

CHELMSFORD COLLEGE
BOARD OF THE CORPORATION
3RD OCTOBER 2014

Members Present:

Janice Maclean (Chair), Andy Sparks (Principal), Elaine Oddie, Michael Lager, Angelika Baxter, Graham Evans, Heather Clarke, Jonathan Swan, Barbara Vohmann, Sarah Noble and Susan Hughes.

In Attendance:

Debs Hurst (Director of Finance), Mike Tadman (Director of Human Resources), Caroline Williams (Director of Quality and Learning), Marco Iciek (Director of Curriculum and Students), John Fowl (Clerk to the Corporation), Joanne Saward (Minuting Secretary)

991. TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Phil Bridge, Dick Madden, and Bill Pigram

The Chair informed the Board that elections were underway for the vacant position of Support Staff Governor

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

There were no declarations made and no confidential items notified.

993. TO APPROVE THE MINUTES OF THE MEETING HELD ON 11TH JULY 2014

The minutes were **Approved**

994. MATTERS ARISING

- i) Marco Iciek confirmed that a paper on the College Improvement Plan will be submitted to the next Board meeting
- ii) The College Data Dashboard is being developed and will be shared with Governors in due course
- iii) Debs Hurst confirmed that a letter had been sent to McIntyre Hudson informing them that they were not to be reappointed as internal auditors
- iv) Elaine Oddie informed the Board that she will be standing down as Chair of the PF&GP Committee and that Michael Lager had volunteered to take over as Chair of that Committee. As Chair of the committee he will also serve on the Search & Governance Committee.

It was unanimously **Resolved** that Michael Lager should be appointed as Chair of the PF&GP Committee.

- v) The Governors requested that Mike Tadman should have a standing invitation to attend the Remuneration Committee when it met

995. TO RECEIVE THE PRINCIPAL'S REPORT

(2)

The Principal provided Governors with details of the progress on governmental changes with Nicky Morgan now being appointed as Education Secretary. It was felt that this may result in a shift in approach to education generally.

College enrolment numbers are higher than this time last year and there is an expectation that the target numbers will be achieved.

Further changes have occurred with the way that Ofsted conducts inspections and this will see a longer period for re-inspection for those Colleges judged to be in need of improvement or inadequate. Other changes have been made to the way in which the grades for teaching and learning are arrived at and there will be a return to a separate grade for Safeguarding. This however will not affect this College as it only applies to those inspected from September 2014 onwards.

Members were advised that enrolment was considered to be more buoyant this year for a number of reasons such as a non-return to school and improved facilities at the College. The Board noted the areas where recruitment is strong and those where it was weak. The Governors asked that future reports should include a trend analysis for this.

The funding position was explained and it was noted that this would be linked to students with funding for 16-18 year olds based on student numbers but those aged 19+ funding would be based on the type of course studied. A business case for growth in student numbers at the College has been submitted to the Skills Funding Agency (SFA) which it is hoped will result in additional income.

The Board was informed of a number of changes within curriculum development and in particular the changes that had occurred with the Lee Stafford Academy following the establishment of Lee Stafford Education Limited. This will introduce a new academy model compared with the model currently being used by the this College. A new Head of Department for Hair and Beauty had been appointed (Tanya Owens) and this had already see improvements in the delivery of hair and beauty therapy programmes.

All 2013/14 success rates have increased but more focus will be placed on level 1 and level 2 provision. It was noted that the College building works was now completed with final snagging to be done over the half term break in October. Members noted the problems in recruiting a technical construction lecturer and a number of recruitment agencies had now been approached in an effort to find suitable candidates.

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

996. FEEDBACK FROM THE OFSTED "SUPPORT AND CHALLENGE" VISIT-1

A visit had been undertaken by Matt Vaughan, the HMI, on 22nd September 2014 and he had identified three themes which the College would need to

address to bring about the required improvement. The next visit was due on 3rd November 2014.

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

997. TO RECEIVE THE EARLY RESULTS DATA 2013/14

Improvement in student retention during the year was not reflected in the achievement rates. Long qualifications for 19+ age group exceeded the national average at all levels but are below national averages for 16-18 year olds level 1 and level 2. Level 2 16-18 year students were a concern identified in the inspection report and the College was now working to improve this situation.

The level 3 provision has improved by 7% and is now 5% above national averages which places Chelmsford College very close to the top 10% of Colleges nationally.

998. COLLEGE IMPROVEMENT PLAN (CIP) UPDATE

The CIP was received and members noted the use of Red, Amber, Green to identify progress in the various areas of the plan. Where a target has not been achieved by the set date a revised date would be set with a view to emphasising the need to revisit the area at a future date. A revised CIP will be produced drawing from the College Self-Assessment Report which is due to be completed by December 2014.

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

999. TO RECEIVE THE DRAFT MANAGEMENT ACCOUNTS, 31ST JULY 2014

The accounts presented to the Board indicated an overall deficit of £334,000 for the year. Debs Hurst drew attention to the main variances in the income and expenditure statement for the year. Governors received the KPIs for 2013/14 and an update on the budget for 2014/15 which still should result in a break-even outturn.

Jonathan Swan asked when unexpected costs would cease to occur that adversely affected the outturn of College budgets. Debs Hurst stressed that the budget for 2014/15 had been based on a much tighter system of forecasting and there should not be the unexpected costs that had occurred in previous years, however, she was unable to guarantee that there will not be unforeseen costs in the year ahead.

It was **Resolved** that the draft management accounts, 31st July 2014 be received

Shared Service Report

Debs Hurst reported that the new finance system was now fully operational for all sections of the College and, although there had been a few teething problems, in the main the system was working more efficiently than the previous system. A full report will be presented to the PF&GP Committee in

November 2014. Governors were informed that the reports generated by the system were now easier to obtain and more useful for managers. The system has a means of stopping orders if funds are not available and Debs Hurst stated that she would demonstrate the system to a future meeting of the Board.

A draft Joint Venture Agreement for Essex Shared Services was now ready and the Board will need to decide who will act as Directors to this subsidiary company.

The finance team from both Colleges has gelled extremely well.

It was noted that South Essex College want a full audit of the shared services provision and the Chelmsford College Audit Committee will be asked to agree a similar audit currently planned for February 2015.

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

1000. TO APPROVE THE FINANCIAL REGULATIONS

The Board received a schedule of the financial delegations and noted the content.

The updated regulations had been based on the CIPFA model regulations. The appendices to the document were still in the process of being written and would be presented to the PF&GP Committee for final approval. The Governors requested that the College name be used in place of the word 'institution' in the financial regulations.

It was confirmed that the financial regulations will be part of all staff inductions and the up to date version will be placed on the College intranet.

It was noted that the College used procurement cards.

The Governors were not keen to see the use of credit cards being adopted by the College and therefore requested the clause in the financial regulations regarding credit cards to be removed. It was agreed that this would be done.

It was **Resolved** that the financial regulations be approved

1001. TO APPROVE THE COLLEGE CODE OF CONDUCT AND ETHICS

The College Code of Conduct and Ethics sets out the expectations of the services the College provides and the set of ethics expected of all staff and students with specific requirements for teaching staff.

It was **Resolved** that the Board approves the 2014 version of the College Code of Conduct and Ethics

1002. INVESTORS IN PEOPLE ACCREDITATION

Mike Tadman informed the Board that this was due for audit for reaccreditation in March 2015. The cost of this would be £6,000. Having given consideration to this it was now felt that Investors in People accreditation had little impact or correlation with Ofsted findings about the College and therefore should be discontinued. It was proposed by the senior leadership team that the accreditation of IiP should not be sought.

It was **Resolved** that the Board supports the SLT in not renewing the accreditation to ILP in March 2015

1003. TO RECEIVE AN UPDATE REPORT ON COLLEGE TUTORIAL CENTRES

Marco Iciek provided an update on the development of the tutorial delivery model in the College and the use of the Assessment Centres. The tutorial provision for 2014/15 has been changed and improved to provide a more student outcome focus. The College has recruited eight high quality, learner coaches some of whom have been ex-students of the College and their role included supporting teachers in order to improve student attendance, retention, progress and progression to employability. If possible within the current budget the College would hope to employ additional learner coaches and interviews had been set up for week commencing 6th October 2014. Marco Iciek explained how it was envisaged the role would develop within the College and confirmed that an update on the development will be submitted to the December meeting of the board.

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

1004. ANY OTHER BUSINESS

The Clerk had handed each Governor a copy of their Register of Interest and all were invited to amend, confirm, sign and date the Register before handing it back to the Clerk to the Corporation.

Each Governor was handed an information pack in readiness for the Governors' planning day scheduled for 17th October 2014.

1005. DATE OF THE NEXT MEETING

The next meeting will be held on Friday 12th December 2014

Signed _____
(Chair)

Date _____