



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, 6 JULY 2016

		<u>Meetings Attendance</u>
PRESENT:	Tony Dixon (Chair)	(5 of 5)
	Kate Webb (Principal)	(5 of 5)
	Arden Bhattacharya	(5 of 5)
	Gill Briggs	(5 of 5)
	Sa'ad Medhat	(4 of 5)
	Ken Lamb	(4 of 5)
	Stuart Taylor	(4 of 5)
	Anthony Haines	(4 of 5)
	David Knowles-Leak	(4 of 5)
	Tina Coates	(4 of 5)
	Finbarr Foley	(5 of 5)
	Ella Wheeler	(5 of 5)
	Peter Tyndale	(5 of 5)
Derezar Mehta	(1 of 1)	
IN ATTENDANCE:	Graham Try	(Deputy Principal, Finance & Resources)
	Virginia Barrett	(Deputy Principal, Curriculum & Quality)
	Jennifer Toner	(Health & Safety Manager – Item 2 only)
	Gurpreet Nizzar	(Academic Staff Governor Elect)
CLERK:	Lynn Payne	(5 of 5)
APOLOGIES:	Angela Wellings (leave of absence)	

PART I

<u>MINUTE NO.</u>		<u>ACTION</u>
	The meeting started at 6.00pm.	
	As this was Finbarr Foley's last meeting, the Chair of the Board thanked him for his excellent work as Staff Governor over the years and a small presentation was made to him.	
	At this meeting the new Staff Governor would be appointed to take over from Finbarr after today.	
1	<u>Health & Safety Housekeeping</u>	
	The Principal advised Members of the fire exit and protocols.	
2	<u>Health & Safety Presentation</u>	
	The Chair asked the Health & Safety Manager to make her presentation. The presentation was very comprehensive and the Chair thanked her for the thorough briefing to Governors.	

3

Appointments

a) Election of the Chair for 2016-17

The Clerk advised Members that she had received several nominations for Tony Dixon to be re-elected as Chair of the Board for the next Academic year. She confirmed there were no other nominees.

Members unanimously agreed to recommend Tony Dixon be Chair for the next Academic year, 2016-17. Tony confirmed he was happy to take on the role.

b) Election of the Vice Chair for 2016-17

The Clerk advised Members that she had received several nominations for Ken Lamb to be re-elected as Vice Chair of the Board for the next Academic year. She confirmed there were no other nominees.

Members unanimously agreed to recommend Ken Lamb be Vice Chair for the next Academic year, 2016-17. Ken confirmed he was happy to take on the role.

c) Ratification of Student Governors

Members were informed of the election outcomes for the new student Governors.

1. Derezar Mehta – student governor elect FE
2. Scott Biddle – student governor elect HE

Members unanimously agreed to ratify their appointments to the Board as Student Governors.

d) Ratification of Academic Staff Governor

Members were advised that Gurpreet Nizzar had been duly elected as the incoming Academic Staff Governor. **Members unanimously ratified his appointment.** As the present staff Governor was a Member for this meeting, it was noted that Gurpreet's term of office would start from the next board meeting.

4

Apologies for Absence

Apologies were received from Scott Biddle (HE Student Governor elect) and Angela Wellings.

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Declarations of Interest

No Member declared any conflict of interest with the agenda.

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Minutes of the Meeting held on 11 May 2016

The Minutes of the previous meeting held on 11 May 2016, having been previously sent to members, were agreed as a true record and signed by the Chair.

All Members were agreed.

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Matters Arising

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

8

College Headlines

This item was presented by the Principal. Members noted the College Headlines on the Skills Challenge, Excellence Challenge and on Public Value. Members also noted the current status of these areas in relation to income and course information together with the status indicators on enrolment, showing the year-end target and current status. The Principal confirmed the College Headlines performance against targets varied slightly from

9

the last time they were presented to the Board but the message was the same. Members were asked to note the predicted operating deficit as much better than budgeted.

The report was noted.

Strategic Plan

a. Strategic Plan 2013-2016: Progress Review

This item was presented by the Principal. Members were asked to note the current review of the College's Strategic Plan and challenge any status updates as necessary. The Principal reminded Members that the annual targets agreed by the Board in relation to the three year Strategic Plan were monitored and recorded in the Board Headlines paper discussed in the previous item. The Principal updated Members on the three main priorities in the Strategic Plan; the Skills Challenge, the Excellence Challenge and the Community Challenge. Members were reminded that progress against the Strategic Plan was closely monitored by the Senior Management team and actions related to the plan were driven forward by the Strategic Tools, which were the action plans owned by the Senior Managers.

Mr Bhattacharya asked how parents and students received the information on the College achievements. The Principal said the annual report, prospectuses and website contained much information.

The report was noted.

b. Risk Management Action Plan Update 2015/6 & 2016/17 Risk Register & Action Plan

This item was presented by the Deputy Principal Finance & Resources who advised Members that there were no changes to the scores on the 6 Key Risks since the report at the last meeting. The Principal confirmed that at the recent Joint Steering Group (JSG) meeting a new risk plan was considered in relation to work being covered by that Committee and this risk plan would come to the JSG on 15 August 2016. The Principal advised Members that reports from the JSG would now be on the Part II Board agenda.

The report was noted.

c. Enrolment, Funding and Growth 2015-16

This item was presented by the Deputy Principal, Curriculum & Quality. Members were asked to note the analysis of enrolment figures to date and for 2015-16. The Deputy Principal said the 16-18 headcount target was 2,499 and was currently 2,209, therefore 290 below that needed to meet the previous Financial Forecast.

It was noted that the 19+ classroom and workplace learning enrolments stood at 3,794, the 24+ Loans applications had been good at 161 and the 16-18 Apprenticeship numbers were 264 and the 19+ Apprenticeship enrolments were 306.

With regard to the EFA maths and English conditionality funding, which needed to be met, it was noted that GCSE 16-18 maths was 849 enrolments and 16-18 English was 795 enrolments. GCSE adult maths was 337 enrolments and adult English 368 enrolments.

The Deputy Principal said that in relation to 2016-17 enrolment overall, that external applications for all ages were 3% up on this time last year. She said 16-18 enrolments remained a challenging market and to date 1,467 external 16-18 applications had been received and 669 offers had been made to internal progressing students.

She said a target enrolment number for 2016-17 was 2,259.

Members were advised that AS Level students were yet to be progressed and a further, approximately 500 existing students were being invited to information and enrolment days. The Deputy Principal reminded Members that, as always, the College would

**MINUTE
NO.**

ACTION

receive a high number of new enquiries in August after the GCSE results. She advised Members that the target in the latest Financial Forecast remained challenging but was feasible.

The report was noted.

d. High Expectations And High Standards: Student Performance Report

This item was presented by the Deputy Principal, Curriculum and Quality. Members had received the analysis of student performance to date for 2015-16. The Deputy Principal said that at the time of her report the vast majority of student outcomes remained unknown. Early indications were that the rigorous monitoring and improvement work had had a good impact and the College was on track to improve student performance, although achievement results may not reach the ambitious target of 85%, mainly due to the large volume of English and maths GCSE retakes. It was noted Retention was currently noted as 91%, although this may improve more before the end of the year. Mr Haines felt it would be useful to see a trend of a few years information together with the current information to show how this had varied. The Principal said this would go in a report to the Curriculum & Quality Committee. The Chair said he was pleased with the A Level improvement plan.

The report was noted.

e. Partnership Update & Achievement Report

This item was presented by the Deputy Principal, Curriculum & Quality. Members were asked to note the update on HE and Community partnership arrangements for 2015-16 and to note that no sub-contracting partnership approval was being sought by the Board.

The report was noted.

f. Public Value Statement

This item was presented by the Principal. Members were asked to note and approve the updated Public Value Statement. The Chair asked whether reference to the College Alumni could be made in the statement.

This was considered and agreed.

g. Update on Underperforming Courses 2014-15

This item was presented by the Deputy Principal, Curriculum & Quality. Members were asked to note the report on underperforming courses 2014-15. The Deputy Principal said that, at the time of reporting, 62% of courses were on track to improve above College expectation and national averages.

The report was noted.

10

Reports From Governance & Search Committee

a) Draft Minutes Of Governance & Search Committee Meeting of 21 June 2016 and oral report from the Chair

i) To note the minutes

Members noted the minutes of the 21 June 2016. The Chair of the Board reported on the work of the Committee at its last meeting.

ii) Recommendations from the Committee to the Board

It was noted recommendations would appear next on the agenda.

b) 14th Edition Code of Conduct

This item was presented by the Clerk. Members were asked to agree the new Code of Conduct from Eversheds, incorporating relevant information from East Berkshire College.

Principal

Principal

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NO.

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All Members were agreed.

11

Reports From the Audit Committee

a) Draft Minutes of Audit Committee Meeting of 8 June 2016 and oral report from the Chair

i) To note the minutes

Members noted the minutes of the 8 June 2016. Members received a report from the Chair of the Audit Committee on the work of the Committee at the last meeting.

ii) Recommendations from the Committee to the Board

It was noted that recommendations would appear later on the agenda.

12

Reports from the Policy & Resources Committee

a) Draft minutes of Policy & Resources Committee meetings of 22 June 2016 and oral report from the Chair

i) To note the minutes of 22 June 2016

Members noted the minutes of the 22 June 2016. Members received an oral report from the Chair on the work of the Committee at its last meeting.

ii) Recommendations from the Committee to the Board

1. Members were asked to agree the extent to which the Policy & Resources Committee had contributed to the Corporation's Performance Indicators. **This was agreed.**
2. Members were asked to agree the Policy & Resources Terms of Reference. **This was agreed.**
3. Members were asked to note the Strategy Day (Friday 11 November 2016).

All other recommendations would appear within the agenda.

b) Period 10 Management Accounts To 31 May 2016

This item was presented by the Deputy Principal, Finance & Resources. Members were asked to note the Period 10 Management Accounts. The College's forecast year end income and expenditure position was for a deficit of £225,000, which was £325,000 better than the £550,000 approved deficit budget for the year. It was noted this was also £73,000 better than the forecast Period 9 position and the reason was mainly due to additional projected income from grants and fees.

Members noted the report.

c) Budget 2016/2017

This item was presented by the Deputy Principal, Finance & Resources. Members were asked to approve the Revenue and Capital Budgets for 2016-17, as detailed in the reports and as recommended by the Policy & Resources Committee at its meeting on 22 June 2016. The report presented the proposed Revenue and Capital Budgets for 2016-17 setting out the background and context, the processes to compile the budgets, the key changes and the assumptions and risks. The Deputy Principal said the process for the Revenue Budget had been particularly challenging this year, mainly as a consequence of the significant reduction in 2016-17 funding. This reduction was £681,000 in the EFA grant as a result of lower 16-18 learner numbers in the current year, coupled with moving from a deficit budget of £550,000 in 2015-16 to a surplus budget in 2016-17. The Deputy Principal said significant staffing savings were planned, including from a possible small number of redundancies, which together with some increases in learner numbers and their associated income

would enable a reduced net spend and achieve this surplus budget position proposed. The Budget was considered in detail. It was noted that the Budget might need to be reconsidered if the Area Review recommendations occurred. The Chair said this would be considered further in the Part II agenda.

Members unanimously agreed to approve the Revenue and Capital Budgets for 2016-17.

d) Financial Forecast 2015-2019

This item was presented by the Deputy Principal, Finance & Resources. Members were asked to:

1. Approve the 4year Financial Forecast for the period 2015-2019
All Members were agreed.
2. To agree the assessment of the College's Financial Health for 2015-19
All Members were agreed.

e) Review Of Financial Regulations

This item was presented by the Deputy Principal, Finance & Resources. Members were asked to approve the proposed minor amendments to the College's Financial Regulations.

All Members were agreed.

f) Health & Safety Report Summer Term 2015/16

This report had been covered in the Health & Safety presentation at the start of the meeting.

The report was noted.

g) British Values Policy

This item was presented by the Principal. Members were asked to approve the new British Values Policy, as recommended by the Policy & Resources Committee at its meeting on 22 June 2016.

All Members were agreed.

h) Guidance To Support The Prevention Of Extremism And Radicalisation (Prevent)

This item was presented by the Principal. Members were asked to approve the new guidance to support the prevention of extremism and radicalisation (PREVENT) Policy, as recommended by the Policy & Resources Committee at its meeting on 22 June.

All Members were agreed.

13

Governance

a) Corporation Business

This item was presented by the Clerk. Members noted the current Board and Committee Membership and those vacancies that existed, or would occur later in the year. It was noted the Governance & Search Committee was monitoring vacancies closely with a view to changes that might arise as a result of the Area Review Recommendations. Members received the dates schedule for the period to December 2017.

The report was noted.

b) Approval Of Application Of Seal

This item was presented by the Clerk who advised Members that the documents requiring the College Seal, already approved at the Board meeting on 2 March, had now been sealed and completed.

The report was noted.

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NO.**

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c) Data Protection Policy & Guidelines for Staff

This item was presented by the Principal.

Members unanimously agreed to approve the Data Protection Policy.

d) Prevent Action Plan

This item was presented by the Deputy Principal, Curriculum & Quality. Members were asked to note the College's updated, integrated Prevent Action Plan for 21015-16.

The report was noted.

14 Review of Decisions Taken at the Meeting and Proposals for Communication

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.

15 Evaluation of Meeting

Members were pleased to complete an evaluation of the meeting.

16 Dates and Times of Future Meetings and Events

The dates and times of future meetings were noted.

Scheduled for 6.00 pm on: Wednesday, 5 October 2016
Wednesday, 7 December 2016
Wednesday, 1 March 2017
Wednesday, 10 May 2017

Governance Development Days: 9.30am-1.30pm on: Friday, 11 November 2016
Friday, 20 January 2017
Friday, 5 May 2017

17 Any Urgent Business

1. Members were asked to agree the minutes of the Written Resolutions 2 & 3 dated 1 July 2016.

All Members were agreed.

2. Members were asked to agree the written report on the process for conducting future HE & FE student Governor Elections.

All Members were agreed.

The Chair advised Members that this was the last Board meeting for the Deputy Principal Curriculum and Quality- Virginia Barrett as she had been successful in achieving a new Principal role. Members thanked her for her excellent work over the years at East Berkshire College and wished her well.

The meeting ended at 7.05pm

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