



**Minutes of the Meeting of the Corporation  
held on Tuesday 17 October 2017**

**Present: -** Mr Igor Andronov (Chair)  
Mrs Val Ainsworth  
Cllr Sebastian Bowen  
Mrs Sally Cassels  
Mr James Caird  
Mr Tony Ford  
Mrs Debbie Lambert  
Dr Alan Lavers  
Mr Hamish Robson  
Mrs Elizabeth Patrick  
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 eleven Governors were present.

- |    |  | <b>Action</b> |
|----|--|---------------|
| 1. | <b>I. Apologies for Absence</b><br>Mr Richard Garnett, Miss Sophia Haywood, Mr Norman Moon and Mr Garry Thomas   |               |
|    | <b>II. Chair's Remarks</b><br>The Chair welcomed the Student Governor 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>Dr Lavers would complete the process review.  |               |
| 2. | <b>I. Minutes of the Last Meeting</b><br>The Chair signed the minute of the Board Meeting held on 4 July 2017 as a true record.                        |               |
|    | <b>II. Matters arising from the Last Meeting and Action List</b><br>Matters arising were covered in the action list                                    |               |
|    | <b>III. Notes from Governors' Workshop:</b> Noted<br><u>The Board agreed:</u> - <ul style="list-style-type: none"><li>To approve the minutes</li></ul> |               |

3. **Principal's Report**

- I. *Principal's Written Report:* Governors noted the report which covered College partnerships, Local Authority and schools, universities, Marches LEP and key internal meetings.

In addition to partnership meetings outlined in the report the Principal would be meeting with Hereford College Principals. A joint networking event was being arranged for Governors from the Hereford colleges on 16 March 2018.

- II. *KPIs:*
- a. Achievement and pass rates, including English and maths, and work-based learning would be finalised for the next Board meeting.
  - b. Retention was extremely high, for example, 96% for level 3 long programmes for 16-18 learners with overall retention at 94.6%, an improvement of 1.6% compared to the previous year.
  - c. A KPI showing HE numbers had been added. There were 550 starts with 98% in-year retention. A Governor asked about the range of HE courses which included a combination of degrees, foundation degrees and part-time professional courses.
  - d. Attendance was 91% for all full and part time programmes against a target of 90%. Functional Skills and GCSE attendance was 78% and 75% respectively.
  - e. 2017/18 full time enrolments have increased by 83 students; these were predominantly 16-18 and Higher Education learners.

Government changes introduced to reporting on student numbers would be shown in the KPIs reported to the Board in December.

- III. *Letter to the Prime Minister:* 140 Principals and Chairs had signed this letter expressing concern at the reductions in funding of colleges.
- IV. *Apprenticeship new start tender:* The Principal explained that the College had previously been funded for actual apprenticeships delivered. The Government had changed its policy requesting colleges to tender for new apprentices from January 2018. The tender had been submitted in the September a response was anticipated imminently. A Governor asked about the potential impact if the College was unsuccessful. In this event, the College could possibly become a sub-contractor for another provider.
- V. *Letter from the Minister of State:* This outlined changes to technical education and the introduction of T Levels. A pilot of T Levels will be provided in 2020. £500M funding had been allocated to colleges for the delivery of T Levels including work experience. A briefing would be arranged for Governors in the future.

L Watkins

- VI. *DfE Institutes of Technology*: Technical levels (T levels) had a framework of 15 technical routes leading to skilled employment which had been introduced earlier this year. Expressions of interest to deliver T levels needed to be submitted by the end of October. The LEP would facilitate a bid for several organisations, including the College, HGTA and NMITE to work collaboratively. It was uncertain if any other bids would be submitted from the Marches area.

The Board agreed: -

- To note the Principal's report and KPIs
- To note additional papers and briefings

*Decisions*

**4. Governance: Governors' activity 2016/17 and recommendations 2017/18:**

[Interests were recorded from the Chair, Vice Chair and Committee Chairs]

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 2017/18 including Student Governors Hamish Robson following an election process. The process was under way to appoint a Student Governor from Ludlow College.
- II. Attendance by non-members at Board Meetings 2017/18
- III. Appointment of the Chair, Vice Chair and Chairs of Committee 2017/18
- IV. Membership to Committees 2017/18
- V. Attendance records 2016/17 showing 77% attendance at Board meetings. The Search and Governance Committee would discuss attendance levels at meetings. It is a requirement to report individual attendance to Board meetings in the annual members' report and financial statements.
- VI. Review of Confidential Minutes 2015/16
- VII. Summary of one to one appraisals

The Board agreed:

- To note the paper endorsing the current number, composition and membership to the Corporation, appoint Chairs for 2017/18 and release of confidential minutes as recommended

*Information*

**5. Mazars Financial Statements Auditor's Audit Strategy 2017**

The Clerk drew Governors' attention to Mazars' audit strategy which had been approved by the Board by resolution in August 2017.

**6. Management Accounts from 1 August to 30 September 2017**

The Director of Finance presented the accounts.

- I. The College had an operating surplus of £584,000 which is £691,000 better than the budgeted year to date deficit of £107,000. It was noted that MIS were finalising enrolments and that some hourly paid lecturers' claims remained outstanding. ESFA 16-18 funding is lagged and based on the previous year's enrolment; therefore, the increase to

enrolments in 2017/18 would not increase funding until 2018/19. In contrast, apprenticeship income would be shown in the current year.

- II. It was assumed that the budget would be achieved. Farm income and expenditure was variable throughout the year. Pay was below budget; however, this was likely to even out during the year.
- III. The sale of Wilsley House had been completed and was a significant contributor to the increased surplus to date. The income from the sale of asset disposals will be reported in the current financial year.
- IV. The balance sheet remained strong with relatively low borrowing. Cash in the bank was healthy at £4.2M which was likely to reduce during the year as ESFA funding had been front loaded at the start of the year. Financial performance indicators remained strong.

The Board agreed:

- To note the financial position for the two months 30 September 2017

**7. College events**

Governors were reminded that the Apprenticeship Awards was arranged for 16 November. Governors requested that future invitations be sent directly to the Clerk to send Governors to coordinate.

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**8. Any other business**

The Finance Director reminded Governors that the Board had last approved amendments to the Bank loan facility in July 2016. Subsequently the Board had appointed a new Chair meaning that the bank requires a further minute signed by the new Chair. This would authorise the arrangement to amend the Bank loan facility.

The Board agreed: -

- To approve the extract of the minute and authorise the Chair and Principal to sign

**9. Process Review**

Dr Lavers had conducted the process review confirming this had been effective meeting. Receipt of papers by post was slightly late.

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

Tuesday 13 December 2016: 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:** .....