



**Minutes of the Meeting of the Corporation
held on Tuesday 25 April 2017**

Present: -

- Mrs Val Ainsworth (Chair)
- Mr Igor Andronov
- Cllr Sebastian Bowen
- Mrs Sally Cassels
- Mr Richard Garnett
- 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 thirteen Governors were present.

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| <p>1. Process of the Meeting</p> <ul style="list-style-type: none">I. Apologies for Absence: Mr James Caird, Mr Tony Ford and Mr Jack GreenII. Chair's Remarks: The Chair welcomed everyone and congratulated David Williams who had secured a principalship at Halesowen College; Governors reiterated their congratulations.III. Declaration of Interest: None declared.IV. Process Review: Sally Cassels would complete the process review. | |
| <p>2. Minutes of the Last Meeting</p> <ul style="list-style-type: none">I. Minutes from the last meeting: The Chair signed the minutes of the Board Meeting held on 13 December 2016 as a true record.II. Matters arising from the last meeting and action list: Noted with an invitation to raise any matters arising from the minutes.II. Governors' Workshop notes: 13 December 2016: NotedIII. Minutes from the strategy meeting: The Chair signed the minutes of the strategy meeting held on 7 February 2017 as a true record. The SWOT analysis which had been prepared at the meeting was included which would be used to prepare the | |

College's strategic plan.

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, universities, key internal meetings and County Training.
 - a. The Principal had visited Aylestone School with a reciprocal visit to the College from the Headteacher.
 - b. Robert Owen Free School would be closing at the end of this academic year.
 - c. The Principal had attended a meeting with the Institute of Learning who provide foundation degrees in rural areas.
 - d. Barnaby House at Ludlow College would be used to relocate some of the learners from County Training.

- II. *KPIs:* Retention was high which had exceeded targets in the majority of areas. English and maths retention was being closely monitored. It was anticipated that apprenticeship targets would be achieved this year. Attendance is very good with cumulative full-time attendance 1% higher than last year at 92%. Teaching staff utilisation showed 98.5% utilisation which might increase next year. A Governor asked if data for HE retention and achievement could be provided in future KPIs.

- III. *Apprenticeship Minimum Standards advisory letter:* This letter was issued in response to attainment in 2015/16 when the College had fallen below the minimum standard (national standard) by 1% which was reported to Governors in the KPIs. Governors requested reassurance that robust measures had been implemented to improve quality of apprenticeships following the merger with Ludlow College which had impacted on outcomes. This was confirmed and evidenced in progress of apprenticeships to date.

- IV. *Financial Statements 2015/16 letter SFA/EFA:* This was SFA/EFA's assessment of financial performance grading the College as satisfactory, (the previous grade was good). Financial ratios were explained. It was anticipated that the College would continue to break even and retain its strong balance sheet. A Governor suggested using EBITDA as a financial KPI in the management accounts in future; this would be added with a brief explanation.

- V. *AoC Briefing: T-Levels, Institutes of Technology, College Funding:* This outlined implementation of the Post-16 Skills Plan with new revenue funds for technical education routes (T Levels) available for teaching in 2019/20. Additional funding would be provided with a further requirement to provide work experience for learners. DfE would invite expressions of interest to set up Institutes of Technology

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which was a new DfE initiative.

- VI. *SFA/EFA merger letter*: This confirmed the new funding body ESFA from 1 April 2017.

The Board agreed: -

- To note the Principal's report

Decision

4. Finance

Tuition Fee and Remission Policy: The Director of Finance presented the policy to set fees for 2017/18 which was recommended to the Board for approval following discussion by the F&E Committee. There were several questions from Governors which were duly answered. The Staff Governor raised some operational questions about fees and eligibility which were also duly answered. Assurance was given that staff training would be provided.

The Board agreed: -

- To approve the tuition fees and remission policy 2017/18

5. Governance

The Chair of Audit Committee referred to the recommendation from the Audit Committee to re-appoint RSM, Internal Auditors for 2017/18. There was a joint tender with Hereford College of Arts to appoint Financial Statements Auditors for 2017/18.

The Board agreed:

- To appoint RSM, Internal Auditors for 2017/18

Discussion

6. Quality Briefings

The Deputy Principal presented reports which had been discussed by the Q&S Committee. These were presented to the Board in response to the Governors' self assessment whereby some Governors had indicated uncertainty in these areas.

- I. Learner Voice Feedback: The College had commissioned QDP to undertake the learner voice survey last year. The results were positive with the process to address any issues raised by learners outlined which cascaded to course level.
- II. Value Added DfE Data Report: This compared learners' progress in relation to their starting point which was divided into specific categories which were outlined in the paper and verbally explained. The College's progress against each category was provided along with average grade comparisons with GFEC and 6th form colleges.

The Board agreed: -

- To note the briefings

The following items were presented for information

7. Governors' feedback from Learning Walks

Seven Governors who had undertaken learning walks covering all faculties gave verbal feedback. Overall students were engaged and there were interactive lessons delivered by enthusiastic teachers

who knew their learners' progress. Further opportunities would be provided for Governors to undertake learning walks throughout the year.

A Governor commented that there was a complementary article in the Hereford Times about the Hinton Centre which had mentioned the College's students.

The Board agreed: -

- To note verbal reports and congratulate staff whose lessons had been visited

8. Management Accounts to February 2017: The accounts were presented with questions invited. In summary there was a predicted operating deficit of £104,000. EBITDA predicted a surplus of £200,000. A Governor asked if the Board could set a deficit budget; the Director of Finance responded that there was a small deficit in the short term with specific reasons identified including the merger with Ludlow College. There were firm plans to move from an operating deficit.

A question followed about depreciation as the forecast appeared out of kilter with year to date which had skewed the final line. This was based on the LEP investment with a prudent response and 3-year write off; however, depreciation would be substantially less, and although the deferred capital grant would also be less, overall this would improve the operating surplus.

LGPS deficit had increased which was the deemed figure to pay back over a 10-year period to pay off the deficit. The most recent revaluation by the actuary showed a smaller deficit. The College's contribution to the LGPS would increase by 0.9% next year.

9. Minutes from Committees: Noted
- I. Audit Committee: 27 March 2017: The College was participating in a pilot on Board assurance frameworks in the West Midlands.
 - II. Search and Governance Committee: 22 March 2017.
 - III. Finance and Employment Committee: 22 March 2017.
 - IV. Quality and Standards Committee: 22 March 2017.
10. Reports from Audit Committee
- I. Risk Register: The Committee had discussed the risk register in tandem with a report from the Internal Auditors which gave reasonable assurance that controls were in place to manage risks. There were some recommendations about the process to ensure that the control framework ensured risks were effectively managed. The Committee had agreed that the format of the risk register should be changed to a 5x5 matrix and would be given a greater profile at Board meetings. Governors were reminded that risks identified by committees could be added to the risk register. It was concluded that all committee agendas should include a standard item on risk.
11. Reports from Quality and Standards Committee
- I. Equality and Diversity Report

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- II. Child Protection and Safeguarding Report
 - III. Sub-Contracting Report 2016/17: RSM have completed an audit of sub-contracting which resulted in them issuing of the required certificate to ESFA.
12. Reports from Finance and Employment Committee
- I. Health and Safety Report
 - II. Staff Report
13. Reports from Search and Governance Committee
- I. Succession Planning 2017/18-2019/20: The Committee was addressing succession planning. Val Ainsworth will complete the maximum period of five years as Chair of the Corporation this year. In accordance with the Corporation's standing orders, the process would commence to elect a new Chair. Simon Bennett, Co-opted Member of the Audit Committee would step down this year with an accountant being sought to replace him.
 - II. Governors' Self Assessment 2015/16 Action Plan: Noted.
 - III. Self Assessment arrangements 2016/17. One to one appraisals had been introduced several years ago which would be repeated this year in addition to the benchmarked self assessment with several other colleges. The Clerk would arrange the appraisals in consultation with the Chair and Vice Chair.
14. Press releases
These would be added to Moodle.
15. College events
Student Awards events were listed on the agenda, invitations would follow and the Clerk would collate details of Governors' availability.
16. **Any Other Business:**
- I. Governors had been unable to connect to Wifi during the meeting. The Clerk was working with IT to rectify this. In addition, all Governors would be given access to all Committees on Moodle.
 - II. The Chair formally acknowledged that this would be David Williams' last Board meeting. Governors recorded their appreciation to David and wished him every success.
17. **Process Review**
Sally Cassels had conducted the process review.
18. **Date and Time of Next Meeting**
Tuesday 4 July 2017: Governors' Workshop commencing at 2.30 pm followed by Board meeting at 4.00 pm at Holme Lacy Campus.

Signed as a true record of proceedings

Chair: **Date:**