



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, 7 DECEMBER 2016

		<u>Meetings Attendance</u>
PRESENT:	Tony Dixon (Chair)	(2 out of 2)
	Kate Webb (Principal)	(2 out of 2)
	Arden Bhattacharya	(2 out of 2)
	Gill Briggs	(2 out of 2)
	Angela Wellings	(2 out of 2)
	Ken Lamb	(2 out of 2)
	Anthony Haines	(2 out of 2)
	David Knowles-Leak	(2 out of 2)
	Stuart Taylor	(1 out of 2)
	Tina Coates	(2 out of 2)
	Gurpreet Nizzar	(2 out of 2)
	Ella Wheeler	(2 out of 2)
	Peter Tyndale (by conference call)	(2 out of 2)
	Derezar Mehta	(2 out of 2)
	Scott Biddle	(2 out of 2)
IN ATTENDANCE:	Graham Try	(Deputy Principal, Finance & Resources)
CLERK:	Lynn Payne	(2 out of 2)

PART I

<u>MINUTE NO.</u>		<u>ACTION</u>
	The meeting started at 5.30pm.	
1.	<u>Health & Safety Housekeeping</u> The Principal advised Members of the fire exit and protocols.	
2	<u>Apologies for Absence</u> There were no apologies for absence.	
3	<u>Declarations of Interest</u> There were no declarations of interest.	
4	<u>Minutes of the Meeting held on 5 October 2016</u> The Minutes of the previous meeting held on 5 October 2016, having been previously sent to members, were agreed as a true record and signed by the Chair. All Members were agreed.	
5	<u>Matters Arising</u> It was noted all matters arising had been actioned.	
6	<u>College Headlines</u> This item was presented by the Principal. Members were asked to note the key annual targets relating to the College's Strategic Plan.	

The Principal advised Members that in 205/16 all key financial targets were met or exceeded, which had enabled the College to return to anticipated 'outstanding' financial health earlier than planned.

She said quality targets were missing for learner outcomes, although improvements had been made in 2015/16 to return the College to national averages.

The Principal said in 2016/17, proposed targets reflected the latest Strategic Plan and financial forecast. She said the LLDD income target had been amended to reflect an income stream through Local Authorities for 'high needs' learners. She said the target for lesson observations had been removed as the College had moved to an upgraded system that fed into performance management. She said the Curriculum & Quality Committee would be monitoring lesson observation findings and actions in detail.

The Principal said the value added target was now being measured through ALPs, an external system. She said the target for 2016/17 was for the College to move from the 18th percentile to above the 33rd percentile overall.

Members noted the current status of the skills challenge, excellence challenge and public value and the 2016/17 targets.

The report was noted.

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Strategic Plan

a. Risk Management Action Plan Status Update 2016/17

This item was presented by the Principal. Members noted the high risks in the risk management action plan 2016/17, summarised and detailed in the report to Members. The Principal outlined the way in which risks were categorised and scored. The Principal updated Members on the summary of key changes in the risk register.

It was noted there was not significant change to the merger risk with Strode's College and that the key merger risks continued to be monitored by the Joint Steering Group (JSG).

It was noted the College's financial health remained strong and with regards to the property strategy, the Windsor Genovation extension project had been paused and the Langley HE Centre project was on hold, as agreed by the Board last year.

The Principal said there continued to be a focus on improving maths and English grades and an improvement in attendance was noted, although she said further improvement was still required.

Finally, the Principal referred to the risk relating to quality improvement and Ofsted, which had been reformatted in light of the recent inspection, including the explicit target to improve the quality of provision back to at least 'good' at the next inspection. There was a discussion on the risk rating of the Ofsted requires improvement. The Principal said she would like to leave the risk rating as it was at this time, but would take the matter back to the Senior Management Team for consideration and if the score could be changed, this would be brought back to the Board at its next meeting.

The report was noted.

b. 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 and learner headcount for 2016/17.

The Principal said that 16-18 headcount accounted for much of the College's income and therefore largely determined the level of income earned in-year and in 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 and she said this would represent a growth of 50 16-18 learners from those enrolled in 2015/17. She said that target was unlikely to be met.

Principal

**MINUTE
NO.**

ACTION

With regard to EFA maths and English conditionality funding for 16-19 classroom learners, she said this must be met and learners with GCSE maths and English grade D-F have an entitlement to work towards GCSE A*-C and learners without either of the above grades would undertake Entry 3 / Level 1 Functional Skills and a bridging programme to GCSE.

The Principal said 16-18-year-old enrolment was currently below the target of 2,270, she said early withdrawals would mean that this figure could decrease before the important census date in December 2016, however she said more course starts were planned for January and Managers would closely monitor figures over the coming weeks. The Principal said that at this stage it was unlikely that the 16-18-year-old enrolment target would be achieved.

She advised Members that 19+ classroom and workplace learning enrolments stood at 2,375. Advanced Loans enrolments were 146, with an additional 8 learners currently enrolled and waiting for their loan to be approved. 16-18 Apprenticeship numbers were 230 with more learners to upload onto the system, which reflected a similar position to the last academic year. 19+ Apprenticeship enrolments were currently being uploaded onto the system and stood at 240, being a reduction in enrolments from the same time in the previous year.

The Principal said that overall, the key headlines had not changed and she advised that Higher Education was good and, at the time of reporting, the College had enrolled 137 students on its partnership programmes with Bucks New University, UCB and UWL.

For the next report to the Curriculum & Quality Committee and the Board the enrolment, funding and growth report would include information on 14-18 learners.

Principal

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Excellence Challenge: Reports from the Curriculum & Quality Committee

a. **Draft Minutes of the Curriculum & Quality Committee Meeting of 4 November 2016 and Oral Report from the Chair**

i. **To Note the Minutes**

Members noted the minutes of the meeting held on 4 November 2016 and the Chair of the Committee updated Members on the work of the Committee this term.

ii. **To Approve/Consider Recommendations Referred to the Board**

Members were asked to agree the Committee Self Assessment.

All Members were agreed.

b. **Draft Self Assessment Report 2015/16**

This item was presented by the Principal. Members were asked to approve the Self Assessment Report for 2015/16. The Principal informed Members that the validation process of the SAR was due to be the week of the Ofsted inspection. This validation process would not now take place as it was considered with the inspection team from Ofsted.

Members agreed the Self Assessment Report 2015/16.

c. **Annual Report of Complaints 2015/16**

This item was presented by the Principal. Members noted the complaints received and actions taken.

The report was noted.

d. **High Expectations, High Standards: Student Performance Report**

This item was presented by the Principal. Members were asked to note the outline of the main in-year indicators of student performance and make recommendations for improvement actions. The Principal went through the recommendations, which would be monitored at the Senior Management Team and at the Curriculum & Quality Committee. These were:

- Managers to continue the actions delivered in the Inspires Improvement: Quality Improvement Plan

**MINUTE
NO.**

ACTION

- Managers and teachers to resource and plan additional 'value added' sessions for identified A Level and vocational students to further increase the proportion of merits and distinctions and high grades, and support identified students to achieve target
- Managers to review in-year progress on Science and maths in January 2017 to inform further actions
- Managers and teachers to write out to all parents and students re-emphasising the importance of English and maths sessions
- To continue to identify students with very poor English and maths attendance and implement individual interventions, including disciplinary

The Principal said student performance was a key measure of the College's core business and that failure to significantly improve attendance may impact on the College's ambition to be rated highly at the next Ofsted inspection and so this was a priority. She said that failure to improve Apprenticeship results may impact on future impact. Failure to improve maths and English achievement rates would impact on student's ability to progress and failure to act swiftly on previous areas of underperformance would impact on the College's overall achievement rate for 2016/17. As a result, these would all be priorities for the College. Members felt it may be helpful to have a 12-month moving average to show the trend in the changing outcomes and to see improvement.

The report was noted.

Principal

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Reports from Audit Committee

a. Draft Minutes of the Audit Committee Meeting of 23 November 2016 and Oral Report from the Chair

i. To Note the Minutes

Members received a report from the Chair on the work of the Committee this term and it was noted that the minutes of the 23 November, which were not yet draft, would be on the next Board agenda.

Clerk

ii. To Approve / Consider Recommendation to the Board

Members were asked to agree the Committee Self Assessment and Terms of Reference.

All Members were agreed.

The other items recommended from the Committee to the Board would appear as separate items.

b. Annual Report of the Committee

This item was presented by the Chair of the Audit Committee and the Deputy Principal, Finance & Resources.

Members agreed the annual report of the Audit Committee.

c. Proposed Internal Audit Services Plan for 2016/17

This item was presented by the Deputy Principal, Finance & Resources. Members were asked to approve the draft internal audit plan for 2016/17. The Chair of the Audit Committee said that the second half of the internal audit plan would look at post-merger areas.

Members unanimously agreed the internal audit plan.

d. Value for Money Policy

This item was presented by the Deputy Principal, Finance & Resources who asked Members to consider and approve the proposed Value for Money Policy.

All Members were agreed.

MINUTE
NO.

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Reports from Policy & Resources Committee

a. Draft Minutes of the Policy & Resources Committee Meeting of 7 December 2016 and Oral Report from the Chair

i. To Note the Minutes

Members were advised that the P&R meeting had taken place just prior to the Board meeting and the minutes would be available at the next Board meeting. The Chair of the Committee, Tony Dixon, updated Members on the work of the Committee this term.

ii. To Approve / Consider Recommendations to the Board

The Chair of the Committee detailed the recommendations from the Policy & Resources Committee to the Board. Most of these would be considered as separate agenda items, but Members were asked to agree the Terms of Reference and Committee Self Assessment.

All Members were agreed.

b. Period 3 Management Accounts to 31 October 2016

This item was presented by the Deputy Principal, Finance & Resources. Members were asked to note the Period 3 Management Accounts. The Deputy Principal reported in particular on the sections on risk assessment.

The report was noted.

c. Report and Financial Statements for the Year Ended 31 July 2016

This item was presented by the Deputy Principal, Finance & Resources who gave a comprehensive report to Members on the financial statements for the year ended 31 July 2016.

These were considered and discussed and unanimously approved by Members.

d. Staff Pay Award 2016/17

This item was presented by the Deputy Principal, Finance & Resources. Members were asked to note the report and agree a pay award for all staff of 1% from 1 September 2016. The Deputy Principal said that this was in the budget and in line with sector recommendations.

All Members were agreed.

e. Annual Human Resources Report

This item was presented by the Deputy Principal, Finance & Resources. Members discussed the report, in particular there was a lengthy discussion on sickness and absence of staff and the need and cost of agency staff.

The report was noted and approved.

f. Health & Safety Annual Report 2015/16

This item was presented by the Deputy Principal, Finance & Resources. Members noted the only changes to the Health & Safety Policy were textual and the Principal said the Policy would come back to the Board before February 2017 in light of the merger. Members noted the Health & Safety Report 2015/15 and approved the Policy.

All Members were agreed.

g. Health & Safety Autumn Term Report 2016/17

This item was presented by the Deputy Principal, Finance & Resources.

Members noted the report.

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Governance

a) Corporation Business

This item was presented by the Clerk. Members noted the report on Membership and the proposed Membership as a result of the merger. It was noted that the Instrument

ACTION

Clerk

**MINUTE
NO.**

ACTION

& Articles would need to be updated to take account of the increase in Membership and that would be considered in the next agenda item.

With regard to staff and student Governors, the Instrument & Articles would also need to be amended, depending on the outcome of discussions at the JSG meeting on 14 December 2016, when the number of student Governors was on the agenda for discussion.

Members noted the report.

b) Instrument & Articles of Government

This item was presented by the Clerk. Members were asked to agree that the current term and number of Members of East Berkshire College currently provided for in the Instrument at section 2) 1a. be removed to provide for any number of Members by not specifying a number

All Members were agreed.

12 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.

13 Evaluation of Meeting

Members were pleased to complete an evaluation of the meeting.

14 Dates and Times of Future Meetings and Events

The dates and times of future meetings were noted.

Scheduled for 9.30 am on: Friday, 20 January 2017
for 6.00 pm on: Wednesday, 1 March 2017
Wednesday, 10 May 2017
for 4.30 pm on: Wednesday, 5 July 2017

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

15 Any Urgent Business

No urgent business was raised.

The meeting ended at 6.35pm

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