



**Minutes of the Meeting of the Corporation
held on Tuesday 11 November 2015**

Present: - Mrs Val Ainsworth (Chair)
Mr Igor Andronov
Cllr Sebastian Bowen
Mr James Caird
Mr Tony Ford
Mr Richard Garnett
Mrs Debbie Lambert
Dr Alan Lavers
Miss Andile Ngulube
Mrs Elizabeth Patrick
Mr Ian Peake (Principal)
Mrs Magda Prail

In attendance: - Mr David Williams (Deputy Principal)
Mr Edward Rehm (Director of Finance)
Mrs Debra Baldwin (Director of Personnel)
Mrs Linda Watkins (Clerk to the Corporation)

The meeting was quorate as fourteen Members were present.

		Action
1.	<p>I. Apologies for Absence Mr Norman Moon, Mrs Isobel Rollitt-James and Mr Garry Thomas.</p> <p>II. Chair's Remarks The Chair asked if a Governor could attend the Service of Remembrance at Ludlow College on 11 November. Andie Ngulube agreed to attend as the Governors' representative.</p> <p>III. Declaration of Interest Debbie Lambert employee of University of Worcester and parent of a student who featured in press releases.</p> <p>IV. Process Review James Caird would complete the process review.</p>	
2.	<p>I. Minutes of the Last Meeting The Chair signed the minutes of the Board Meeting held on 14 July 2015 as a true record.</p> <p>II. Matters arising from the Last Meeting and Action List Governors noted the action list and were invited to raise any matters arising from the minutes. KPIs showing student achievement had been deferred to the next meeting as this information was not available in time.</p>	I Peake

III. Notes from Governors' Workshop: 14 July 2015: Noted

The Board agreed: -

- To approve the minutes

Discussion

3. Principal's Report

- I. *Principal's Written Report:* Governors noted the report which covered College partnerships, Local Authority and schools, universities, external and internal meetings/events and Ludlow College meetings and events.
 - a. The Principal was a member of the Herefordshire Business Board which report to the Marches LEP.
 - b. A Governor asked about the chinchilla palace which the Principal had opened at Holme Lacy Campus. This was a new animal cage which had been built by some of the construction and animal care staff and students.
 - c. The Principal had met Nick Read who runs the Bulmer Foundation.
- II. *Enrolments from Herefordshire and south Shropshire Schools:* These were positive and showed consistency with previous year's recruitment.
- III. *Letter to Prime Minister:* The Chair and Principal had signed the letter to the Prime Minister in an attempt to increase support for Further Education Colleges.
- IV. *Letter to MPs:* The Principal had written to local MPs in Herefordshire and south Shropshire. It was anticipated that this would drive support for Further Education, particularly in view of the Comprehensive Spending Review.
- V. *Letter from Minister of State:* This gave a flavour of key issues in the sector.
- VI. *AoC Policy Update:* The Principal drew Governors' attention to £20B cuts in public sector expenditure and devolution in the same Local Authority areas.
- VII. *Presentation to Staff:* This gave a summary of the positive student enrolment, predicted demographic downturn in 2016 and quality outcomes which would be reported using new criteria. (2015/16 KPIs would be reported to the Board using the new criteria). Overall the College is in a positive position evidenced by its healthy financial position and strong quality of provision.

The Board agreed: -

- To note the Principal's report

4. Corporate Briefing – Area Reviews

Governors had received a briefing on area reviews followed by in-depth discussion at the Governors' Workshop held before the Board meeting.

The Board agreed: -

- To note the report which had been thoroughly discussed at the Governors' Workshop and agree the following: -
 - I. Use Hereford Colleges' Federation as a vehicle for

- collaboration and a demonstration of willingness to work with, not against, the spirit of the area review
- II. Retain sovereignty over the College, taking robust view of the future as largest college in Herefordshire and Shropshire with curriculum that meets needs of local economy and wider community. (Income significantly greater than HSFC and HCA combined)
 - III. Continue to seek opportunities to expand through merger or acquisition without loss of sovereignty
 - IV. Retain policy of financial prudence and continuous quality improvement to secure long-term sustainability

5. Summary of key points from Governors' one to one reviews July 2015

The Chair and Vice Chair conducted one to one appraisals with each Governor during September. A summary of feedback and an action plan was presented for discussion. Governors' opinions were sought to seek to progress to paperless meetings agreeing papers would be accessible on Moodle; a paper copy would be sent to the Chair. Governors could request specific reports to be printed and available at the meeting if required. Governors would be given instructions to access and use Moodle. In future, some Governors' Workshops would be linked to themes of learning walks.

The Board agreed: -

- To note the summary of key points and the action plan from Governors' one to one reviews
- Governors who felt comfortable accessing Board and Committee papers from Moodle could do so

L Watkins

Decisions

6. Finance: Transfer of contracts from County Training, Shropshire County Council

The College had submitted an Expression of Interest to take over the SFA/EFA contracts currently delivered by County Training. The planned date for the transfer is 1 April 2016. Financial and legal due diligence costs of £29,000 and £17,000 respectively would be required to identify potential liabilities. Shropshire Council has requested a contribution of £15,000 to meet its legal and pension actuary fees. An estimated annual financial forecast was presented forecasting an operating surplus and contribution of 22% to overheads.

Questions were invited. In response to these it was noted that currently some training is delivered from premises owned by Shropshire County Council which would continue to be leased on a peppercorn rent for 12 months. There were no assets to transfer. A Governor asked how courses would be branded. This would remain as County Training which has some recognition. Clarification of skills delivered was requested. This was mainly delivery of off-site apprenticeships, adult education and a contract for Not in Employment or Training (NEET). A Governor asked if the contract was delivered in full. It was uncertain if targets had been achieved; however, high quality provision was delivered. There was a further question about the likely length of the contract. This would be with the same conditions as the College's existing funding contract.

The Board agreed: -

- To approve the transfer of contracts
- To agree costs to fund financial and legal due diligence

7. Governance: Governors' Activity 2014/15-15/16

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

The paper covered the following areas: -

- I. Composition of the governing body 2015/16 including a recent appointment of a new Student Governor, Tayla Farr following an election process.
- II. Attendance by non-members at Board Meetings 2015/16
- III. Appointment of the Chair, Vice Chair and Chairs of Committee 2015/16
- IV. Membership to Committees 2015/16
- V. Decisions and procedures agreed by the Board 2014/5
- VI. Attendance records 2014/15 showing 80% attendance at Board meetings, these would be discussed by the Search and Governance Committee
- VII. Review of Confidential Minutes 2014/15

The Board agreed:

- To note the paper endorsing the current number, composition and membership to the Corporation, appoint Chairs for 2015/16 and release of confidential minutes

8. Personnel:-

- I. Prevent Strategy and Action Plan 2015/16
- II. Prevent Risk Assessment
The Director of Personnel explained that these were live documents with actions RAG rated. The Prevent Strategy was accessible on Moodle. All policies which linked to the Prevent Risk Assessment had been emailed to Governors for information. These had been issued to team leaders to disseminate to staff. A Prevent Sub Group had been established, membership included the Chair as the Safeguarding Champion to maintain momentum to embed the Prevent Agenda Duty. Prevent actions would be audited in December by the College's internal auditors. Regular progress would be reported to the Q&S Committee.

The Board agreed: -

- To approve the Prevent Strategy and Action Plan 2015/16
- To approve the Prevent Risk Assessment
- To thank the Director of Personnel for the tremendous amount of work to embed the Prevent Agenda in the College.

Information

9. Management Accounts to 31 October 2015: Noted. The Director of Finance presented the accounts and invited questions. In summary:

- I. The College shows an operating deficit of £117,000 at the end of three months against a planned operating surplus of £14,699 at the year-end. This was in accordance with budget at this early stage in the year.

- II. FE funding assumes funding agreements will be paid in full.
- III. Tuition fee income was £63,000 below budget, it was anticipated that this would improve later in the year taking account of 24+ student loans.
- IV. Payroll is £105,000 below budget.
- V. The bank balance including KSP Ltd is £3.5M.
- VI. Contribution by faculty showed minor positive variances to contributions by some faculties. An explanation of this information was provided.
- VII. Financial objectives. These had been exceeded at this early stage of the financial year.

10. Policies relating to the Prevent Agenda: -

- I. Freedom of Speech Policy
- II. External Speaker Policy
- III. Leaflet Distribution Policy
- IV. Lock Down Procedure
- V. Conduct at Work Policy

11. Press coverage: noted.

12. College events: The University Centre would be officially opened on 27 November 2015; invitations were being sent to Governors.

The Board agreed: -

- To note the above reports which were provided for information

13. **Any Other Business**

Several Governors had attended the College to go on learning walks with Team Leaders. Governors found these enjoyable and fascinating. One Governor had seen two lessons in the same department noting a clear distinction between these and asked how best practice is disseminated among staff. This happens with learning walks discussed at team meetings and feedback to Q&S Committee and CMT. The graded observation scheme has changed introducing a more comprehensive profile to develop a pattern of common themes during the year. Training along these themes will be provided as staff development. Governors were encouraged by the high levels of staffs' enthusiasm. The purpose of attending learning walks was to see what happens, but not give opinions on teaching and learning. The Deputy Principal would speak to Assistant Principals and Team Leaders to explain the role of Governors attending of learning walks.

D Williams

14. **Process Review**

James Caird had conducted the process review. All indicators had been achieved during the meeting which had started slightly late following the overrun of the Governors' Workshop, but finished to time. The venue was comfortably warm.

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

Tuesday 15 December 2015: Christmas lunch at 12.30pm, Governors' Workshop at 2.30 pm and Board Meeting at 4.00pm.

Signed as a true record of proceedings

Chair: Date: