



MINUTES OF THE PART I MEETING OF THE BOARD OF GOVERNORS HELD 10 DECEMBER 2015

Present:	Mr N Coffin	-Chairman
	Ms T Bruton	
	Mr P Dubrow	-Vice Chairman
	Mr P Hannan	
	Mr B McNicoll	
	Ms S Lowen	
	Ms L Currie	
	Mr H Guntrip	
	Mr G Cutress	
	Ms S Hart	
	Mr P Morris	
	Ms D Hamilton	
	Ms C Turner	
In attendance:	Mr J Allen	-Clerk to the Governors
	Ms L Brown	-Group Vice Principal
	Mr M Lumsdon-Taylor	-Group Director of Finance

The meeting commenced at 09.00.

Section A: Formal Agenda Items

WELCOMES, APOLOGIES, QUORACY, & DECLARATION OF INTERESTS

1. Apologies were received from Mr C Porter. Welcomes were made to three new governors – Mr Gary Cutress, and the two student governors, Ms Darcey Hamilton and Ms Carla Turner. The Clerk confirmed that the meeting was quorate. The membership of some of the Members of the Hadlow Corporation on the Board of West Kent & Ashford College (WKAC), Hadlow Group Board, and Hadlow Group Audit Committee was noted. It was agreed that these interests would be a declared interest at all Corporation meetings. The Chair confirmed that all Members would be making decisions in the best interests of Hadlow College, regardless of their membership elsewhere within the Hadlow Group Structure.

MINUTES

2. It was **RESOLVED** that the minutes of the Part I meeting of the Corporation held 09 July 2015 be approved and signed by the Chair as a correct record.

SUMMARY ACTION LIST & MATTERS ARISING

3. The '*Summary Action List*' was received. It was confirmed the action points on the Hadlow Rural Community School had been addressed with the Finance Committee now reviewing at each meeting the financial performance of the School and the Curriculum & Quality Committee reviewing at each meeting the student experience.

4. There were no matters arising from the minutes.
5. Made available and attached to the '*Summary Action List*' was a progress update on National Area Reviews and the outcomes arising on funding from the recent Comprehensive Spending Review.
6. It was **RESOLVED** to note the '*Summary Action List*' and the updates made available on Area Reviews and the Comprehensive Spending Review.

Section B: Strategic Importance

HADLOW GROUP BOARD MINUTES

7. Received and noted for information purposes were the minutes of the Hadlow Group Board meeting held 22 October 2015.

STRATEGIC & OPERATIONAL PLAN – EXCEPTIONAL REPORT

8. The Principal thanked governors for their attendance at the recent launch of the College's Strategic Plan 2015-2020. Over 120 people attended the launch event.
9. As agreed, each meeting of the Corporation is to receive an exceptional report reporting on those actions that have yet to be implemented against the set target date, with the July Corporation meeting receiving the full Strategic & Operational Plan.
10. The Corporation received the exceptional report where a progress update was given against a number of objectives currently being assessed at "Amber" in terms of their implementation against the agreed target date. It was noted there were no 'Red' assessments.
11. As the Strategic Plan has only just been launched, and as it is the first term of the Plan, there were no issues of concern being brought to the attention of the Corporation on the implementation of the Strategic Plan.
12. It was **RESOLVED** to note the exceptional report.

SELF ASSESSMENT

13. Two College reports were received under this agenda item.
 - Governance Self Assessment Report 2014/15
 - College Self Assessment Report 2014/15
14. 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 concluded with a commentary on overall performance. Included in the Governance SAR was an evaluation of completed self assessment questionnaires from governors and the Clerk thanked governors for their participation in this self assessment. The Clerk confirmed the Governance SAR was subject to validation consisting of the Chair, Vice Chair, the Clerk and an external Clerk.
15. Governors noted the assessment that governance is 'Outstanding'.

16. Governors noted the following self-assessment grade profiles confirmed in the College's Self Assessment Report 2014/15:

Overall Effectiveness	Outstanding - Grade 1
Leadership & Management	Outstanding - Grade 1
Teaching, Learning and Assessment	Outstanding - Grade 1
Personal Development, Behaviour & Welfare	Outstanding - Grade 1
Outcomes for Learners	Outstanding - Grade 1
➤ 16 – 18 Study Programmes	Outstanding - Grade 1
➤ Adult Learners	Outstanding - Grade 1
➤ High Needs	Outstanding - Grade 1
➤ Apprenticeships	Outstanding - Grade 1
Subject Areas	Grade
Animal Management	Good – Grade 2
Agriculture	Outstanding - Grade 1
Equine & Rural Activities	Outstanding - Grade 1
Foundation	Outstanding - Grade 1
Schools and PCF	Outstanding - Grade 1
English & Maths	Good – Grade 2
Higher Education	Outstanding - Grade 1
Horticulture	Outstanding - Grade 1
Floristry	Outstanding - Grade 1
Work Based Learning/ABC	Good – Grade 2
Pre School	Good – Grade 2
Governance	Outstanding - Grade 1
Additional Learning Support	Outstanding - Grade 1
Cross College Grades	
Estates & Facilities	Outstanding - Grade 1
ICT/MIS	Good – Grade 2
Commercial Operations & ABM	Good – Grade 2
Finance	Outstanding - Grade 1
Human Resources	Good – Grade 2
Personal Assistants	Outstanding - Grade 1

Quality & Staff Development	Outstanding - Grade 1
Marketing/Front of House and Business Development	Good – Grade 2

17. It was confirmed the Self Assessment Report was written against the new Common Inspection Framework (CIF) with particular focus on English and maths and Prevent.

18. It was noted that the grade for Personal Development, Behaviour and Welfare had been presented initially as a Grade 2 due to English and maths outcomes. The grade for Apprentices has also been presented as Good. Both of these areas were discussed robustly at the SE Peer Review and the peer reviewers with Governors supported the upgrading of both areas to Outstanding. This was agreed by the Board. A statement regarding this will be included the Hadlow College SAR.

19. The new CIF with the focus on detailed data across provision brought with it some significant challenges. Some SARs were very lengthy due to the analysis of extensive data sets. There is a need to work more effectively with the MIS team in how the data is presented to curriculum managers and a project team has been set up to look at streamlining the SAR process

20. It was **RESOLVED**

- (i) To approve the College's Self Assessment Report 2014/15;
- (ii) To thank Governors for their involvement in the SAR validation process; and
- (iv) To approve the Governance Self Assessment Report 2014/15.

HADLOW GROUP AUDIT COMMITTEE ANNUAL REPORT

21. The College report '*Unconfirmed Minutes of the Hadlow Group Audit Committee held 26 November 2015*' was received The Chair of the Committee presented the report and summarised the work of the Committee.

22. The Corporation received the '*Annual Report on Hadlow College 2014/15 from the Hadlow Group Audit Committee*'. The annual opinion from the Audit Committee for the attention of the Corporation and Principal was confirmed as follows:

There are no matters that the Committee wishes to bring specifically to the attention of the Corporation. Overall, based on the information provided to them by the College; the work, reports and audit opinions of the College's Internal and Financial Statement & Regularity Auditors; and the opinions and assurances received from the reviews conducted under the Board Assurance Framework the Hadlow Group Audit Committee's opinion is that that Hadlow College's risk management, control and governance systems and its internal processes for securing economy, efficiency and effectiveness at the College are adequate and effective and that the Governing Body should have confidence in relying upon them. The Committee is satisfied that where weaknesses are identified they have been responded to in an appropriate and timely manner.

The Committee is satisfied with the financial reporting of Hadlow College and the performance of the internal and financial statement & regularity auditors.

The Hadlow Group Audit Committee considers that the Corporation's responsibilities have been satisfactorily discharged and recommends this report to the Corporation of Hadlow College.

23. It was **RESOLVED**

- (i) That the '*Audit Committee's Annual Report 2014/15*' on the College's whole system of internal control be approved and submitted to the SFA;
- (ii) That the '*Financial Statement & Regularity Auditors Audit Findings Report for 2014/15*' be approved and submitted to the SFA;
- (iii) That the '*Letter of Representation*' be signed by the Chairman; and
- (iv) To note the unconfirmed minutes of the Hadlow Group Audit Committee meeting held 26 November 2015.

FINANCIAL STATEMENTS AND YEAR-END ACCOUNTS 31 JULY 2015

24. The '*Financial Statements and Year End Accounts 31 July 2015*' were received. The Financial Statements confirmed a College surplus of £259k.

25. It was confirmed that the College would retain a 'Good' SFA financial health assessment at 31 December 2015.

26. The '*Audit Findings Report*' confirmed an unqualified opinion on both the financial statements and regularity audit with no control issues identified.

27. It was **RESOLVED** to approve the '*Financial Statements and Year End Accounts 31 July 2015*'.

Section C: Committee Reports

REPORT FROM THE CURRICULUM & QUALITY COMMITTEE

28. The College report '*Unconfirmed Minutes of the Curriculum & Quality Committee held 12 November 2015*' was received. The Committee received and considered reports on:

- Quality Improvement Action Plan
- Student Success Rate Data 2014/15
- Lesson Observation Profile 2014/15
- Interim Destination Report
- Student Attendance Report 1st Term
- College Self Assessment Report 2014/15
- Functional Skills Report
- Complaints & Compliments Report 2014/15
- Annual Safeguarding Report 2014/15
- Curriculum matters relating to the Hadlow Rural Community School
- Monitoring of College performance in the area of student experience.

29. It was **RESOLVED** to note the minutes of the meeting of Curriculum & Quality Committee held 12 November 2015.

30. Made available for information purposes was a copy of the 'Annual Safeguarding Report 2014/15' which was subject to detail review from the Committee.

REPORT FROM THE FINANCE, COMMERCIAL & RESOURCES COMMITTEE

31. The College report 'Unconfirmed Minutes of the Finance, Commercial & Resources Committee held 20 November 2015' was received. The Chair of the Committee presented the report. The Chair confirmed that the Committee received and considered reports on:

- Annual HR Report 2014/15
- Financial Statement & Year-end Accounts up to 31 July 2015
- Management Accounts/Financial Performance Report including the Hadlow Rural Community School
- Capital Portfolio
- Projects & Partnerships
- Tenders
- Health & Safety
- Monitoring of College performance in the area of finance and estates.

32. It was **RESOLVED** to note the unconfirmed minutes of the Finance. Commercial & Resources Committee meeting held 20 November 2015.

33. Made available for information purposes was a copy of the 'Annual HR Report 2014/15' which was subject to detail review from the Committee.

Section D: Monitoring

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

34. 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.

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

36. The Corporation reviewed current performance against each of the agreed Super KPIs that are reviewed at each Corporation meeting. The 'Amber' assessments for HE

recruitment and staff turnover were noted. The Corporation was assured that HE recruitment is being closely monitored by both the curriculum and finance committees, and staff turnover has already been subject to discussion at previous Corporation meetings and will be subject to further monitoring by the Finance Committee.

ANY OTHER BUSINESS

37. There was no other business.

DATE OF NEXT MEETING

38. Thursday 26 March 2015 @ 09.00 commencing with Equality & Diversity Training.

The meeting closed at 11.30

Signed: _____ Date: _____