

HERTFORD REGIONAL COLLEGE
BOARD OF THE CORPORATION
Thursday 17th March 2016.

Present: Mike Carver (Chair)
Ken Ayling
Tony Medhurst (Principal)
Patsy Spears
Warren Gordon
George Robertson
Linda Radford
Denni Morrison
Ian Cowin
Ian Richardson

In Attendance;
Andrew Clare (Dep.Principal Finance & Resources)
Jane Clarke (Dep. Principal Curriculum & Quality)

John Fowl (Clerk to the Corporation)

1403. To receive Apologies for Absence.

Apologies were received from David Tweedie, Jan Wing, Harvey Young, Ricky Irons, Jonathan Brown and Charlotte Booth.
The Chair welcomed Linda Radford & Ian Richardson to their first Board meeting.

1404. Declaration of Interests and to Notify Part 2 Agenda Items.

Ken Ayling declared a potential interest in agenda item 6, as a member of Broxbourne Council.

1405. To Approve the Minutes of the Meeting Held on 24th February 2016 and the Part 2 Confidential Minutes of the same date.

The Minutes were approved.

1406. Matters Arising.

There were no matters arising.

1407. To Receive the Chair's Report.

The Board was informed that Viki Cooper had resigned with immediate affect due to the very serious illness of one of her sons. The Chair and Principal had both sent their best wishes and flowers had been sent from the Board.

The Chair confirmed that he had attended a number of events covering the arrangements for Area Reviews. The message that had come across as part of the events was that the time demand on Chairs will increase significantly and discussions had taken place as to whether Chairs should be remunerated for this time commitment. Mike Carver stated that he personally was not in favour of such payments.

Members were informed that the Chair had attended an AoC conference and that a meeting of the Hertvec Board had taken place.

At the recent ACER joint Clerks and Governors meeting the emphasis had been placed on Governors responsibility for the Prevent Strategy.

All Governors were reminded to complete the on-line Prevent training that had been recently circulated.

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

1408. To Receive the Principal's Report.

The Principal reported on the initiative under way in the College titled 'Behaviour & Values'. The work of this initiative will ultimately feed into the College Mission Statement. The guiding principles have been discussed with employers and other community organisations. The tag line 'Defined by our Communities' is being well received & Governors attention was drawn to the underlying principles that should be guiding the actions of the College.

A number of Governors questioned the use of the term 'customer' as they saw this could potentially lead to confusion. The Principal outlined how he saw this terminology being applied. In discussing the provision of Maths the view was expressed that the subject should not be seen as an addition to a student course but as an integral part of any study programme.

Members noted the work undertaken by the Principal to improve and develop local connections with local authorities, schools, Hertfordshire LEP and Hertfordshire County Council.

It was confirmed that with the resignation of Viki Cooper, Jan Wing had agreed to undertake the role of lead Governor for Safeguarding & Prevent issues.

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

1409. To approve the revised Quality Assurance Procedure.

Jane Clarke advised that the revised procedure was more detailed than the previous process and will now include oversight of Teaching & Learning. The College has made use of Ofsted trained consultants to assist in production of the procedure.

Governors requested that all acronyms used in the document be fully explained.

The new procedure will set out the minimum targets planned but also the aspirational targets.

It was noted that there is an annual cycle of student surveys undertaken to inform the impact of procedure.

All results from the surveys are submitted to the Senior Leadership Team (SLT) and Governors.

Members expressed the view that if the procedure is to be publicised then it should also include something to show the satisfaction of staff.

The QA procedure will impact on all aspects of the College work and will be updated on an annual basis.

A view was promulgated that governors need to be more involved in the College Self-Assessment Review (SAR) process and to assist with this early sight of the SAR timetable was needed.

Governors were given a data sheet to show the current position in respect of Attendance, Retention and Success Rates. It was agreed that this will be shared on a monthly basis.

It was **Resolved** that the Report be Received and that the revised Quality Assurance Procedure be approved in principle pending inclusion of the changes suggested by Governors.

1410. To Receive the Management Accounts January 2016

This minute was deemed to be commercially sensitive and should remain confidential.

1411. To Confirm the Appointment of Sub-contractors

Governors were informed of the income shortfall on the Adult Skills Budget. To make up the shortfall it was intended to contract with Learning Curve. The due diligence exercise on this firm was to be completed within the next week.

A due diligence exercise was still to be undertaken on the other potential sub-contractors as reported previously to the Resources Committee.

It was **Resolved** that the sub-contract with Learning Curve be approved.

1412. To Receive the Clerks Update Report.

The Clerk presented a paper to show the type of questions Governors might expect from an Ofsted Inspector. He confirmed that he was working with Kam Nandra to produce a reminder sheet for Governors of the information they have received during the past 4 years.

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

1413. To Receive the Unconfirmed Minutes of the Resources Committee held on 3rd March 2106..

Ian Cowin provided a summary of the issues considered by the committee.

The Board was informed that the committee was supportive of the assumptions used to set the draft budget for 2016-17.

It was noted that both HRC cube and Transputec have been closed down. There was a problem in removing Mike Carver and Warren Gordon as Directors as there appeared not to be a process to do this once a company has been closed down.

Andrew Clare will be following this up to reach a suitable conclusion.

1414. Any Other Business.

One Governor asked that the use of ‘Action Minutes’ be considered. The Chair agreed to give this some consideration.

1415. Date of Next Meeting

The next meeting will be held on Thursday 4th May 2016.

Signed.....
Chairman

Date.....