



**Minutes of the Meeting of the Corporation
held on Tuesday 14 July 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
Mr Norman Moon
Mrs Elizabeth Patrick
Mr Ian Peake (Principal)
Mr Garry Thomas

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

The meeting was quorate as fourteen Members were present.

		Action
68.	<p>I. Apologies for Absence Miss Julia Ambury, Miss Andile Ngulube, Mrs Magda Prail, Mrs Isobel Rollitt-James and Mrs Debra Baldwin (Director of Personnel)</p> <p>II. Chair's Remarks</p> <p>a. The Chair commented on the thought-provoking presentation about the Prevent Agenda noting that a Prevent strategy and action plan were being prepared for adoption by the Board.</p> <p>b. The Chair thanked Liz Patrick and Tony Ford who had stepped in at last minute to complete Governors' appraisals as the Vice Chair had a family bereavement.</p> <p>III. Declaration of Interest Item 70: Debbie Lambert employee of University of Worcester. Item 72.IV: Val Ainsworth – re-appointment as Chair.</p> <p>IV. Process Review Garry Thomas would complete the process review.</p>	
69.	<p>I. Minutes of the Last Meeting The Chair signed the minutes of the Board Meeting held on 21 April 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.</p>	

III. Notes from Governors' Workshop: 21 April 2015: Noted

The Board agreed: -

- To approve the minutes

Discussion

70.

Principal's Report

- I. *Principal's Written Report:* Governors noted the report which covered College partnerships, Local Authority and schools, universities, the Chamber/employers, external and internal meetings/events and Ludlow College meetings and events.
 - a. The new Headteacher from Wigmore School had visited Ludlow College.
 - b. Arrangements to open the University Centre in the autumn are progressing. Stakeholders in the area have been informed of progress which had been received positively.
 - c. The Principal had attended Herefordshire Business Board, a sub-committee of the LEP.
 - d. The Principal thanked Governors who had attended the successful awards celebrations.

- II. *Key Performance Indicators:* The Principal outlined data noting achievement would be reported at the next meeting. Governors were encouraged that the College had met or exceeded retention targets on long programmes. An additional indicator 'teaching staff utilisation' was reported showing 98% overall staff utilisation at Hereford campuses. Assistant Principals were monitoring variations in faculties. Ludlow College had 100% staff utilisation, matching staff contracts to timetables; this was simpler based on the curriculum offer. This practice would be embedded in there Herefordshire faculties, albeit less straightforward based on the complexity of curriculum. Targets were set using contracted hours minus remission.

- III. *Student Destination Survey 2014/15:* An independent company had been commissioned to follow up June 2014 leavers. In discussion, it was acknowledged that outcomes for leavers were encouraging.

- IV. *New College Telford Federation:* New College Telford had announced it would federate with Shrewsbury College of Art and Technology.

- V. The Principal informed Governors of preliminary discussion with a training provider in Shropshire about delivery of apprenticeships and community learning. The Board agreed this in principle requesting the Principal to pursue, briefing the Board of progress.

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The Board agreed: -

- To note the Principal's report
- To task the Principal to pursue discussion with the training provider

Decisions

71.

Finance

College Budget and 2 year Financial Forecast:

The Board are required to approve the College budget by 31 July 2015 for submission to the Skills Funding Agency. There were a number of assumptions within the 2-year forecast; major assumptions had been discussed by the F&E Committee.

Income and expenditure were outlined.

Comparisons of the 2015/16 budget with 2014/15 were discussed showing a significant decrease in income for 16-18 and 19+ learners.

Faculty contributions could not be compared year on year as some programmes had moved between faculties.

Financial forecasts showed breakeven budgets following reductions to income. £87,000 SFA funding would need to be sub-contracted to Skills Network. The College's financial health was calculated as 'good' in 2015/16. The College's financial ratios remained positive, pay as a percentage of income would increase from 62% to 65%.

Risk and disaster management plans were presented for approval, which had not changed from last year. A mock exercise would be arranged to test the risk and disaster management plan. The Fire Service could be approached to ascertain if an exercise could be arranged to test the Prevent agenda.

Governors asked questions about the budget which were answered.

The Board agreed: -

- To approve the College budget 2015/16 and 2-year financial forecast
- To confirm the College's financial health as 'good'
- To approve the risk management and disaster recovery plans

72.

Governance

- I. Internal Audit Strategy 2015/16-2017/18: The Audit Committee had discussed the strategy, particularly the audit plan for 2015/16 agreeing to recommend this to the Board for approval.
- II. External Auditor's Annual Plan 2015/16: The Audit Committee had discussed the annual plan agreeing to recommend this to the Board for approval.
- III. AoC Voluntary Code of Governance: The Search and Governance Committee had discussed the Code and RAG rated action plan showing compliance to the 'must' functions. The Code was recommended for adoption. The Clerk would ensure compliance by July 2016 to the 'must' functions.

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- IV. Annual item: Appointment of Chair and Vice Chair of the Corporation 2015/16 and Corporation's Self Assessment: All Governors had been given the opportunity to express interest to become Chair and Vice Chair. The Search and Governance Committee had discussed appointments and succession planning. Governors completed the self assessment which would be used to compile the governance component in the College SAR along with one to one appraisals and a self assessment questionnaire. Governors completed the assessment agreeing to 'strongly agree' that it met its responsibilities and duties.

The Board agreed: -

- To approve the Internal Audit Strategy 2015/16
- To approve the External Auditor's Annual Plan 2015/16
- To adopt the AoC Voluntary Code of Governance
- To appoint Val Ainsworth as Chair and Igor Andronov as Vice Chair of the Corporation 2015/16
- The Board was effective and met its duties in its terms of reference

73. Corporate Briefing: New Common Inspection Framework

The Deputy Principal had prepared a brief summary of the new CIF. The process of inspections would change to 'full' and 'short' inspections depending on a provider's current grade and results of Ofsted's annual risk assessment activities. Inspection notice period is 48 hours. Issues which could trigger inspection include change in leadership, curriculum or performance. Inspection would focus strongly on learning.

Key questions considered at inspection would make overall judgements on the following:-

- Effectiveness of leadership and management
- Quality of teaching, learning and assessment
- Personal development, behaviour and welfare of learners
- Outcomes for learners

Inspections would not grade specific Subject Sector Areas (SSAs) but make judgments against the following types of provision: -

- 16-19 study Programmes
- Apprenticeships
- Adult learning programmes
- Traineeships
- Provision for learners with high needs
- Full time provision for 14-16 year old learners.

It was five years since the College was last inspected, anticipating an inspection in 2015/16. The College was preparing the Self Assessment Report. A full inspection was anticipated based on the merger with Ludlow College and farriery training provision.

The Board agreed: -

- To note the briefing on the new CIF

Information

- 74.** Minutes from Committees: Noted
- I. Finance and Employment Committee: 1 July 2015
 - II. Quality and Standards Committee: 17 June 2015
 - III. Audit Committee: 15 June 2015
 - IV. Search and Governance Committee: 17 June 2015
- 75.** Maggie Galliers' Report, AoC National Leader of Governance: The Chair commented that this was a positive report with recommendations being taken forward.
- 76.** Management Accounts to 30 June 2015: Noted. The Director of Finance presented the accounts and invited questions. In summary:
- I. The College remained on track to make a small operating surplus of £9,000 at the year-end.
 - II. FE funding assumes sub-contracting £350,000 which the Board approved in April.
 - III. Tuition fee income was £158,000 below budget, this was broadly offset by other income to the sum of £107,000.
 - IV. The bank balance including KSP Ltd is £2.5M.
 - V. Payments for the workshops at Holme Lacy Campus were almost complete.
 - VI. Contribution by faculty showed minor variances to contributions by some faculties.
 - VII. Financial objectives. These had been exceeded.
- 77.** Health and safety report: noted
- 78.** Staff report: noted
- 79.** Curriculum and quality report: noted
- 80.** Equality and diversity report: noted
- 81.** Safeguarding report: noted
- 82.** Risk register: noted
- 83.** Board and Committee business timetable 2015/16: noted
- 84.** College events: completed
- 85.** Press coverage: This was noted, but was not always published. A Governor commented that there appeared to be fewer press articles; these are regularly sent to the local press.

The Board agreed: -

- To note the above reports which were provided for information

- 86. Process Review**
Garry Thomas had conducted the process review. All indicators had been achieved during an excellent meeting with detailed discussion on topics. Managers would provide full explanation then use acronyms in reports to Governors.
- 87. Date and Time of Next Meeting**
Tuesday 3 November 2015 Governors' Workshop at 2.30 pm and Board Meeting at 4.00pm.

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Signed as a true record of proceedings

Chair: **Date:**