



## **274 PRELIMINARY PROCEDURAL MATTERS**

### **274.1 Attendance, Apologies for Absence & Welcome**

**Present:** Mick Dempsey  
Tony Medhurst  
Ian Richardson (Chair)

**In Attendance:** Sophie Bass, Marketing & Communications Manager  
Jayne Chaplin, Clerk to the Corporation  
Katrina Dougherty, VP Enterprise & Innovation  
Tracey Welbury, Director of Apprenticeships

### **274.2 Declarations of Interest & Confidential Items**

None reported.

### **274.3 Minutes of the Last Meeting & Matters Arising**

#### **274.3.1 Minutes of the Last Meeting**

The Minutes of the last meeting were agreed as a correct record for signing by the Chair.

#### **274.3.2 Matters Arising**

After noting those items forming the subject of discussion elsewhere in the agenda (Minute 275.2 refers), an update was provided on:

#### **Schools Update (Minute 271.3.2)**

Following discussion at the previous meeting an oral update was provided on the recently held “Jobs Fair” supported by the MP for Hertford and Stortford, Mark Prisk, in liaison with and the support of Job Centre Plus, reporting that whilst the response from local schools had not been overwhelming, it had been well attended, Members were advised that an evaluation of the event would be undertaken to inform plans for future events, including how the College might enlist support from the MP for Broxbourne, Charles Walker, acknowledging the demands on his time continued.

## **275 ITEMS FOR FORMAL REVIEW OR APPROVAL**

### **275.1 Monitoring & Review Reports**

Reports updating members on performance and activity were received comprising:

#### **275.1.1 Marketing Update**

The Marketing & Communications Manager presented an update on the current status of the College Marketing and Communications service along with an overview of activities from the previous quarter outlined in the accompanying dashboard.

Discussion with management included:

- Open Events, particularly the factors attributed to the increase in attendees for Childcare, Health and Social Care and Public Services College reporting on changes

locally from which the College benefitted. Members then reflected on the attendees from the top five target schools with questioning of barriers potentially inhibiting engagement with the College and the need to review how and where time would be invested going forward. Clarification then was provided to points of detail.

- Activity where schools positively engaged with the letter to schools campaign, responding to questioning and noting that the College response had been made at senior management level, by the Principal to Head teachers and by the respective Chairs.

The Marketing & Communications Manager was thanked for an interesting and informative update.

The report was noted.

### **2675.1.2 Apprenticeship Update**

The Director of Apprenticeships presented a report providing an overview of and updates on developments in relation to the work of the College Central Apprenticeship Team and performance against the data dashboard report.

The report was summarised. Review with Management included:

- The ongoing under-performance in recruitment. There was particular question of the under-performance of sub-contractor CK Assessment & Training Ltd (CKAT) following the contract review and profile adjustment reported on at the Committee's last meeting. Acknowledging that it was considered unlikely for the situation to be met via other activity, it was noted that it was a situation not confined to CKAT. Members were advised also of the impact of the in-year change from frameworks to standards although it was reported that with an accompanying change in values, the full financial impact had been mitigated to some extent. Confirmation was welcomed however that both the current level of job vacancies and applications were good. There was response to questioning of points of detail regarding the opportunities and the breadth of options available, which it was confirmed were explored with candidates. The challenges in the conversion rate of applications were noted, advising members of the rigours of the interview process.
- The year-end Achievement predictions, which members were advised were currently behind target for Overall and Timely, reporting 68.2% compared with 74.1% target; and 51.1% compared with 65% target respectively. However, the stretching nature of the targets was acknowledged, noting the prudent approach taken with successes not recorded until formal evidence supported results. Members then discussed the 2017/18 National Achievement Rates Table (NART) data, welcoming report that the College had not only been the best performing Further Education College in Hertfordshire both for Apprentices aged 16-18 on Advanced Apprenticeships and those aged 19-23 on any Apprenticeship programme; but that it also had maintained overall success rates for Apprentices aged 16-18 on any Apprenticeship Programme for a third year.

The Director of Apprenticeships was thanked for the report.

Advising members of the forthcoming departure of the Director of Apprenticeships, the Chair extended the Committee's appreciation for her invaluable contribution to meetings and the

provision of informative and interesting reports, which members agreed that provided a greater insight into activity and progress. Members thanked the Director of Apprenticeships and wished her well.

Following discussion, the report was noted.

**275.2 Committee Business: Governance & Committee Structure**

A report was received outlining potential options regarding changes to the current governance arrangements, responding to recommendations from recent external reviews.

Following review of the current committee structure, it was reported that a reduction in the number of committees was proposed. Advising members that with synergies observed in the subject matter and business of the Employer & Community Engagement and Quality Standards & Curriculum Planning Committees, the merger of the two committees was suggested rather than the elimination of either in its entirety.

Observations were shared about the particular benefits experienced by members of reports providing information on specific topics such as the College Apprenticeship provision, marketing activity and Schools engagement, the importance was emphasised for this to be retained and shared more widely, noting how agenda planning proposed to the integration of the subject matter of the committees. However, in the context of the Committee’s previous discussions about its membership, it was acknowledged that merger would facilitate more even distribution and strengthening of membership across the remaining committees and better ensure a consistent, integrated approach to the monitoring and review of College performance and quality improvement.

After discussion, it was resolved to recommend for the Corporation to **APPROVE** the merger of the Employer & Community Engagement Committee and Quality, Standards & Curriculum Planning Committees.

**276 OTHER BUSINESS & DATE OF NEXT MEETING**

**276.1 Any Other Business**

None reported

**276.2 Date of Next Meeting**

N/A