

**HERTFORD REGIONAL COLLEGE**

**BOARD OF THE CORPORATION**

**2<sup>nd</sup> June 2016.**

**Present:** Mike Carver (Chair)  
Ken Ayling  
Tony Medhurst (Principal)  
Jan Wing  
Patsy Spears  
Warren Gordon  
George Robertson  
Linda Radford  
Ricky Irons  
Denni Morrison  
David Tweedie  
Ian Cowin  
Ian Richardson

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

**1427. To receive Apologies for Absence.**

Apologies were received from Harvey Young.

**1428. Declaration of Interests and to Notify Part 2 Agenda Items.**

Andrew Clare & Mike Carver declared their interest as Directors of Hertvec  
Warren Gordon & Mike Carver declared their interest as Directors of HRC<sup>s</sup> and Transputec.  
Mike Carver declared an interest as Director of CK Assessment.

**1429. To Approve the Minutes of the Meeting Held on 4<sup>th</sup> May 2016 and the Part 2 Confidential Minutes of the same date.**

The Minutes were approved.

**1430. Matters Arising.**

1413. The Inspection information sheet for Governors had not been produced as intended. Warren Gordon stated that this would have helped when speaking with the Inspector.

1414. HRC cubed and Transputec. Andrew Clare advised that he was still trying to finalise the position regarding Directorships ending.

**1431. To Receive the Chair's Report.**

The Board was informed that the Chair had met with the Ofsted inspector as part of the recent inspection. An invitation has been extended to all Governors to meet with the Governors of Waltham Forest, Barnet & Southgate and CONEL Colleges who are intending to merge. This will take place at Ponsbourne Park Hotel on 20<sup>th</sup> June between 6.30pm -8.30pm.

The Principal continues to attend the meetings of the other three Principals of these colleges.

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

**1432. To Receive a Report from the Search Committee held on 2<sup>nd</sup> June 2016.**

The Chair informed the Governors that the Search Committee had interviewed Annabel Lucas, from the University of Hertfordshire, for membership of the Board. She has a background in creative arts and the Committee had felt she would add knowledge to the Board of this area of the College provision. It was agreed that her pen-portrait would be shared with all Governors.

It was **Resolved** that Annabel Lucas be appointed as a Governor for the 4 year period ending June 2020 and that she be asked to serve on the Quality & Standards Committee.

**1433. Feedback on the Ofsted Inspection held on 24<sup>th</sup>-27<sup>th</sup> May 2016.**

The Principal stressed that the report was yet to be finalised and hence anything he reports here could be subject to change and should be kept confidential.

The inspection had concentrated on the delivery of the curriculum and outcomes for learners with over 100 teaching observations undertaken.

The College Self-Assessment Report (SAR) & Quality Improvement Plan (QIP) had been well received by the inspection due to its honesty. The SAR had self-assessed the college as a Grade 3 and the early indication is that the Ofsted team agree with this with Grade 3's awarded across the board.

A number of points raised during the inspection were shared with the Board especially the emphasis on the need to ensure 'stretch & challenge' of students and the continued push to improve English & Maths. In response to the inspection the Principal outlined a number of steps already being taken to bring about the required improvements.

The view was promulgated that the staff and students had responded extremely well to the challenge of the inspection and the Board members recorded their thanks to them.

In response to a question the Principal outlined how he would handle any publicity that may appear in the local press. This is unlikely to occur before the end of June 2016 when the final report is published.

An Ofsted 'support & challenge' visit is now expected for October and the college SAR will be produced following this visit.

Members were informed that it was intended to arrange for Governors to take part in a number of 'Quality Walks' and other initiatives.

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

**1434. To Receive the Management Accounts April 2016**

The management accounts show the operating position at the end of April to be a deficit but that it was less than forecast.

Andrew Clare drew attention to the main variances of Income & Expenditure and emphasised the need to improve the position for 2016-17.

David Tweedie expressed the view that the current cash figure trend was not sustainable and that the college subsidiary activities needed to make a surplus or at least break-even.

The accounts include the costs of the recent restructure.

The Cash position was very healthy and it was recommended that the timing of investments and the length of time for each investment be staggered in the different accounts pending the Area Review process expected later this year and the imminent EU referendum.

The revised 3 Year financial plan will be presented to the Resources Committee on 23<sup>rd</sup> June 2016.

It was **Resolved** that;

- (i) The Management Accounts be received.
- (ii) The College investment strategy should be based on short-term investment for a 6 month period.

**1435. To Receive the Sub-contractor Update Report.**

Andrew Clare informed the Board that the sub-contractor 'Learning Curve' had met the target numbers allocated to them as approved by the Board. The College was keen to ensure all targets were met and so management may want to extend the contract of Learning Curve by a further £50,000 to guarantee this. A fuller report will be presented to the Resources Committee on 23<sup>rd</sup> June.

It was **Resolved** that the Board approves the contract with Learning Curve being increased by a further £50,000 if found to be required.

**1436. To receive the Annual Equality & Diversity Report 2014-15.**

The Principal presented the report and drew attention to the performance of young male learners which showed an improvement. The report is to be placed on the college website.

It was Resolved that the report be received.

**1437. To Receive and Approve the Health & Safety Policy Statement.**

Ricky Irons presented the revised policy document and stated that the main changes were to the names of individuals and to job titles following the recent restructure.

There had been no serious Health & Safety incidents reported during the year and the Ofsted inspector had expressed the view that the Policy covered all that was required.

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

**1438. DBS Checks for Governors.**

Members were reminded that the Board's position has always been that no Governor has 'significant unsupervised access' to learners and this view is in line with the advice from Eversheds, AOC and Ofsted itself. Central Government had also encouraged colleges not to unnecessarily submit persons for a DBS checks. However this had been raised by one of the Inspectors as something to reconsider.

A number of Governors were unhappy to be driven to do this but reluctantly accepted the Ofsted view that it was 'Good Practice'.

The cost and paperwork will be borne by the college HR department.

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

- (i) To ask all Governors on appointment to undergo a DBS check unless they hold a 'Portable DBS.
- (ii) That ID cards should be changed to clearly identify Governors.
- (iii) Portable DBS checks are acceptable.
- (iv) DBS to be carried out again when a Governor is re-appointed.

**1439. Any Other Business.**

There was no other business.

**1440. Date of Next Meeting**

The next meeting will be held on Thursday 7<sup>th</sup> July 2016.

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

Signed.....  
Chairman

Date.....