



**Minutes of the Meeting of the Corporation
held on Tuesday 13 February 2018**

Present: - Mr Igor Andronov (Chair)
Mrs Val Ainsworth
Cllr Sebastian Bowen
Miss Amy Burgoyne
Mrs Sally Cassels
Mr James Caird
Mr Tony Ford
Mr Richard Garnett
Miss Sophia Haywood
Dr Alan Lavers
Mrs Debbie Lambert
Mr Norman Moon
Mrs Elizabeth Patrick
Mr Ian Peake (Principal)
Mr Garry Thomas

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 fifteen Governors were present.

1.
 - I. **Welcome Amy Burgoyne, Student Governor**
The Chair welcomed Amy Burgoyne and Sophia Haywood to the meeting.
 - II. **Apologies for Absence**
No apologies.
 - III. **Chair's Remarks**
None.
 - IV. **Declaration of Interest**
Debbie Lambert: Employee of Worcester University and son applying to Ludlow College.
 - V. **Process Review**
Richard Garnett would complete the process review.
2.
 - I. **Minutes of the Last Meeting**
The Chair signed the minute of the Board Meeting held on 17 October 2017 as a true record.

Action

II. Matters arising from the Last Meeting and Action List

All matters had been addressed.

III. Notes from Governors' Workshop: 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, Marches LEP and key internal meetings. The Principal updated Governors on progress from a recent visit by the Farriery Registration Council with a good outcome. Appreciation was recorded to the Deputy Principal for managing the process.
- II. KPIs: Overall attendance was good at 91%. Recruitment had increased compared to last year with 84 additional students this year. Functional Skills, GCSE maths and English results were noted particularly the shortfall in GCSE compared to national targets which Governors had discussed at a previous meeting. Course achievement by 16-18 and 19+ was 90.1% and 86.3% respectively. Overall and timely achievement of apprenticeships had improved significantly since last year to 75.6% and 65.3% respectively. Graduate outcomes along with HESA comparisons were provided.
- III. ESFA correspondence: Financial Plan 2017/19 dated 18 October and 3 November 2017: The College's financial health was calculated as 'good' based on 2016/17 financial outcomes and the current year forecast. ESFA had placed the College in early intervention based on the EBITDA ratios in 2015/16. ESFA had subsequently met with the Principal and acknowledged that the College would cease to be in early intervention evidenced by the College's current financial performance against the financial indicators.
- IV. ESFA correspondence from Chief Executive and Accounting Officer dated 17 November 2017: This provided a useful checklist for colleges to assist them to remain solvent and meet sector standards. CMT had discussed the check list acknowledging that the College had robust procedures for management and governance.
- V. DfE correspondence dated 25 October 2017 from FE Commissioner: This outlined the Commissioner's plans to strengthen quality improvement in the sector.
- VI. DfE Institutes of Technology – proforma. The University of Wolverhampton, as an HEI, had submitted a bid from the Marches LEP. A private training provider in Bridgenorth had also submitted a bid. A Governor asked how Institutes of Technology would relate with NMite. The Principal responded that NMite had representation at meetings.
- VII. Student Destinations 2016/17: Approximately half of leavers remained in education, 10% secure apprenticeships and 31% find employment. At the time of completing the questionnaire 6% were unemployed with a small minority

- doing other things including voluntary work or a gap year.
- VIII. Principal's briefing to staff: 20 October 2017: Governors were encouraged that 31% and 33% of school leavers from Herefordshire and Shropshire respectively progressed to the College. A Governor asked if data from other Herefordshire colleges was available; this was not published. Governors were also encouraged to learn that HLC scored in the top 6% nationally for student satisfaction from a national survey.

The Board agreed: -

- To note the Principal's report and performance against the KPIs
- To note additional correspondence, papers and briefings

Decisions approved by special resolution

4. Special Resolutions

The Board agreed: -

- To note the special resolution dated 12 December 2017 approving the following items: -
 - RSM Internal Audit Service's Annual Report 2016/17
 - Audit Committee's Annual Report 2016/17
 - Value for Money Annual Report 2016/17
 - Treasury Management Annual Report 2016/17
 - Members' Report and Financial Statements for the year ended 31 July 2017 and Letter of Representation with authorisation to the Chair and Principal to sign
 - College Self-Assessment Report 2016/17 and Quality Improvement Plan
- To note the special resolution dated 18 January 2018 to approve the change of name of the Corporation to "Herefordshire, Ludlow and North Shropshire College"

Decisions

5. Quality: Single Equality Scheme (SES)

The Director of Personnel explained that the SES is updated annually and evidences how the College meets its Equality Duty by ensuring that there is no discrimination to individuals within the protected characteristics. The SES also covers County Training. This had been discussed by the College's Equality and Diversity Committee and the Quality and Standards Committee.

The Board agreed:

- To approve the Single Equality Scheme which would be available to access on the College's website

6. Governance

- I. Amendment to the Instrument of Government clause 2.1.d: This would change the current process of elections for Student Governors to appointment by interview.
- II. Risk Management Policy: The Audit Committee recommended the policy to the Board for approval.

The Board agreed: -

- To approve the amendment to the Instrument of Government clause 2.1.d

- To approve the risk management policy

7. Finance

- I. Financial Regulations: The F&E Committee recommended these for approval which had been amended to reflect the ESFA, risk management policy and GDPR.
- II. Sub-contracting Policy 2017/18: ESFA require the Board to approve the policy annually based on the level of sub-contracted income. This is a very small percentage of College income which the Board had agreed to sub-contract to the Skills Network in the annual budget. Robust mechanisms have been established to test delivery and the quality of provision which have been reported to the Q&S Committee.

The Board agreed: -

- To approve the financial regulations
- To approve the sub-contracting policy 2017/18

Information

8. Risk Management and Risk Register

9. Minutes from Committees

- I. Audit Committee: 20 November 2017
- II. Quality and Standards Committee: 22 November 2017
- III. Finance and Employment Committee: 30 November 2017
- IV. Notes Search and Governance Committee: 22 November 2017 (inquorate meeting)

10. Management Accounts to 31 December 2017

The Director of Finance explained that at this stage in the year the College was above budget which was due to timing and intrinsic events reported in the summary. The forecast out turn for the year is an operating surplus of £421,000 and an overall surplus of £320,000 which is significantly better than budget. A prudent budget had been set this year.

Questions followed from Governors which were duly answered including reasons for the low contribution to overheads from County Training of 26% against a target of 50%. The forward projection had been very optimistic and there was a shortfall in recruitment of 16-18 apprentices. Reasons had been Government reforms to apprenticeships along with the Connections Careers Service disbanded in Shropshire. To mitigate this in future the College had established good relationships with partner schools and provides careers advice.

A Governor referred to previous discussion by the Board agreeing to add EBITDA to the KPIs. The EBITDA target is 4% with a shortfall in the accounts of £135,000; the Director of Finance would review.

The Board agreed:

- To note the positive financial position to 31 December 2017

11. Annual Reports

- I. Health and Safety Report
- II. Staff Report

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- III. Staff Development Report
- IV. Safeguarding and Child Protection Report
- V. Equality and Diversity Report
- VI. Risk Management Report

12. Governors' Benchmarked self-assessment exercise 2017 feedback

13. College events

14. Any other business

Governors were reminded that a Governors' conference for colleges in Hereford was arranged for 16 March 2018.

15. Process Review

Richard Garnett had conducted the process review confirming this had been effective meeting. Governors were unable to connect to Eduroam during the meeting.

16. Date and Time of Next Meeting

Tuesday 24 April 2018: 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:**