



## MINUTES OF THE PART A MEETING OF THE BOARD OF GOVERNORS HELD 29 MARCH 2012

Present:	Mr H Guntrip	-Chairman
	Mr J Boxall	
	Ms T Bruton	
	Mr G Charlton	
	Mr N Coffin	-Vice Chairman
	Mr P Dubrow	
	Mr P Hannan	
	Mr B Jefferies	
	Prof M Noble	
	Mr B McNicoll	
	Mr P Morris	
	Ms P Palmer-Abbit	
	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**

62. Apologies were received from Mr D Arthur. The Clerk confirmed that the meeting was quorate.

#### **MINUTES**

63. It was **RESOLVED** that the minutes of the meeting of the Board held 15 December 2011 be approved and signed by the Chair as a correct record.

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

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

Minute 105 &

Minute 16: Financial objective of a third/third/third and commercial ideas were discussed at the February strategy meeting with a further update to be made available at the July Board meeting.

Minute 21: Final version of the Governor Link Scheme 2012/13 is an agenda item for approval.

Minute 30: Framework for the monitoring of College performance is an agenda item.

Minute 32: Legislative framework is an agenda item.

Minute 48: Betteshanger decision is an agenda item.

65. It was **RESOLVED** to note the Summary Action List.

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

### **OPERATING PLAN 2011/12**

66. The College '*Operating Plan 2011/12*' was received (copy attached to the signed minutes). Following the launch of the College Strategic Plan 2010-2015 operational objectives required to ensure the delivery of the Strategic Plan were made available.

67. Each Operational Objective has a maximum of 3 key performance Indicators (KPIs) and these were set out in the Operating Plan. The operating objectives and KPIs will be used by management to ensure the full delivery of each of the agreed strategic objectives published in the Strategic Plan.

68. The report made available to the Board reported on movements in either direction since the last assessment conducted in December 2011. One red assessment was reported on the implementation of the Expert Learner Strategy and a revised implementation date of September 2012 was noted. All amber assessments were subject to review and no significant issues or cause for concern were identified.

69. The Board requested that the 'When' column be used to record the specific target date for completion rather than the year '2015' that is listed against all objectives.

70. It was **RESOLVED** to note the '*Operating Plan 2011/12*'.

### **GOVERNOR LINK SCHEME 2012/13**

71. Following the discussion on this at the February Strategy Day, it was confirmed that proposed changes have been incorporated into the revised scheme. It was **RESOLVED** to approve the Governor Link Scheme 2012/13 (Copy attached to the signed minutes)

### **LEARNER VOICE EVALUATION**

72. The '*Learner Voice Evaluation Report*' was received (copy attached to the signed minutes). The Vice Principal presented the report.

73. The report outlined in detail the actions being taken to ensure that there is an effective Learner Voice at both curriculum and at cross-college level.

74. The Board welcomed the detail of the report and of the good progress being made in this important area. It was **RESOLVED** to note the report.

### **INSTITUTIONAL SUCCESS RATES 2011/12**

75. The College report '*Forecast Institutional Success Rates 2011/12*' was received (copy attached to the signed minutes). Following review, it was **RESOLVED** to approve the Institutional Success Rate targets for 2011/12.

## LEGISLATIVE FRAMEWORK & CODE OF GOVERNANCE

76. Following the Royal Assent of the Education Bill in November, clarification has been sought on the legal framework that applies to Colleges following de-regulation clauses in the Education Bill. The Clerk provided an update on the latest available information but full clarification from the Department of Business, Industry & Innovations (BIS) will not be made available until 1<sup>st</sup> April 2012.

77. The report from the Clerk '*Foundation Code of Governance*' was received (copy attached to the signed minutes). All Colleges are being asked to adopt the Foundation Code of Governance. It was agreed at the last meeting for the Clerk to undertake an analysis of how the Board's current arrangements meet the requirements of the Foundation Code of Governance and his report was considered (copy attached to the signed minutes).

78. The analysis against the full code indicates that there are two requirements of the Code that the Board is currently not meeting, these being:

- A regular effectiveness assessment by a governing body should include consideration of:
  - The reputation of the College and the views of stakeholders;
  - The performance of the Chair and of other governors holding offices or undertaking defined roles within the governance structure.
- Publication of a Public Value Statement

79. It is recommended that each College should report that it has adopted the Code in the corporate governance statement contained in its annual, audited financial statements. Where a College's practices are not consistent with any particular provision of the Code, it should publish in its corporate governance statement an explanation for that inconsistency.

80. The Clerk advised that the Corporation does not have to adopt the Code with immediate effect and that time is still available for further analysis of the requirements of the Code to be conducted.

81. It was **AGREED** to receive at the July Board meeting a further progress update on the two requirements of the Foundation Code of Governance that the College is currently not meeting.

## CAPITAL WORKS

82. The Director of Finance made available a presentation on Capital Works. Arising from the presentation, and after considering the resolutions proposed in minutes 58 - 63 of the Finance, Commercial & Resources Committee (see agenda item 14 (i)), the Board **RESOLVED** to approve:

- (i) Capital expenditure of £550k to complete Phase 4 and Phase 5 of the Northbourne refit; and
- (ii) The proposed capital works on the farm (slurry lagoon, cow shed, and new permanent classroom) to be funded on a commercial basis in terms of loan finance repayable as a proper commercial entity and segment of the business.

## MONITORING OF COLLEGE PERFORMANCE

83. The College report '*Monitoring of College Performance*' was received (copy attached to the signed minutes). At the last Board meeting it was felt that there was not sufficient clarity of purpose between the operating plan agenda item and the monitoring framework that is a separate agenda item. It was agreed that further work should be done on how best to combine both reporting frameworks into a single framework that will enable the Board to discharge its responsibilities for monitoring the implementation of the Strategic Plan and for providing an oversight on College performance.

84. Governors were asked to review the report and to give a steer on the framework to use for the monitoring of College performance for the academic year 2012/13. The report asked four questions and governors were asked to send in their responses to the Clerk within 2 weeks. Once a majority view has been obtained a final proposal will be presented to the July Board meeting.

### **Section C: Minutes and any resolutions arising from the Committees**

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

85. The College report '*Unconfirmed minutes of the meeting of the Curriculum and Quality Committee held 1<sup>st</sup> March 2012*' was received (copy attached to the signed minutes). The Chairman confirmed that the Committee received and considered reports on:

- Quality Improvement Action Plan
- Retention Report
- Lesson Observation profile 1<sup>st</sup> term
- Student Attendance 1<sup>st</sup> term
- Annual Equality & Diversity Report
- Curriculum 2012/13
- Monitoring of College performance in the areas of student experience, teaching & learning

86. It was **RESOLVED** to note the unconfirmed minutes of the meeting of the Curriculum and Quality Committee held 1<sup>st</sup> March 2012.

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

87. The College report '*Unconfirmed Minutes of the Audit Committee held 22<sup>nd</sup> March 2012*' 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 1<sup>st</sup> Report
- Termly report on Risk Management
- Internal Control System Framework
- Monitoring of College Performance

88. It was **RESOLVED** to note the unconfirmed minutes of the meeting of the Audit Committee held 22<sup>nd</sup> March 2012.

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

89. The College report '*Unconfirmed Minutes Meeting of the Finance, Commercial & Resources Committee held 22 March 2012*' was received (copy attached to the signed minutes). The Chair of the Committee presented the report.

90. It was confirmed that the Committee received reports on:

- Financial Performance Report up to 31 January 2012 with confirmation of the forecast year-end surplus
- Tuition Fee Policy and Fees 2012/13 (Copy attached to the signed minutes)
- Capital Portfolio Update
- Tenders
- Annual Review of Financial Regulations
- Human Resource Termly Report
- Health & Safety
- Monitoring of College Performance in the two areas of finance & estates, and staff & human resources

91. It was **RESOLVED**:

- (i) To approve the Tuition Fee Policy and Fees 2012/13; and
- (ii) To note the unconfirmed minutes of the meeting of the Finance, Commercial & Resources Committee held 22<sup>nd</sup> March 2012.

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

92. 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.

93. 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)	Some concern/risk
2	Financial & Estates (Agreed by the F,C&R Committee)	No 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

94. Against the agreed 13 super KPIs, 4 amber assessments (some concern/risk) were confirmed for the following:

- Overall College Success Rate
- HE Recruitment
- 19+ Apprenticeship recruitment
- Forecast year end out-turn against budget

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

## ANY OTHER BUSINESS

96. There was no other business.

## DATE OF NEXT MEETING

97. Strategy Day on 12<sup>th</sup> June 2012 @ 09.30 and Board meeting on 12<sup>th</sup> July 2012 @ 09.30

## PART C: CONFIDENTIAL AGENDA ITEMS

98. Minutes recorded separately.

The meeting closed at 12.45

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

### CURRENT SUMMARY ACTION LIST

MIN	DETAILS OF RESOLUTION/ACTION POINT	WHO	REVIEW DATE
16	Financial objective of a third/third/third and commercial ideas were discussed at the February strategy meeting with a further update to be made available at the July Board meeting	Executive	12/7/12
69	Operating Plan: the 'When' column be used to record the specific target date for completion rather than the year '2015' that is listed against all objectives	Principal	12/7/12
81	To receive a further progress update on the two requirements of the Foundation Code of Governance that the College is currently not meeting.	Clerk	12/7/12
84	Governors response to questions asked on the framework to monitor College performance to be reviewed by the Clerk with outcomes reported at the July Board meeting	Clerk	12/7/12