



**Minutes of the Meeting of the Corporation  
held on Tuesday 18 October 2016**

**Present: -** Mrs Val Ainsworth (Chair)  
Mr Igor Andronov  
Cllr Sebastian Bowen  
Mrs Sally Cassels  
Mr James Caird  
Mr Tony Ford  
Mr Richard Garnett  
Mr Jack Green  
Mr Henry Hyde  
Mrs Debbie Lambert  
Dr Alan Lavers  
Mr Norman Moon  
Mrs Elizabeth Patrick  
Mr Ian Peake (Principal)  
Mrs Magda Prail  
Mr Garry Thomas

**In attendance: -** Mr David Williams (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 sixteen Governors were present.

- |    |   | <b>Action</b> |
|----|---|---------------|
| 1. | <b>I. Apologies for Absence: None</b>   |               |
|    | <b>II. Chair's Remarks</b><br>The Chair welcomed the Student Governors to their first Board meeting; introductions followed.  |               |
|    | <b>III. Declaration of Interest</b><br>Governors had completed their annual declarations of interest.   |               |
|    | <b>IV. Process Review</b><br>Richard Garnett would complete the process review.   |               |
| 2. | <b>I. Minutes of the Last Meeting</b><br>The Chair signed the minutes of the Board Meeting and extract to approve the amendments to the bank loan facility held on 5 July 2016 as true records. |               |
|    | <b>II. Matters arising from the Last Meeting and Action List</b><br>Matters arising were covered in the action list   |               |

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 County Training.
  - a. The Principal had been appointed Chair of the Shropshire and Wrekin Association of Colleges.
  - b. Attended lectures provided by the University Centre on cyber-crime and mental health awareness. These were very successful with high levels of attendance and interest.
  - c. A new Finance Manager had been appointed following the retirement of Nick Harrison after many years working at the College.
  
- II. *KPIs:*
  - a. Success rates and achievement would be finalised for the next Board meeting.
  - b. Retention had exceeded or was marginally below target for level 2, 3 and 4+ long programmes; level 1 programmes were below target. Reasons had been discussed by the Q&S Committee during the year. The overall retention rate compared favourably to the previous academic year at 93% compared to 93.9%.
  - c. English and maths success rates will be discussed by the Q&S Committee. Indications show these are likely to be below target.
  - d. Work-based learning: Success rates were disappointing in 2014/15. This was due to recruitment of unsuitable learners at Ludlow College. This had been rectified and was likely to be reflected in the success rates for 2015/16.
  - e. Attendance: Full-time programmes were 89% and part-time programmes had achieved the target of 90%.
  - f. Applications to full-time FE programmes were presented which were generally comparable with last year. This was extremely encouraging as there was a 5% decrease in applications and a 7% decline in school leavers in the county.
  
- III. *School enrolments:* Recruitment by partner schools was positive which showed 30% recruitment from Herefordshire and 26% from South Shropshire.
  
- IV. *J<sup>2</sup>profit Learner Destination reports 2014/15.* This was completed by an independent company.
  - a. *Full-time completers:* Governors were encouraged by the positive destinations of students showing that out of 1000 leavers, 25% progressed to Higher Education, 35% to employment or self-employment,

and 8% to apprenticeships. The report included a breakdown of the length of time leavers had been in work, starting salary ranges, if the course they had studied was related to their job, and whether the College had helped to prepare them for work. The findings were very positive

- b. *Withdrawals*: The Principal commented that withdrawals are considered to be an adverse outcome on the purpose of the College and service provided to students. Despite this, 94% of early withdrawn learners had responded that they had been supported sufficiently by the College. 93% had responded that the College could not have done any more to ensure that they remained on their programmes.

V. *Report of the Independent Panel on Technical Education (April 2016)*: This would bring changes from 2019 including creating two main pathways at 16: academic (A Level) and technical (all other provision). 15 technical education routes would provide training and skilled occupations in areas where there is a substantial requirement for technical knowledge and practical skills. There would be a reduction of awarding bodies. There are some recommendations for the Institute of Apprenticeships, which has already agreed to implement new standards.

VI. *Riding for the Disabled (RDA)*: The Principal had a meeting with RDA who had indicated that they would like to expand facilities and make capital investment. There had been discussion about the length of agreement. The Principal asked for the Board's in principle agreement to pursue the possibility of extending the license. A Governor asked where RDA would obtain its funding to expand the facility and suggested that there could be a covenant in funding agreements which would need to be carefully managed. The Principal gave assurance that the College would seek legal advice from the College's solicitor who would draw up a contractual agreement.

The Board agreed: -

- To note the Principal's report and KPIs
- To note additional papers and briefings
- To enter into agreement with RDA to extend the license in principle

I Peake

*Decisions*

**4.**

**Governance**

*Governors' activity 2015/16 and recommendations 2016/17:*

[The Chair, Vice Chair and Committee Chairs declared an interest]

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 2016/17 including Student Governors Jack Green and Henry Hyde following an election process
- II. Attendance by non-members at Board Meetings 2016/17
- III. Appointment of the Chair, Vice Chair and Chairs of Committee 2016/17
- IV. Membership to Committees 2016/17
- V. Attendance records 2015/16 showing 83% attendance at Board meetings, marginally less than the previous year. The Search and Governance Committee would discuss attendance levels at Board meetings, Committees and by individuals and make any appropriate recommendations
- VI. Review of Confidential Minutes 2015/16

The Board agreed:

- To note the paper endorsing the current number, composition and membership to the Corporation, appoint Chairs for 2016/17 and release of confidential minutes as recommended

*Information*

**5. Management Accounts from 1 August to 30 September 2016**

The Director of Finance presented the accounts which, following consultation, were presented in a different format.

In summary: -

- I. The College shows an operating deficit of £54,000 against a planned operating deficit of £164,000 at the year-end. This was £110,000 better than expected at this early stage in the year.
- II. MIS information at this early stage indicated that overall student numbers are comparable to last year and in line with Curriculum Resource Model (CRM) assumptions. There is an exception that the College is unlikely to achieve its SFA adult apprenticeship target with a negative variance in income of (£397,000).
- III. Contribution by faculty showed minor positive variances with the exception on the Faculty of Land-based Studies which showed a negative variance of £16,000. Reasons included the sporadic timings of sales by Pound Farm which was incorporated in the faculty.
- IV. Financial objectives remained positive with the majority exceeded at this early stage of the financial year.

Governors asked the following questions: -

- Clarification of the estimated cost of the apprenticeship levy. This was c.£13,000 which had been allocated in the pay budget as a portion for this financial year.
- SFA 19+ apprenticeships funding was not likely to be achieved and a Governor questioned if the College would be penalised for bidding above the expected level. It was confirmed that the College would not be penalised.
- Progress of the sale of land at Holme Lacy Campus was requested. The first plot had been sold in July which would be reflected in the financial statements to 31 July 2016. The

second plot, which included Willesley House, remains on the market.

The Board agreed:

- To note the financial position for the two months 30 September 2016
- The revised format and commentary for the management accounts were clear bringing key issues to Governors' attention in a simplified format

**6. Press coverage**

The positive coverage was noted. It was agreed that this would be available to access on Moodle in future and that information would not be included in Board papers.

**7. College events**

Governors were reminded that the Apprenticeship Awards was arranged for 8 November and University Centre lecture 'childhood obesity' on 16 November. Governors were invited to attend these.

**8. Process Review**

Richard Garnett had conducted the process review confirming this had been effective meeting. There was an enforced late start due to presentations and questions from Governors at the Governors' Workshop on 'new apprenticeships'.

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

Tuesday 13 December 2016: Christmas lunch at 12.30 pm, Governors' Workshop at 2.30 pm and Board Meeting at 4.00 pm in the Principal's Office, Hereford Campus.

L Watkins

**Signed as a true record of proceedings**

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