



Minutes of the Corporation meeting held at the Watford Campus at 1700hrs on 13 November 2019

<b>Present</b>	Phil Berry	Richard Lewis	Matt Luheshi
	Chris Nicholls	Ben Stapleton	Phil Thompson (Chair)
	Gill Worgan (Principal)	David York	
<b>In Attendance</b>	Ralph Devereux (Clerk)	Gary Dixon (DPQ)	Sarah Knowles (DP (P&D))
	Eamonn McCarroll (DoF)	Tammy Nuthall (DP, Barnfield)	Chris Pearson (Dir (SCA))
	Louise Barden (Principal's PA)(Observer)		
<b>Apologies</b>	Guy Ainsley	Irina Kendix	Mathew Messenger
	Paul Thompson	Cath Gunn (Principal, Barnfield)(Attendee)	

**PART ONE**

**12/19 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.

**13/19 STANDING ITEMS**

- a. Minutes:
  - (i) re 07/19c. Ben Stapleton had been the sole volunteer to become Vice-Chair and he was unanimously appointed; **(Action 1)** and
  - (ii) the Minutes (Part 1 & 2) of the meeting held on 9 October 2019 were confirmed for electronic signature; the Clerk to Action. **(Action 2)**

- 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	02/19a. Last Minutes (09.10.19) confirmed for signature.	02/19a
Action 2	02/19d. AC recommendation agreed and approved.	Completed
Action 3	05/19c(ii) KL marketing outcomes to be decided.	
Action 4	07/19. GA to Chair the CPSG.	

- c. Matters arising. There were no matters arising from the minutes.
  - d. Urgent Business. There was no urgent business requested.
- a. **The information was received and noted.**
  - b. **Actions had been identified. (Register 21/19 below)**

**14/19 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. Ofsted Monitoring Inspection. A routine monitoring inspection, prompted by the recent merger had been completed on 5/6 October, the inspection had gone well and would be considered as the next agenda item.
- b. Department for Education (DfE) Immersion Programme. The programme provided for civil servants to visit colleges for up to 3 days to experience at first hand the complete range of activities and challenges, the process would inform the participants understanding when completing their personal daily work routine. A visit for 25-27 November had been arranged and would include all 3 campuses, a post visit report would be provided.
- c. Association of Colleges (AoC) Election Manifesto. The published AOC election manifesto was attached and noted.
- d. Community Safety Evenings. Two successful and well attended community events, partnered by local agencies (Police, Youth Connexions, Sporting Chance and Crime Stoppers) had included two keynote speakers:
  - (i) Alison Cope, the mother of a murdered son, Joshua in 2013; and
  - (ii) Nathaniel Peat. Founder of "The Safety Box" an organisation actively inspiring young people and campaigning against violent behaviour.
- e. Office for Students (OfS). A letter from the OfS (the national Higher Education (HE) regulator) had been received, notifying of missed dates for payment of fees and submission of data. The OfS letter and action to prevent recurrence, was noted by Members. **(Action 3)** The College reply and administrative listing of submission dates would be circulated to all Members. **(Action 4)**

- a. **The information was received and noted.**
- b. **Actions had been identified. (Register 21/19 below)**

## **BUSINESS ITEMS**

### **15/19 OFSTED MONITORING INSPECTION**

A routine Ofsted monitoring inspection, prompted by the recent merger had been completed on 5/6 October, the inspection had been based on 4 themes and was then discussed informed by an interactive electronic presentation (Attached to the filed copy of these minutes) delivered by the Principal:

- a. Theme 1. What progress have leaders, managers and governors made in bringing together the two colleges, establishing a shared vision, mission and values, identifying strategic priorities and creating an effective management structure for the group? Graded – Significant progress, with 13 listed Strengths.
- b. Theme 2. What progress have senior leaders and governors made in establishing an effective governance structure that has a suitable breadth of expertise, can oversee strategic decision-making and quality of provision, and serves the needs of the group? Graded – Significant progress with 10 listed strengths.
- c. Theme 3. What progress have senior leaders made in ensuring that the curriculum of the group provides for the communities in which the campuses are located, tackles skills gaps in the local economy, meets the needs of local employers and enables learners to achieve their career aspirations? Graded – Reasonable progress with 6 listed strengths.
- d. Theme 4. What progress have leaders and managers made in evaluating the quality of provision, starting to address key weaknesses in predecessor colleges and drawing up sound quality improvement processes? Graded – Reasonable progress with 12 listed strengths.

The Report was explored and discussed through an interactive electronic presentation delivered by the Principal; it was expressly note that there had been no negative comments or

criticisms. This had been an outstanding performance with a solid group ethic amply presented and witnessed; the positive outcome was welcomed and had vindicated the considerable efforts and commitment of all involved from both Colleges. Members took comfort from the detail and recorded congratulations and thanks. **(Action 5)** The Report had drawn a close to the initial phase of the merger process and had defined a start point for consolidation and moving forward.

**The information was received.**

#### **16/19 STRATEGIC PLAN**

The current Strategic Plan 2018-21, had been thoroughly, considered and agreed by the Corporation and was designed to lead the merged organisation to provision of outstanding service to stakeholders and the local communities; it was fully Ofsted Education Inspection Framework (EIF) compliant. The Principal and the Dir (SCA) then delivered a comprehensive and fully interactive electronic presentation (attached to the filed copy of these minutes) examining progress against the seven Aims of the Plan, essentially:

- a. Aim 1. Student opportunities;
- b. Aim 2. Employees potential;
- c. Aim 3. College integration into community;
- d. Aim 4. Financial strength;
- e. Aim 5. College specialisms;
- f. Aim 6. Partnerships; and
- g. Aim 7. Estate.

The considerations were informed by close and detailed analysis of each Aim through dispassionately determined RAG rated performance against individual "Measures of Success", which led into consideration of consequent emerging strategic priorities. On conclusion of these considerations the consolidated progress and achievement was examined against the RAG ratings, there had been:

- h. Green (exceeding expected progress) 40%;
- i. Amber (meeting expected progress) 50%; and
- j. Red (below expected progress) 10%.

The Red rated elements, related specifically to:

- k. Aim 2. there were 2 elements: it was proving challenging to recruit suitably qualified Electrical Engineering teachers and succession planning for key roles had been initiated;
- l. Aim 4. Increase of income diversification;
- m. Aim 6. Dynamic Partnerships; enhance the embryonic alumni organisation;
- n. Aim 7. BC estate.

These were fully and closely considered and discussed. The session had been extremely fruitful with clear direction and imaginative and resourceful input which would inform the SMT in considerations for progress, which would be brought to the Board in spring/summer 2020. All were thanked for their input.

**The information was received.**

#### **17/19 GOVERNANCE**

- a. Regulatory Documents. All regulatory documents had been refreshed at the start of the last academic year, revisions for this year were minor and would be brought to the Corporation at the next meeting after the next AC meeting. **(Action 6)**
- b. Self-Assessment Report (SAR). The Corporation had adopted the AoC English Colleges Code of Good Governance, that document required an annual compliance check to the scheduled format; accordingly, the tabulated and RAG rated results were presented as the Corporation annual SAR. There was only one “Amber” grading. The Search Committee did not publish a formal annual report, it is considered unnecessary since detail of all activities are reported to the Corporation and subsequently published on the College website and thus open to public scrutiny. The revised procedure for the Remuneration would be included in the following year’s documents and that was noted. Corporation activities were also detailed and explained in the annual assurance statement included in the Annual Financial Statements (AFS). A typographical error at 6.8 was corrected (Buzzacott replaced reference to BDO). With that amendment SAR was accepted and approved. **(Action 7)**
- c. Scheme of Delegation. The Code of Good Governance also required a scheme of delegation, which was discussed and approved. **(Action 8)**

Both documents would be uploaded to “Convene”. **(Action 9)**

- a. The information was received and noted.
- b. Actions had been identified. (Register 21/19 below)

#### 18/19 MEMBERS

Members had attended College SAR evaluation and Ofsted interview sessions since the last meeting:

**The information was received and noted.**

#### 19/19 URGENT BUSINESS.

There had been no requests for urgent business.

#### 20/19 DATE OF NEXT MEETING

The next meeting would be at 1700 on 11 December 2019. (WHC) After which there would be a social gathering

#### 21/19 ACTION REGISTER

See referenced minute for full detail.		Resp	Date
Action 1	13/19a(i). BS appointed as Vice-Chair.	Clerk	wie
Action 2	13/19a(ii). Last minutes (9.10.19) confirmed for signature.	DoF	
Action 3	14/19f. OfS admonitory letter noted.	Chair	asap
Action 4	14/19f. Reply to 3 and schedule to be circulated.	GW	
Action 5	15/19. Congratulations recorded on inspection outcome.	Clerk	wie
Action 6	17/19a. Regulatory Documents to December meeting.		11.12.19
Action 7	17/19b. Corporation SAR (as amended) approved.		wie
Action 8	17/19c. Scheme of delegation approved.		asap
Action 9	17/19. Documents to be posted to Diligent.		

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

Ralph Devereux (Clerk) for Phil Thompson (Chair) (Dec 16, 2019)

# CorpMinutes13.11.19Pt1RDGWPT

Final Audit Report

2019-12-16

Created:	2019-12-16
By:	Ralph Devereux (office.mpe@btconnect.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA7dUumusEARpRufiu--ZIVmdXg56gshR0

## "CorpMinutes13.11.19Pt1RDGWPT" History

-  Document created by Ralph Devereux (office.mpe@btconnect.com)  
2019-12-16 - 09:12:00 GMT - IP address: 31.50.42.231
-  Document emailed to Ralph Devereux (Clerk) for Phil Thompson (Chair) (clerk.mpe@btconnect.com) for signature  
2019-12-16 - 09:12:21 GMT
-  Email viewed by Ralph Devereux (Clerk) for Phil Thompson (Chair) (clerk.mpe@btconnect.com)  
2019-12-16 - 11:32:47 GMT - IP address: 193.62.24.120
-  Document e-signed by Ralph Devereux (Clerk) for Phil Thompson (Chair) (clerk.mpe@btconnect.com)  
Signature Date: 2019-12-16 - 11:33:30 GMT - Time Source: server- IP address: 193.62.24.120
-  Signed document emailed to Ralph Devereux (Clerk) for Phil Thompson (Chair) (clerk.mpe@btconnect.com) and Ralph Devereux (office.mpe@btconnect.com)  
2019-12-16 - 11:33:30 GMT