



**Minutes of the Meeting of the Corporation
held on Tuesday 3 July 2018**

Present: - Mr Igor Andronov (Chair)
Mrs Sally Cassels
Mr James Caird
Mr Tony Ford
Ms Laura Johnston
Mrs Elizabeth Patrick
Mr Ian Peake (Principal)
Mr Hamish Robson
Mr Garry Thomas

In attendance: - Mrs Jo Ricketts (Deputy Principal)
Mr Edward Gwillim (Director of Finance)
Mrs Debra Baldwin (Director of Personnel)
Mrs Linda Watkins (Clerk to the Corporation)

The meeting was quorate as nine Governors were present.

		Action
	Item 6.V: was taken first on the agenda.	
	<u>The Board agreed: -</u>	
	<ul style="list-style-type: none">To appoint Laura Johnston as an Independent Governor for a 4 year term in office	
1.	I. Apologies for Absence Cllr Sebastian Bowen, Miss Amy Burgoyne, Mr Richard Garnett, Dr Alan Lavers, Mrs Debbie Lambert and Mr Norman Moon.	
	II. Chair's Remarks The Chair welcomed everyone to the meeting particularly Laura Johnston; introductions followed.	
	III. Declaration of Interest None declared.	
2.	I. Minutes of the Last Meetings The Chair signed the minutes of the Board Meeting held on 24 April 2018 and Special Board Meeting held on 20 June 2018 as true records.	
	II. Matters arising from the Last Meeting and Action List Matters arising were covered in the action list	
	III. Notes from Governors' Workshop: Noted	

The Board agreed: -

- To approve the minutes

Discussion

3. Principal's Report

- I. *Principal's Written Report:* Governors noted the report which covered key internal and external meetings, the Marches LEP and other activities and events.
 - A. The budget process had included several meetings with Assistant Principals to discuss the curriculum resource model. This process has been embedded at North Shropshire College.
 - B. There are numerous meetings addressing intervention at North Shropshire College.
 - C. The Principal had met Owen Patterson the MP in North Shropshire. It had been a challenging few months whilst HLC provide interim senior management.
 - D. HLC is effectively managed by senior and middle managers

- II. *KPIs:* The Principal outlined progress.
 - a. There were 83 additional full time students in 2017/18 with 96.5% retention.
 - b. Attendance is good for full-time, part-time and Functional Skills students. Attendance to GCSE English and Maths remains challenging with strategies being developed to improve attendance.
 - c. Apprenticeships achievement is anticipated to be c.72%.

The Board agreed: -

- To note the Principal's report and KPIs

Decisions

4. Bid to the Transaction Unit

[A confidential minute was recorded]

5. Finance:

- I. Budget 2018/19 and financial forecast. The Board is required to approve the College budget by 31 July 2018 for submission to the Education Skills Funding Agency (ESFA). The F&E Committee had discussed the budget in detail recommending it for approval. The budget is for HLC as a standalone College and does not include the proposed merger with NSC. In summary, there are no fundamental changes to the budget presented to the F&E Committee showing that the College has a strong cash position.
- II. Approval of up to £600,000 sub contracting income was proposed for sub contracting to Deaf Direct and The Skills Network. It was possible that this level of income would not need to be sub contracted. A Governor asked about quality of the sub contractors provision noting that this would be reported to the Q&S Committee in addition to commissioning an internal audit, which is a requirement for providers who sub contract over £100,000 provision.

The Board agreed: -

- To approve the budget 2018/19 and financial forecast which would not fundamentally change before it's submission to ESFA.
- To approve up to £600,000 sub contracting income

6. Governance

The Board agreed: -

- I. Sophia Haywood would not be re-appointed
- II. To appoint Kevin Tong for a 3-year term in office as a Co-opted Member of the Audit Committee
- III. To re-appoint Debbie Lambert for a further 4-year term in office
- IV. To re-appoint Norman Moon for a 1-year term in office who would continue to chair the Audit Committee
- V. To appoint Laura Johnston for a 4-year term in office and as a member of the Q&S Committee (taken as first item on the agenda)
- VI. Sally Cassels would move from Audit Committee to Q&S Committee; Igor Andronov would join F&E Committee in short term
- VII. To approve RSM's Internal Audit Strategy 2018/19
- VIII. To approve Mazars' Audit Strategy and Memorandum to 31 July 2018

7. Quality:

- I. Quality Strategy. This had been updated and had been adopted by NSC so that the same quality systems are embedded in each College.
- II. Safeguarding and Child Protection Policy: Changes were highlighted which had been discussed by the Q&S Committee. There was a question referring to arrangements with the Farriery Registration Council (FRC) as the College operates its farriery provision within FRC's requirements. It was confirmed that a memorandum of agreement is in place with the FRC.

The Board agreed: -

- To approve the Quality Strategy
- To approve the Safeguarding and Child Protection Policy

Information

8. Management Accounts to 31 May 2018

These had been discussed by the F&E Committee which was approaching the year-end.

The Board agreed: -

- To note the financial position to 31 May 2018

9. Minutes from Committees

The Chairs were invited to raise any specific issues.

- I. Audit Committee: 11 June 2018. In the absence of the Chair Tony Ford highlighted that there was concern about management capacity during the period leading up to merger which was confirmed by the Auditors. The Chair had received copies of NSC's risk register and internal

- audit reports.
- II. Search and Governance: 13 June 2018
- III. Quality and Standards: 13 June 2018
- IV. Finance and Employment: 20 June 2018

10. Reports discussed by Audit Committee

The Risk Register was noted.

11. Reports discussed by Quality and Standards Committee

- I. Equality and Diversity Report
- II. Child Protecting and Safeguarding Report
- III. Office for Students (OfS): The application had been submitted and OfS had allocated an officer to the College who had raised some questions which had been responded to. A response is anticipated in September to confirm if the College can provide higher education programmes.
- IV. Teaching and Excellence Framework (TEF). The Chair congratulated the College on achieving the TEF Silver Award which Governors reiterated.

12. Reports discussed by Finance and Employment Committee

- I. Health and Safety Report
- II. Staff Report

13. Reports from Search and Governance Committee

- I. AoC Code of Good Governance Principles and Values
- II. Board and Committees' calendar of business 2018/19

14. College events

Future events were noted with appreciation recorded to Governors who had attended the Awards Ceremonies.

15. Any other business and comments about the meeting

This was a positive meeting with contribution from everyone.

16. Date and Time of Next Meeting

Tuesday 23 October 2018: Governors' Workshop at 2.30 pm and Board Meeting at 4.00 pm (Venue to be confirmed).

Signed as a true record of proceedings

Chair: **Date:**