

**HERTFORD REGIONAL COLLEGE**  
**BOARD OF THE CORPORATION**  
**15<sup>th</sup> December 2016.**

**Present:** Mike Carver (Chair)  
Ken Ayling  
Linda Radford  
Tony Medhurst (Principal)  
Jan Wing  
Harvey Young  
Warren Gordon  
Jo Howell  
Ian Richardson  
Ricky Irons  
Sally Kemp  
Ethan Smith

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

**1472. To receive Apologies for Absence.**

Apologies were received from Annabel Lucas, Kyle Broad and Patsy Spears.

The Chair informed the Board that Busra Gokpinar having stood as a student Governor had since withdrawn from the position. Ethan Smith had been elected in her place. The appointment of Ethan Smith was ratified by the Board and the Chair welcomed him to the Board.

**1473. 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>s</sup>  
Andrew Clare, Tony Medhurst & Mike Carver declared an interest as Directors of CK Assessment.

**1474. To Approve the Minutes of the Meeting Held on 5<sup>th</sup> October 2016 and the Part 2 Confidential Minutes of the same date.**

The Minutes were approved.

**1475. Matters Arising.**

Under Minute 1469 it was confirmed that the Safeguarding Policy and Procedures had been revised in accordance with the comments of the Board members and these were now ratified.

**1476. To Receive the Chair's Report.**

The Board were informed that he and Jan Wing had participated in the appraisal of the Departmental SAR's. It was hoped that other Governors as part of their 'Link Governor' role will be able to get involved in this process in future.  
The Chair & Principal had attended the first meeting with the FE Commissioner as the start of the Area Review process.

In looking to update the way the Board conducts its business and to reduce the volume of paper sent to Governors, the Chair and Clerk had looked at the software product 'Board Intelligence'. The Chair had attended a meeting at Stamford College where they use the product and had been very impressed with it. He expressed the view that this was the way forward and that the Board should adopt this product for the future. Training in its use will be provided to all Governors.

With the intention of ensuring newly appointed Governors are abreast of the issues impacting on the Board, the College and FE in general a briefing session has been arranged to take place on 16<sup>th</sup> January 2017 between 08.30 – 10.00am.

The Board's Development Day is set for 27<sup>th</sup> January 2017 and Link Governor allocations will be confirmed at the time.

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

#### **1477. Principals Report.**

Members were informed that the Area Review process for the Hertfordshire Colleges had now started. At the initial meeting the FE Commissioner David Collins had expressed the view that he did not see that there will be any issues of major concern and so the usual five Steering Group meeting schedule has been reduced to just three. The four Hertfordshire College Principals are due to meet early in January 2017 to mainly discuss curriculum planning matters.

Hertfordshire County Council (HCC) has mentioned the lack of FE provision in East Hertfordshire and the Principal is to meet with the Heads of the Bishops Stortford schools to discuss any areas where collaboration may be able to address the concern of HCC.

The Board was told that the College of Haringey & North East London has now withdrawn from the 3 way merger previously being considered and HRC is now being asked to enter into a Memorandum of Understanding (MOU) with Barnet & Southgate and Waltham Forest Colleges for collaborative working.

It was **Resolved** that the Board approves the signing of the MOU.

The Principal advised the Board of the outcome of the recent Ofsted inspection at Epping Forest College and outlined the actions he has taken so far with regard to future collaborative working with them and other colleges. It was noted that Epping Forest College was financially sound.

Governors were informed that a permanent Director of STEM has been appointed with a new head of Students Services starting in January 2017.

The Principal at the invite of the British Council had attended a conference in Jordan as a guest speaker. He had also chaired a National conference on Teaching & Learning.

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

#### **1478. To Approve the Financial Statements and Management Letter - 31<sup>st</sup> July 2016**

The Financial Statements & Management Letter had previously been reviewed in detail by both the Resources and the Audit Committees. Members were informed of the effects of FRS 17 and the new reporting standard FRS 102 which are impacting on the College accounts. It was noted that the College was waiting for the SFA/EFA to confirm the final income figure for the year and once this was received the Auditor will sign off the accounts. The annual 'Regularity Audit', was conducted at the same time as the Financial Statements.

It was **Resolved** that the Board approves the Financial Statements and Management Letter 2015-16

#### **1479. To Receive the Annual Report of the Audit Committee 2015-16.**

Attention was drawn to the audits conducted during the year together with the grades given by the auditor.

"The overall opinion is that the organisation has an adequate and effective framework for risk management, governance and internal control.

However, our work has identified further enhancements to the framework of risk management, governance and internal control to ensure that it remains adequate and effective."

It was **Resolved** that the Board of the Corporation notes and receives the Annual Report for 2015-2016 from the Audit Committee and recommends to the Board that it approves the report for inclusion with the Financial Statements return to the Skills Funding Agency.

#### **1480. To Receive the Unconfirmed Minutes of the Sub-Committees.**

##### a) Quality & Standards Committee held on 28<sup>th</sup> September 2016 and on 7<sup>th</sup> December 2016.

The Minutes were received and the resolutions noted.

The Committee had received a report on student recruitment and were concerned that this was being affected by secondary schools 'enticing' students to return to school where previously they had been told there was no place for them in the 6<sup>th</sup> Form.

It had been agreed that Governors will be encouraged to take part in accompanied 'Learner Walks'

##### b) Employer Engagement held on 31<sup>st</sup> October 2016.

The Minutes were received and the resolutions noted.

Members were told that the Committee had received a detailed report from the newly appointed Head of Marketing setting out the initiatives that are being dealt with which include a revamped website. The Board sought assurance that there was adequate budget to support the marketing initiatives and were assured that there was.

##### b) Audit Committee held on 9<sup>th</sup> November 2016.

The Board was informed that the meeting had been inquorate and the consideration should be directed to increasing the number of members to avoid this in future.

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

A recommendation had been made that the Terms of Reference should be change so that the Principal was only required to attend when explicitly requested to do so.

Governors asked that the Strategic risk Register should be shared with all Governors when it had been updated.

It was **Resolved** that the Board approves the Terms of Reference of the Audit Committee be changed so the Principal attends only when requested to do so.

##### d) Resources Committee held on 23<sup>rd</sup> November 2016.

The Minutes were received and the resolutions noted.

The Board was informed that given the number of issues impacting on Governance the Committee had expressed the view that Governor induction should be formalised to ensure that they were fully aware of their responsibilities for such matters as Safeguarding, Equality & Diversity etc:.

It had been discovered that the College estates had not been registered with the Land Registry and the Estates Manager had been instructed to ensure that this matter was properly documented.

There had been disappointment that a senior member of Macintyre Hudson had not attended the meeting to present the annual accounts and that consideration should be given to whether the Financial Statement Audit should be re-tendered.

The Board was told that if the SFA doesn't confirm the 2015-16 income figure the Auditors will not be able to sign off the College annual accounts. The College has made the necessary representations as this could result in the College being unable to submit its accounts by the deadline through no fault of its own.

#### **1481. To Approve the College Self-Assessment Report (SAR) 2016-17.**

The Board was informed that the SAR has to receive their approval before it can be posted on the SFA 'Data Gateway'. The SAR has been rigorously review by the SLT and reviewed against the latest inspection report.

Governors were made aware that there was also a Post Inspection Action Plan (PIAP) and a Quality Improvement Plan (QIP), which outline how any required improvements will be achieved.

It was **Resolved** that the College SAR 2016-17 be approved

**1482. HE Annual Quality Assessment.**

Wayne Wright explained that the assessment has to be approved by the Board. It was noted that HE could be a growing part of the College provision in the future and that the Principal was required to sign the assurance document that will be sent to the HEFCE.

It was **Resolved** that the Board notes the HE provision delivered by the College and authorises the Principal to sign the required assurance declaration form that is to be submitted to the HEFCE.

**1483 Any Other Business.**

There was no other business.

**1484. Date of Next Meeting**

The next meeting will be held on **WEDNESDAY** 22<sup>nd</sup> February 2017.

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

Signed.....  
Chairman

Date.....