



HADLOW  
COLLEGE

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## MINUTES OF THE PART I MEETING OF THE BOARD OF GOVERNORS HELD 21 MARCH 2013

Present:	Mr H Guntrip Ms T Bruton Mr G Charlton Mr P Dubrow Mr P Hannan Mr B McNicoll Ms S Shelton Ms L Currie Mr T McKay Mr J Standen Mr C Porter	-Chairman
In attendance:	Mr J Allen Ms L Brown Mr M Lumsdon-Taylor	-Clerk to the Governors -Vice Principal -Director of Finance & Resources

The meeting commenced at 09.00.

### **Section A: Formal Agenda Items**

#### **APOLOGIES, QUORACY & DECLARATION OF INTERESTS**

36. Apologies were received from Mr P Morris, Mr N Coffin, and Ms S Hart. The Clerk confirmed that the meeting was quorate. There were no declared interests against any agenda item.

#### **MINUTES**

37. It was **RESOLVED** the minutes of the Part I meeting of the Board held 13 December 2012 be approved and signed by the Chair as a correct record.
38. It was **RESOLVED** the minutes of the Part III meeting of the Board held 13 December 2012 be approved and signed by the Chair as a correct record.

#### **SUMMARY ACTION LIST & MATTERS ARISING**

39. The one outstanding action point, the future College structure, will be an agenda item at the June strategy meeting.
40. It was **RESOLVED** to note the 'Summary Action List'.

## **Section B: Committee Reports**

### **REPORT FROM THE CURRICULUM & QUALITY COMMITTEE**

41. The College report '*Unconfirmed Minutes of the Curriculum & Quality Committee held 14 February 2013*' was received (copy attached to the signed minutes). The Chair of the Committee presented the report. The Chair confirmed that the Committee received and considered reports on:
- Quality Improvement Action Plan
  - Target Institutional Success Rates 2012/13
  - Lesson Observation Profile 1<sup>st</sup> Term
  - Student Attendance Report 1<sup>st</sup> Term
  - 14-16 Recruitment
  - Functional Skills
  - Annual Equality Report
  - Curriculum Strategy 2013/14
  - Monitoring of College performance in the area of student experience.
42. Made available to the Committee was the completed Ofsted Form 106. This has to be completed and made available to Ofsted when an inspection takes place. The form provides a breakdown of key College data including success rates. It was noted that many of the data requirements in Form 106 are also covered in the monitoring framework used by both the Curriculum & Quality Committee and the Corporation. It was agreed to add Form 106 as an appendix to the monitoring framework.
43. It was **RESOLVED** to note the minutes of the meeting of Curriculum & Quality Committee held 14 February 2013.

### **REPORT FROM THE AUDIT COMMITTEE**

44. The College report '*Unconfirmed Minutes of the Audit Committee held 28 February 2013*' was received (copy attached to the signed minutes). The Chair of the Committee presented the report. The Chair confirmed that the Committee received and considered reports on:
- Audit roll Forward Action Plan
  - Internal Audit Annual Report
  - Finance Directorate Internal Control Systems Framework
  - Termly Report on Risk Management
  - Wider Remit of the Audit Committee
  - Monitoring of College performance in the area of audit
45. It was **RESOLVED** to note the unconfirmed minutes of the Audit Committee meeting held 28 February 2013.

### **REPORT FROM THE FINANCE, COMMERCIAL & RESOURCES COMMITTEE**

46. The College report '*Unconfirmed Minutes of the Finance, Commercial & Resources Committee held 07 March 2013*' was received (copy attached to the signed minutes).

The Chair of the Committee presented the report. The Chair confirmed that the Committee received and considered reports on:

- Management Accounts/Financial Performance Report
- Capital Portfolio
- Projects & Partnerships
- Tuition Fee Policy 2013/14
- Tenders
- Health & Safety
- Monitoring of College performance in the area of finance and estates.

47. It was **RESOLVED**

- (i) To approve the long-term lease transfer for the Hadlow Rural Community School;
- (ii) To approve the outline Loan Terms and framework for the acquisition of Grove Farm;
- (iii) To approve Tuition Fee Policy 2013/14; and
- (iv) To note the minutes of the meeting of Finance, Commercial & Resources Committee meeting held 07 March 2013.

### **Section C: Agenda items of Strategic/High Importance**

#### **PARTNERSHIP REPORT**

48. The College '*Partnership Report*' was received (copy attached to the signed minutes). This standing agenda item provided the Corporation with a progress update on key partnership developments.

49. It was **RESOLVED** to note the report.

#### **TARGET INSTITUTIONAL SUCCESS RATES 2012/13**

50. The College report '*Target Institutional Success Rates 2012/13*' was received (copy attached to the signed minutes). The College has set its institutional targets for 2012/13 as outlined in the report and the Board is asked to approve the targets. It was confirmed the core targets reflect the realistic projections for retention and success for the current financial year. Targets for retention have been set with a 1%-3% increase on the 2011/12 position. Success rate targets show an increase on previous year position at all levels. It was confirmed that the targets are cascaded to all Heads of Faculty and Course Managers through the Business Planning Cycle.

51. It was **RESOLVED** to approve the following Success Rate targets for 2012/13

Success Rate Target	16-18	19+
Overall College	90%	88%
Entry Level	87%	98%
Long Level 1	89%	96%
Long Level 2	90%	87%
Long Level 3	86%	83%

## ANNUAL EQUALITY, DIVERSITY & WIDENING PARTICIPATION REPORT 2011/12

52. The 'Annual Equality, Diversity & Widening Participation Report 2011/12' was received (copy attached to the signed minutes).
53. The report provided the Board with updates on:
- The legal context
  - Scope of the Annual Equality & Diversity Report
  - Strategic Plan and objectives: an overview of targets, progress against targets, and further action
  - 2012 Staff Survey Results
  - Single Equality Scheme
  - Ofsted Inspection Outcomes
  - Equality Analysis (Equality Impact Assessment)
  - Staff Development and Training
  - Student Awareness and Training
  - Initiatives to support Equality Duties
  - Equality and Diversity Impact Measures (EDIMs)
  - Data Monitoring and Reporting (staff and students)
  - Analysis of Equality Performance during 2011/12
54. It was **RESOLVED** to note the report.

### BETTESHANGER

55. Due to the commercially sensitive information relating to this agenda item, it was **RESOLVED** to declare discussions confidential and to record the minutes separately and for the minutes not to be made available in the public domain until so agreed by the Board.

### Section D: Monitoring

#### MONITORING OF COLLEGE PERFORMANCE – OVERALL SUMMARY ASSESSMENT OF COLLEGE PERFORMANCE & ASSESSMENT OF RISK

56. The College report 'Monitoring of College Performance – Overall Summary Assessment of College Performance & Assessment of Risk' was received (copy attached to the signed minutes). The monitoring framework, approved by the Board, requires the overall assessments, undertaken by each Committee during the term, to be made available to the Board. This is to be undertaken in line with reporting on performance against significant KPIs identified by each Committee.
57. It was **RESOLVED** to note the following overall summary of College performance and assessment of risk:

1	The Student Experience, Teaching & Learning (Agreed by the Curriculum & Quality Committee)	No Concern/No Risk
2	Financial & Estates (Agreed by the F,C&R Committee)	Some concern/risk

3	Audit (Agreed by the Audit Committee)	No concern/risk
4	Staff & Human Resources (Agreed by the F,C&R Committee)	No concern/risk
5	Governance, Leadership & Management (Agreed by the Governance & Search Committee)	No concern/risk

58. The 'Amber' assessment for finance is based upon the budget. The main risk to the budget is the financial impact of continued retention of HE learners through the year. If retention falls below 90%, this could result in an operating loss. Learner retention will make the difference between profit and loss in 2012/13. It was confirmed that this would continue to be subject to on-going scrutiny by the Executive with outcomes reported to the Finance Committee and the Board.

**ANY OTHER BUSINESS**

59. There was no other business.

**DATE OF NEXT MEETING**

60. Tuesday 06 June 2013 – Strategy meeting @ 9.30 and Board meeting Thursday 11 July 2013 @ 09.30

The meeting closed at 13.30

Signed: \_\_\_\_\_ Date: \_\_\_\_\_