



Minutes of the Corporation meeting held at the Hemel Hempstead Campus at 1700hrs on 11 March 2020

Present	Guy Ainsley	Phil Berry	Irina Kendix
	Matt Luheshi	Mathew Messenger	William Phipps
	Ben Stapleton	Paul Thompson	Phil Thompson (Chair)
	Gill Worgan (Principal)	David York	
In Attendance	Ralph Devereux (Clerk)	Gary Dixon (DPQ)	Cath Gunn (Principal, Barnfield)
	Sarah Knowles (DP (P&D))	Eamonn McCarroll (DoF)	John McMahon (MDTT)(58-61/19 only)
	Chris Pearson (Dir (SCA))	Louise Barden (Principal's PA)(Observer)	
Apologies	Richard Lewis	Chris Nicholls	Tammy Nuthall (DP, Barnfield) (attendee)

PART ONE

58/19 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.

59/19 STANDING ITEMS

- a. the Minutes (Part 1,2&3) of the meeting held on 12 February 2020 were confirmed for electronic signature; the Clerk to Action. **(Action 1)**
- b. Matters Arising.
- c. Minutes of the Audit Committee (AC) meeting held on 25 February 2020 were explained by the Committee Chair. Items of note were:
 - (i) 23/19, the ESFA commissioned funding audit completed by RSM had found nothing of note with only insignificant adjustments;
 - (ii) 26/19, pre-merger "follow ups" for Barnfield College (BC) had all been cleared, an excellent result in such a short time; and
 - (iii) 29/19, recommended the re-appointment of the External Auditors (Buzzacott) for a further 12 months and that was approved. **(Action 2)**
- d. Outstanding Actions. All actions from the last meetings had been implemented or were in progress.

See referenced minute for full detail.		Status
Action 1	43/19. Last minutes (11.12.19) confirmed for signature.	Completed
Action 2	45/19. Part 2.	
Action 3	46/19. Funding to progress to RIBA Stage 4 approved.	
Action 4	47/19a. Regulatory Documents approved.	
Action 5	47/19a. Codes (GG & SPH Pay) compliance confirmed.	
Action 6	47/19a. Model statement for OfS confirmed.	

- e. Matters arising. There were no matters arising from the minutes.
- f. Urgent Business. There was no urgent business requested.

- a. **The information was received and noted.**
- b. **Actions had been identified. (Register 67/19 below)**

60/19 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 was a matter for approval; several points were considered further:

- a. Performance Dashboard. Details on the Dashboard and the Key Performance Indicators. (KPI) were noted Paper 4b would add to the information;
- b. New Bedford Road Phase One. The report at the last meeting had explained that 10 offers had been received for the surplus land at New Bedford Road but commercial sensitivity had precluded further information; that information could now be released and the Principal delivered an electronic presentation (attached to Part 2 of these minutes) with full detail of the offers. Lambert Smith Hampton (LSH) had negotiated and evaluated the bids and had shortlisted 4/10 for interview to discuss and determine "Final Offers and Key Considerations", which had been detailed and were discussed. The post interview process recommendation was that: "Taylor Wimpey, whilst not the highest headline offer, in our opinion represent a more robust and credible offer in terms of their allowances and payments than that offered by the underbidders". That advice had been based on the:
 - (i) evaluation of Competitive offer;
 - (ii) level of due diligence underpinning the bid;
 - (iii) credibility of the assumptions made;
 - (iv) level of certainty regarding costs (capped and savings shared); and
 - (v) payment profile (full receipt within 6 months)

The detail was considered in depth informed by the presentation; the recommendation to progress towards a land sale with Taylor Wimpey was unanimously approved, on the assumption that no sale would take place without final Corporation approval. **(Action 3)**

- c. The Coronavirus situation had prompted an increase in hygiene information around the campuses and, as a contingency, electronic packages of "work at home" for those who had been required to "self-isolate" were in preparation. One student had been confirmed as having been remotely infected and appropriate measures had been taken for him and an instructor who had been in contact with him. More detailed measures on advice nationally from Public Health England and locally from the Director for Public Health Hertfordshire had been communicated to all stakeholders and were detailed in the paper.
- d. Preparation the sale of KL Campus were advancing and contract exchange was expected by Friday this week.

- a. **The information was received and noted.**
- b. **Actions had been identified. (Register 67/19 below)**

61/19 APPRENTICESHIPS (TOGETHER TRAINING (TT))

The TT Managing Director delivered an interactive electronic presentation (attached to the filed copy of these minutes on the current state of the Joint Venture (JV). The comprehensive briefing explained the changes in apprenticeship framework provision, which would be complete by July when 531 new approved standards (standards outline the skills, knowledge and behaviours (KSBs) required) would be introduced and noted the rise in non-levy employers' involvement with the scheme. TT now had over 100 clients, 300+ apprentices and was delivering 14 standards. This year's realistic target of 288 starts, an increase of 88% (155) over

last year, represented a contract value of £956k; Members took comfort from the excellent progress. The presentation concluded with some PR and individual highlights. The chair thanked the MD for the presentation and he left the meeting.

The information was received and noted.

62/19 STUDENTS

This was an important time in the academic calendar particularly since in this year the emphasis was on understanding and meeting the changed requirements of the Ofsted Education Inspection Framework (EIF). Training and Development had been tailored accordingly and was considered including for those teaching staff “not meeting” expectations. Provision at WHC was sound and Barnfield College was progressing rapidly towards the same position. A review of subject financial and quality sustainability had informed an amended apprenticeship offer (all detailed in the document) had been completed, with excellent arrangements made for existing students of discontinued areas. The detail in the attached comprehensive paper then discussed.

- a. Quality of Provision. Each type of college provision was considered in the report. Progress and attainment was routinely monitored leading to individual student restorative interventions and general activity to meet the aim of exceeding National Averages (NA) to demonstrate the group as a first-choice educational provider. Systems used to implement these objectives were explained and the quality of teaching and learning (T&L) processes were examined, the established supportive and well-established team, with trademark high morale, had contributed to the excellent 85-88% of lessons routinely “meeting expectations” at West Herts College and c80% at Barnfield College. All teachers were observed twice each year supplemented by Learning Walks. Members were reminded of the Retention, Pass and Achievement Rates, essential in the evaluation of outcomes and considerations:
- b. Further Education (FE).
 - (i) vocational qualifications. Expectations were for achievement rates to significantly exceed National Average (NA) for the reasons explained, all were at Table 1 and noted, together with consideration of prior attainment detailed in Tables 1&2;
 - (ii) educational outcomes. Expectations were for achievement rates to significantly exceed NA and improve on the previous year for the reasons explained. Significantly, higher predictions for BC, after consideration of assessor caution, could be a major contributor to this. WHC predictions were generally more in line with outcomes; and
 - (iii) qualification offer. A close review of the qualification offer to allow students more flexible choices, particularly with respect to EAM, was currently underway.
- c. Apprenticeships. Apprentice achievement rate predictions, including some c/f from the predecessor BC had been tabulated and were considered. Outcomes were broadly in line with the NA which the aim was to exceed, accordingly remedial action had been implemented.
- d. English and Maths (EAM) numbers in each offer (GCSE L2,2&3) were noted, where applicable actual GCSE achievements had influenced predictions; BC targets were noted as challenging. Functional Skills (FS) was expected to achieve 75%. Efforts continued to drive up EAM outcomes generally, but as described it was challenging to rise above grade 4.
- e. Higher Education (HE) was controlled by 5 separate agencies, one the Quality Assurance Agency (QAA) had completed a Quality Standards Review (QSR) in November 2019 and the report was awaited; these reports had been delayed nationwide. The range of HE provision and predicted outcomes were noted by college and group. The general expectation that 85% of students would achieve was sound, although WHC Foundation Degree was predicted to be below target. Universities had reduced their entry requirements, which consequently had affected the calibre of entrants to alternative providers.
- f. Destinations. The vast majority (WHC 96-98%, BC 95%) of students progressed to positive destinations, including those returning to FE to improve qualification level and those moving to HE. Vocational students had generally obtained employment in the local area. However, the

thrust of the Ofsted EIF now focussed on support for individual students' original ambitions. Support for this aim was accessed through self-referral under advice. Despite Ofsted expectations a substantial proportion of students changed their ambition as courses progressed, that was supported by comparative data in the paper. Destinations were identified and, in response to a question it was confirmed that leavers with no positive destination would be offered support if requested.

- a. **The information was received and noted.**
- b. **Actions had been identified. (Register 67/19 below)**

63/19 COMMUNITY ENGAGEMENT

- a. The report on Community Engagement examined the widened post-merger activity in the wide range of involvement with stakeholders, relationships and partners. The Public Value Statement committed the College to clearly defined principles and processes to achieve that strategy. Related activities in Watford, Luton, Dacorum and Three Rivers were individually examined and regional engagements with Bedfordshire and Hertfordshire were considered. Economic and social priorities were individually explained together with detail of engagement with local employers. Key Partners with community engagement were explored and detailed. During general discussion, an active and rewarding involvement with the Luton Town FC Community Trust and the Inclusive Growth Commission was confirmed.
- b. The Engagement Strategy detailed and explained the direction and informed associated decision making. The scope now extended included SW Herts, Luton and the surrounds; High profile areas of mental health and radicalisation were specifically addressed. The comprehensive strategy included detail of how to implement the aims and was noted and endorsed.

The information was noted and received.

64/19 MEMBERS

- a. Safeguarding. The Designated Safeguarding Member (DSM), Matt Luheshi reminded of the primacy of duty of care in this area through a comprehensive explanation of how the several agencies, involved in this important and sometimes complex area, interreacted. The presentation was informed by an excellent explanatory diagrammatic organization chart clearly showing the involved support authorities and how they related to the directly client-facing agencies. The interactive session clearly identified the need for all agencies to maintain dialogue and focus, the established help and support framework worked extremely well through individual commitment and communication. The system was working and actual instances were explained as evidence.
- b. Terms of office. Phil Berry term of Office would close on 17 April 2020, he had confirmed a wish to continue and accordingly was unanimously re-appointed for a further 2 years from that date. **(Action 4)**

- a. **The information was received and noted.**
- b. **Actions had been identified. (Register 67/19 below)**

65/19 URGENT BUSINESS

There had been no urgent business requested.

66/19 DATE OF NEXT MEETING

The next meeting would be at 1700 on 13 May 2020. ()

67/19 ACTION REGISTER

See referenced minute for full detail.		Resp	Date
Action 1	59/19a. Last minutes (12.02.20) confirmed for signature.	Clerk	wie
Action 2	59/19c(iii). Re-appointment of Buzzacot for 12 months.	DoF	asap
Action 3	60/19b. Taylor Wimpey as preferred NBR bidder.	GW	wie
Action 4	64/19b. PB re-appointed for 2 years.	Clerk	17.04.20

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Final Audit Report

2020-05-15

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