



BOARD OF GOVERNORS

MINUTES OF A MEETING OF THE BOARD OF GOVERNORS OF THE CORPORATION OF EAST BERKSHIRE COLLEGE

HELD AT THE LANGLEY COLLEGE
ON WEDNESDAY, 5 OCTOBER 2016

		<u>Meetings Attendance</u>
PRESENT:	Tony Dixon (Chair)	(1 out of 1)
	Kate Webb (Principal)	(1 out of 1)
	Arden Bhattacharya	(1 out of 1)
	Gill Briggs	(1 out of 1)
	Angela Wellings	(1 out of 1)
	Sa'ad Medhat	(1 out of 1)
	Ken Lamb	(1 out of 1)
	Anthony Haines	(1 out of 1)
	David Knowles-Leak	(1 out of 1)
	Tina Coates	(1 out of 1)
	Gurpreet Nizzar	(1 out of 1)
	Ella Wheeler	(1 out of 1)
	Peter Tyndale (by conference call)	(1 out of 1)
	Derezar Mehta	(1 out of 1)
	Scott Biddle	(1 out of 1)
IN ATTENDANCE:	Graham Try	(Deputy Principal, Finance & Resources)
	Juliet Holloway	(Director of Learner Services & Communications)
CLERK:	Lynn Payne	(1 out of 1)
APOLOGIES:	Stuart Taylor	

PART I

<u>MINUTE NO.</u>		<u>ACTION</u>
	The meeting started at 6.00pm.	
1.	<u>Health & Safety Housekeeping</u> The Principal advised Members of the fire exit and protocols.	
2.	<u>Safeguarding Update</u> The Director of Learner Services & Communications presented her comprehensive Safeguarding update to Members, after which there was an interactive question and answer session. The Chair thanked her for her presentation & the Director of Learner Services & Communications left the meeting.	
3.	<u>Apologies for Absence</u> Apologies were received from Stuart Taylor (business).	

**MINUTE
NO.**

ACTION

4. Declarations of Interest

In relation to the recommendations from the Governance & Search Committee that would be made later in the agenda, Tony Dixon, Angela Wellings and Arden Bhattacharya declared a conflict of interest and would leave the meeting when their terms of office were discussed.

5. Minutes of the Meeting held on 6 July 2016

The Minutes of the previous meeting held on 6 July 2016, having been previously sent to members, were agreed as a true record and signed by the Chair.

All Members were agreed.

6. Matters Arising

It was noted all matters arising would be covered within the agenda.

7. College Headlines

This item was presented by the Principal, who outlined the key points from her report and the current status against the 2015/16 targets. The Principal said that performance would be reviewed at the Remuneration Committee in November and at the December Board meeting when Governors would consider performance against targets. With regard to appendix 1, Angela Wellings felt it would be useful to have income targets for some elements in the report and this was agreed. With regard to appendix 2, targets for 2016/17, these were noted and related to the College's Strategic Plan, which would be agreed through Senior Post Holder targets at the Board meeting in December 2016.

Principal

8. Strategic Plan

a. Strategic Plan 2016-2017

This item was presented by the Principal. Members were asked to consider and approve the Strategic Plan 2016/17. The Principal reminded Members that at the last Board meeting, Governors had agreed that the current Strategic Plan 2013-16 needed to be extended to cover the interim period until the proposed merger. She said that in July, Senior Managers met and agreed that the broad strategic aims remained current. The targets and objectives were amended for 2017. Members agreed the plan would be changed at the point of merger, but approved the Strategic Plan 2016-17.

Members approved the report.

b. Period 12 Management Accounts / Provisional Outturn Reports 2015/16

This item was presented by the Deputy Principal, Finance & Resources. Members were asked to note the Period 12 Management Accounts, including the forecast outturn for 2015/16. The Deputy Principal said that the College's forecast final underlying income and expenditure position was a deficit of £162,000, which was £388,000 better than the £550,000 approved deficit budget for the year. He said this was an improvement of £63,000 on the £225,000 forecast deficit reported in the Period 10 May Management Accounts to the Board in July 2016. He said it was also £435,000 better than the deficit of £597,000 for the previous year 2014/15. He went through the various aspects of the Period 12 Management Accounts and Governors were very pleased to note the current position.

The report was noted.

c. Enrolment, Funding and Growth 2016/17

This item was presented by the Principal. Members were asked to note the analysis of enrolment figures to date and enrolments for 2016/17. The Principal advised Members that the 16-18 headcount accounted for much of the College's income and therefore largely determined the level of income earned in-year and future years to come. She said in order to meet targeted income in the financial forecast, the December headcount

target for 2016/17 was 2,270, which would represent a growth of 50 16-18 learners from those enrolled in 2015/16. She said currently the enrolment was slightly below the target of 2,270. The Principal said early withdrawals would mean that the figure could decrease before the important census date in December 2016, however, as more courses are planned for October and January, Managers would be closely monitoring figures over the coming weeks. The Principal said that there was a risk that the target may not be achieved.

With regard to summary performance for EFA and SFA funded enrolments, as at 22 September, the Principal said that FE 16-18 learner headcount was 2,246, which was 24 below the 2,270 needed in December to meet the financial forecast. She confirmed that 19+ classroom and work based learning enrolments stood at 2,379. Advanced Learner Loans enrolments were 96, with an additional 35 learners currently enrolled and waiting for their loan to be approved.

The Principal said there was a high risk that the income budget of £500,000 in this area may not be achieved.

The 16-18 Apprenticeship numbers were 175, with more learners to upload onto the system, which represented a slight improvement on the last academic year. 19+ Apprenticeship enrolments are 190, which is a significant improvement on the same date for the previous year.

Governors enquired more on the maths and English retakes and also on the conversion number for this year.

The report was noted.

9. Excellence Challenge: Reports from the Curriculum & Quality Committee

a. High Expectations, High Standards: Student Performance Report

This item was presented by the Principal. Members were asked to note the analysis on emerging student performance for 2015/16. The Principal advised Members that in summary, the 2015/16 FE student achievement rates were likely to represent a small improvement from the 2014/15 overall, bringing the College in line with the current national averages. The Principal went through the various aspects of student performance, detailing how they had changed and advising Members of the overall assessment of learner outcomes. The Chair thanked the Principal for her comprehensive report in this area.

The report was noted.

b. Safeguarding & Promoting Welfare for Children & Vulnerable Adults Policy Update

Members were asked to note the amended extract of the Safeguarding & Promoting Welfare of Children and Vulnerable Adults Policy. The Principal went through the changes. Members were advised that the full policy would undergo its full annual review and be brought to the Board in May 2017.

Members noted the amended policy.

10. Risk Management Action Plan

a. Risk Management Action Plan 2016/17

This item was presented by the Deputy Principal, Finance & Resources. Members noted the annual updated Risk Register of all key risks in appendix A, together with the scoring definitions used in appendix B. There was a separate list of the high risks summarised in appendix C and detailed in appendix D. The Deputy Principal referred to the summary of high risks in appendix C, reflecting the College's key strategic priorities, including improving the quality of provision, maintaining strong financial health and viability and achieving a successful merger with Strode's College and future potential mergers. The 8 high risks were considered.

Members agreed the Risk Management Action Plan.

b. Health & Safety Report Autumn Term

This item was presented by the Deputy Principal, Finance & Resources. Members were asked to note the health & safety report, including reported accidents and incidents.

The report was noted.

11. Reports from Governance & Search Committee

a. Minutes of Governance & Search Committee Meeting of 5 October 2016

As this meeting had taken place just prior to the Board meeting, the minutes would be available at the next Board meeting.

b. Recommendations from the Committee

The recommendations from the Governance & Search Committee meeting were presented by the Chair of the Committee, Ken Lamb.

Ella Wheeler

1. Members had agreed to recommend to the Board that Ella Wheeler (Staff Governor) have her term of office extended to the point of merger.

All members were agreed.

Stuart Taylor

2. Members of the Governance & Search Committee had recommended a further term for Stuart Taylor as he had brought considerable expertise to the Board and, in particular, as Chair of the Audit Committee.

All Members were agreed.

Angela Wellings was asked to leave the meeting.

Angela Wellings

3. The Chair of the Board advised Members how, although Angela had had a sabbatical year in her role as a Governor, she was now back and it was proposed she chair the Curriculum & Quality Committee for this next year. Members of the Governance & Search Committee had considered her experience a huge asset to the College at this time of merger and generally. The Governance & Search Committee recommendation was for another term of office for Angela Wellings.

All Members were agreed.

Angela Wellings returned to the meeting.

Arden Bhattacharya was asked to leave the meeting.

Arden Bhattacharya

4. The recommendation from the Governance & Search Committee was for Arden Bhattacharya to have a further term of office.

All Members were agreed.

Arden Bhattacharya returned to the meeting. Tony Dixon left the meeting.

Tony Dixon

5. The Governance & Search Committee recommendation was for Tony Dixon to have a further term of office as a Member and Members praised his work as Chair of the Board in this time of merger.

Members unanimously agreed to his appointment to a further term.

Tony Dixon returned to the meeting.

**MINUTE
NO.**

ACTION

	<p>The further terms of office were agreed as from the date of expiry of the current terms of office, which in some cases were next year.</p> <p>c. <u>Year End Attendance Report</u></p> <p>This item was presented by the Clerk, who was pleased to advise Members that their attendance was over target. The report was noted.</p> <p>d. <u>Summary of Evaluations from all Committees 2015/16</u></p> <p>The report was noted and felt to be very useful.</p>	<p>Clerk</p>
12.	<p><u>Governance</u></p> <p>a) <u>Corporation Business</u></p> <p>This item was presented by the Clerk. Members noted the report.</p> <p>b) <u>Approval Of Application Of Seal</u></p> <p>This item was presented by the Clerk. Members were asked to approve the application of the College Seal to the roofing contract with M&J Group Ltd. Members unanimously agreed the contract and the use of the Seal.</p> <p>c) <u>Revised Schedule of Meetings October 2016 – December 2018</u></p> <p>Members noted the revised schedule of meetings for September 2016 – December 2017 and agreed the schedule of meetings from January 2018 – December 2018. It was noted that some of the dates and locations may change in light of the merger. The report was noted.</p>	
13.	<p><u>Review of Decisions Taken at the Meeting and Proposals for Communication</u></p> <p>This item was presented by the Principal who informed members that the decisions and discussions of the meeting would be communicated in the normal way.</p>	
14.	<p><u>Evaluation of Meeting</u></p> <p>Members were pleased to complete an evaluation of the meeting.</p>	
15.	<p><u>Dates and Times of Future Meetings and Events</u></p> <p>The dates and times of future meetings were noted.</p> <p>Scheduled for 6.00 pm on: Wednesday, 7 December 2016 Wednesday, 1 March 2017 Wednesday, 10 May 2017 Wednesday, 5 July 2017</p> <p>Governance Development Days: 9.30am-1.30pm on: Friday, 11 November 2016 Friday, 20 January 2017 Friday, 5 May 2017</p>	
16.	<p><u>Any Urgent Business</u></p> <p>No urgent business was raised.</p> <p>The meeting ended at 7.15pm</p>	

At this stage of the meeting it was agreed by all members present that matters of a private and confidential nature were to be discussed and had there been any members of the public present they would have been asked to leave the meeting.

Chair

Date