



1515 Preliminary Procedural Matters

1515.1 Attendance & Apologies

Present:	Stephen Alexander	
	Ken Ayling	
	Mike Carver (Chair)	
	Mike Dempsey	
	Mark Eastwood	
	Warren Gordon	
	Jo Howells	(via conference call)
	Ricky Irons	
	Tony Medhurst	
	Ian Richardson	(From Item 1518.2)
	Jan Wing	
In Attendance:	Jayne Chaplin (Clerk to the Corporation)	
	Wayne Wright	
Apologies:	Kyle Broad	
	Patsy Spears	

Welcome was extended to the new members attending their first meeting.

1515.2 Declaration of Interests and Confidential Items

Declarations of Interest were received from:

- Mike Carver in his capacity as a Director of Hertvec and CK Assessment
- Warren Gordon in his capacity as a Director of HRC Cubed
- Tony Medhurst in his capacity as a Director of HRG

Based on the commercially sensitive nature of the matters for discussion, it was **RESOLVED** for Item 2 to be taken as a confidential Item of business.

1515.3 Membership Appointments

On the recommendation of the Search & Governance Committee, it was **RESOLVED** to **APPROVE:**

- The **RE-APPOINTMENT** of Business member Warren Gordon for a further term of office of four years.
- The **APPOINTMENT** of:
 - i Elaine Francois for a four-year term of office as Business Board Member
 - ii Charlotte Simmonds for a four-year term of office as Business Board Member
 - iii John Sills for a four-year term of office as Business Board Member
 - iv Rina Singh for a four-year term of office as Business Board Member
 - v Nicky Stone as a Co-opted Committee member.

1515.4 Minutes of the last Meeting

The Minutes of the Meeting held on 12 July 2017 were agreed as a correct record for signing by the Chair.

1515.5 Matters Arising

The update accompanying the minutes was reviewed noting in particular:

- **Governor Links (Minute 1510)**
That the appointment of new members would allow the arrangement for Governors Links for 2017/18 to be finalised and published

- **Chair discussion with representatives from University of Hertfordshire (Minute 1512bi)**
That following discussions at the previous meeting dialogues had continued between the colleges and the University regarding the funding arrangements originally agreed in 2010 following which it had been agreed that review would be undertaken and a response provided at their next meeting. Members were advised that based on the discussions that had taken place it had been agreed to defer any action by the Chair pending the outcome of that meeting.

1516 Chairman's Report

A report was received from the Chair of the Corporation advising members:

- Of the value of the 1:1 meetings with members advising that feedback would be provided to the Principal at their next meeting.
- Of his recent meeting with the new Interim Chief executive of ACER and discussions concerning training programmes and conferences.
- Of discussions of appeal hearings for CKAT Ltd.
- Of attendance at the AoC Governors; Council meetings
- Of attendance at several of the College SAR Sessions, welcoming the support of Board members Mick Dempsey and Jan Wing at some of the sessions.

1517 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 and review included:

1517.1 Discussion of the Apprenticeship Levy and ITT and the ongoing challenges and the extent of any opportunities currently presented noting both the general and bespoke options being explored and the practicalities that required consideration in the development of any plans.

1517.2 The Strategic Objectives for 2017/18 proposed in-line with the current Strategic Plan 2016 to 2019, comprising

- To improve overall College pass rate to 92% (excluding English and maths) and retention 94% giving an 87% overall College achievement rate

- To expect all students to aspire to 100% attendance in order to achieve an overall minimum student attendance figure of 90% in 2017/18 across all provision, including English and maths
- To deliver the financial objectives outlined in the 3-year financial plan and achieve “outstanding financial health in 2017/18
- To ensure the culture at HRC aligned with the strategic direction and goals of the organisation and enables a sustainable future for the College
- To continue to revitalise the curriculum offer for 2018/19 to ensure it responds to local, LEP and national priorities – to include 16-18, adult, higher education, apprenticeships and commercial programmes – and maximise market opportunities

1517.3 Welcoming confirmation that the College had successfully obtained £50k from the Growth Deal Fund allocated by the Hertfordshire LEP to support the development of electrical training test facilities at the Broxbourne Campus

1517.4 Welcoming confirmation that as part of our British Council funded project with colleges in Thailand, the College had won the FE Team Enterprise Award 2017

1517.5 The Policy update, noting report of updated guidelines for the process to establish Institutes of Technology, the continued planning for T Levels with several pre-consultation exercises; and the AoC lobbying for an increase to the full time 16 to 18 learner current base rate

1517.6 Discussion of the Support and Challenge Visit scheduled for 15 November 2017.

Following consideration, the report was noted and it was **RESOLVED** to:

1517.7 APPROVE the Strategic Objectives for 2017/18.

1518 Reports on and recommendations from Committee Meetings

Reports on and recommendations from the recent Committee meetings were received from:

1518.1 Search & Governance Committee, 18/10/17

After receiving an overview of the business considered at the meeting and noting those items considered elsewhere on the agenda (Minute 1515.3 refers), those items requiring formal action were presented, comprising:

1518.1a Committee Terms of Reference

The Committee’s Terms of Reference were presented along with amendments proposed to ensure that they remained in line with good practice

On the recommendation of the Search & Governance Committee, it was **RESOLVED** to:

- **APPROVE** the revised Terms of Reference.

1518.2 Quality, Standards & Curriculum Planning Committee, 4/10/17

After receiving an overview of the business considered at the meeting, the notes were reviewed and discussed. Those items requiring formal action were presented, comprising:

Ian Richardson joined the meeting at this point

1518.2a 2016/17: Learner Outcomes

The report was received providing an overview of the preliminary position on the outcome achievement rates for the 2016/17 academic year, along with an oral update on changes since the report was circulated.

Providing an indication of the anticipated position once all data had been processed members were advised:

- That updated data now suggested a final figure of 83.4% for achievement rates, contrary to the original estimated of between 84% -87%.
- Of GCSE (resits) Maths high grades of 31%, in-line with the previous year and 6% above the national benchmark noting that nationally, high grades (A* - C) for GCSE re-sits, were approximately 25%. The high-grade results for English were however disappointing with only 16% passing the qualification at grades A* - C although 41% achieved a grade D. It was confirmed that despite performance better than national benchmark this would remain an area of focus.
- Even though data was incomplete in some curriculum areas, there were indications that final performance in some areas was likely to be disappointing, including Beauty and Motor Vehicle.

Reviewing the report in more detail, discussion included:

- Acknowledging that whilst the final data was still to be confirmed, the revised overall achievement rate for the year was disappointing, noting observation made by the members that had attended the SAR sessions of instances where some curriculum areas had performed better than others. Recognising that action taken in-year had not yielded the results anticipated and in response to questioning, management confirmed that further action was now being implemented expressing confidence in the yielding of more positive results.
- The reasons for the high-grade results for English noting in response to questioning the approach of the awarding body to the course work, which it was reported had differed between the campuses despite the same staff undertaking the work on both sites. Members were advised that although the College had challenged the outcome and that dialogues continued, it was expected that any positive outcome ultimately would benefit the students but would not alter the year-end result.
- Those areas where performance had not been as expected reporting that performance in Motor Vehicle and Construction had been reflective of staff issues and changes in-year and poor performance in a newly introduced test in Business, which members were advised was an issue nationally and one that it was hoped Ofsted would take into account. Reflecting further on performance the suggestion was welcomed for members to link with those curriculum areas to oversee appropriate support and challenge in the year ahead welcoming further the offer from Mick Dempsey to link with Construction.

Following review, the report was noted.

1518.2b 2017/18 Enrolment Update

The report accompanying this summary provides members with an overview of the position to date for 16-18 and HE enrolments for 2017/18.

It was reported that:

- That figures for 16-18 funded learners currently compare well to the previous year, even though demographically there were less learners leaving school in 2017. It was noted however that the numbers needed to be treated with caution as funding would not be received until students were confirmed to remain on roll at the first census date, which would be confirmed in late October.
- Although the cut off point for HE learners to receive funding had not yet been reached, there had been an increase in the number of students although a patchy profile with an overall reduction in the number of learners franchised from the University of Hertfordshire in contrast with an increase in Higher National numbers.

Recognising the picture to date represented a useful guide and that it remained too early for any firm conclusions to be drawn, it was noted that an update would be provided to the QS & CP Committee at its next meeting.

Following discussion, the report was noted.

1518.2c Policies Updates

Following review by the Quality, Standards & Curriculum Planning Committee, updated College policies were presented, revised to ensure ongoing compliance with good practice and statutory requirements comprising:

- The Student Disciplinary and Behaviour Management Policy and Procedure 2017-18, outlines the College arrangements for the management of student behaviour with the documents revised to reflect a stronger emphasis on behaviour management.
- The Single Equality Scheme 2017-2020, outlining how the College sets out to fulfil its moral, social and legal obligations to put equality, diversity and inclusion at the heart of everything it does.
- The Safeguarding Children and Vulnerable Adults and Prevent Policy and Procedure 2017-18 setting out how the College arrangements for the promotion of the safeguarding of all staff, students and visitors. The key changes were noted and reviewed; and suggestion was made for further small amendments to better clarify and make transparent the responsibilities and role of the Corporation in its implementation.

Following review and on the recommendation of the Quality, Standards & Curriculum Planning Committee, it was **RESOLVED** to:

- **APPROVE** the Student disciplinary and behaviour management policy & procedure 2017-18
- **APPROVE** the Safeguarding children & vulnerable adults and Prevent policy & procedure 2017-18
- **APPROVE** HRC Single Equality Scheme 2017-2020

1518.2d Committee Terms of Reference

The Committee's Terms of Reference were presented along with amendments proposed to ensure that they remained in line with good practice

On the recommendation of the Quality, Standards & Curriculum Planning Committee, it was **RESOLVED** to:

- **APPROVE** the revised Terms of Reference.

1518.3 Resources Committee held on 16 October 2017

An overview was received of the business considered, including an oral report on discussions concerning developments regarding the Broxbourne East Children's Centre Group, advising members:

- That with the contract to expire on 31 March 2018 the College had responded to an invitation for a contract extension until 30 September 2018, requesting for its additional costs to be met, relating to inflationary increases and Employer Apprenticeship Levy (Approx. £30k). It was reported that as the request had been refused it was proposed to decline acceptance of the contract extension.
- That a new vision was planned for the children centres, proposing for these to primarily become Family Centres, delivering universally available needs led family service that would require experience or specialism in health visiting or schools beyond the College's current remit and which would require investment in time and resources to address.

Following discussion, and on the recommendation of the Resources Committee, it was **RESOLVED** to:

- **APPROVE** the proposal for the College not to accept the invitation for an extension of the contract when it ended; and not to re-tender for the revised contract.

Those items requiring formal review or action then were presented:

1518.3a Performance Review (College) reports:

Performance review reports were reviewed comprising:

i Draft management account Year-end 31 July 2017

The Financial report for the period to 31 July 2017 was received, noting that the final position remained subject to audit with some items outstanding requiring resolution to be the subject of discussion at the forthcoming clearance meeting.

Representing the College's financial performance for the full academic year, an operating position at the end of July 2017 was reported of a surplus of £188k against a profiled surplus of £182k with income of £6k more than budget and total expenditure £45k over budget. After noting an increase in sub-contracted provision with the need to outsource more activity and the incurring of extraordinary costs relating to restructures in-year, members were advised that the actual income & expenditure currently excluded any gift aid donation from its subsidiary, CK Assessment and Training Limited and HERTVEC pending confirmation of their final audited position for the year.

Reviewing performance in more detail, members were advised:

- Of those outstanding matters requiring discussion with the auditors, noting these related to the consolidation of accounts and contribution to the HRC Group.

- That the overall year-end position noting was expected to be in-line with budget but highlighting that the potential impact and misleading nature of pension issue, the nature of which it was recognised could vary each year, highlighted the importance therefore of monitoring the operating performance and compliance with bank covenants.

After consideration, the report was noted.

ii Local Government Pension Scheme Valuation

The Local Government Pension Scheme Valuation for the year-ended 31 July 2017 was presented, along with the assumptions underpinning the valuation.

After reporting on subsequent changes to the document, the assumptions were reviewed concurring with the Committee's observations:

- About the financial assumptions concerning the proposed salary increase rate of 2.6% agreeing that the figure was not in-line with the rate for the education sector and should be amended accordingly.
- Regarding the accuracy of the mortality rate assumptions based on the CMI 2013 model and querying whether more up to date figures were available.

Following discussion, and on the recommendation of the Resources Committee, it was **RESOLVED:**

- To **APPROVE** the Local Government Pension Scheme Valuation assumptions as presented.

iii Sub-Contracting Update

The report outlined the year-end position for the College's AEB and EFA subcontracting arrangements and presented the arrangements proposed for 2017/18

Considering the report:

- The year-end position for 2016/17 was reviewed noting in particular the final contract variations for NGTC and Aspire to bring the year-end provision in-line with the year-end performance value.
- The proposal to issue 2017/18 contracts was reviewed acknowledging these to be in line with the values identified within the financial plan, comprising £1,004,000 for AEB and £679,131.00 for SFA. The proposal was welcomed for the contracts to be awarded using a split allocation model where an initial 50% would be issued at commencement with a further 50% issued subject to contractual performance; noting the fuller contract value had been requested in order to ensure the making of timely adjustments as necessary. Reflecting on the Committee's observations regarding the performance of the providers the suggestion was welcomed for the inclusion of brief data on performance against quality standards in future reports.

Following review, and on the recommendation of the Resources Committee, it was **RESOLVED** to:

- **APPROVE RETROSPECTIVELY** the final contract variations to bring the year-end provision in-line with the year-end performance value for 2016/17
- **APPROVE** the arrangements proposed for 2017/18

1518.3b Committee Terms of Reference

The Committee's Terms of Reference were presented along with amendments proposed to ensure that they remained in line with good practice

On the recommendation of the Resources Committee, it was **RESOLVED** to:

- **APPROVE** the revised Terms of Reference.

1519 OTHER BUSINESS, MEETING EVALUATION & DATE OF NEXT MEETING

1519.1 Any Other Business

1519.2 Date of Next Meetings: Thursday 14 December 2017

Friday 26 January 2018 Conference

Wednesday 28 March 2018

Wednesday 11 July 2018

Signed: (Chair)



Date: 14 December 2017