) had been rehearsed several times by members, the scheme involving the University of Hertfordshire and the 4 local colleges had been reduced in scope. If the bid emerged as a positive option a detailed submission would be required in the Summer. The consortium would continue to collaborate on identified opportunities, which had been a valuable outcome of the negotiations.

**The information was noted.**

### **63/17 QUALITY UPDATE**

The comprehensive Quality Update was considered and discussed;

- a. Corporate Audits. (See Annex 1) One corporate audit, of the Music provision, had been completed between 5-7 February, led by a current Ofsted Inspector and FE Manager, who completed 7 observations including 4 long music observations and 3 learning walks in GCSE English and Maths (EAM), together with maths functional skills. Five “Strengths” and 5 “Areas for Development” had been identified and detailed in the accompanying paper, all of which were noted. A full action plan, informed by the outcomes had been developed to build further on the improvements that had been noted. It was also noted that the change of leadership in the department had resulted in improved student punctuality and behaviour. Nationwide Child Sexual Exploitation (CSE) week, would run through the next 7 days and a full programme was planned, it was confirmed that related issues were included in new staff inductions.
- b. Residential Report. The residential department had been inspected during 23-25 January 2018 and had been considered at the last meeting (46/17c). The Final Report had now been received and contained no surprises. Confirmation was sought and given that action was in hand regarding comments in the Ofsted Report.

**The information was received.**

### **64/17 HUMAN RESOURCES (HR) ANNUAL REPORT**

The annual HR Report was considered and discussed, the information included the staff survey data from May 2017, which had received 78% participation and had led to a detailed action plan. The decision not to run a survey during the current year to allow embedding of improvements prompted by the 2017 findings was re-affirmed. The college provided a wide range of Staff Development opportunities, which were described and some discussed in detail. The recruitment processes, including the “Trent” IT system, had been thoroughly reviewed during the previous year and improved measures, listed in the accompanying document were noted. The Silver Investors in People (iIP) Award remained extant and the 18 month visit had been completed in May 2017, several improvements since then were discussed. Improved individual data metrics were now available, the People Strategy, Staff Voice and Key Actions for the current year were all noted together with the introduction of the complex General Data Protection Regulations (GDPR), which was on track for the implementation date of 25 May, Internal Audit scrutiny of the measures was planned as part of the annual plan. Gender pay gap data, authenticated by the FD would be published as required.

**The information was noted.**

### **65/17 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 English and Maths attendance remained challenging and improvement measures had been well rehearsed; strong assurances were given that focus would be maintained. Improvements in timely completion of student assessments (Red Rated) continued and 30% of students had now completed work experience opportunities.
- b. Risk Management (RM). The Risk Register presented as a RAG rated table was considered. One risk had been reduced from Medium to Low and 2 had been removed, accordingly there now were currently 12 risks associated with the Strategic Themes, 1 High and 10 Medium and 1 Low; the information was noted.

**The information was noted.**

### **66/17 POLICIES FOR APPROVAL**

- a. Whistleblowing. The Whistleblowing and Public Interest Disclosure (PID) Policy had no significant alterations from the former version and in response to a challenge it was confirmed as fully compliant with current legislation; the Policy was confirmed. **(Action 4)**
- b. Safeguarding Policy. A robust safeguarding framework had been established and embedded throughout the college environment; the associated Policy had been updated to

reflect the latest guidance. The need for the closest and constant vigilance in the “Prevent” area as well as the wider safeguarding issue was re-affirmed and the reassuring attached (Annex 2) Safeguarding Policy was approved and welcomed. **(Action 5)** June Cory continued as the nominated member and thanks were recorded for her work in this area in particular. **(Action 6)**

- c. Safeguarding Annual Report. The annual safeguarding report was considered, discussed and welcomed as confirming high standards in this important area, the report was received.
- 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 7)**

**67/17 URGENT BUSINESS**

There had been no urgent business requested.

**68/17 DATE OF NEXT MEETING**

The next meeting would be held at 1800 on 14 May 2018 at the Smallford Campus.

**69/17 ACTION TABLE**

Action Table. See referenced minute for full detail		Resp	Date
Action 1	59/17a. Minutes from 27.02.18 to be electronically signed	Clerk	asap
Action 2	61/17a. Invoices >£100k approved for payment.	DoF	wie
Action 3	61/17c. CPSG to agree cash flow/contractors ethically compliant	All	
Action 4	66/17a. Whistleblowing Policy approved.	DP	
Action 5	66/17b. Safeguarding Policy approved.		
Action 6	66/17b. Thanks recorded to JC as nominated safeguarding member.	All	
Action 7	66/17d Extension for Policies not yet considered.		