



BOARD OF GOVERNORS GOVERNANCE, SEARCH AND STRATEGY COMMITTEE

MINUTES OF A MEETING OF THE GOVERNANCE, SEARCH AND STRATEGY COMMITTEE HELD AT STRODE'S COLLEGE ON 12 SEPTEMBER 2018

		<u>Meeting Attendance</u>
PRESENT:	David Knowles-Leak (Chair)	(1 out of 1)
	Martin Pritchett (Vice Chair)	(1 out of 1)
	Rob Lewis	(1 out of 1)
	Tina Coates (from 5.25pm)	(1 out of 1)
	Kate Webb (Group Principal & Chief Executive)	(1 out of 1)
	Gill Briggs	(1 out of 1)
IN ATTENDANCE:	Fiona Carthy (Marketing Consultant, Carthy Communications)	
CLERK:	Lynn Payne	(1 out of 1)

PART I

MINUTE No

ACTION

The meeting started at 5pm.

1. Apologies for Absence
Apologies were received from Tony Dixon.
2. Declarations of Interest
No Member declared any conflict of interest with the agenda.
3. Election of Committee Chair & Vice Chair for 2018/19
The Clerk invited Members to elect a Chair and Vice Chair of the Committee for this academic year, bearing in mind the guidance from the Chair of the Board. Members unanimously agreed David Knowles-Leak and Martin Pritchett and Chair and Vice Chair respectively. Both David and Martin confirmed they were happy to take on these roles.
4. Minutes of the Previous Meeting Held on 6 June 2018
The minutes of the meeting of the 6 June 2018, having been previously circulated to members, were agreed as a true record and signed by the Chair.
All Members were agreed.
5. Matters Arising from the Previous Meeting Held on 6 June 2018
It was noted that all matters arising had been actioned.

GOVERNANCE & SEARCH

6. Vacancies on the Corporation & Committees
This item was presented by the Clerk. Members noted the terms of office due to expire in 2019 and asked the Clerk to ascertain from those whose terms were ending whether they would be interested in a further term of office. It was noted that none of the Members whose terms were ending had done more than one full term of office.

Members were reminded that the Skills chart comprising Members skills, would be compiled in January 2019 as usual and referred to this Committee. Members discussed the whether to advertise for new Governors and agreed to keep this under review.
The report was noted.

Clerk

MINUTE

ACTION

No

7. 2017/18 Year-End Board & Committee Summary Evaluation Report
This item was presented by the Clerk. Members noted the summary evaluations and felt they were very useful when reflecting on Governor challenge and added value at the various meetings.
The report was noted.
8. 2017/18 Year-End Attendance Report
The Clerk was pleased to advise Members that the target attendance for them had been exceeded for both the main Board and committee meetings, and the confidential meetings.
The report was noted.
9. Review of Governance QIP
This item was presented by the Group Principal. Members were updated on the progress of the Governance QIP. The Group Principal said a full review of Governance would be undertaken this term as part of the Self-Assessment Cycle. She advised Members that Governor appraisals had gone well, with most Governors wanting to do the "Learning Walks". It was noted there would be a list of events on Moodle for Governors to access.
10. 2018/19 Governor Engagement & Learning Scheme
This item was presented by the Group Principal. Members were advised of the completed Governor Engagement and Learning Scheme for 2017/18 and proposed of the plans for Governor engagement, learning and development in the next academic year. The report was discussed.
Members unanimously agreed to recommend the Governor Engagement & Learning Scheme 2018/19 to the Board for approval.

Clerk

Refer to
Corporation

STRATEGY

11. Update on 2017/18 Annual Strategic Plan
This item was presented by the Group Principal. Members were informed of the College's progression against the 2017/18 Annual Strategic Plan and asked to comment, offer challenge and provide scrutiny. Members noted the annual and three-year targets. The enrolment targets for 16-18 year olds and adults were highlighted as The Windsor Forest Colleges Group (TWFCG) did not meet its target this year. The Group Principal said the three-year targets had been amended accordingly, in the revised financial forecast in the summer of 2018.

The Group Principal said the annual plan had been updated with the latest progress and all areas were considered to be progressing well. She said the strategic actions regarding enrolment and admissions were primarily focused on preparing for 2018/19 and flagged amber due to the downturn in enrolment this year. The Group Principal referred to the area regarding financial health, which was no longer flagged amber as the recent projection confirmed that the College should remain in the "Good" category. She spoke about the interesting trends that were coming through in enrolment for 16-18 year olds in 2018/19. Strode's College was doing better this year than last. Windsor College was down on its performance last year, and Langley College was doing the same as last year. However, it was early days and enrolment continues.

The Group Principal spoke about the projection on numbers and finance if the current patterns continued. She referred to the £20,000 initiative (for students earning under that sum pa.) and that the College had recruited over 300 students who qualified under this low pay initiative. She confirmed that around 50% of the students who qualified under the initiative would qualify for full funding.

The main risk on enrolments was noted. Fiona Carthy confirmed the College was still running campaigns to recruit students on all income streams.
The report was noted.
12. 2018/19 New Annual Strategic Plan
This item was presented by the Group Principal. Members were informed of the College's new proposed 2018/19 Annual Strategic Plan and asked to comment. The Group Principal reminded Members that the Board had approved the three-year Strategic

MINUTE

No

Plan in October 2017. The three-year targets for recruitment had been amended to reflect the downturn in recruitment experienced in 2017/18 and these revised targets were approved by the Board as part of the financial forecast in July 2018. The Group Principal said the review by Senior Post Holders had also concluded that the basic tenets and ambitions of the three-year plan remained. The new Financial Strategy and Forecast coupled with the three-year Strategic Plan, now set the scene for the remaining two-year plan of consolidation. The Group Principal said this consolidation post-merger would then place the College in a strong position to review strategic opportunities in partnership, property and business post 2020.

There was a discussion about maximising assets by reaching out to complimentary partners. The discussion was around sports facilities, catering, lettings and various other areas. Members also discussed the College's appetite for merger and considered that the theme of consolidation in the Plan was good and should be prioritised. It was agreed that the Group Principal should add 2 items to the Plan to reflect these discussions. It was noted that the AoC were organising Colleges for a week of action in October and that there had been lobbying for a funded pay rise for FE, as there had been in schools.

Members noted the report.

Members unanimously agreed to recommend the 2018/19 Annual Strategic Action Plan to the Board for approval with agreed amendments.

ACTION

Refer to Corporation

13. Marketing Strategy

The Group Principal reminded Members that the College had contracted a brand new marketing service led by Carthy Communications. She said that the new Marketing Strategy was one of the three key areas of the College plan in 2018/19.

She advised members that the new Marketing Strategy was a key document for them and the Senior Leadership Team (SLT) and that it would be monitored monthly by the SLT. She said members would receive an update on progress and metrics at the Board meetings. The Group Principal asked Fiona Carthy (FC) to make her presentation. FC advised Members that there had been an intense period of activity to date and that next year the College would get to the market earlier. She said much had been done on the Sixth Form offer, and that for Strode's College this had had a good effect. FC talked about the separate Course Guides for the Colleges, which had proved useful and also that the Adult Guides had taken on a fresh new look.

Overall, marketing was going well. There was a discussion on the local aggressive marketing by non-local Colleges in the area and how this would be tackled. FC referred to the use of student case studies as excellent material together with getting digital ambassadors.

There was a discussion on the graphics in the adult guide and members if there were graphics showing older people. FC confirmed that they were included and all markets were carefully considered.

FC said the next steps would be to ratify the plan then turn it out and monitor it. She said she would be writing progress reports on a monthly basis so that nothing slipped behind. She was also keen to look at applications early on, by school liaison, so trends could be identified. She would be focusing on digital strategies that connect employers and how this could be used for enrolments and apprenticeships. Testimonials from alumni were also felt to be useful and FC said these could be referenced in the strategy.

The report was noted.

Fiona Carthy left the meeting.

INFORMATION

14. AoC Governance Briefings

These were noted for information.

15. Evaluation of Meeting

Members were pleased to complete an evaluation of the meeting, detailing where they felt they had added value and made appropriate challenge.

MINUTE

ACTION

No

16. Dates and Times of Future Meetings

Dates and times of future meetings were noted as:

Scheduled for 5.00pm at Strode's College on: Wednesday, 30 January 2019
Wednesday 5 June 2019

17. Any Urgent Business

There were no items of other business.

The meeting ended at 6.15pm.