



HADLOW
COLLEGE

Innovation. Experience. Excellence.

MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS HELD 16 DECEMBER 2010

Present:	Mr H Guntrip	Chairman
	Mr J Bolas	
	Mr J Boxall	
	Ms T Bruton	
	Mr G Charlton	
	Mr N Coffin	Vice Chairman
	Mr P Dubrow	
	Mr P Hannan	
	Mr B McNicoll	
	Ms L Monteiro	
	Mr P Morris	
	Dr M Noble	
	Ms P Palmer-Abbit	
	Mr K Raybould	
	Ms S Shelton	
In attendance:	Mr J Allen	Clerk to the Governors
	Ms L Brown	Vice Principal
	Mr M Lumsdon-Taylor	Director of Finance & Resources

The meeting commenced at 09.30.

Section A: Formal Agenda Items

APOLOGIES, QUORACY & DECLARATION OF INTERESTS

10. Apologies were received from Ms E Fowler. The Clerk informed the meeting of the resignation of Mr V Patel due to his overseas work commitments. The Board asked for the minutes to record appreciation of the contributions made by Mr Patel during his period of office. The Clerk confirmed that the meeting was quorate. There were no declared interests against any agenda item.

GOVERNANCE & SEARCH COMMITTEE

11. A meeting of the Governance & Search Committee was held immediately prior to the Board meeting to consider appointment recommendations. Following a review of the recommendations it was **RESOLVED** to approve the appointment of Ms Penny Palmer-Abbit as the elected staff governor for the period 16 December 2010 – 31 December 2014.

MINUTES

12. It was **RESOLVED** that the minutes of the meeting of the Board held 8 July 2010 be approved and signed by the Chair as a correct record.
13. It was **RESOLVED** that the minutes of the meeting of the Board held 14 October 2010 be approved and signed by the Chair as a correct record.

SUMMARY ACTION LIST & MATTERS ARISING

14. The 'Summary Action List' was received (copy attached to the signed minutes) and the following updates were recorded.

MIN REF & DATE	DETAILS OF RESOLUTION/ACTION POINT	UPDATE AS OF 16/12/2010
84	Revised Link Policy, and link allocations for 2010/11, to be confirmed at the October Stewardship Day	Completed
97 (iv)	To make available for Board approval a proposal for the restructure of the College's existing debt at £5,950,000 with delegated approval given to F&GP to approve in advance any draw down of the approved facility	Discussed and agreed at F&GP meeting held 12/11/2010 – see minutes under agenda item 11
104	It was AGREED for the IQER Action Plan to be subject to on-going review by the Strategy & Performance Committee	Incorporated within the schedule of business for the S&P Committee
105	It was agreed for the Chairman to write to all staff to pass on to them the Board's sincere gratitude for all their efforts in achieving such outstanding outcomes.	Completed
106	The Board to receive a report in the spring/summer of 2011 summarising the effectiveness and benefits arising from the recent restructure.	To receive at the March Board meeting an interim review based on the CSR with a full review of the structure to be made available at the July Board meeting. To use the March Board meeting to review funding allocations and to consider strategic implications arising from the funding of both FE and HE provision.
112	Review Strategic Objectives	Agenda item 4
114	The October Board meeting to be used for a strategy session	Completed.
118	Estates Strategy approved subject to the result of the next stage of feasibility for Betteshanger and the assessment of supply and demand for Kent as a whole, which will be presented to the Estates Committee in the autumn term.	Scheduled agenda item at the next meeting of the Estates Committee
123	Maidstone Disposal: To receive confirmation of received planning permission and disposal consent from SFA	Planning permission obtained along with disposal consent from the SFA

124	Maidstone Disposal: Once disposed, the Estates Committee and F&GP Committee to review and consider the various options available for future priority campus works and to make recommendations for the Board to consider.	Scheduled agenda item at the next meeting of the Estates Committee
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Section B: Agenda items of Strategic/High Importance

STRATEGIC PLAN: OPERATING PLAN 2010/11

15. The College report '*Hadlow College Strategic & Operational Objectives December 2010*' was received (copy attached to the signed minutes).
16. Following the launch of the College Strategic Plan 2010-2015 on the 11th November 2010 an update was provided on the progress being made to confirm the operational objectives required to ensure the delivery of the Strategic Plan.
17. Each Operational Objective will have a maximum of 3 Key performance Indicators and these will be confirmed by the end of January 2011. The Board will receive a 'lead Indicator' for each Operational Objective, reported by exception termly (commencing next spring) with the annual summary produced for the Summer Board meeting.
18. It was **RESOLVED** to note the report.

SUCCESS RATES 2009/10

19. The College report '*Success Rates 2009/10*' was received (copy attached to the signed minutes). Due to the cancellation of the Strategy & Performance Committee as a result of the recent adverse weather conditions, the report was being tabled for information purposes with confirmation given that the data will be subject to review at the next meeting of the Committee.

SELF ASSESSMENT

20. Two College reports were received under this agenda item (copies attached to the signed minutes):
 - Governance Self Assessment Report 2009/10
 - College Self Assessment Report 2010/11
21. The Corporation has approved a range of key performance indicators supported by 21 targets that measure both corporate and governance effectiveness. Based on published information from the work of the Corporation's Committees, the Clerk produced a commentary on performance against the performance indicators and key targets. The report concludes with a commentary on overall performance.
22. Governors noted the assessment that governance is 'Outstanding'.

23. The College Self Assessment Report 2009/10 has been structured around the Common Inspection Framework (CIF).
24. Members noted the following self assessment grade profiles:

Overall effectiveness of provision	Grade 1
Capacity to improve	Grade 1
Outcomes for Learners	Grade 1
Quality of Provision	Grade 1
Leadership and Management Equality and Diversity Safeguarding	Grade 1 2 1
Subject Areas	Grade
Countryside & Fisheries	2 & 3
Animal Management & Agriculture	2
Equine	1
Horticulture and Floristry	1
Higher Education	2
Skills for Life	2
Work-based Learning	2
Schools	2
Functional Skills and ALS	2
Governance	1
Cross College Grades	
Estates & Maintenance	2
Finance	1
Human resources	1
Central Operations	2
Student Support Services	1
Business and Community Development Unit and Broadview	2

25. It was **RESOLVED**
- (i) To approve the College's Self Assessment Report 2009/10; and
 - (ii) To approve the Governance Self Assessment Report 2010/11.

ANNUAL SAFEGUARDING REPORT

26. The College report '*Annual Review of Statutory Child Protection Arrangements*' was received (copy attached to the signed minutes). The Clerk confirmed that an annual review is conducted to ensure that the Board is discharging statutory responsibilities confirmed in the Children's Act. The report provided a commentary against each of the

ten statutory obligations required of the Board. In addition the report confirmed that there were no reported Child Protection disclosures and or any allegations made against staff.

27. It was **RESOLVED** to note the report and for the next review to take place in December 2011.

AUDIT & FINANCE

28. Two College reports were received (copies attached to the signed minutes):

- Annual Report 2009/10 from the Audit Committee
- Financial Statement & Annual Report Year Ended 31 July 2010

29. The Chair of the Audit Committee referred all Members to the Annual Report 2009/10 from the Audit Committee as this provided an overall summary of all the key documents being presented to the Board for approval. The Chair confirmed that all reports being presented to the Board have been subject to detailed scrutiny by the Audit Committee.

30. The Annual opinion of the Audit Committee for 2009/10 is summarised as follows:

Based upon the work and the opinions made available to the Audit Committee from the internal audit service and the financial statement auditor, and in particular after considering the Internal Audit Annual Report and the reports from the Financial Statement Auditor, the Committee is satisfied that the College's whole system of internal control meets and exceeds required standards. The Committee is satisfied that where weaknesses have been identified they have been responded to in an appropriate and timely manner.

31. The Financial Statement & Annual Accounts for the year-ended 31 July 2010 have been subject to review by the F&GP Committee. The College achieved a strong operational surplus for 2009/10 the 8th year of a consecutive operating surplus. The draft accounts confirm a College operating surplus of £412k pre FRS17 with College reserves of £11,616,000. The College's turnover grew by 22% in 2009/10 (an increase of £2,710,000).

32. After discussion it was **RESOLVED**

- (i) That the '*Internal Audit Annual Report for 2009/10*' be approved and forwarded to the Audit Service of the SFA;
- (ii) That the '*Financial Statement & Regularity Auditors Audit Findings Report for 2009/10*' be approved and submitted to the SFA;
- (iii) That the '*Audit Committee's Annual Report 2009/10*' on the College's whole system of internal control be noted; and
- (iv) That the Board approves the '*Financial Statement & Annual Report 2009/10*' and authorises the Chairman to sign the Report on behalf of the Board.

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

33. 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.
34. 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 Strategy & Performance Committee)	No assessment carried out due to the cancellation of the last S&P meeting
2	Financial & Estates (Agreed by the F&GP Committee)	Some concern/risk
3	Audit (Agreed by the Audit Committee)	No concern/risk
4	Staff & Human Resources (Agreed by the F&GP Committee)	No concern/risk
5	Governance, Leadership & Management (Agreed by the Governance & Search Committee)	No concern/risk

35. Against the 15 agreed performance indicators for the area of finance & estates two red assessments were confirmed for operating surplus and current assets to liabilities ratio. In addition three amber assessments were made on cash generated, forecast year-end outturn, and cash days in hand. Therefore an overall amber assessment was being reported to the Board and Members were referred to the minutes of the F&GP Committee for further information (Agenda item 11)

Section C: Minutes and any resolutions arising from the Committees

REPORT FROM THE AUDIT COMMITTEE

36. The College report '*Unconfirmed Minutes of the Audit Committee held 25 November 2010*' were 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 2009/10
 - Internal Audit Strategy & Audit Plan 2010/11
 - Financial Statement & Regularity Audit Findings Report
 - Financial Management & Control Evaluation (FMCE)
 - Termly Report on Risk Management
 - Annual Review of Value for Money
 - Annual Report 2009/10 from the Audit Committee
 - Monitoring of College performance in the area of audit
 - Annual review of the financial auditor (Baker Tilly)

- Audit Tendering Timetable

37. It was **RESOLVED** to note the unconfirmed minutes of the Audit Committee meeting held 25 November 2010.

REPORT FROM THE FINANCE & GENERAL PURPOSES COMMITTEE

38. The College report '*Unconfirmed Minutes of the F&GP Committee held 12 November 2010*' were 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:

- Financial Statement & Year-end Accounts
- Management Accounts/Financial Performance Report
- Comprehensive Spending Review
- Estates Committee
- Priority campus Works – capital & debt position
- Capital Portfolio
- Annual HR Report 2009/10
- Tenders
- Student Union Accounts
- Health & Safety
- Monitoring of College performance in the area of finance and estates.

39. It was **RESOLVED** to note the minutes of the meeting of F&GP held 12 November 2010.

ANY OTHER BUSINESS

40. The Principal informed the Board of the award of Beacon status to the College and outlined the implications arising from the award. The Chairman asked for the minutes to record the Board's sincere appreciation and gratitude for receiving such an award and asked that on behalf of the Board all staff to be congratulated.

41. The Clerk read out the following statement:

To confirm that a copy of an anonymous grievance that was originally sent to the SFA was made available to the College - the grievance was from an ex-LSC employee and the grievance related to an ex LSC official and in the grievance an allegation was made about their behaviour towards Hadlow College. On the advice of the Clerk the Principal sought legal advice from Eversheds. A letter to the SFA was drafted and was subject to legal review and approved by the Clerk and Chairman. Geoff Russell, the Chief Executive of the SFA has replied to confirm that the allegation was subject to an internal investigation and that it was unproven. The matter is now closed but I am bringing this to the attention of the Board so that we can minute receipt and record the actions taken.

DATE OF NEXT MEETING

42. Thursday 31st March 2011 @ 09.30

The meeting closed at 11.20.

Signed: _____ Date: _____

CURRENT SUMMARY ACTION LIST

MIN REF	DETAILS OF RESOLUTION/ACTION POINT	WHO	REVIEW DATE
14 (2010/11)	To receive at the March Board meeting an interim review based on the CSR with a full review of the structure to be made available at the July Board meeting.	Principal & Director of Finance	31/3/11
14	To use the March Board meeting to review funding allocations and to consider strategic implications arising from the funding of both FE and HE provision	Principal	31/3/11
17	Each Operational Objective will have a maximum of 3 Key performance Indicators and these will be confirmed by the end of January 2011. The Board will receive a 'lead Indicator' for each Operational Objective, reported by exception termly (commencing next spring) with the annual summary produced for the Summer Board meeting	Principal	31/3/11