

**Notes of the Barnfield Further Education Corporation Board Meeting held on Tuesday 15<sup>th</sup> May 2018 at 10.30 am in the Board Room, Barnfield College, New Bedford Road, Luton LU2 7BF.**

Governors	Cumulative Attendance	Present at this Meeting
Alex Bain-Stewart (Vice Chair)	11 of 11	✓
Nick Barrett	7 of 11	✓
Elaine Battams (Staff)	9 of 10	✓
Ayotunde Efunkoya (Student Governor)	3 of 10	No Apologies Received
Louise Ellis	8 of 11	✓
David Filby (Staff)	1 of 1	✓
Peter Hill	10 of 11	✓
Marc Hulbert	9 of 11	✓
Chris Nicholls	1 of 1	✓
Gavin O'Brien (Vice Chair)	8 of 11	Apologies Received
Ann Rowswell	1 of 1	✓
Imrane Sarrouj (Student Governor)	2 of 10	No Apologies Received
Paul Seath	7 of 11	Apologies Received
Martin Sim (Interim Chair)	2 of 2	✓
Trevor Warrs	11 of 11	✓
	Percentage Attendance to date (90/123) <b>73.1%</b>	Percentage Attendance this Meeting (11/15) <b>73.3%</b>

**In Attendance:** 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

**Confidential Item – Issued under separate document.**

### 1. Welcome and Apologies for Absence

Chair welcomed all members and in particular David Filby, Chris Nicholls and Ann Rowswell who were attending their first meeting as Governors. Apologies for absence had been received in advance from Gavin O'Brien and Paul Seath and were accepted. 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. Notification of Items of Any Other Business

Clerk invited all Governors to two College events (details to follow):

Thursday 21 <sup>st</sup> June	9am-4pm	FE Awards
Wednesday 4 <sup>th</sup> July	1pm-5pm	HE Graduation

### 4. To Approve the Minutes of the Previous Meetings – 27<sup>th</sup> March 2018 – Development Day, 27<sup>th</sup> March 2018 – FEC Board Meeting and 25<sup>th</sup> April 2018 FEC Board Meeting.

The Minutes of the previous Meetings of the Board of Governors held on 27<sup>th</sup> March 2018 – Development Day and 27<sup>th</sup> March 2018 – FEBC Board Meeting and 25<sup>th</sup> April 2018 FEB

Board meeting were APPROVED by those present and SIGNED by the Chair as an accurate record.

Amendments NOTED and AGREED on 25<sup>th</sup> April FEC Board Meeting were:

- Item 1, page 1 – the £3.5m offer was made for Enterprise Way not Bute Street Car Park.
- Item 6, page 2 – ‘staffing cuts’ should read ‘staffing as a percentage of income’.
- Item 7, page 3 – ‘Stuart Markham’ should read ‘Stuart Parkes’.

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

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

## **6. Review and Approve Updated Draft Financial Recovery Plan**

The updated document had been discussed at the Finance meeting earlier in the day where it was confirmed that the intention was to adjust some action points. The Board NOTED the actions completed to date with more succinct actions due.

The ESFA are looking at the actions of the Financial Notices to Improve to see if there is similarity of actions and the possibility of them being merged together.

At the Finance meeting the unreasonableness of the programme expectations was discussed. Within the paperwork there is an assumption that all actions points are achievable; it is an area the Board needs to continually track.

## **7. Update on Position of 2016-2017 Accounts and Management Letter to the ESFA**

The 2016-2017 Accounts have now been signed off by both the internal and external auditors, sent to the ESFA and published on our website.

Trevor Warrs, Chair of the Audit Committee, expressed his disappointment with the external auditors for failing to support the College in meeting their deadlines. Finance Committee members had also discussed the remaining length of contract for the external auditors were contracted for. Trevor responded that Audit had discussed and considered going out to tender this summer term but decided to postpone until the outcome from the SPA was known. Susan Evans and Lisa Milligan were complimented for continually ensuring the work was completed.

## **8. Review and Approve Updated Financial Regulations 2018**

Changes include job titles, SMT approval for all expenditure which has encouraged a culture of spending change across the College. All contracts will be signed by the Interim Principal who will also hold a copy.

Finance Committee needs to be included.

**Action Point – Lisa Milligan as above.**

Governors discussed levels of registering gifts and hospitality AGREEING to amend the value of £100.00 as stated in the appendices to £50.00 per item.

**Action Point – Martin Sim to advise staff of change.**

The Financial Regulations were APPROVED by the Board with the two amendments listed above to be implemented.

## **9. Receive and Approve Curriculum Plan**

Work continues to take place on the Curriculum Plan. Governors questioned the assumption of 5% student growth. Martin Sim responded that some caveats have been placed with data being verified due to an unidentified, as yet, concern. It is being investigated with budgets addressed if required. The document remains live; future updates will be presented to the Board.

A definitive version will be presented to the Finance Committee in June. Due to time constraints and the next full Board meeting in July all Governors present AGREED for the Finance Committee to approve the Curriculum Plan, uploading the approved version to SharePoint for all to access. Staffing mirrors the Curriculum Plan. Governors were advised to be mindful of SPA deadlines where potential merger partners would need to access the agreed Curriculum Plan with reassurances received that it would be ready for the beginning of June.

**Action Point – Clerk to add to Finance Committee agenda and if agreed upload to SharePoint.**

The Curriculum Plan is a complex process starting in October addressing a myriad of requirements with the need of Luton Learners being the priority and how that can be supported. Our high need students are increasing. It is a discussion that the College needs to consider as to whether this was a main focus moving forward. The majority of our students study L1 and L2 with a smaller cohort at L3 stage. Marc Hulbert asked whether staffing ratios had been taken into account as primarily these courses were more demanding on the staff/student ratio. Shagufta Shahin responded that there were 16 students per course not class giving the subject flexibility within. A Strategic Review Group (SRG) is undertaking a review of outcomes of our most advantaged students. This will address quality, retention rates and learner destinations as many learners are looking for employment at the end of their course.

#### **10. Update on SPA Steering Group Progress**

**This is a confidential agenda item and covered under a separate confidential note.**

Skip Singleton left the meeting for this agenda item due to conflict of interest as her new role is at one of the potential merger colleges.

#### **11. Monitor Key Trigger Dates for Compliance**

Skip Singleton returned to the meeting for this agenda item. Nick Barrett gave his apologies and left the meeting at 8.30pm.

The Chair expressed the appreciation of the Board for the progress senior managers and staff had made in the last few weeks. Board were advised that there may be situations where the Chair may need to exercise his authority to approve a request should the occasion arise. Chair confirmed that as part of his approval he would seek conversation with the Governor aligned to the item in question.

Members in attendance AGREED to the Chair exercising his authority to approve should the occasion arise.

#### **12. Review Arrangements for Obtaining the Views of Students and Staff**

This document is reviewed on a two year cycle, there were no changes; document tabled as part of statutory review.

The Review Arrangements for Obtaining the Views of Students and Staff was AGREED by all members in attendance.

**Action Point – Clerk to upload to website.**

#### **13. General Data Protection Register Update Paper**

DAMM Solutions have been appointed as our consultant during the initial implementation stage for the GDPR. One of the SAL's will be appointed our Designated Protection Officer (DPO) in due course once training is secured. This will give opportunity for a younger member of staff to progress. It has been included within budget with the post offered without remuneration but with built in time.

It is a substantial piece of work initialising the GDPR but once in place and running successfully we will be in the easier position of maintaining. The College has been advised that it is currently above the general level of implementation and in a strong position to be ready for 25<sup>th</sup> May 2018.

AoC is also providing guidance and will provide templates for use.

#### **14. Policies for Governor Approval**

Governors requested that tracked changes were provided in future to see amendments made.

**Action Point – Clerk to implement.**

#### **Admissions Policy**

Governors questioned the wording in Item 8 – Internal Progression as it implies progression was the student's responsibility and they could state that they wanted to progress but that the College was stopping them. Shagufta Shahin responded that the College was looking to make Information Advice and Guidance (IAG) more robust. It was an area picked up at our recent Ofsted visit. Skip Singleton confirmed that as part of ProMonitor recording and internal progression one-to-one meetings take place with all students who are supported by their tutors and as part of the discussion destinations are discussed and guidance given. A negative destination is not accepted. Minimum attendance has not been included in the policy and unless a student has been permanently excluded they will be progressed.

Detailed discussion followed regarding student's attendance and late arrival at lessons. It is an area of review due to the poor historical attendance data. Beth Taylor Head of Student Engagement has a clear sense of direction and will be initiating new processes for the autumn term. It is vital that students do not miss lessons with teachers leading by example.

The Board AGREED the Admissions policy with the proviso that Item 8 is reworded including that a student is to progress and receives an advice and guidance appointment.

The Board REVIEWED and AGREED the Disclosure and Barring policy presented.

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

Capital Project and Estates Steering Group – 30<sup>th</sup> April 2018.

The relocation project is now on hold until outcome from the SPA is known. A meeting has been arranged with Redrow Homes for 4<sup>th</sup> June 2018.

#### **16. Any Other Business**

No other items of business tabled.

#### **17. Date and Time of Next Meeting**

The next planned Meeting of the Board was scheduled for Tuesday 3<sup>rd</sup> July 2018. The Clerk recommended that this was moved to Tuesday 10<sup>th</sup> July 2018 at 6.30pm to enable the Board to review and ratify the outcome of the SPA Presentation Day on 5<sup>th</sup> July. The RECOMMENDATION was unanimously agreed.

**Action Point – All invited participants to note.**

The next meeting will take place on Tuesday 10<sup>th</sup> July 2018 at 6.30pm.  
The meeting closed at 21.00.

**Signed:**

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

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