

**HERTFORD REGIONAL COLLEGE**  
**BOARD OF THE CORPORATION**  
**15<sup>th</sup> March 2017.**

**Present:** Mike Carver (Chair)  
Ken Ayling  
Ricky Irons  
Tony Medhurst (Principal)  
Jan Wing  
Harvey Young  
Warren Gordon  
Jo Howell  
Ian Richardson  
Mick Dempsey  
Tina Littleton

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

**1485. To receive Apologies for Absence.**

Apologies were received from Annabel Lucas, Kyle Broad, Linda Radford, Sally Kemp and Patsy Spears.

**1486. 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 HRC<sup>3</sup>  
Andrew Clare, Tony Medhurst & Mike Carver declared an interest as Directors of CK Assessment.  
Andrew Clare and Tony Medhurst declared an interest as Directors of Hertford Recruitment Group (HRG).

**1487. To Approve the Minutes of the Meeting Held on 15<sup>th</sup> December 2016 and the Part 2 Confidential Minutes of the same date.**

The Minutes were approved.

**1488. Matters Arising.**

Members were informed that the College accounts had been signed off and submitted to the SFA.

**1489. To Receive the Recommendations of the Search Committee held on**

The Search Committee had interviewed three applicants for membership of the Board. One applicant was not recommended for membership.

The Board was informed of Mick Dempsey and his background careers which included working as part of the HCC Youth Offenders team. It was felt that he would bring added skills and experience to the work of the Board.

Tina Littleton has experience working as a curriculum assessor and it was felt she would add value to the work of the Board. It was not clear from her interview whether she would be able to commit the time needed for the role of Governor. In view of this it was agreed that the Board should co-opt her for an initial one year period so that she and the Board could see whether this might be a problem.

It was **Resolved** that;

- (i) Mick Dempsey be appointed to the Board of Governors with immediate effect for the 4 year period ending on 31<sup>st</sup> March 2021.
- (ii) That Tina Littleton be co-opted to the Board of Governors for a one year period ending on 31<sup>st</sup> March 2018

#### **1490. To Receive the Chair's Report.**

The Board were informed that the Chair confirmed that he had spoken with the Chair of Hertfordshire County Council regarding the way schools based in Bishops Stortford can be better approached by the College to offer FE options to their pupils.

The College open evening had been well attended with good feedback from those attending.

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

#### **1491. Principals Report.**

Members were informed that the Area Review process for the Hertfordshire Colleges is moving ahead quickly and the FE Commissioner Richard Atkinson had agreed that the Hertfordshire College can stand alone.

HRC will be working with Barnet & Southgate, Waltham Forest and other partner colleges to develop provision.

The Principal advised the Board of the outcome of the recent Ofsted inspection at Epping Forest College.

*(It was agreed, due to the commercial sensitivity of this discussion, that the next part of the minutes remain confidential.)*

Members were informed of the recent visit to the College by the Minister of State, Robert Halfon, which had gone extremely well.

A similar visit had also been undertaken by the Palestinian Minister of Education and the feedback from both visits had been very positive.

Apprenticeship week had been a success with HRC running a number of events and activities. Governors expressed their concern at the lack of clarity surrounding Apprenticeships, from central government and its Industrial Strategy.

It was **Resolved** that the report be received and that the proposal for the Area Review process be confirmed with any major variation being reported back to the full Board.

#### **1492. To Receive the Management Accounts for January and February 2017**

The Board was advised that the aim with the accounts from January till the end of July 2017 was to 'Close the Gap'. The position has improved but the forecast remains a deficit outturn. Discussions have taken place with the Bank with the intention of reviewing the covenants in light of the FRS102 impact on the accounts.

It was noted that the Hertford Recruitment Group (HRG) will work on a breakeven basis and will be supplying staff to the college at less cost than previously incurred by external agencies. Tight control was being kept on pay costs and the recruitment of replacement staff and this has seen the staffing costs overall reduce.

It was **Resolved** that the Management Accounts be received.

#### **1493. Curriculum & Quality Briefing Report.**

Wayne Wright informed the meeting that there was shortfall in the number of students recruited which will lead to reduced income in 2017-18. It was expected that there will be better recruitment for 2017-18 and that will see an improved income for 2018-19.

Applications for 2017-18 were lower than in 2016-17 but not across all areas of provision. This reflects the demographics for 16-18 year old in the area.+

The overall retention rate for students is currently 95.26% and the Board was shown the retention rate for each academic Directorate. It was noted that the retention rate for the Construction students was lower and this was explained as being partly due to work offers being made to the students.

Attendance at Maths & English classes was continuing to depress the overall attendance rate for the College by approximately 2%. The strategies put in place to improve this were outlined for the Governors.

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

#### **1494. To Receive the Unconfirmed Minutes of the Sub-Committees.**

##### a) Quality & Standards Committee held on 1<sup>st</sup> February 2017

The Minutes were received and the resolutions noted.

The Chair suggested that the monthly Teaching & Learning Reports be shared with all governors each month.

##### b) Employer Engagement held on 8<sup>th</sup> February 2017.

The Minutes were received and the resolutions noted.

Ian Richardson stated that the membership of the Committee needed to be increased and this will be done with the appointment of new Governors.

Members were told that the Committee had reviewed the recent marketing initiatives and the media being used.

At the Resources Committee on 10<sup>th</sup> March 2017 it had been recommended that this committee should oversee the Apprenticeship Levy process. *(This has been approved by the Board )*

##### b) Audit Committee held on 7<sup>th</sup> March 2017.

The notes of the previous meeting were received and the discussions noted.

A recommendation had been made that the risk of Traveller incursions be added to the Risk Register.

Governors were told that the Committee had decided to use some of the audit days to undertake an audit of Subcontracting in place of safeguarding as such an audit is now a funding requirement.

##### d) Resources Committee held on 10<sup>th</sup> March 2017.

The Minutes were received and the resolutions noted.

Warren Gordon outlined the discussions that had taken place including coverage of HR matters.

The College land has now been registered with the Land Registry.

The attention of Members was drawn to the 'Early Intervention Letter' that had been received.

Mark Hayes has been employed to undertake a review of business practices in the CK Assessment subsidiary company.

#### **1495. To Receive a Report on Subcontractors.**

A report detailing the work undertaken by subcontractors was considered and the addition of Aspires as a new subcontractor.

It was **Resolved** that the appointment of Aspires as a subcontractor be approved.

The Principal explained the difficulty in understanding how the Apprenticeship Levy system will operate. This had been considered in detail by the Resources committee where members were told that Buttercup had offered the College additional Apprenticeship numbers but that the SFA was unable to confirm that the College would be funded for them. Given the financial exposure this would subject the College to the Resources Committee had recommended not taking up the offer.

The Principal referred to a conversation he had undertaken with SFA who indicated that a letter intended to provide more clarity on funding would be sent to colleges in the next week or so. During the conversation with SFA it had been indicated that there might be a slightly reduced financial exposure (£400k over 3

years). In view of this the Principal requested the Board to agree to overturn the decision of the Resources Committee to allow the SLT to start the extra Apprenticeships now and for the Chair of Governors and Chair of Resources to consider the content of the letter once received and to reach a final decision. This received the support of the Board members.

It was **Resolved** that the report be received.

**1496. Any Other Business.**

Governors were informed that the process to find a replacement for the Clerk was now underway and that the Board will be seeking to appoint someone with both the traditional skills of a Clerk together with the skills and knowledge of a commercial experienced company secretary.

**1497. Date of Next Meeting**

The next meeting will be held on **WEDNESDAY** 7<sup>th</sup> June 2017.

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

Signed.....  
Chair

Date.....