



MINUTES OF THE PART I MEETING OF THE BOARD OF GOVERNORS HELD 27 MARCH 2014

Present:	Mr N Coffin Ms T Bruton Mr P Dubrow Mr P Hannan Mr B McNicoll Ms S Lowen Ms S Shelton Ms L Currie Mr J Standen Mr K Randall Mr D Enderby	Chairman
In attendance:	Mr J Allen Ms L Brown Mr M Lumsdon-Taylor	Clerk to the Governors Vice Principal Director of Finance & Resources

EQUALITY & DIVERSITY TRAINING

Prior to the start of the Board meeting, governors received Equality & Diversity training covering their duties and responsibilities.

The Board meeting commenced at 10.00 following the Equality & Diversity training.

Section A: Formal Agenda Items

APOLOGIES, QUORACY, DECLARATION OF INTERESTS & ANNOUNCEMENTS

67. Apologies were received from Mr P Morris and Mr C Porter. The Clerk confirmed that the meeting was quorate. There were no declared interests against any agenda item. The Clerk confirmed that Ms S Hart will be in a position to re-join the Board in July following the agreed sabbatical period. It was **RESOLVED** to approve the re-appointment of Sue Hart from 10 July 2014 for a period of 4 years.

MINUTES

68. It was **RESOLVED** the minutes of the Part I meeting of the Board held 12 December 2013 be approved and signed by the Chair as a correct record.

MATTERS ARISING

69. The one outstanding action point, to receive a report on 2012/13 destinations was addressed through receipt of the report '*FE Destination Survey & Report 2012/13*' (copy attached to the signed minutes).

FE DESTINATION SURVEY & REPORT 2012/13

70. The report provided an analysis of the information made available to the College for destination of FE learners for the academic year 2012/13. The data was gathered during March 2014 as part of the six-month follow up survey with students to gain information on employment and progression.
71. Of the 625 students who completed their full time course in 2012/13, 307 (49%) progressed onto a new course at Hadlow College and 318 left the College. Of the 318, 86 learners were untraceable. Positive destinations (education, employment, training or voluntary work) across the College accounted for 93% of the leavers, compared with 88% in 2011/12. The report provided a detailed analysis of the destination data.
72. Governors welcomed the positive outcomes reported in the report and agreed that the data should be used to support marketing of the College.
73. In terms of the timing of future reports, the aim is to report on destinations, including Higher Education students, to the November meeting of the Quality & Curriculum Committee.
74. Governors noted the low progression into apprenticeships and confirmation was given that this is an identified area for improvement in the College's self assessment report. A lot of work is still required to engage employers in apprenticeships.
75. It was **RESOLVED** to note the report '*FE Destination Survey & Report 2012/13*'

Section B: Agenda items of Strategic/High Importance

BOARD STRATEGY MEETING 06 FEBRUARY 2014

76. The key outcomes from the Board Strategy meeting held 06 February 2014 were received (copy attached to the signed minutes).
77. It was confirmed that the themes identified at the meeting will form the basis of discussions at the ten focus group meetings scheduled with a range of key stakeholders (internal and external) that will take place in June and July. The outcomes of the focus group meetings will be reported to the Strategy Group.
78. It was **RESOLVED** to note the report.

TARGET INSTITUTIONAL SUCCESS RATES 2013/14

79. The College report '*Target Institutional Success Rates 2013/14*' was received (copy attached to the signed minutes). It was confirmed that the targets were subject to detailed analysis and review from the Curriculum & Quality Committee meeting held 27 February 2014 and, following this review, the Committee recommended the Board approves the targets.

80. It was confirmed that the core targets reflect the realistic projections for retention and success for the current financial year. It was noted that in all areas the target set exceeds outcomes for 2012/13, with the exception of 19+ Long Level 1 where the target of 97% is the same as the outcome for 2012/13. It was confirmed that the targets are cascaded to all Heads of Faculty and Course Managers through the Business Planning Cycle.

81. It was **RESOLVED** to approve the following Success Rate targets for 2013/14:

Success Rate Target	16-18 (Actual 2012/13)	19+ (Actual 2012/13)
Overall College	90% (88%)	88% (86%)
Entry Level	81% (79%)	95% (93%)
Long Level 1	90% (88%)	97% (97%)
Long Level 2	92% (91%)	87% (85%)
Long Level 3	86% (84%)	80% (78%)

ANNUAL EQUALITY, DIVERSITY & WIDENING PARTICIPATION REPORT 2012/13

82. The 'Annual Equality, Diversity & Widening Participation Report 2012/13' was received (copy attached to the signed minutes). It was confirmed that the report was subject to detailed discussion and analysis at the meeting of the Curriculum & Quality Committee meeting held 27 February 2014. The report is made available to the Board for information purposes.

83. 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
- 2013 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 2012/13

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

PARTNERSHIP REPORT

85. The College 'Partnership Report' was received (copy attached to the signed minutes). The report provided the Corporation with a progress update on key partnership developments.

86. It was requested that in future reports there should be an appendix listing existing tenants and partnerships.
87. It was **RESOLVED** to note the report.

Section C: Committee Reports

REPORT FROM THE CURRICULUM & QUALITY COMMITTEE

88. The College report '*Unconfirmed Minutes of the Curriculum & Quality Committee held 27 February 2014*' 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 2013/14
 - Lesson Observation Profile 1st Term
 - Student Attendance Report 1st Term
 - Destination Survey
 - Annual Equality & Diversity Report 2012/13
 - Curriculum Strategy 2014/15
 - Monitoring of College performance in the area of student experience.
89. It was **RESOLVED** to note the minutes of the meeting of Curriculum & Quality Committee held 27 February 2014.

REPORT FROM THE AUDIT COMMITTEE

90. The College report '*Unconfirmed Minutes of the Audit Committee held 06 March 2014*' 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
 - Role of the Audit Committee and Board Assurance Framework
 - Monitoring of College performance in the area of audit
 - Due Diligence K College
91. Two matters were brought to the attention of the Board. The first was to be informed of the Board Assurance Framework adopted by the Audit Committee. The components of the Board Assurance Framework are to be made up of the following
- The publication of an annual '**Corporate & Social Responsibility Report**'
 - The implementation of a new set of '**Performance Indicator Dials**'; and
 - The adoption of a '**Board Assurance Framework**'.
92. The Board noted and approved the Board Assurance Framework.

93. The second matter related to the tendering for due diligence of K College. The Audit Committee delegated the final appointment decision to the Chair of the Audit Committee, Chair of the Finance, Resources & Commercial Committee, and the Director of Finance & Resources, with outcomes of the tender process to be reported to the March Board meeting.
94. The Board **SUPPORTED** the decision taken by the Audit Committee that due to the pressure of timescales, to relax the requirements of the Financial Regulations and for two firms to be approached to tender for this work.
95. The Board **NOTED** and the decision taken under delegated authority to appoint MacIntyre Hudson to undertake due diligence of K College.
96. It was **RESOLVED** to note the unconfirmed minutes of the Audit Committee meeting held 06 March 2014.

REPORT FROM THE FINANCE, COMMERCIAL & RESOURCES COMMITTEE

97. The College report *'Unconfirmed Minutes of the Finance, Commercial & Resources Committee held 13 March 2014* 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 2014/15
 - Annual Review of Financial Regulations
 - Tenders
 - HR Exceptional Report
 - Health & Safety
 - Monitoring of College performance in the area of finance and estates.
98. A discussion took place on the wording of minute 59. The Clerk advised that the minute is owned by the Committee and that they will need to take into account the views expressed at this meeting when approving the minutes at the next meeting of the Committee.
99. Against the 15 agreed performance indicators for the area of finance & estates, the Committee made three 'Amber' assessments (some concern/some risk) on cash generated, forecast year-end outturn, and creditor days. All other assessments were confirmed as 'Green'.
100. It was **RESOLVED**
- (i) To approve Tuition Fee Policy 2014/15;
 - (ii) To approve the proposed changes to the Financial Regulations as attached to the minutes; and
 - (iii) To note the minutes of the meeting of Finance, Commercial & Resources Committee meeting held 13 March 2014.

BETTESHANGER SUB GROUP

101. The minutes of the Betteshanger Sub Group meeting held on 06 March 2014 were received and noted.

Section D: Monitoring

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

102. 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.
103. 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

104. Due to the high risk of HE recruitment and HE retention having a negative impact on the forecast year-end surplus, the Finance, Commercial & Resources Committee agreed to inform the Board of an 'Amber' assessment (some concern/some risk) against the area of finance and estates.

ANY OTHER BUSINESS

105. There was no other business.

DATE OF NEXT MEETINGS

106. The following meetings were noted:

Sparsholt Visit – 01 April 2014 departing the College at 8am and returning circa 5pm;
Board meeting 10 July 2014 @09.30

Special Board meetings specifically for K College:

Monday 7th April 2014, 6-8pm

Wednesday 30th April 2014, 6-8pm

Thursday 5th June 2014 – 1/2 day discussion to be included on Governors
Day agenda

Tuesday 8th July 2014, 6-8pm

The meeting closed at 12.30

Signed: _____ Date: _____