

**HERTFORD REGIONAL COLLEGE**

**BOARD OF THE CORPORATION**

**4<sup>th</sup> May 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)

Prior to the meeting starting the Board received a presentation on their responsibilities for Safeguarding and the Prevent Strategy, led by Joanne Griffin and Amelia Steele.

The presentation reminded Governors of the situation to date and the recent changes that they needed to be aware of. In the College SAR at the end of 2015 the College had been judged as 'Good' by the Hertfordshire Child Protection Schools Liaison Officer. It was confirmed that Jan Wing had taken over as the Governor lead for Safeguarding since the resignation of Viki Cooper. Members were informed that Amelia Steele was the newly appointed head of Student Services.

The Board was informed that despite the recent changes the reporting process for Safeguarding /Prevent was unchanged.

A total of 96% of all staff have completed the Safeguarding/Prevent training and all Governors have now completed the online training.

Governors asked a number of questions and sought confirmation that the students were also taking a serious interest.

It was agreed that a copy of the PowerPoint slides will be circulated to the Governors.

**1416. To receive Apologies for Absence.**

Apologies were received from Charlotte Booth.

**1417. Declaration of Interests and to Notify Part 2 Agenda Items.**

Ken Ayling declared a potential interest in agenda item 8, as a member of Broxbourne Council.  
Warren Gordon reminded the Board that his law firm dealt with Kier construction.

**1418. To Approve the Minutes of the Meeting Held on 17<sup>th</sup> March 2016 and the Part 2 Confidential Minutes of the same date.**

The Minutes were approved with the final sentence of the Part 2 agenda item 2.2 being deleted.

**1419. Matters Arising.**

1409. The timetable for the Quality Assurance process will be sent to Governors shortly in order to allow their involvement where possible.

**1411. Sub-contractor update.**

The board was made aware of the sub-contracts already in place and the performance of each and Andrew Clare was asked to present an update to the next Board meeting.

Members were asked to consider the proposed contracts with 'Free2 Learn' and 'Buttercup'.

a) Buttercup.

Due diligence has been carried out and the proposed contract value is for £34,121.

b) Free2Learn.

This is a retailer based in London who is keen to work with the College in the delivery of apprenticeships. Due diligence has been carried out.

Governors noted the value of the proposed contract for each of the age groups planned.

A number of questions about student numbers and income generation were asked and Governors were satisfied with the responses.

It was **Resolved** that the Board approves the contracts with Buttercup & Free2Learn.

1413. Governors Inspection Information pack. The Clerk was asked to follow this up and to issue a soon as possible.

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

**1420. To Receive the Chair's Report.**

The Board was informed that the Chair had attended a briefing for Chairs and their role with Ofsted. There has been a Hertvec Board meeting which the Chair attended in his capacity as a Director. A number of promotional engagements with the Principal had been undertaken.

Members were informed of a held with the Chairs of the sub-committee on the 20<sup>th</sup> March 2016 and more detail of this will be made available as part of the confidential agenda item at this meeting.

The Board was pleased to hear that the Creative Arts & Industries display students had been successful in a recent Harrods sponsored competition where they had been placed first.

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

**1421. To Receive a Report on Retention & Attendance at end of Term 2.**

The Principal presented the data to the end of Term 2 which was showing an improvement over the previous term. It was not expected that the retention figures will change by more than 1% by the end of term 3.

There is some concern about attendance rate as it was currently below the generally accepted overall rate of 85%.

A meeting had taken place with the Student Forum during which a view had been expressed by a student that the College should place greater emphasis on independent learning.

Governors were encouraged to challenge the senior academic staff about student attendance when they visit as part of their Link Governor role.

It was stressed that poor attendance can impact adversely on retention and the Board was told that student achievement potential is monitored on an individual basis and RAG rated to give an indication of their chances of success in the exam.

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

**1422. To Receive the Management Accounts March 2016**

The management accounts show the operating position at the end of March to be a deficit and this remained the case for the consolidated accounts. It was noted that the restructuring costs will be shown in the management accounts for April.

Members received the key PI's proposed for finance and were asked to consider adopting them for future reporting.

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 Board was informed that consideration is being given to the introduction of a new teaching staff employment model and the greater use of technology to help reduce some of the bureaucracy teaching staff are currently having to handle.

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

**1423. To Receive the Minutes of the Development Committee held on 23<sup>rd</sup> March 2016.**

Jan Wing advised that the work of the committee was at an end with the successful completion of the Ware Phase 2 development. This had been achieved on time and very slightly under budget.

The various land swaps, the Multi Use games Area and the strip of land at Little Acres had been resolved. The Little Acres Village Green application by local residents had been unsuccessful.

Governors suggested that clear signage should be erected at Little Acres to identify that it is College land and that there is no public right of access.

Members wished to formally record their congratulations to those responsible for the projects namely, John Corbett, Desdra Kingdon and the CAI staff that had got the new building ready for the September 2015 intake.

The Chair and the Board members thanked Jan Wing for steering the Phase 2 building through to completion

It was recommended that the Committee be disbanded and that any future property/estate issues are dealt with at the Resources Committee.

It was **Resolved** that;

- (i) The Committee be disbanded.
- (ii) The Resources Committee deal with any further property/estate matters.

**1424. To receive the draft dates for the Board and Committee meetings 2016-17.**

The Clerk presented the proposed dates for the year 2016-17 and asked that any issues be fed back to him.

Governor's attention was drawn to the change of meeting days to in future taking place on Wednesdays.

The first Board meeting for 2016-17 will be on 5<sup>th</sup> October not as shown on the draft.

**1425. Any Other Business.**

There was no other business.

**1426. Date of Next Meeting**

The next meeting will be held on Thursday 2<sup>nd</sup> June 2016.

Signed.....  
Chairman

Date.....