

Minutes of the Corporation meeting held at the Watford Campus at 1700hrs on 12 June 2019

<b>Present</b>	Guy Ainsley	Lavinia Chelaru	Irina Kendix (93/18a on)
	Richard Lewis	Matt Luheshi	Matthew Messenger
	Chris Nicholls	Richard Patmore	Ben Stapleton
	Phil Thompson (Chair)	Paul Thompson	Graham Wood
	Gill Worgan (Principal)	David York	
<b>In Attendance</b>	Ralph Devereux (Clerk)	Gary Dixon (Interim DPQ)	Cath Gunn (Principal, Barnfield)
	Sarah Knowles (DP (P&D))	Eamonn McCarrol (DoF)	Chris Pearson (Dir (SCA))
<b>Apologies</b>	Phil Berry	Joan Viall (Vice-Chair)	

**PART ONE**

The Chair welcomed all and explained that Agenda Item 2b would be taken at the start of the meeting to allow consideration of the Search Committee recommendations.

**92/18 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS**

The apologies were accepted. No notice had been received of any Member becoming ineligible to hold office, the meeting was quorate and there had been no interests declared.

**93/18 STANDING ITEMS**

- a. Search Committee (SC) Meeting (05.06.19). The processes leading to the SC consideration of prospective Corporation members were described by the Committee Chair, and he explained that, at the meeting held on 5 June, one recommendation had been made for appointment to the Corporation; that recommendation was accepted and Irina Kendix was unanimously appointed for an initial term of 2 years and Irina then joined the meeting. **(Action 1)** Irina would join the Audit Committee. **(Action 2)**
- b. Minutes. The Minutes (Part 1 & 2) of the meeting held on 26 April 2019 and the special meeting held on the 8 May 2019 were confirmed for electronic signature; the Clerk to Action. **(Action 3)**
- c. Outstanding Actions. All actions from the last meetings had been implemented or were in progress.

24.04.19. See referenced minute for full detail		Status
Action 1	75/18a. CN & PT appointed as External Members.	<b>Complete</b>
Action 2	75/18a. PT interest declaration noted.	
Action 3	75/18b. Last minutes (13.03.19) confirmed for signature.	
Action 4	77/18. Rebranding concept approved.	
Action 5	78/18a(ii). Latest info to inform members on sale of KL	
Action 6	79/18a. Safeguarding Policies approved.	
Action 7	79/18b. Safeguarding Annual Report approved.	
Action 8	80/18a. Recirculate Learning Walk (10.05.19) details.	

<b>08.05.19.</b> See referenced minute for full detail.		<b>Status</b>
Action 1	87/18b. Stage one enabling funding only to be considered.	<b>87/18b</b>
Action 2	88/18a. Design Option 2 favoured at present.	<b>88/18a</b>
Action 3	88/18b. Either residential Options 2 or 3 currently preferred.	<b>ongoing</b>
Action 4	88/18b. Residential Options tbd after LBC talks.	
Action 5	88/18c. Full detailed Proposals for full project to Corporation.	<b>Complete</b>
Action 6	88/18c(i). NBR Master Plan approved.	
Action 7	88/18c(ii). £650k budget to RIBA Stage 3 approved.	
Action 8	88/18c(iii). Disposal of car park approved.	<b>Continuing</b>
Action 9	88/18c(iv). Sale of KL to be marketed for Corporation decision.	

- d. Matters arising. There were no matters arising from the minutes.
- e. Audit Committee. (5.6.19) (unconfirmed). The unconfirmed minutes of the last AC meeting were considered. The meeting had discussed the audited Annual Financial Statements (AFS) and associated documentation from Barnfield College (BC) for the period ending 31 January 2019; members were asked (to inform the next item) to note, recommendations re:
- (i) 36/18a. the Regularity Self-Assessment Report (SAR);
  - (ii) 36/18b. IAS Annual Report; and
  - (iii) 36/18f. Annual Financial Statements and the Letter of Representation.
- f. Urgent Business. There was no urgent business requested.
- a. The information was received and noted.**  
**b. Actions had been identified. (Register 103/18 below)**

#### **94/18 PRINCIPAL'S REPORT**

The Principal's report covered detail outside the scope of the agenda, it had been circulated in advance and was received; there were no items for approval. During discussions, several points were further considered:

- a. Performance Dashboard. Details on the Dashboard and the Key Performance Indicators. (KPI) were noted;
- b. Further Education (FE) Commissioner's Letter. The FE Commissioner's letter at Annex was noted and the ten listed "C" indicators of a good college, were confirmed as having been satisfied at WHC and were being addressed at BC; and
- c. Augar Review of Post-16 education and funding had now been published and contained some recommendations, which if accepted, would benefit FE delivered HE.

**The information was noted and received**

#### **BUSINESS ITEMS**

#### **95/18 FINANCE REPORT (PART TWO) (OUT OF AGENDA ORDER)**

#### **96/18 OFSTED INSPECTION FRAMEWORK**

THE BC Principal delivered an electronic presentation on the Ofsted "Education Inspection Framework" (EIF), which would, from the start of the next academic year, replace the existing "Common Inspection Framework" (CIF), the four grade categories were unchanged as outstanding, good, requires improvement or inadequate. Judgement categories however had been extensively revised and were now:

- a. Quality of Education;
- b. Behaviour and Attitudes;

- c. Personal Development; and
- d. Leadership and Management;

Each category was then explored in detail. Key themes had been introduced reducing workload for teachers, emphasis on good character and resilience amongst pupils, and a broad, well-balanced knowledge-rich curriculum. The revised framework could mean that Ofsted inspectors would be less focused on pure data and seek to understand wider issues, including through direct exchanges with learners and staff, even in some cases stopping lessons to probe, and preparation for life beyond education, by scrutinising student destinations.

**The information was received.**

**97/18 HEALTH AND SAFETY (HAS)**

- a. Report. The College remained committed to provision and maintenance of a safe environment for all and that was achieved, evidenced by the arrangements for HAS management and administration, and the low level of incidents, during the last 8 months which were;
  - (i) one incident required RIDDOR reporting; and
  - (ii) 276 accidents and incidents (2017/18 – 324).

Particular attention had been paid to several areas at BC which had been suspect during the period before and immediately after the merger. WHC processes had now been introduced throughout BC generally and thanks were recorded for the considerable work associated with the BC Nursery and the introduction of security guards. In response to a query it was confirmed that the extensive construction work at the Hemel Hempstead (HH) Campus had not detracted either from the student experience or their safety. Accidents and incidents had been tabulated by site and size for ease of reference and the narrative detailed the types of events, which were then compared with the previous full year. Annual Fire Risk assessments were completed and fire and evacuation drills were regularly completed at all campuses and thoroughly debriefed after the event. The number of malicious initiations was in line with the sector average. Sector comparative data had been included. Health and Safety (HSE) had assessed the college as “Low Risk” and several external specialist agencies, listed in the report, completed regular inspections to supplement the internal audit schedule. The Health and Well-Being and training regimes were welcomed. Members took comfort from the report and commended those involved for their diligence and commitment.

- b. Policy. The HASAW Policy had not been amended from the previous year save for personalities and dates and it was unanimously approved for a further 12 months. **(Action 4)**
- c. Although not directly related to WHC, there had been a serious fire at Oaklands College; the Discovery Building at the St Albans Campus had been damaged on Friday 7<sup>th</sup> June; the evacuation procedure had functioned well and all students and staff were safely accounted for.... Information about the incident has been shared between senior managers at Oaklands and West Herts to ensure any lessons learned from the experience can, where necessary, be applied to the WHC Group.

- a. **The information was received and noted.**
- b. **Actions had been identified. (Register 103/18 below)**

**98/18 APPLICATIONS**

Enrolments to meet the Education and Skills Funding Agency (ESFA) allocation, in concert with the Business Planning Cycle, were essential to the stability and progress of the College. Considerable effort and attention were given to the extensive and targeted marketing activity to inform potential students of the sound expectation of both success and experience; activities

were fully described in the supporting document and were discussed. These processes had again showed sound returns, evidenced by the high number of applications received and which indicated a high likelihood of achieving the 2010/20 targets. The results, when the current demographic graph was in a trough, were re-assuring; results in Luton were heartening and improving, although locally they were in a different demographic pattern, indicating that the considerable efforts that had been made there had been and were worthwhile. Hemel Hempstead was also performing well. Two key risks were explained and had informed the set targets. At the time of papers being posted there had been 4,479 accepted offers, comparisons with the previous years were all positive, and the levels of students continuing studies was welcomed. Full details of all enrolments had been tabulated and these, together with key observations were noted. Members took comfort from the positive report and recorded thanks to all involved.

**The information was noted and received.**

**99/18 QUALITY OF PROVISION**

The latest data collection point (No4 May) provided information on the predicted outcome at year end. Expectations were high and, in many instances, predicted improvements on the previous year including the heartening news that 25/30% of English and Maths (EAM) GCSE entrants were expected to gain 9-4 results, which was in-line with the National Average (NA). The full outcomes would inform the Annual Self-Assessment process. The report detail explained levels of expected student qualifications and destinations to permit informed evaluation of the student performance and experience. The revised presentation was welcomed as providing clear and easily understood information and questions regarding data were satisfactorily answered. The discussions lead into a further consideration of EAM performance. Despite this being a national issue, it was again stressed that the student population contained a high proportion of those requiring EAM qualifications and the large total number of students exacerbated that challenge. It was agreed, later in the year after outcomes were known, to draw together a consolidated paper examining the whole issue. **(Action 5)**

- a. **The information was received and noted.**
- b. **Actions had been identified.** (Register 103/18 below)

**100/18 MEMBERS**

There had been no arranged learning walks or associated activities since the last meeting.

**101/18 URGENT BUSINESS.**

There had been no urgent business requested.

**102/18 DATE OF NEXT MEETING**

The next meeting would be at the Watford Campus at 1700 on 10 July 2019, this would be the final meeting for Graham Wood and a thanks and farewell function would follow the meeting.

**103/18 ACTION REGISTER**

See referenced minute for full detail.		<b>Resp</b>	<b>Date</b>
Action 1	93/18a. IK appointed to the Corporation for 2 years.	<b>Clerk</b>	<b>wie</b>
Action 2	93/18a. IK to join AC.		
Action 3	93/18b. Last minutes (26.04.19 & 8.05.19) confirmed.		
Action 4	97/18b. HAS Policy approved.	<b>DP (P&amp;D)</b>	
Action 5	99/18. EAM issues to be closely examined after outcomes.	<b>DPQ</b>	<b>Nov</b>

*Ralph Devereux (Clerk) for Phil Thompson (Chair)*

Ralph Devereux (Clerk) for Phil Thompson (Chair) (Jul 12, 2019)

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Final Audit Report

2019-07-12

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