



**Minutes of the Meeting of the Corporation  
held on Tuesday 23 October 2018**

**Present: -** Mr Igor Andronov (Chair)  
Cllr Sebastian Bowen  
Mrs Sally Cassels  
Mr James Caird  
Mr Tony Ford  
Mrs Laura Johnston  
Mrs Debbie Lambert  
Mr Ian Peake (Principal)

**In attendance: -** Mrs Jo Ricketts (Deputy Principal)  
Mr Edward Gwillim (Director of Finance)  
Mrs Debra Baldwin (Director of Personnel)  
Mrs Linda Watkins (Clerk to the Corporation)

The meeting was quorate as eight Governors were present.

1. **Appointment of Jeremy Nicholls, Independent Governor**  
The Board agreed: -
  - To appoint Jeremy Nicholls as an Independent Governor for a 4 year term in office
2. **I. Apologies for Absence**  
Miss Amy Burgoyne and Mr Norman Moon  
  
**II. Chair's Remarks**  
Hamish Robson did not attend the meeting. In view of this it was agreed not to re-appoint him for 2018/19 based on his attendance record. Students would be invited to apply for Student Governor with a recommendation to the Board following interview.  
  
**III. Declaration of Interest**  
Governors had completed their annual declarations of interest.
3. **I. Minutes of the Last Meeting**  
The Chair signed the minute of the Board Meeting held on 3 July 2018 as a true record.  
  
**II. Matters arising from the Last Meeting and Action List**  
Matters arising were covered in the action list  
  
**III. Notes from Governors' Workshop: Noted**  
The Board agreed: -
  - To approve the minutes

**Action**

L Watkins

Discussion

4. **Principal's Report**

- I. *Principal's Written Report:* Governors noted the report which covered the Principal's activity in HLC and NSC. The Principal had several meetings with NMITE and had attended the inauguration ceremony.

Hereford Principals had lobbied at Whitehall regarding the level of college funding. The Principals had also signed a letter to the local MPs expressing concern about funding. A copy of the letter would be sent to Governors.

L Watkins

- II. *Enrolments:* Recruitment by partner schools was positive which showed 33% recruitment from 11-16 secondary school leavers in Herefordshire. Recruitment since 2012 showed that this year the College had recruited the highest percentage of Herefordshire school leavers; this could be due to the closure of two 11-18 secondary schools post-16 provision which had increased share of students. This was the final year with the lowest demographic of school leavers in Herefordshire. South Shropshire school enrolment data would be provided at the next meeting.

I Peake

- III. *NSC:* The Principal and Deputy Principal have been closely managing NSC to bring stability to the College. The merger is progressing overseen by the Director of Finance. The Director of Personnel had commenced staff restructuring at NSC. On average senior managers are spending approximately two days at NSC each week.

The Board agreed: -

- To note the Principal's report

Decisions

5. **Governance**

- I. Governance: Governors' activity 2017/18 and recommendations 2018/19  
[Interests were recorded from the Chair, Vice Chair and Committee Chairs]

This was presented to the Board annually to confirm and endorse key appointments and inform Governors of activity undertaken during the previous year.

The paper covered the following: -

- A. Composition of the governing body 2018/19 which had been reduced by a special written resolution to 12 Governors. The Search and Governance Committee would discuss the optimum size of the Board which could be increased.
- B. Attendance by non-members at Board Meetings 2018/19.
- C. Appointment of the Chair, Vice Chair and Chairs of Committee 2018/19.
- D. Membership to Committees 2018/19.
- E. Attendance records 2017/18 showing 77% attendance at

Board meetings. It is a requirement to report individual attendance to Board meetings in the annual members' report and financial statements.

F. Review of Confidential Minutes 2017/18.

II. Benchmarking self assessment 2017/18

This was based on the Ofsted Common Inspection Framework (CIF) showing the College's position benchmarked against twelve colleges. Areas with lower or negative scores had been incorporated in the action plan which would be monitored by the Search and Governance Committee. Governors' Workshops and reports to the Board would address these areas. Feedback from the self assessment would be incorporated into the College's Self Assessment Report.

The Board agreed:

- To note the paper endorsing the current number, composition and membership to the Corporation, appoint Chairs for 2018/19 and release of confidential minutes as recommended
- To note the results from the benchmarked self assessment 2017/18 and action plan

*Information*

**6. SAR moderation process**

The Chair reported that he along with Debbie Lambert and Laura Johnston, had participated in the SAR moderation confirming that this was a useful and rewarding process. Appreciation was recorded to Governors following positive feedback from team leaders who were pleased that Governors had read information and provided challenge.

English and maths has been embedded into faculties and was not reported separately. Discussion progressed to the College's English and maths results with Governors pressing management about actions taken to improve results with a view to the College's provision being judged as outstanding at its next Ofsted inspection. It was confirmed that changes have been made to the structure in the department. Students are generally not motivated to study English and maths having failed their GCSE; however, vocational courses embed English and maths skills which are relevant to courses. A Governor confirmed that this was evident whilst conducting recent learning walks. It was agreed that learners need to achieve a good level of competency in English and makes and make measured progress.

In summary, the SAR moderation was positive and effective overall. Assurance was provided that English and maths progress and results remain a priority. The Board agreed to closely monitor progress requesting regular reports.

J Ricketts

**7. Management Accounts from 1 August to 30 September 2018**

The Director of Finance presented the accounts summarising that the College is forecasting an operating surplus of £640,000. ESFA 16-18 funding is lagged and based on the previous year's enrolment. Student numbers are in line with expectations. The College had a strong balance sheet and healthy cash balance at this time of the

year. It was noted that NSC would have an impact on this post-merger. HLC's bank loan with Barclays Bank will be paid off by the TU. The accounts will incorporate NSC from 1 November 2018.

The Board agreed:

- To note the financial position for the two months 30 September 2018

**8. College events**

Governors were reminded that the Apprenticeship Awards was arranged for 21 November 2018. Several Governors had confirmed attendance.

**9. Any other business and comments**

The Chair informed Governors that the Office for Students (OFS) had confirmed the College's registration to provide HE provision from September 2019.

The Board agreed: -

- To congratulate the College on OfS registrations and thanks the Deputy Principal for preparing the application

**10. Date and Time of Next Meeting**

Tuesday 11 December 2018: Christmas lunch at 12.00 noon, Governors' Workshop at 2.30 pm and Board Meeting at 4.00 pm in the Principal's Office, Hereford Campus.

**Signed as a true record of proceedings**

**Chair:** ..... **Date:** .....