



MINUTES OF THE PART I MEETING OF THE BOARD OF GOVERNORS HELD 16 MARCH 2017

Present:	Ms T Bruton (Chair)	
	Mr P Dubrow (Vice Chair)	
	Mr P Hannan (Group CEO & Group Principal)	
	Mr B McNicoll	
	Mr C Hearn	
	Ms S Hart	
	Ms J-A Delaney	
	Mr H Guntrip	
	Professor S Lea	
	Ms S Lowen	
In attendance:	Mr J Allen	-Clerk to the Governors
	Mr M Lumsdon-Taylor-	Group Deputy CEO & Deputy Group Principal
	Dr L Pamphilon	-Group Vice Principal Quality, Standards and Performance
	Ms B Cleves	-Group Vice Principal
	Mr D Payne	-Group Vice Principal

The meeting commenced at 9.30.

SECTION A: FORMAL AGENDA ITEMS

APOLOGIES, QUORACY, DECLARATION OF INTERESTS & WELCOMES

54 Apologies were received from Mr C Porter, Mr P Morris, Mr G Cutress, Mr G Coshall, and Ms R Mathar. The Clerk confirmed that the meeting was quorate. The Clerk recorded the interests of those members who are also members of the Board of West Kent & Ashford College, the Hadlow Group Board, and or the Hadlow Rural Community School. The Chair welcomed everyone to the meeting.

MINUTES

55. It was **RESOLVED** to approve the minutes of the Board meeting held 08 December 2016 as an accurate record of the meeting and to authorise the Chair to sign the minutes.

MATTERS ARISING

56. At the last meeting It was resolved for the Chair of the Corporation and the Chair of the Hadlow Finance Committee to be given delegated approval through 'Chair's Action' to approve the terms for the variable debt; and to report back at the next meeting of any decision taken under 'Chairs Action'. The Chair confirmed no 'Chairs Action' has been taken.

57. There were no other matters arising.

SECTION B: STRATEGIC IMPORTANCE

DISCLOSURE BARING SCHEME (DBS) POLICY

58. It was confirmed College policy is to undertake a full DBS check on all new employees and then to conduct a DBS check on each employee every three years.

59. The proposal is to continue with the DBS check for all new employees, but to then conduct a DBS check every 5 years with an annual self assessment on any criminal convictions to be undertaken by all staff.

60. The other proposal is instead of conducting full DBS checks on College students undertaking work experience or paid employment in the College, to conduct List 99 checks as an alternative to DBS checks.

61. The Board endorsed the direction of travel outlined for a trial period of one year. It was agreed to conduct a review at the end of the trial in order to receive assurance of there being full compliance against the requirement for every member of staff to conduct an annual criminal self assessment declaration.

62. It was further agreed for a full DBS to be conducted for those employees who are promoted to senior posts in the SMT.

63. The agreed changes to be formalised in a revised Disclosure Baring Scheme Policy to be approved by the Board at a later date.

HADLOW GROUP BOARD MINUTES

64. Received and noted for information purposes were the minutes of the Hadlow Group Board meeting held 26 January 2017

STRATEGIC & OPERATIONAL PLAN

65. The Corporation receives at each meeting an exceptional report on the implementation of the Strategic Plan through the Operational Plan that is used by the Executive. The full Hadlow College Strategic & Operational Plan is presented at the July Corporation meeting.

66. The Board welcomed confirmation of the good progress made with over a third showing significant improvements since the last review conducted in November. The 'Red' assessment on maintaining a minimum operating surplus of 3% was noted and would be subject to further discussion during the confidential agenda item '*Hadlow*

Group Pre-Budget Statement'. The other 'Red' assessment related to distance learning and this would be subject to further review in June 2017.

67. It was **RESOLVED** to note the exceptional report.

ANNUAL EQUALITY, DIVERSITY & WIDENING PARTICIPATION REPORT 2015/16

68. The '*Annual Equality, Diversity & Widening Participation Report 2015/16*' was received. It was confirmed that the report was subject to detailed discussion and analysis at the meeting of the Curriculum & Quality Committee meeting held 01 February 2017. The report is made available to the Corporation for information purposes.

69. The report provided 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
- Staff Development & Training
- Student Awareness and Training
- Equality Analysis (Equality Impact Assessment)
- Data Monitoring and Reporting (staff and students)

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

LEARNER VOICE EVALUATION REPORT

71. The College report '*Learner Voice Evaluation*' was received. The report included information gathered from the 2015/16 FE Student Exit Survey and FE/HE 2016/17 Student Induction Surveys, in addition to information gathered through Learner Voice forums and Curriculum Meetings for the period September 2016 to February 2017.

72. In summary the Principal reported that the survey outcomes did not report on anything 'new' and where issues were raised they were already known by the Executive. Many of the areas reported against received positive student feedback and this was welcomed. Where issues have been raised appropriate actions are either being taken or are scheduled to be implemented. Students are actively involved in the learner voice process at all sites and feel comfortable with raising concerns and questions.

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

SECTION C: COMMITTEE REPORTS

MINUTES AND RESOLUTIONS FROM COMMITTEE

74. The Chair confirmed the 'principle' that it will be taken that Members have read the minutes and Members can seek further information and clarification on any issues arising from the minutes, but the debates that have already taken place at Committee level cannot be re-opened.

REPORT FROM THE GROUP GOVERNANCE & SEARCH COMMITTEE

75. The College report '*Unconfirmed Minutes of the Governance & Search Committee held 07 March 2017*' was received.

76. There were no resolutions proposed for the Hadlow Corporation to approve. The Committee identified a need to seek additional financial expertise for the Hadlow Group Finance Committee.

77. It was **RESOLVED** to note the '*Unconfirmed Minutes of the Governance & Search Committee held 07 March 2017*'

REPORT FROM THE CURRICULUM & QUALITY COMMITTEE

78. The College report '*Unconfirmed Minutes of the Curriculum & Quality Committee held 01 February 2017*' was received. The Committee received and considered reports on:

- Institutional Success Rate Targets 2016/17
- Quality Improvement Action Plan
- Lesson Observation Report
- Student Attendance Report
- Functional Skills/GCSE Report
- Annual Equality & Diversity Report
- Curriculum Strategy 2017/18
- Monitoring of College performance in the area of student experience.

79. It was **RESOLVED** to note the minutes of the meeting of Curriculum & Quality Committee held 11 February 2016 and to approve the Institutional Success Rate Targets 2016/17 proposed by the Committee.

REPORT FROM THE GROUP FINANCE COMMITTEE

80. The College report '*Unconfirmed Part I Minutes of the Group Finance Committee held 23 February 2017*' was received. 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
- Tuition Fee Policy 2017/18
- Tenders
- Human Resources
- Health & Safety
- Monitoring of College performance in the area of finance and estates.

81. It was **RESOLVED** to note the unconfirmed minutes of the Part I Group Finance Committee meeting held 23 February 2017.

82. There were several resolutions proposed from the Committee for the Corporation to approve.

REPORT FROM THE HADLOW GROUP AUDIT COMMITTEE

83. The College report '*Unconfirmed Part I Minutes of the Hadlow Group Audit Committee held 13 March 2017*' was received. The Committee received and considered reports on:

- Group Audit Roll Forward Action Plan
- Revised Internal Audit Plan 2016/17
- Risk Management
- Board Assurance & Systems Framework

84. It was **RESOLVED** to note the unconfirmed minutes of the Hadlow Group Audit Committee meeting held 13 March 2017 and to approve the revised Internal Audit Plan 2016/17 with a reduction in audit areas and the number of audit days as an efficient means of ensuring resources were best focused on achieving best outcomes.

SECTION D: MONITORING

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

85. 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.

86. 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/Some Risk
3	Audit (Agreed by the Audit Committee)	No concern/risk
4	Staff & Human Resources (Agreed by the Finance Committee)	No concern/risk
5	Governance, Leadership & Management (Agreed by the Governance & Search Committee)	No concern/risk

ANY OTHER BUSINESS

87. The Chair asked for the minutes to record the Corporation's appreciation of the excellent lambing weekend and to thank all staff who made the event such a success. It was good to see that all curriculum areas were represented and there was also a lot of interest shown in the Hadlow Rural Community School. The College farm shop took a considerable amount of takings over the weekend. The next event for governors to make a note of is the Country Fair Show Open Day scheduled for 17 June.

MEETING DATES

88. Meeting dates for 2017-18 were issued and **NOTED**. The next Corporation meetings were confirmed being:

- Joint Strategy Meeting 15/6/17 & 16/6/17
- Board meeting 12 July 2017 @09.30 @ Tonbridge

The meeting concluded at 12.15.

Signed: _____ Date: _____

SUMMARY ACTION LIST

MIN REF	DETAILS OF RESOLUTION/ACTION POINT	REVIEW
61	Disclosure Baring Scheme: The Board endorsed the direction of travel outlined for a trial period of one year. It was agreed to conduct a review at the end of the trial in order to receive assurance of there being full compliance against the requirement for every member of staff to conduct an annual criminal self assessment declaration.	July 2018
63	Disclosure Baring Scheme: The agreed changes to be formalised in a revised Disclosure Baring Scheme Policy to be approved by the Board at a later date.	2017-18