



**1539 Preliminary Procedural Matters**

**1539.1 Attendance & Apologies**

<b>Present:</b>	Ken Ayling	
	Mike Carver	(Chair)
	Mike Dempsey	
	Warren Gordon	
	Jo Howell	
	Ricky Irons	
	Sarah King	
	Tony Medhurst	
	Ian Richardson	
	Philomena Shaughnessy	(From Item 1540.3c)
	John Sills	
	Luke Taylor	(From Item 1540.1)
	Jan Wing	
<b>In Attendance:</b>	Jayne Chaplin	(Clerk to the Corporation)
	Andrew Clare	(Except Part 2, Item 1.2)
	Wayne Wright	(Except Part 2, Item 1.2)
<b>Apologies:</b>	Nathan Daeche Green	
	Mark Eastwood	
	Charlotte Simmonds	
	Rina Singh	
	Nicky Stone	

The new Student members were welcomed to their first meeting.

**1539.2 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)
- Philomena Shaughnessy, in her capacity as an employee of the University of Hertfordshire (See Part 1 Minute 1539.4)

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.

### **1539.3 Minutes of the last Meeting**

The Minutes of the Meeting held on 17 October 2018 were approved as a correct record and for the signature of the Chair to be applied.

### **1539.4 Matters Arising**

The update accompanying the minutes was reviewed noting in particular:

#### **Discussion with representatives from University of Hertfordshire (Minute 1531.5)**

Further to discussion at the previous meeting, members were advised that the four colleges and the university were scheduled to meeting on Friday 14 December 2018 with the Vice Chancellor and senior staff to put forward the now collective colleges' position and to progress the matter further. It was confirmed that an update would be provided at the next meeting.

### **1539.5 Chairman's Report**

An oral report was received from the Chair:

- Extending appreciation to those members who had provided feedback during their individual meetings and confirming that this would be shared with the Principal and the Clerk.
- Thanked those governors who had attended and participated in the Self-Assessment Validation Panel meetings.
- Confirming his attendance at meetings with the Principal to discuss College developments.

The report was noted.

## **1540 STATUTORY & COMPLIANCE: ITEMS FOR FORMAL APPROVAL**

*Luke Taylor joined the meeting.*

### **1540.1 From Quality, Standards & Curriculum Planning Committee, 05/12/18**

The Committee Chair provided an overview of the business considered in particular developments with the College's Safeguarding and Prevent arrangements. Highlighting the largest area of referrals related to mental health and welfare referrals, members were advised that this had been the subject of further discussion, noting the position to be reflective of the picture nationally. After reflecting on the Corporation arrangements with its nominated governor for safeguarding, the offer was welcomed and accepted from Governor Mick Dempsey to undertake such a position for mental health and welfare.

Following review by the Committee of College quality and performance during 2017/18, reports were then presented comprising:

#### **1540.1a The College Self-Assessment Report (SAR) & Quality Improvement Plan**

Providing an assessment of the quality of provision and standard of teaching learning and assessment, the College SAR was received.

Following scrutiny by the College Validation Panel meeting, attended by Management and the Chair and Vice Chair of the Corporation and the Quality, Standards & Curriculum Planning Committee, the College SAR was presented and members were advised of the proposed Grade Profile comprising:

- Grade 2 for Overall effectiveness
- Grade 1 for Adult Learning Programmes and Provision for Learners with High Needs
- Grade 2 for all other aspects

There was review of the grades:

- In the context of the findings following the Ofsted inspection and the outcomes data, including comparison with the national average benchmark data and trend analysis.
- Those areas identified for improvement, observing and questioning the aspirational nature of some of the objectives identified and noting the intention for these to clearly demonstrate expectations to secure further improvement.

Those governors that had attended the validation meetings reflected on and shared their experience with members, confirming their observation of overall and consistent quality improvement, which was supported by the year-end outcomes data that showed a clear and demonstrable trend of improvement.

After concurring with the conclusions reached based on their question and challenge of the evidence presented in support of the grades, and on the recommendation of the Quality, Standards & Curriculum Planning Committee, it was **RESOLVED** to:

- **APPROVE** the College 2017/18 Self-Assessment Report.

#### **1540.1b Office for Students: Quality Assurance Statement & Freedom of Expression Policy**

With the Higher Education forming part of the College curriculum and subject to the Office for Students (OfS) reporting framework and requirements, reports were received comprising:

##### **(i) The Annual Assurance Statement**

Presented following review by the Quality, Standards & Curriculum Planning Committee, in order for the Corporation to provide reassurances regarding the quality of its Higher Education provision, the Annual Assurance statements were considered. In respect of the oversight and quality of the academic governance arrangements during 2017/2018:

- Confirmation was noted of the positive findings of the Office for Students Annual Provider Review (APR) in 2017 with no actions required and with the College maintaining its Silver - Teaching Excellence Framework (TEF)
- It was observed that whilst the National Student Survey showed the College to be below the national average, it did highlight a 2% increase on 2015/16 outcomes with the former noted to be a national rather than a local issue.

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

- **APPROVE** the OfS Annual Assurance Statement confirming its oversight of the academic governance arrangements during 2017/2018; and to **AUTHORISE** the Chair to sign the Statement on the Corporation's behalf.

## **(ii) Freedom of Speech and Expression Policy (The Policy)**

Presented following review by the Quality, Standards & Curriculum Planning Committee, the Policy was noted to describe the philosophy, principles and compliance framework for the College to meet its responsibilities in accordance with legislative and OfS requirements.

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

- To **APPROVE** the Freedom of Speech and Expression Policy.

### **1540.2 From Audit Committee, 30/11/18**

An overview was provided of the business considered and the financial year-end 31 July 2018 reports were then presented:

#### **1540.2a Internal Audit - Internal Audit Service Annual Report**

Covering the period from 1 August 2017 to 31 July 2018, the IAS Annual Report provided an overview of the adequacy and effectiveness of the College control frameworks to assist the Corporation (via the Committee) in the preparation of an informed Statement of Corporate Governance and Internal Control within the College Financial Statements.

The IAS opinion in the Internal Audit 2017/18 Annual Report was presented, providing confirmation that it was satisfied that the College had an adequate and effective framework for risk management, governance and internal control.

The Internal Audit Service Annual Report was noted.

#### **1540.2b ESFA Financial Health Letter**

Following its review of the College Financial Plan 2018 to 2020, the ESFA Financial Health Rating Letter and financial dashboard was received.

It was noted that that the ESFA financial record for 2017/18 confirmed the financial health for the College to be Good and outstanding for 2018/19.

The report was noted.

#### **1540.2c Annual Report of the Audit Committee**

The report summarised the activity of the Committee during the year and advised the Board on the adequacy of the operation of the internal control systems in the College, providing confirmation that the report provided a fair assessment of the state of the College's financial and internal control systems and the extent to which they could be relied upon at the time of audit.

The report was noted.

#### **1540.2d Financial Statements, Audit Management Letter, Regularity Self-Assessment & Letter of Representation**

Following review by the Audit and Resources Committees, the audited Financial Statements were received confirming the year-end financial position for the year-ended 31 July 2018. The key financial issues for the period were confirmed and members noted:

- A group profit of £488K before pensions and asset sales
- An overall cash balance increase from £7.1m to £8.4m
- The significant actuarial gain recorded for the LGPS pension scheme

The Audit Management Pack was then considered comprising the Audit Management Report, accompanied by the Letter of Audit Representation and the Regularity Audit Letter, outlining the external auditors' review of and report on the College's Financial Statements, which:

- Confirmed that all the control points raised in the 2016/17 Management Letter had been resolved
- Highlighted three internal control issues for the year under review.
- Confirmed that the Regularity Audit had been completed and that there were no observations to make.

It was confirmed that on the basis of the audit work undertaken, an unqualified opinion was anticipated and that it was considered that the Financial Statements:

- Gave a true and fair view of the state of the affairs of the College as at 31 July 2018 and of the College's income and expenditure, recognised gains and losses and cash flows for the year then ended
- Had been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice and prepared in accordance with the Statement of Recommended Practice: Accounting for Further and Higher Education.

After consideration, and on the recommendation of the Audit and Resources Committees, it was **RESOLVED** to:

- **APPROVE** of the Audit Management Letter & Financial Statements for the year-ended 31 July 2018
- **APPROVE** of the Regularity Self-Assessment and its signature by the Chair of the Corporation and Principal.
- **APPROVE** the Letter of Representation.

#### **1540.3 From Resources Committee, 30/11/18**

After observing those items discussed elsewhere on the agenda (Minute 1540.2 refers), an overview was provided of the business considered and reports were then presented:

#### **1540.3a ESFA Financial Health Letter**

See Minute 1540.2b

#### **1540.3b Year-end 31.07.18: Financial Statements**

See Minute 1540.2d

*Philomena Shaughnessy joined the meeting.*

### **1540.3c 2018/19: Sub-Contracting Update**

Following review by the Resources Committee, a report was presented summarising the year-to-date position and contract variances for the College's AEB and EFA subcontracting arrangements.

Considering the report, the contract values were reviewed, which it was noted remained in-line with those previously reported.

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

- **APPROVE** the sub-contract arrangements and contract values as presented.

## **1541 STRATEGIC DISCUSSION**

### **1541.1 Principal's Report**

After observing those items discussed elsewhere on the agenda (Minute 1539.4), the Principal's Report was received providing an overview of the latest national, regional and College activities and developments.

The report was summarised, noting in particular:

- The Strategic Objectives proposed for 2018/2019, presented for approval, comprising:
  - i. To improve the overall College achievement rate to 88% with an achievement rate of 85% for 16 to 18 year olds on study programmes including English and Maths
  - ii. To expect all students to aspire to 100% attendance in order to achieve an overall minimum student attendance figure of 90% in 2018/19 across all provision
  - iii. To deliver the financial objectives outlined in the 3 year financial plan and achieve a minimum of "Good" financial health in 2018/19
  - iv. To ensure the culture at HRC aligns with the strategic direction and goals of the organisation and enables a sustainable future for the College
  - v. To continue to revitalise the curriculum offer for 2019/20 to ensure it responds to local, LEP and national priorities – to include 16-18, adult, higher education, apprenticeships and commercial programmes – and maximises market opportunities
- The update on local activity, including attendance at a recent round table meeting on the Baker Clause with Anne Milton and Lord Agnew; and the advice from the former suggesting action in response
- Plans for the Annual Conference in January to include a sector update.
- The securing of three "reasonable progress" judgements and one "significant progress" judgement following the recent Ofsted Monitoring visit, noting that the formal report had just been published.
- An overview of international activities, including the Principal's recent visit to Jordan

In the context of future recruitment, there was particular and further consideration of previous consideration of school engagement and the impact of the Baker Clause, including at the Employer Engagement Committee meetings, welcoming confirmation that following the advice of Anne Milton, contact had been made with local MPs regarding the sponsorship of local events; and that a letter from the Chair of the Corporation addressed to the Chair of Governors letter had been prepared for local schools to try and better establish more formal engagement.

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

- **APPROVE** the Strategic Objectives for 2018/19

#### **1542 ITEMS FOR INFORMATION ONLY**

##### **1542.1 Employer & Community Engagement Committee, 21/11/18**

After observing those items discussed elsewhere on the agenda (Minute 1541.1 refers), the Committee Chair provided an overview of the business discussed.

The Minutes were noted.

#### **1543 OTHER BUSINESS & DATE OF NEXT MEETING**

##### **1543.1 Any Other Business**

None advised.

##### **1543.2 Date of Next Meeting**

###### **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:



Date: 27 March 2019

Chair of the Corporation