

HERTFORD REGIONAL COLLEGE

BOARD OF THE CORPORATION

5th October 2016.

Present: Mike Carver (Chair)
Ken Ayling
Annabel Lucas
Tony Medhurst (Principal)
Jan Wing
Harvey Young
Warren Gordon
Kyle Broad
Ian Richardson
Ricky Irons
Sally Kemp

In Attendance;
Wayne Wright (VP Curriculum & Quality)
Andrew Clare (Dep.Principal Finance & Resources)
John Fowl (Clerk to the Corporation)

1458. To receive Apologies for Absence.

Apologies were received from Linda Radford and Patsy Spears.

Members were informed that Kyle Broad had been elected to serve as the academic staff Governor (replacing Denni Morrison).

Sally Kemp and Busra Gokpinar were elected as the student governors.

The appointment of these three was ratified by the Board and they were welcomed to the Board.

1459. Declaration of Interests and to Notify Part 2 Agenda Items.

Mike Carver declared his interest as Director of Hertvec

Warren Gordon & Mike Carver declared their interest as Directors of HRC³

Andrew Clare, Tony Medhurst & Mike Carver declared an interest as Directors of CK Assessment.

1460. To Approve the Minutes of the Meeting Held on 7th July 2016 and the Part 2 Confidential Minutes of the same date.

A number of 'typos' were noted and with these amendments the Minutes were approved.

1461. Matters Arising.

The Chair confirmed that he had written letters of thanks to Ian Cowin, David Tweedie and Denni Morrison for their contribution as Governors.

The situation regarding the appointment of Directors for CK Assessment was ongoing.

1462. To Receive the Chair's Report.

The Board were informed that George Robertson had decided that unfortunately he could not provide the time needed to fulfil properly the role of Governor and had therefore resigned with immediate effect.

Recruitment for new governors was underway and a prospective candidate will be interviewed on 17th October who if appointed will provide the financial input needed by the Board.

To ensure each sub-committee was able to function appropriately during the coming year it was agreed that Warren Gordon should move from Audit to take on the Chair of Resources with Kyle Broad being asked to serve on this committee in place of the Quality & Standards Committee.

Ken Ayling will take on the role of Chair for Audit Committee and Ian Richardson becoming Chair of Employer & Community Engagement Committee.

It was **Resolved** that the Report be Received and that the Board approves the appointment of the sub-committee Chairs and membership.

1463. Principals Report.

Members received the report and noted the content which detailed the senior staff now in post as at 28th September 2016. All of the appointments, including those on contracts, are long term. Members were told that a group of 'Travellers' had occupied the overflow car park at Broxbourne but had now left. A more secure barrier has now been put in place. Student recruitment is continuing and the Board was given a breakdown of the position to date. The contract between the college and the Hertford College of Music had been terminated by mutual agreement due to the low number of enrolments by that sub-contractor. It was expected that HRC will achieve its SFA target by the end of the academic year.

Members were told of the changes for High Needs students and that the demographic trough will turn the corner by the year end. Visits to the College have taken place by the SFA & DfE officials and these went well. Ofsted have been to the College as part of their 'Support & Challenge' role and Governors were given a copy of the follow up letter.

Strategic Plan 2016-19.

Sections on 'Added Values' and 'Behaviours' have been added and the Board's attention was drawn to the Strategic Objectives for the period 2016-19 with the specific targets set for 2016-17. Despite the Area Review process that will start for this College in November 2016 the Plan was geared to ensuring that whatever the future may bring a College provision will continue in the East Herts region. The Chair expressed the view that the Plan provided a steady state for the immediate future. In reviewing the Plan the Board stated that it would like to see a statement to say where our ambition lay as opposed to 'requires improvement'. A number of helpful suggestions to improve the Plan were made by the Board members.

It was **Resolved** that the Board receives the report and approves the Strategic Plan 2016-19;

1464. To Receive the Post Inspection Action Plan (PIAP) and Quality Improvement Plan (QIP).

The PIAP & QIP had been considered in detail at the Quality & Standards Committee held on 28th September to which all Governors had been invited. The Plans had been drawn from the Ofsted inspection report.

Governors who had attended the Q&S meeting had been impressed with the amount of work that had already been undertaken to bring about the required sustainable improvements.

An English & Maths Board has been established and Harvey Young advised that he was to meet with the E&M Board to share best practice in this area of provision.

It was **Resolved** that the Post Inspection Action Plan and Quality Improvement Plan 2016-17 be approved.

1465. To Receive a Report on Learner Outcomes 2015-16.

The Board was pleased to hear that the retention rate had increased to 91.9% and increase of 3% over 2014-15. Overall Achievement Rates had improved to 76% but still lagged behind the National Average of 85%. Achievement rates excluding English & Maths was currently shown as 82% and expected to climb further.

It was **Resolved** that the Report be Received.

1466. To Receive the Draft Year End Accounts 31st July 2016

The accounts showed the operating position to be a deficit and the reasons for this were outlined by Andrew Clare.

Governor's attention was drawn to the main variances of Income & Expenditure. Work is being undertaken to see whether there is anything that can be done in respect of historic capital grants where there may be scope to improve the outturn position and discussions are underway with the Auditors.

The following reasons for the College financial underperformance were seen as:

- Under recruitment of Apprentices and adult learners funded by Advanced learning loans
- Under performance of subcontractors
- Temporary staff in Business Support areas
- Non- recoverable Saudi costs
- Increased exam costs

Members received the Financial KPIs for the year.

It was **Resolved** that the Board receives the Draft End Year Accounts for 2015-16.

1467. To Receive the CK Assessment Ltd Draft Accounts for the Year Ended 31st July 2016.

It was reported that the company had recorded a profit for the year which will be Gift Aided to the College. Whilst there had been some small changes to the manner by which the company operates it was generally doing well.

It was **Resolved** that the Board receives the CK Assessment Ltd Draft Accounts for the Year Ended 31st July 2016

1468. To Receive a Report on Sub-Contractors.

(Harvey Young declared a possible conflict of interest in this item in his capacity as a private training provider.)

The report set out the subcontractors and the funding sources. Governors received a breakdown of the sub-contractors to show their revised income analysed by age group.

The Board was asked to approve the list of sub-contractors as;

EFA Provision

Provider Name:	Provision
CK Assessment Ltd	Full Time Programmes
Herts Fire & Rescue Service	Princes Trust Programme
YMCA Bedfordshire	Princes Trust Programme
EM Skills Ltd	Full and Part Time Programmes
RAK Train Ltd	Part Time Programmes

Apprenticeship Provision

Provider Name:	Provision:
Buttercups	Pharmaceutical Apprenticeships
CK Assessment Ltd	Plumbing Apprenticeships
EM Skills Ltd	Social Media, Business Admin, Customer Service, Teaching & Learning, Management Apprenticeships
NCC Professional	Business Apprenticeships
NGCT	Security Apprenticeships

AEB Provision

Provider Name:	Provision:
EM Skills Ltd	Functional Skills Provision
Herts Fire & Rescue Service	Princes Trust Provision
Learning Curve	Various Flexible Provision (Predominantly Health Sector)

NCC Professional	Functional Skills Provision
NGTC Ltd	Security Sector Provision
SPS	ICT and Personal Fitness Provision
YMCA Bedfordshire	Princes Trust Provision

Adult Learner Loans Provision

Provider Name:	Provision:
CK Assessment Ltd	Plumbing Provision
SPS Training Ltd	ICT and Personal Fitness Provision

The contracts below were proposed for approval;

Provider Name:	Total Contract Value:
CK Assessment Ltd	640,000.00
Herts Fire & Rescue Service	255,000.00
YMCA Bedfordshire	128,000.00
Buttercups	410,000.00
Total Subcontracted Value:	1,433,000.00

It was **Resolved** that the Board approves;

- (i) The list of possible sub-contractors
- (ii) The contracts and values for CK Assessment, Herts Fire & Rescue, YMCA Beds, and Buttercups.

1469. To Approve the Safeguarding Policy & Procedure.

The board received the document and recommended the use of Posts rather than the names of individuals. It was queried what the definition of ‘extreme’ was in the context of the document and that the Prevent agenda did not seem well linked to Safeguarding even though the table used had been copied from a government department document.

It was **Resolved** that the Safeguarding Policy & Procedure be approved but that the management team revise in accordance with the comments by Governors and bring an updated copy to the Board at a future meeting.

1470. Any Other Business.

It was agreed that the Clerk will circulate a list of commonly used acronyms to all Governors and to arrange inductions for new Governors to cover a number of the current issues affecting the College eg. Saudi Arabia, Area Reviews, Subsidiary Companies, College Funding, Ofsted and the role of Governors and Ofsted.

1471. Date of Next Meeting

The next meeting will be held on **THURSDAY** 15th December 2016.

The meeting moved to the Part 2 confidential agenda at this point.

Signed.....
Chairman

Date.....