

Minutes of the Corporation meeting held at the Watford Campus at 1700hrs on 10 July 2019

<b>Present</b>	Irina Kendix	Richard Lewis	Matt Luheshi
	Matthew Messenger	Chris Nicholls	Richard Patmore
	Ben Stapleton	Phil Thompson (Chair)	Paul Thompson
	Joan Viall (Vice-Chair)	Graham Wood	Gill Worgan (Principal)
	David York		
<b>In Attendance</b>	Ralph Devereux (Clerk)	Gary Dixon (Interim DPQ)	Cath Gunn (Principal, Barnfield)(112 on)
	Sarah Knowles (DP (P&D))	Eamonn McCarrol (DoF)	Chris Pearson (Dir (SCA))
<b>Apologies</b>	Guy Ainsley	Phil Berry	Lavinia Chelaru

**PART ONE**

**106/18 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.

**107/18 STANDING ITEMS**

- a. Minutes. The Minutes (Part 1 & 2) of the meeting held on 12 June 2019 were confirmed for electronic signature; the Clerk to Action. **(Action 1)**
- b. Outstanding Actions. All actions from the last meetings had been implemented or were in progress.

See referenced minute for full detail.		Status
Action 1	93/18a. IK appointed to the Corporation for 2 years.	Complete
Action 2	93/18a. IK to join AC.	
Action 3	93/18b. Last minutes (26.04.18 & 8.05.19) confirmed.	
Action 8	97/18b. HAS Policy approved.	
Action 9	99/18. EAM issues to be closely examined after outcomes.	Pending

- c. Matters arising. There were no matters arising from the minutes.
- d. Audit Committee. (02.07.19 unconfirmed). The minutes of the last AC meeting were explained by the Chair, he stressed that the Risk and Assurance (R&A) Reports on Barnfield College (BC) had indicated that work was still required in several areas, not least in the (funding clawback) vulnerable area of Individual Learning Records (ILR), assurance was given that focus was being maintained on this area. The following recommendations were noted and accepted: **(Action 2)**
  - (i) re 45/18. The Risk and Assurance (R&A) Strategy, Plan 2019/20 and associated fee; and
  - (ii) re 46/18. Ext Audit Engagement Letter, Audit Plan and associated fee.

Urgent Business. There was no urgent business requested.

- a. **The information was received and noted.**
- b. **Actions had been identified.** (Register 115/18 below)

#### **108/19 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. Augar Review of Post-16 education and funding considered at the last meeting, had prompted a letter (in the body of the Report), from all General Further Education (GFE) Colleges to the Chancellor and the Secretary of State for Education urging implementation of the recommendations;
- c. FE Condition Data Protection (CDP) Programme. Surveyors would complete comprehensive surveys of the Barnfield and West Herts Colleges during September as part of the CDP Programme; members would be informed of developments; and
- d. The Creatives. Students from the School of Performance, Music and Media had been working independently to create a music video highlighting the disciplines of the School, the result had been posted on UTube and students were congratulated on this commendable achievement.

**The information was noted and received**

#### **BUSINESS ITEMS**

##### **109/19 BARNFIELD COLLEGE (BC) LAND SALE**

The Principal reminded the meeting that it had been 12 months to the day that the news had been received of the success of the College submission to be the merger partner for BC, this was the last meeting for Graham Wood who had chaired the Merger Steering Group (MSG) and it was thus doubly appropriate to consider the situation this evening. She then delivered an electronic presentation, supported by a verbal update on the extensive improvements that had been achieved at BC since then. The Presentation also considered the current capital arrangements that would lead to the construction of the new college estate including the sale of land at BC. Included in this element was explanation of the advice regarding the housing development and possible future plans in this area, essentially Option 1 as recommended by the Corporation would remain and the identified 8 acres would be sold, the remaining 1.2 acres could be considered later. The Corporation had approved funding to progress towards planning permission and appointment of consultants was imminent, the requirement was for increased density of housing units over that originally envisaged. A meeting that morning with the South East Midlands Local Enterprise Partnership (SEMLEP) had been optimistic over the possibility of additional funding later in the year. Additionally, marketing of the Kings Langley (KL) site would start in the autumn, the S106 detail indicated that no "affordable" element was to be included.

**The information was noted and received**

##### **110/18 HUMAN RESOURCES (HR) ANNUAL REPORT**

HR Annual Report. The HR organisation had thoroughly reviewed the organisational structure since the merger with BC, significant improvements had been made and more were planned. The Report had been circulated in advance of the meeting; comments, suggestions for inclusion and questions were invited. The report was well received and welcomed and the following points were raised and discussed:

- a. the structure diagrams (P5) would be electronically circulated; **(Action 3)**
- b. the use of hourly paid staff, at c25% of the register was slight above the sector average of 21% however this was no cause for concern, the arrangement was popular with

incumbents for the flexibility working arrangement and, should any wish to change to more permanent status there was an established process;

- c. the requirement to report on gender pay equality considered, there was essentially no gap for similar roles, the overall gap was caused by a predominance of females on part-time contracts or in the lower paid elements of college staff. The detail tabulated on P10 and 11 would be clarified in future reports. **(Action 4)**
  - d. training and development (P16) was discussed, in particular whether the annual spend was sufficient, it was explained that that budget was mainly for the support staff element since teaching staff received training through other routes; and
  - e. percentages of positive staff survey responses from (P20) BC were lower than from WHC, the participating numbers were proportionately imbalanced at 4:1 and the result was confidently expected to increase.
- a. The information was received and noted.**  
**b. Actions had been identified. (Register 115/18 below)**

### 111/18 MONITORING

- a. Merger – Integration Plan. The tabulated and RAG rated July action plan was considered, members took comfort from progress, in particular with IT, much had been achieved since merger and the relatively few “Amber” ratings and associated actions were noted.
  - b. Risk Register (RR) The latest version of the Risk Register, which included imported BC Risks had been reviewed by the AC and, from that meeting, Risk 4 would be updated to show the low cash point and to include detail of the Teachers’ Pension Agency (TPA) contribution increase. One new risk (Number 14) relating to compliance with ESFA funding rules, had been added. A review of the methodology for the RM process was in progress. In future each department would complete and maintain a full internal risk evaluation, the highest risks would then be entered into an executive register; the Quality Assurance Framework would be discontinued. The information was noted and during the subsequent discussions it was agreed that: **(Action 5)**
    - (i) Risk Number 3 would be separated into discrete areas;
    - (ii) Risk Number 5 would include Luton demographic information; and
    - (iii) Risk Number 11 although immediate HAS requirements had been introduced the embedding of awareness requires the current levels to be maintained.
  - c. Safeguarding Designated Member (DSM)(ML). The DSM updated the meeting of associated activity over the last several months. Regular and informal meetings were held with area safeguarding leads at all campuses, the last on 24.06.19. During these meetings and amongst other issues, individual case studies, general issues and the changed approaches to meet the needs of the Ofsted Education Inspection Framework (EIF) had been discussed, the differing reporting requirements of individual Borough agencies was explained and the concerning increase in and the response to the challenging increase in mental health issues was stressed. The update was welcomed and thanks were recorded to the DSM for his commitment to this vital area which had reassured Members on the provision.
- a. The information was received and noted.**  
**b. Actions had been identified. (Register 115/18 below)**

### BC Principal joined the meeting

### 112/18 GOVERNANCE

- a. Meeting Schedule 2019/20. The meeting schedule was discussed, a date for a possible AC meeting in September had now been identified and it was agreed to alternate meeting venues between WHC and BC and to hold at least one at Hemel Hempstead (HH). With

these changes the schedule was agreed and the amended version would be electronically circulated to all members. **(Action 6)**

- b. Business Plan. An indicative Business Plan had been drafted and would be varied to add more items if necessary through the year, for example a dedicated paper considering English and Maths (EAM) would be added to the business on 9 October (107/18 Action 9); the Plan was approved. **(Action 7)**
  - c. Committee membership. Committee membership was discussed, BS had now left the SC, RL had joined the CPSG and the Corporation Chair was now advised not to be Chair of the Remuneration Committee; with these changes the detail was approved. **(Action 8)**
  - d. Corporation Structure. Recruitment of Luton experience and expertise continued and it was probable that the final member would join the Corporation early in 2019/20.
- a. **The information was received and noted.**  
b. **Actions had been identified.** (Register 115/18 below)

**113/18 URGENT BUSINESS.**

- a. There had been no urgent business requested.
- b. Valete. This had been Graham Wood’s last meeting; an informal farewell social would follow on, however it was necessary to record sincere and grateful thanks for the commitment and application that had been so evident during his time with the Corporation. Graham had been an invaluable and effective Corporation member and was wished every success in the future.

**114/18 DATE OF NEXT MEETING**

The next meeting would be at 1700 on 9 October 2019.

**115/18 ACTION REGISTER**

See referenced minute for full detail.		Resp	Date
Action 1	107/18a. Last Minutes (12.06.18) confirmed for signature.	Clerk	wie
Action 2	107/18d. AC recommendations agreed and approved.	DoF	
Action 3	110/18a. Structure diagrams to be electronically circulated.	DP(P&D)	asap
Action 4	110/18c. Gender pay details to be clarified in future.	DoF	2020
Action 5	111/18b. RR to be amended.		
Action 6	112/18a Circulate approved (Amended) meeting schedule.	Clerk	asap
Action 7	112/18b. Business Plan approved.		
Action 8	112/18c. Cttee membership approved.		
			wie

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

Ralph Devereux (Clerk) for Phil Thomas (Chair) (Oct 10, 2019)

# 9.Minutes 10.07.19 Pt1RD

Final Audit Report

2019-10-10

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