



1534 Preliminary Procedural Matters

1534.1 Attendance & Apologies

Present: Ken Ayling
Mike Carver (Chair)
Mike Dempsey
Warren Gordon (From Minute 1534.4)
Jo Howell
Ricky Irons (From Minute 1534.5)
Tony Medhurst
Ian Richardson (From Item 1535)
Charlotte Simmonds
Jan Wing

In Attendance: Jayne Chaplin (Clerk to the Corporation)
Andrew Clare (Until Part 2, Minute 3.1)
Wayne Wright (Until Part 2)

Apologies: Mark Eastwood
John Sills
Rina Singh

Absent: Nicky Stone

1534.2 Declaration of Interests and Confidential Items

Declarations of Interest were received from:

- Mike Carver in his capacity as a Director of CK Assessment & Training Ltd (Part 2 Agenda) and HRC Cubed.
- Warren Gordon in his capacity as a Director of HRC Cubed.
- Tony Medhurst in his capacity as a Director of HRG Ltd and CK Assessment & Training Ltd (Part 2 Agenda)

Based on the commercially sensitive nature of the matters for discussion, it was **RESOLVED** for those Items forming Part 2 of the Agenda to be taken as confidential Items of business.

1534.3 Minutes of the last Meeting

The Minutes of the Meeting held on 28 March 2018 were agreed as a correct record and for the signature of the Chair to be applied.

1534.4 Matters Arising

The update accompanying the minutes was reviewed noting in particular:

Discussion with representatives from University of Hertfordshire (Minute 1531.5)

Members were advised of developments with the University of Hertfordshire Consortium following discussion of the Consortium fee throughout 2017/18, welcoming confirmation of a fee reduction from £75k to £50k for 2018/19. Noting this to be for one year only however, there was report that the focus of forthcoming meetings would be the renegotiation of the terms of the consortium membership with a view to a reduction of fees to reflect current market conditions and not those originally negotiated. It was agreed that members would be kept updated on progress as discussions continued.

1534.5 Chairman's Report

An oral report was received from the Chair.

After welcoming members to the first meeting of the new Academic Year, the Chair:

- Reported on the meetings with members over the summer break, advising that whilst some were still to be scheduled, a change in focus at future meetings was proposed in response to members' comments.
- Extended appreciation to those members that had attended the College Self-Assessment Validation Panel meetings, reporting on the value of and staff appreciation for governor involvement in the process.
- Referred to the updated DfE Guidance, Keeping Children Safe in Education, recently circulated by the Clerk to the Corporation, emphasising the importance of reviewing the document and requesting for members to confirm to the Clerk when they had done so.

The report was noted.

1535 Items for Strategic Discussion

1535.1 Principal's Report

The Principal's Report was received providing an overview of the latest national, regional and College activities and developments.

The report was summarised:

1535.1.1 Noting the national activities planned for Colleges' Week, a campaign in support of fair funding for colleges, endorsing the approach taken by the College in liaison with the Chair of the Corporation.

1535.1.2 Discussing College business:

- Recognising the clear, sustained and positive trajectory of the College learner outcomes since being placed 4th and 7th from bottom in terms of overall success rates nationally in 2013/14 and 2014/15 respectively (see also discussion in Minute 1535.2) After commending the clarity of the data in illustrating progress, the opportunities now presented for promoting the College were recognised. Noting the approaches taken by competitor organisations, proposals were endorsed both for promoting the College's best-ever results, and the proposed focus on areas with pass rates of over 90%.

- Expressing disappointment at most recent experience which whilst noted to be productive made clear the limitations of schools' engagement with the College in the locality, highlighting the Baker Clause was having little impact in changing behaviour. The Employer and Community Engagement Committee shared observations and discussions from its meetings. Members reflected further on the action that could be taken, querying the extent to which this might be addressed by Ofsted as part of its inspection regime.
- Noting developments as the College continued to look to alternative income streams from overseas, welcoming confirmation of the commencement of another British Council project with South Africa starting in November 2018 and the funds received to date for the College Erasmus Project.

Noting the imminent departure of the Principal's P.A. the Corporation extended its good wishes and success in her new venture.

Following consideration, the report was noted.

1535.2 Quality: 2017/18 Learner Outcomes & Quality Improvement Plan (QIP) Update

An update was presented on learner outcomes and the QIP for the 2017/18 academic year.

After noting the data for the year-end was being finalised, the position to date was summarised with members noting:

- A College retention rate of 92.9%, an increase of 0.7% from the previous academic year.
- Overall outcomes of 85.6%, representing an improvement of 8.7% from the previous year
- That of 21 curriculum areas, fourteen had improved outcomes compared to 2016/17, four have remained high with most being above the national average; and in three areas where performance fell all had relatively low student numbers with the consequence of any in-year withdrawals therefore having a disproportionate impact on retention rates and, ultimately, outcomes.

After welcoming the improved performance, the data was reviewed in more detail and following response to points of clarification, discussion with Management of outcomes included:

- The overall vocational achievement rates (for 19+ learners and for 16-18 learners) at 90.6%, commending the 6.2% improvement on the previous year along with the significant improvement both in 16-18 vocational achievement improving significantly with data showing 86.9% compared to 80% in 2016/17; and in 19+ vocational achievement at 93.9% compared to 91% last year
- The College GCSE results for maths and English of Maths of 19% and 29%, which whilst recognised to be improved remained below the national average of 22.6% and 33% respectively. In contrast however, and compared with 2016/17, the significant improvement in Functional Skills was commended, welcoming report that it was anticipated for such results to be above the national average for the first time.

The year-end position was summarised, and points of detail were answered and clarified as necessary.

The report was noted

1535.3 Financial: 2017/18 Year-end Draft Accounts & 2018/19 Enrolment

Reports were presented providing an overview of the draft financial position for the year-ended 31 July 2018 along with the year to date enrolment position.

It was reported that

1535.3.1 For the year-ended 31 July 2018, the anticipated operating position for the College at the end of the academic year was a deficit of £278k against a profiled surplus of £254k; and a Group operating position of a surplus of approximately £300k

1535.3.2 Year to date 16-18 enrolment numbers were below target.

Reviewing the year-end position and year to date enrolments and following response to points of clarification, there was particular discussion with Management of:

1535.3.3 The year-end position:

- Noting those matters for potential discussion with the auditors which members were advised would have no impact on the bottom line; and an anticipated funding adjustment to reflect the revised position for Apprenticeships for both the College and CK Assessment & Training Ltd.
- Seeking further clarification of the changed sub-contracting position and associated negative impact on the College's direct funding attributed to the unexpected decision of a long-standing provider to take on a direct contract resulting in no new starts.
- Questioning further the impact of the Levy on both Adult and 16-18 Apprenticeship numbers with a decline for the College of 10% and 27% respectively but noting in response to questioning a national slowing down of adult apprenticeship students numbers with 16-18 apprenticeship numbers in particular down over 50%. Expressing concern, confirmation was welcomed of the work ongoing to increase numbers for future year.
- The Local Government Pension Scheme Valuation seeking clarification regarding assumptions underpinning the movement and balances in the financial statements. Observing the report detail to have been inadvertently omitted it was confirmed that the report in its entirety would be circulated. In contrast with the previous year, the reduction in the overall pension's liability from £6.84million to £4.05million was acknowledged. Representing an improvement of £2.79million, confirmation was sought that the figures as presented were correct reflecting on the last-minute changes experienced during 2017/18, noting that the College had not been advised otherwise.

1535.3.4 The potential cumulative effect of the year-end position and year to date enrolment noting the impact on funding would be realised in the following year as the result of the lagged nature of the Funding Methodology. It was noted that Management had commenced reviewing the anticipated impact both in-year and for 2019/20. After acknowledging the picture did not yet represent the definitive position, members were advised that Management would report further in due course on the corrective action to be taken.

After consideration, the report was noted.

1536 Statutory & Compliance: Items for Formal Approval

Items presented from:

1536.1 Quality, Standards & Curriculum Planning Committee, 3/10/18: Safeguarding & Prevent Policy

A report was presented outlining amendments to the College Safeguarding Children & Vulnerable Adults and Prevent Policy and Procedure, following review by the Quality, Standards & Curriculum Planning Committee.

Setting out out how the College arrangements for the promotion of the safeguarding of all staff, students and visitors the key changes were summarised, noted to include updates in line with the recently updated 'Keeping Children Safe in Education' guidelines and GDPR compliance.

Following review by and on the recommendation of the QS&CP Committee, it was **RESOLVED** to:

1536.1 APPROVE the updated Safeguarding Policy & Procedure.

1536.2 Resources Committee, 12/10/18, Sub-Contracting

Following discussion at the last meeting of sub-contracted provision and agreement regarding potential variations to reflect changes during June and July 2018 to ensure achievement of College funding allocations, reports were received following review by the Resources Committee:

- Providing an update on 2017/18 and revised contract variations
- Outlining proposed arrangements for 2018/19, confirming all providers to have completed the annual due diligence review and meeting the College subcontracting procedure.
- Presenting the Supply Chain/Subcontractor Fees & Charges Policy 2018/19, acknowledged to have been circulated to members previously by email and presented for formal approval.

There was confirmation of:

- The status of the College AEB / EFA and Apprenticeship subcontracting at the close of the 2017/18 funding year. The position as reported was noted with response to points of clarification provided and it was agreed to review and amend as appropriate the position reported for Herts Fire & Rescue Service AEB contract values.
- The proposed sub-contractor contract values for 2018/19, which members were advised were in alignment with the Financial Plan and would support the College in meeting its contract allocations with the ESFA for 2018/19.

After consideration, it and on the recommendation of the Resources Committee, it was **RESOLVED** to **APPROVE**:

- The revised and final contract values for sub-contracted provision for 2017/18.
- The proposed contract allocations and values for 2018/19 in-line with the College Financial Plan for sub-contracted provision and providers.
- The Supply Chain / Sub-contractor Fees & Charges Policy 2018/2019

1537 Items for Information Only

1537.1 Safeguarding Update

The 2017/18 Safeguarding Annual Report was presented following review by the Quality, Standards & Curriculum Planning Committee.

An overview was provided of activity and the key developments and actions taken through the year to support the conclusion that the arrangements in place were robust.

The report was noted.

1538 OTHER BUSINESS & DATE OF NEXT MEETING

1538.1 Any Other Business

None advised.

1538.2 Date of Next Meeting

Thursday 13 December 2018, 5.00pm

Friday 25 January 2019, Annual Conference

Wednesday 27 March 2019

Wednesday 10 July 2019

With the business forming Part 1 concluded, the meeting moved to the Part 2 confidential agenda at this point.

Signed:



Chair of the Corporation

Date: 13 December 2018