



OAKLANDS COLLEGE

Minutes of the Board meeting held at the St Albans Campus at 1800hrs on 11 March 2019.

Present	Christine Chisholm	June Cory	Mete Ekmekcioglu
	Jean Fawcett	Sue Grant (Chair)	Zoe Hancock (Principal)
	Teresa Heritage	Kerry Hood	Ginny Kerridge
	Geoff Lambert	Peter Marshall	Lewis Mascoll
	Neil Myerson	Rob Payne	Vithu Ravichandran
	Peter Thompson		
In Attendance	Nicola Caiger (Dir Curr)	Ralph Devereux (Clerk)	Paul McCormack (FD)
	John McMahon (TTMD)(74-76/18 only)	Harpreet Nagra (DPQ)(74-77/18 only)	Sean Scully (Dir StExp)
	Sian Williams (Dir Curr)		

The meeting was preceded by an informal students/members networking forum where small individual groups of students and members held informal lively and interactive exchanges; Members would pass notes to the Chair who would consolidate and send to appropriate agencies. The Chair then thanked the Student Unions from both Campuses for their support in making the time so valuable.

The Chair explained that the meeting would be held out of agenda order to allow those presenting to leave the meeting.

PART ONE

74/18 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. (Standing Sue Grant UH/UCSA).

- a. **The information was received.**
- b. **Actions had been identified (Register 84/18)**

75/18 STANDING ITEMS

- a. The Minutes from the Corporation meeting (Part 1 & 2) held on 11 February 2019 were confirmed for electronic signature. (Delegated to Clerk) **(Action 1)**
 - b. Matters arising. re 52/18b a question was raised regarding the length of service on re-appointment, SO 3.2. refers, first appointments were two years, but up to four years for subsequent appointments.
 - c. Actions. There were no actions outstanding from the previous meeting
 - d. .No urgent business was requested
- a. **The information was received.**
 - b. **Actions had been identified (Register 84/18)**

76/18 TOGETHER TRAINING (TT) UPDATE

The TT Managing Director (MD) delivered an electronic presentation on current issues (Attached to the filed copy of these minutes) the comprehensive detail included consideration of the progression of the employers levy. TT had steadily increased the number of levy paying partners, now 51 including some national companies such as TKMaxx, who had appointed TT after a tough competitive process; an increase to 55 was possible by year-end. Details of enrolled apprentices, from the three age bands and both grades had been tabulated in the accompanying paper and it was noted that the total number on roll was 102. Details of the differing contract values was explained and noted. Planned completions were discussed and noted. Mandatory “off the job” training averaging 26.5 hours was carefully tracked to monitor progress. TT had recently had a mock Ofsted examination, which had gone well and, in due course, they would be formally inspected as a provider. Members took comfort from the performance and noted that the successful intensive and reactive approach towards widening the client base was being maintained. The MD confirmed that both colleges continued to strongly support TT activities at the working level.

The information was noted and received.

The TTMD John McMahon left the meeting.

77/18 QUALITY UPDATE (out of agenda order)

The comprehensive Quality Update focused on the Post Inspection Action Plan (PIAP); Members were reminded of the principles driving the action strands, currently RAG rated as Amber and the overall objective was to drive the overall grade from “Requires Improvement” (RI) to Good. The focus of the associated Quality Assurance (QA) had enabled leaders to track planning, assessment and quality and facilitated improvement so that the majority are now at “Medium” to “Low” risk, improved from “High” to “Medium” risk. Introduction of Quality Assurance Facilitators (QAF) had enabled a wide range of improvements, particularly in areas of greatest vulnerability, for example BTEC Assessment, and additionally had led to focused and intensive training.

- a. Curriculum Audits. The Curriculum Audits overview had been graded as Amber, and the QIF were providing solid college-wide support, including individual teachers’ action plans and associated deadlines for improvement and twilight development sessions, all aimed at improving quality to minimum expectations and beyond, all detailed in the narrative. Learning walks and individual teachers’ logs consolidated the work. Three Curriculum Area Audits had been completed, selected through a risk-based approach, these were generally discussed and agreed that the information was useful. The reports were discussed and progress was noted. All were tracked against the overall action plan and closely scrutinised at weekly meetings; individual area position statements were now produced.
- b. Key Performance Indicators (KPI). A comprehensive KPI tracker had been developed, which would facilitate monitoring of progress and, partly in response to Members comments and requests for greater flexibility, additionally an interactive “Members Dashboard” was being developed. Although still under construction, it was electronically presented and there was some robust questioning of the capability; members were assured that the final version would be fully functional. Members went to Item 7 (KPI) papers for a short time to widen and inform the discussion. The planned ability to drill down to subject area, course and group level was welcomed.
- c. Teaching Learning and Assessment. (TLA) The first cycle of lesson observations had been completed with 78% meeting “College expectations”; of the 22% (47 teachers) who did not make the grade, 64% had started a QIF support programme and the remaining 36% were receiving HoD support; full detail was graphically detailed in the document. This was a “snapshot” of the current position and prompted some discussion over the numbers involved and it was agreed to clarify the presentation in future papers. **(Action 2)**
- d. Annexes:
 - (i) PIAP. Progress against the PIAP had been tabulated, RAG rated and the last monitoring update identified, particular attention was clearly focused on the red rated areas and it was explained that some amber areas had improved so that they were close to being promoted

upward. A Quality Group had now been established similar to the existing Capital Group to facilitate wide ranging and informal scrutiny of curriculum related issues.

- (ii) Strategic College Improvement Fund (SCIF). An application for an allocation from the SCIF, nominating West Herts College (WHC) as the Improvement Partner had been submitted. The application was supported by a comprehensive suite of detailed annexes, which were available on request but had not been attached to the paper. The application concluded with a declaration signed by the Principal and the Chair; the Principal had routinely **declared an Interest** in relation to WHC, which had been properly actioned by the Clerk and detail of which was known to the Chair. Any member wishing to view the Register should contact the Clerk directly. **(Action 3)**

- a. **The information was received and noted.**
- b. **Actions had been identified.** (Register 84/18)

The DPQ Harpreet Nagra left the meeting.

78/18 FINANCE

- a. The management accounts (Annex 1) accurate to 31 January 2019 were then considered and discussed. At the halfway point in the year the situation was favourable with an overall positive variance of c£374k against budget; income was favourable by c£360k with all variances clearly tabulated, payroll expenditure was adverse c(£75k), non-payroll costs were positive at c£77k; again all variances were clearly tabulated. The balance sheet remained positive with a strong cash balance. Capital expenditure was £843k/£1m. The tabulated forecast outturn was shown as £30k ahead of the budget.

- b. Purchases over £100k. There were no invoices over £100k.

- a. **The information was received.**
- b. **Action had been identified** (Register 84/18)

79/18 PRINCIPAL'S REPORT

The Principal's Report updated on points not included on the agenda or considered elsewhere, the report was received, but of particular note were:

- a. KPI. The SMT had been discussing the presentation of KPI to members and had suggested that disaggregation from the current presentation could be beneficial and asked for Members feedback. The suggestion was for each element of the KPI to be included with relevant areas, for example "Talented and valued workforce" detail would be included in People Engagement Reports. There was then a lively discussion whether that was preferable to the current system, with some feeling that focus on a single concentrated page of KPI remained preferable; there was alternative feeling that detail linked to the appropriate subject could be beneficial in understanding. After discussion, it was agreed that the linking of indicators to the relevant subject would be introduced, but they would be clearly illustrated to focus attention as KPI; to supplement that change all KPIs would form part of each Principal's Report. **(Action 4)**
- b. Ofsted. The new Ofsted inspection framework currently under consultation had been mostly welcomed, however it did not include the current separate grade for high needs student funding. The Principal had raised this issue and the consequent negative affect on specialist colleges, at a recent AoC forum; the AoC together with other agencies were intending to support that view during the consultation.
- c. Pay settlement. The UCU ballot on strike action associated with the pay award had now been completed and had been invalid, since the total number of participants had not reached 50% of members entitled to vote.
 - a. **The information was noted and received.**
 - b. **Actions had been identified** (Register 84/18)

80/18 KEY PERFORMANCE INDICATORS (KPI)

- a. KPI. Performance against the challenging 2018/19 KPIs (approved in July 2018) was tabulated at Annex 1 and was supplemented by textual updates, the strategic themes were:
- (i) talented and valued workforce, KPI currently met, there was a request for long and short term sickness to be separated and that was agreed to be included in the people engagement reports; **(Action 5)**
 - (ii) financial sustainability, the numbers were discussed and noted as having been previously informed; and
 - (iii) high quality responsive curriculum, assessments on markbook were challenged and the explanation that some assignments were integrated across units and could not be broken out for inclusion and it may be necessary to adjust targets accordingly was noted. Work experience detail would show a great improvement next month to reflect the recent actual completion. There was a constant need for more providers in this area and anything that members could do to support would be welcomed.
- b. Risk Management (RM). The Risk Register presented as a RAG rated table at Annex 2 had been reviewed by SMT on 26 February and one risk (FS4) had been reduced from “Medium to “Low”, and one (QCS) had been increased to “High” although residual remained “Medium” (but see 79/18c). There were currently 19 Risks associated with the Strategic Themes, 17 Medium and two Low, the information was noted. Preparations for the Ofsted monitoring visit were well advanced, which the register reflected.

- a. **The information was received and noted.**
- b. **Actions had been identified. (Register 84/18)**

81/18 POLICIES AND ANNUAL REPORT

- a. Policies. The Whistleblowing and Public Interest Disclosure (PID) Policy and the Equality and Diversity (E&D) Policy had no significant alterations from the former version and in response to a challenge they were confirmed as fully compliant with current legislation; the Policies were then confirmed. **(Action 6)**
- b. E&D Annual Report. The report informed the Corporation on how Equality and Diversity and the understanding of the associated requirements were being met. The comprehensive document detailed the objectives and explored the actions necessary to implement them. Some details in the document were accurate at the time of the report and would improve as the year progressed, in line with actions to rectify issues raised in the College Self-Assessment Report (SAR). Particular attention was given to dealing with unconscious bias. The report which had been circulated in advance of the meeting was welcomed and received. **(Action 7)**

- a. **The information was received and noted.**
- b. **Actions had been identified. (Register 84/18)**

82/18 URGENT BUSINESS

There had been no Urgent Business requested.

83/18 DATE OF NEXT MEETING

The next meeting would be held at 1800 on 13 May 2019.

84/18 ACTION REGISTER

See referenced minute for full detail		Resp	Date
Action 1	75/18a. Last minutes (11.02.19) confirmed for signature.	Clerk	asap
Action 2	77/18c. Future TLA information to be detailed more specifically.	DPQ	
Action 3	77/18d(ii). Register of Interests available to all.	Clerk	wie
Action 4	79/18a. KPI presentations to members to be changed	Dir Curr	asap
Action 5	80/18. Long and short sickness absence to be separated		
Action 6	81/18a. Both Policies approved.	DPQ	wie
Action 7	81/18b. E&D Annual Report received.		

