

**Notes of the Barnfield Further Education Corporation Board Meeting held on Tuesday 27<sup>th</sup> March 2018 at 4.10 pm in the Board Room, Barnfield College, New Bedford Road, Luton LU2 7BF.**

<b>Governors</b>	<b>Cumulative Attendance</b>	<b>Present at this Meeting</b>
Alex Bain-Stewart (Acting Chair)	9 of 9	✓
Nick Barrett	6 of 9	Apologies Received
Elaine Battams (Staff)	7 of 8	✓
Ayotunde Efunkoya (Student Governor)	3 of 8	No Apologies Received
Louise Ellis	7 of 9	✓
Tim Eyton-Jones (Principal and CEO)	7 of 9	Apologies Received
Peter Hill	8 of 9	✓
Marc Hulbert	7 of 9	✓
Gavin O'Brien	7 of 9	✓
Imrane Sarrouj (Student Governor)	2 of 8	No Apologies Received
Paul Seath	7 of 9	Apologies Received
Trevor Warrs	9 of 9	✓
	Percentage Attendance to date (79/105) <b>75.2%</b>	Percentage Attendance this Meeting (7/12) <b>58.3%</b>

**In Attendance:** Claire Dores – Vice Principal Transforming Equalities and Safeguarding, Susan Evans – Interim Finance Director, Lisa Milligan – Director Quality and Improvement, Caron Montague – Clerk to the Corporation, Stuart Parkes – Head of Intervention (Midlands and East) ESFA, Shagufta Shahin – Vice Principal Transforming Curriculum and Learning, Skip Singleton – Director Funding and MIS

**1. Welcome and Apologies for Absence**

Alex Bain-Stewart acted as Chair due to the resignation of Robin Somerville. The Chair welcomed everyone to the meeting. Apologies for absence had been received in advance from Nick Barrett, Tim Eyton-Jones and Paul Seath and were accepted. Stuart Parkes was welcomed as an observer for Board meetings as part of our administrative status. The meeting was quorate.

**2. Declarations of Financial and Non-Financial Interests**

The Chair asked Members to declare any financial or non-financial interests, there were none.

**3. Note any decisions of breakfast meeting and ratify decisions made during Development Day (27<sup>th</sup> March 2018)**

Decisions deferred until confidential item at end of meeting.

**4. Notification of Items of Any Other Business**

No additional items of business were notified.

**5. To Approve the Minutes of the Previous Meetings – 6<sup>th</sup> February 2018 and 22<sup>nd</sup> February 2018**

The Minutes of the last two Meetings of the Board of Governors held on 6<sup>th</sup> February 2018 and 22<sup>nd</sup> February 2018 were APPROVED by those present and SIGNED by the Chair as an accurate record.

## **6. Register of Actions and Matters Arising**

The Board REVIEWED the Register of Actions and NOTED the Matters Arising and guidance notes provided.

Governors expressed concerns regarding the current culture of students arriving late to class. Lisa Milligan confirmed that conversations with students and a focus group would be taking place.

Robin Somerville had previously asked for a spot analysis if Barnfield moved to the town centre which had been provided for REVIEW.

## **7. Draft FE Commissioner's Report**

The Board RECEIVED the Draft FE Commissioner's Report which had been discussed earlier in detail during the Development Day. The College is expecting to receive notification of Administered Status imminently.

It was thought that each member of staff who met with the FE Commissioner provided confidential notes of their individual meeting to the Board. The Clerk has already provided hers.

**Action - Claire Dores, Susan Evans and Ian Lennox, Lisa Milligan, Shagufta Shahin as above.**

## **8. Published Ofsted Report**

The post Inspection Plan would be provided for the next Board meeting. It was reassuring that the SEF and QIP had picked up the issues stated in the Ofsted Report. Both documents will be updated to reflect Ofsted outcomes.

## **9. Curriculum Plan 2018-2019**

Governors enquired as to provision for data once Skip Singleton's term of notice is completed at the end of May 2018. Lisa Milligan will be the senior management link with the Head of MIS (Gerald Dalton) reporting to her. Gerald will be leading operationally with Lisa taking the management role. Skip has developed and cascaded data requirements through the MIS team.

Moving forward data will be driven by the FE Commissioner with Tim Eyton-Jones overseeing data quickly. The MIS team will work on the action plan and will be held to account to meet targets. The Head of MIS will be moved up and will follow the College's probationary period. Governors expressed concern regarding information and data flow.

## **10. Apprenticeship Provision**

The College has been graded as Requires Improvement which means we are no longer able to deliver Apprenticeships. Claire Dores confirmed that Apprenticeships have been removed from the College's website.

Shagufta Shahin confirmed that Tim Eyton-Jones and Robin Somerville had spoken to LBC to see if they would take over the Apprentice provision then sub-contract to Barnfield. Trevor Holden had stated he was interested and would discuss with his team. Governors questioned whether this was a possibility and legal. Shagufta confirmed that it was just conversations without depth.

Lisa Milligan advised Governors that the Head of Apprentices had modelled end dates for learners to get them through their courses. Discussions were taking place with employers advising that Barnfield was no longer on the register and that the College wanted to ensure all learners had a good experience. Barnfield understood that the ESFA would write to employers. Once it is known the learners that will stay it can be factored into funding. When

a college merges with another there is no rating with the Merged College having access to the Apprenticeship provision.

Stuart Parkes advised that the ESFA would write to employers which follows the new policy which came into force in January 2018. It would be expected that the majority of employers would stay. The ESFA would be uncomfortable with the proposed LBC Apprenticeship conversations. A merger would open other options.

A lot of employers have stated they are happy with the Apprenticeship provision provided by Barnfield College with the team being given an opportunity to improve.

**Action Point – Governors requested a list of Apprenticeship employers.**

### **11. College Progress Report and Executive Summary**

Members had been provided with the report to NOTE and provide challenge.

Lisa Milligan highlighted attendance as a persistent challenge in the KPI report. Those learners who are not attending face disciplinary action with learners on Functional Skills programme moving to GCSE to show levels of progress. Condition of funding of those withdrawn is 5% tolerance of getting learners back into class for English and maths.

Peter Hill questioned why attendance and lateness was such a challenge. Shagufta Shahin responded that the College was working with parents and learners. It is difficult to get learners to engage. With a small minority of learners that do not want to come to class. Lisa Milligan confirmed that there is a lateness procedure in place for learners and staff to follow.

Claire Dores stated that Tim Eyton-Jones volunteered to run a task and finish group regarding attendance and lateness. Next year parents will be involved from the beginning to support the importance of learners attending and being on time. Shagufta replied that many learners brought their bad habits from school and that the College needs to be better at getting the support to attend. Unless an analysis is put in place it is difficult to know. A multi-pronged approach is required with more parent support, ensuring teaching and learning is relevant, learners have the skills and the right timetable for their needs. Getting it right from day one is required with texts issued immediately if a learner is late. Accurate and timely data is needed. Marc Hulbert asked if the relationship between attendance and outcomes was known. Shagufta Shahin replied that a lot of work looking at grades and interventions takes place. Learners that attend do well.

**Action Point – Skip Singleton to provide a paper with the difference in percentages of attendance on grades.**

Protocols will be tightened up for lateness with more active and effective recording to take place. Staff will be tougher on learners from day one getting challenging groups understanding the importance of attendance and timekeeping in their studies. The Student Engagement Team will take an effective role with this to remove some pressure from the teaching staff.

### **12. Campus Transformation Project**

Peter Hill, Chair of Capital Project and Estates Development Group confirmed that any financial expenditure was being paused. The minutes from the last meeting remain. Contractual relationships with project managers need to be addressed with costs reviewed.

### **13. Annual Review of Programme Internal and External Verification Arrangements**

This report was issued to Governors last year and has been recorded as an area of transformation in the last 18 months. Overall there is excellent feedback.

#### **14. Note Updated Financial Recovery Plan**

The Board NOTED the updated Financial Recovery Plan. This was discussed in detail earlier during the Development Day session.

#### **15. Management Accounts at Period 7**

The Board NOTED the draft position.

#### **16. Policy Updates**

The Board APPROVED the new Shared Parental Leave policy. Other policies tabled deferred.

Clerk to review policy schedule with only statutory policies brought for Board approval. Other working policies to be agreed by SMT once staff consultation is completed.

**Action Point – as above.**

#### **17. Board Work Plan – Calendar of Meetings 2018-2019**

Discussion took place regarding changing the day to accommodate a potential new Governor/Observer but all members agreed that attendance was good, diaries were cleared to accommodate a Tuesday evening and all wanted it to remain the same. The Board REVIEWED and APPROVED for implementation the 2018-2019 Calendar of Board and Committee meetings.

#### **18. Revised Financial Regulations**

Risk Management Group minutes show that Lisa Milligan has responsibility for this. Each department has received a workshop with all working on a business continuity plan.

#### **19. Standing Item – Committees/Task Groups Chairs Statements**

The new format of Chairs Statements was welcomed.

#### **Audit Committee**

The internal auditors looked at the marketing plan with number of students and Barnfield brand. Marketing needs to be proactive if a course is not quite full to be viable then marketing that course needs to be a priority.

Internal Audit of Exams went well with two fairly minor recommendations being built into it at a strategic not operational level.

The final FE Commissioners report (received earlier in the day) will be addressed with Susan Evans and taken to the first Finance Committee meeting (17<sup>th</sup> April). All Governors are invited to attend this meeting which is part of the FE Commissioners recommendations.

#### **20. Standing Item Link Governor Programme**

There were no updates at this meeting.

#### **21. Any Other Business**

**Actions agreed after discussion during Development Day 12noon meeting 27<sup>th</sup> March 2018:**

- **Agree extended Terms of Office for Alex Bain-Stewart, Louise Ellis, Paul Seath and Trevor Warrs until January 2019.**
- **Clerk to search for additional Governors to increase membership; specifically, people with finance, law and educational knowledge and experience.**
- **Clerk to advertise and recruit a second staff Governor.**
- **Agree Ian Lennox and Christ Mantel to join Finance Committee as external Governors.**

- **Agree Lisa Milligan to contact Redrow Homes and Matthew Hirst at Fusion FM to pause the press release.**
- **Skip Singleton to present a cost report regarding teachers not presenting tutorials for 15<sup>th</sup> May 2018 meeting.**

**Confidential Items**

Staff Governors and members of staff withdrew for this item.

**22. Date and Time of Next Meeting**

The next planned Meeting of the Board will take place on Tuesday 15th May 2018 at 6.30pm. An extraordinary meeting is to be arranged at the end of April to address the financial statements for 2016-2017.

The meeting closed at 5.40pm.

**Signed:**

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**Peter Hill, Chair of the Board of Governors**

**Date:** \_\_\_\_\_