

CHELMSFORD COLLEGE
BOARD OF THE CORPORATION
2nd OCTOBER 2015

Members Present:

Janice Maclean (Chair), Elaine Oddie (Vice Chair), Phil Bridge, Susan Hughes, Sarah Noble, Michael Lager, Graham Evans, Heather Clarke, Angelika Baxter, Bill Pigram, Barbara Vohmann, Andy Sparks.

In Attendance:

Caroline Williams (Deputy Principal), Debs Hurst (Assistant Principal, Finance and Risk), Mike Tadman (Assistant Principal, People and Services), Marco Iciek (Director of Curriculum and Students), John Fowl (Clerk to the Corporation), Joanne Seward (Minuting Secretary)

1065. TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Jonathan Swan and Marie Kemp.

1066. TO RECEIVE DECLARATIONS OF INTEREST AND TO NOTIFY ANY CONFIDENTIAL ITEMS

There were no declarations made and no confidential items notified.

1067. TO APPROVE THE MINUTES OF THE MEETING HELD ON 10TH JULY 2015

It was confirmed that Donna Finning had been in attendance only at the last meeting.

Under item 1063 it was agreed that the name of the Principal (A Sparks) should be inserted to the text supplied by the Bank.

With these adjustments the minutes were **Approved**

1068. MATTERS ARISING

- a) The SFA Funding Review had been completed and the Principal confirmed he would report on this as part of his report elsewhere on this agenda.
- b) Prevent Training for Governors will be provided by Marco Iciek.
- c) The Chair stated that Susan Hughes will become the Governor with responsibility for Safeguarding and will also become a member of the Quality & Learners Committee which has oversight of this in its Terms of Reference.
- d) Sarah Hamilton is seeking potential employer governors and a user-friendly 'flyer' has been produced to assist with this.
- e) Following the review at the end of his probationary period the Principal has now been confirmed in post and a note to this effect has been placed in his personnel file.

1069. TO RECEIVE THE RECOMMENDATIONS OF THE SEARCH COMMITTEE HELD ON 2ND OCTOBER 2015.

The Board was informed that the Search & Governance Committee had met to consider the appointments of;

- (i) a Clerk from 1st January 2016
- (ii) Vice-Chair from 1st January 2016
- (iii) Recruitment of new Governors.

Members noted the discussions undertaken and the Chair outlined how the shared Clerking service may work and that this will be reviewed in July 2016. The Board considered and were supportive of appointing two Vice-Chairs as recommended by the Search Committee.

It was **Resolved**;

- a) That the Board should appoint Robert Millea as interim Clerk on a shared basis with South Essex College for the period 1st January to 31st July 2016.
- b) That Michael Lager and Sarah Noble should be appointed as Vice-Chairs from 1st January 2016.
- c) That the Search Committee recommendation, that of the three current two should be filled by current employers, should be supported.

1070. TO RECEIVE THE PRINCIPAL'S REPORT

The Principal outlined the issues that had been included in the June 2015 budget in respect of Apprenticeships, the employer levy and the voucher system.

In July 2015 the SFA had notified College of a further 3.9% reduction in Adult funding levels bringing the total reductions to 27.9%.

With this as the backdrop the NAO had issued a report as to the sustainability of many colleges. A letter from Nick Bowles MP has announced a series of Area Reviews which could see the number of college in the UK being merged to approximately half the number currently in place. By March 2017 all institutions will have been part of an Area Review with Governors having a direct involvement in them.

The Board agreed that this will be a topic for discussion at the Development Day on 23rd Oct 2015.

The Financial Recovery Plan is progressing well with a small surplus recorded for 2014-15.

Governors were advised that the feasibility study regarding Beacon House is now complete and this will also be considered at the meeting on 23rd October.

Enrolment is currently at 94% of target numbers for 16-18 Full Time Students with 19+ age group 15% up on this time last year.

The target for apprenticeships in 2015-16 is expected to be achieved.

Changes had been made to Safeguarding processes to reflect the latest statutory requirements.

An SFA audit of the ILR data had been carried out and the SFA had commented at how clean the data had been found. Governors expressed their thanks to Mark Emmerson for this outcome.

It was **Resolved** that the report be received.

1071. TO RECEIVE THE COLLEGE DRAFT SAR 2014-15.

Caroline Williams presented the College SAR and stressed it was an early draft and will by necessity change as the final data for inclusion will not be available until 23rd October 2015 which will be calculated using the new methodology.

The SAR showed an overall self-assessed grade of 'Requires Improvement' however the new Common Inspection Framework (CIF) requires grading by type of provision and two areas have been judged as 'Good'.

Governors attention was directed to the strengths and weakness and the areas that require improvement.

Performance data by type of programme, age, level and ethnicity was received together with the analysis of Success Rates by Subject Sector Area.

It was **Resolved** that the Report be Received.

1072. TO RECEIVE THE COLLEGE KPI REPORT at 31st August 2015.

The board received the KPIs for recruitment, In year Performance, End Year performance, Staffing & Lesson Observation, Finance Income & Expenditure and Balance Sheet, Cash and the College Financial Health.

(Angelika Baxter left the meeting at this point.)

Members were told that current learner recruitment was positive with consideration being given to how best to replace the Anglia Ruskin University HE provision within the College.

There was some disappointment expressed that the recent Student Observation of Course (SPOC) surveys had shown that students appeared less satisfied with their time at the College.

Governors were informed that once all the financial data for the year was entered the College Financial Health would move to be 'Satisfactory'.

It was **Resolved** that the report be received

1073. FINANCIAL REPORT & MANAGEMENT ACCOUNTS AT 31ST JULY 2015.

The report set out the position regarding the treatment of the Local Government Pension Scheme for staff transferred to Essex Shared Services and the approval of Governors was sought for how it is to be treated.

It was **Resolved** that the Board approves the manner in which the pension arrangement is to be treated as part of the Essex Local Government pension scheme.

The Management Accounts to 31st July 2015 were received and governors noted that a small surplus outturn of approximately £30,000 had been achieved prior to adjustments for the LGPS deficit.

It was **Resolved** that the Management Accounts to 31st July 2015 be received.

The Board was told that Essex Shared Services had recently taken on another contract for the payroll service of a Midlands based college. This is making a small contribution to overheads/costs.

A schedule of Insurances was shared with the Board.

It was **Resolved** that the Report be Received.

1074. HR - PERFORMANCE MANAGEMENT.

Mike Tadman presented a report on the progress with the Performance management scheme for college staff. An overall improvement of 9% in the number of staff performing at a 'Good or Better' standard was noted.

The past year had seen an extremely high level of staff turnover (34%) in part due to the voluntary severance arrangements offered by the College but also a number of poorly performing staff had left. Staff recruitment had been good and just 4 agency staff were needed at the start of the current academic year.

It was **Resolved** that the Report be received

1075. TO RECEIVE AND APPROVE THE BOARDS STANDING ORDERS.

The Board's Standing Orders had last been reviewed in 2013. At the last meetings of the sub-committees the Terms of reference for each had been reviewed as part of the self-assessment process and the Standing Orders had been updated to include the recommended amendments

It was **Resolved** that the Board approves the Standing Orders 2015.

1076. ANY OTHER BUSINESS

The Chair informed those present that Bill Pigram and Phil Bridge had tendered their resignations from the Board with immediate effect.

The thanks of the Board was recorded to each of them for their time as Governors. They in turn thanked the Board saying that they had enjoyed their time as Governors and wished the College well in what they saw as a very difficult future for Further Education.

1077. DATE OF THE NEXT MEETING

The next meeting will be held on Friday 11th December 2015

Signed _____ Date _____
(Chair)