



MINUTES OF THE PART I MEETING OF THE BOARD OF GOVERNORS HELD 11 DECEMBER 2014

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 J Standen	
	Ms S Hart	
	Mr K Randall	
In attendance:	Mr J Allen	-Clerk to the Governors
	Ms L Brown	-Vice Principal

The meeting commenced at 09.00.

Section A: Formal Agenda Items

APOLOGIES, QUORACY, & DECLARATION OF INTERESTS

10. Apologies were received from Mr P Morris, Mr C Porter, Mr W Bispham, and Mr M Lumsdon-Taylor. 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

11. It was **RESOLVED** that the minutes of the Part I meeting of the Corporation held 10 July 2014 be approved and signed by the Chair as a correct record.

12. It was **RESOLVED** that the minutes of the meeting of the Corporation held 02 October 2014 be approved and signed by the Chair as a correct record.

MATTERS ARISING

13. There were no matters arising from the minutes.

Section B: Strategic Importance

SELF ASSESSMENT

14. Two College reports were received under this agenda item.

- Governance Self Assessment Report 2013/14
- College Self Assessment Report 2013/14

15. 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.

16. Governors noted the assessment that governance is 'Outstanding'.

17. Governors sought assurances on how the Governance SAR is subject to validation. The Clerk confirmed that validation is done through the minutes of the Corporation Committees as the Committees report on corporate performance – a key component of the Governance SAR. It was agreed that having some form of external validation would further enhance and support the existing validation process and the Clerk agreed to take this further with the Vice Principal.

18. Governors noted the following self-assessment grade profiles confirmed in the College's Self Assessment Report 2013/14:

Overall effectiveness of provision	Grade 1
Capacity to improve	Grade 1
Outcomes for Learners	Grade 1
Quality of Teaching, Learning and Assessment	Grade 1
Leadership and Management	Grade 1
Subject Areas	Grade
Animal Management	1
Agriculture	1
Equine	1
Countryside & Fisheries	1
Sport	2
Foundation	2
Schools and PCF	1
Skills for Life	2
Higher Education	1

Horticulture	2
Floristry	1
Work Based Learning	1
Pre School	1
Governance	1
Cross College Grades	
Estates & Facilities	2
Commercial Operations	2
Finance	1
Human Resources	2
Central Operations	2
Student Support Services	1
Personal Assistants	1
Quality & Staff Development	1

19. During the review of the College SAR, the following points were noted:

- (i) Governors expressed the wish to give consideration of making available a Governors' Award to either a curriculum area, or support area, or both; in recognition of outstanding achievement and contribution. It was agreed that this should be subject to further discussion by the Governance & Search Committee.
- (ii) Following a thorough review of the SAR, Governors supported the layout and approach followed as the SAR tells the story of 'Hadlow College'.
- (iii) Several areas of development were identified during the review of the SAR and governors sought assurances on the actions being taken to address these. It was confirmed that areas of concern would be addressed through the Quality Improvement Plan.
- (iv) The need to address issues around English and Maths was noted and Governors sought assurances on the actions being taken. It was confirmed the following key actions were in place – to recruit English & Math teachers and to use English & Maths expertise from teachers already employed at the Free School; to monitor learner attendance to impact improvements in attendance; and to robustly monitor learner progress. The Vice Principal confirmed that the delivery of English and Maths in the curriculum was being addressed through staff development and the sharing of good practice. It was further confirmed that the Curriculum and Quality Committee has asked for termly progress reports to be made available on functional skills and GCSE Maths & English. Governors noted the range of assurances given and it was agreed that they would continue to monitor progress in this important area.
- (v) Other areas of development included closing the achievement gap between some groups; increasing the number of outstanding lessons; and the further embedding of E-Learning and Equality & Diversity in curriculum delivery.

20. It was **RESOLVED**

- (i) To approve the College's Self Assessment Report 2013/14;
- (ii) To thank staff and Governors for their involvement in the SAR and SAR validation process; and

(iv) To approve the Governance Self Assessment Report 2013/14.

ANNUAL SAFEGUARDING REPORT

21. The College report '*Annual Review of Statutory Child Protection Arrangements*' was received. 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.

22. Also made available was the College's '*Annual Report Safeguarding Report 2013/14*'. The report summarised safeguarding matters in detail, including data analysis of incidents. The report confirmed there were no concerns regarding any adverse safeguarding trends at the College.

23. It was **RESOLVED** to note the reports and for the next review to take place in December 2015.

24. During discussion it was **AGREED** that the Safeguarding Policy should in future be attached to the report to enable the Corporation to demonstrate that it conducted the annual review of the policy.

25. During discussion clarification was sought on the status of DBS checks for West Kent & Ashford College governors and it was **AGREED** for the Vice Principal to look into this further.

STRATEGIC PLAN 2015-2020

26. The unconfirmed minutes of the Strategy Sub Group meeting held 21 October 2014 were received.

27. The minutes confirmed the work undertaken to date through a number of stakeholder focus group meetings. The Corporation welcomed confirmation that over 150 people have had the opportunity to share their views and thinking. Stakeholder groups consulted included Governors, three staff groups, four student groups, a parent group, a local community group and a professional partners group including politicians, educationalists and business partners.

28. It was confirmed the final draft of the Mission Statement, Core Values, and Strategic Objectives is to be presented to the March 2015 Corporation meeting for approval.

29. It was **RESOLVED** to note the unconfirmed minutes of the Strategy Sub Group meeting held 21 November 2014.

HADLOW GROUP AUDIT COMMITTEE ANNUAL REPORT

30. The College report '*Unconfirmed Minutes of the Hadlow Group Audit Committee held 27 November 2014*' was received. The Chair of the Committee presented the report and summarised the work of the Committee. As the Hadlow Group Audit Committee was a new arrangement, Members received for information purposes a copy of the Terms of Reference for the Hadlow Group Audit Committee.

31. The Corporation received the 'Annual Report on Hadlow College 2013/14 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:

Based upon the work and the opinions made available to the Audit Committee from the internal audit service and the financial statement & regularity 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.

32. The Corporation welcomed the continuing good performance of the College and placed on record appreciation of the work of the Director of Finance & Resources and the Finance Directorate.

33. It was **RESOLVED**

- (i) That the 'Audit Committee's Annual Report 2013/14' 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 2013/14' 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 27 November 2014.

FINANCIAL STATEMENTS AND YEAR-END ACCOUNTS 31 JULY 2014

34. The 'Financial Statements and Year End Accounts 31 July 2014' were received. The Financial Statements confirmed a Group surplus of £535k.

35. It was confirmed that the College would retain a 'Good' SFA financial health assessment at 31 December 2014, and 'Outstanding' for 2014/15.

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

37. It was **RESOLVED** to approve the 'Financial Statements and Year End Accounts 31 July 2014'.

Section C: Committee Reports

REPORT FROM THE CURRICULUM & QUALITY COMMITTEE

38. The College report 'Unconfirmed Minutes of the Curriculum & Quality Committee held 21 November 2014' was received. The Committee received and considered reports on:

- Landex Quality Assurance Update

- Careers Hub
- Quality Improvement Action Plan
- Student Success Rate Data 2013/14
- Lesson Observation Profile 2013/14
- Student Attendance Report 1st Term
- College Self Assessment Report 2013/14
- Higher Education Review
- Functional Skills Report
- Complaints & Compliments Report 2013/14
- Monitoring of College performance in the area of student experience.

39. It was **RESOLVED** to note the minutes of the meeting of Curriculum & Quality Committee held 21 November 2014.

REPORT FROM THE FINANCE, COMMERCIAL & RESOURCES COMMITTEE

40. The College report '*Unconfirmed Minutes of the Finance, Commercial & Resources Committee held 13 November 2014*' was received. The Chair of the Committee presented the report. The Chair confirmed that the Committee received and considered reports on:

- Annual HR Report 2013/14
- Financial Statement & Year-end Accounts up to 31 July 2014
- Management Accounts/Financial Performance Report
- Capital Portfolio
- Projects & Partnerships
- Tenders
- Health & Safety
- Monitoring of College performance in the area of finance and estates.

41. Governors sought assurances on the staff turnover data presented in the Annual HR Report. It was reported staff turnover was at 20.6% compared with 16% for the same period last year. The current turnover is above the sector average of 18% confirmed in published data from the Association of College. The two most common reasons given for leaving were better prospects outside the education sector and personal reasons. It was also noted that to date there has been 30 leavers in the 3 month period since 01 August compared against 64 leavers for the whole of 2013/14. The Principal gave assurances that the higher than normal in-year staff turnover is being monitored closely and will be subject to detailed analysis. This will be a key project of the new Assistant HR Director who takes up her post in December. It was confirmed that the new Assistant HR Director has been invited to attend the next meeting of the Finance Committee where staff turnover will again be subject to monitoring.

42. It was **RESOLVED** to note the unconfirmed minutes of the Finance, Commercial & Resources Committee meeting held 13 November 2014 and the '*Annual HR Report 2013/14*'.

BETTESHANGER SUB GROUP

43. The unconfirmed minutes of the Betteshanger Sub Group meeting held 13 November 2014 were received.

44. Governors sought assurances that the identified overspend of £315k is being addressed. In response the announcement earlier this week from the Director of Finance & Resources was noted in that it confirmed the first stage of the two stage HLF application for the Kent Mining Heritage Museum had been approved. The development application totaled

£215,000 and provides the revenue funding to work up the heritage elements of the scheme towards a second stage application to be submitted in November 2015 for the £1.5m total fund. It was confirmed that this was a critical outcome, and the successful outcome would help to offset the project overspend.

45. It was **RESOLVED** to note the unconfirmed minutes of the Betteshanger Sub Group meeting held 14 November 2013.

46. In general discussion on the minutes from the Committees, an observation was made that having access to some of the Committee reports would help Governors to fully understand the matters being reported through the minutes. The Clerk advised that at his other Colleges he has arranged a secure external access for governors to Corporation and Committee papers enabling access to papers, either through PCs, iPads, and iPhones. It was agreed for this to be discussed further by the Governance & search Committee.

Section D: Monitoring

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

47. 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.

48. 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

49. 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 this meeting and will be subject to further monitoring by the Finance Committee.

ANY OTHER BUSINESS

50. There was no other business.

DATE OF NEXT MEETING

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

The meeting closed at 11.30

Signed: _____ Date: _____

CURRENT SUMMARY ACTION LIST

MIN REF	DETAILS OF RESOLUTION/ACTION POINT	WHO	REVIEW DATE
17	External validation of the Governance SAR to further enhance and support the existing validation process and the Clerk agreed to take this further with the Vice Principal.	To be discussed at G&S Committee meeting 1/5/15	July 2015
19(i)	Governors' Award to either a curriculum area, or support area, or both; in recognition of outstanding achievement and contribution – to be further discussed at G&S	To be discussed at G&S Committee meeting 1/5/15	July 2015
24	Safeguarding Policy to be attached to the annual safeguarding report to enable the Corporation to demonstrate that it conducted the annual review of the policy.	VP	Dec 2015
25	DBS checks for West Kent & Ashford College governors	VP	26/3/15
28	Final draft of the Mission Statement, Core Values, and Strategic Objectives	Principal	26/3/15
46	A secure external access for governors to Corporation and Committee papers enabling access to papers, either through PCs, iPads, and iPhones – to discuss at the next meeting of G&S	To be discussed at G&S Committee meeting 1/5/15	July 2015