

Corporation Board Meeting
 Wednesday 8 December 2021
 West Herts College – Watford
 5pm – 6pm

MINUTES

Attendees:

Governors	Role:	Other Attendees	Role
Phil Thompson	General - Chair of Corporation	Eamonn McCarroll	Director of Finance WHC Group
Guy Ainsley	Independent Governor	Anne-Marie Kinsella	Clerk to Corporation
Phil Berry	Independent Governor	Apologies	Role:
Sue Farnfield	Staff Governor	Gary Dixon	Deputy Principal West Herts
Irina Kendix	Independent Governor	Cath Gunn	Principal of Barnfield College
Richard Lewis	Independent Governor	Sarah Knowles	Deputy Principal WHC Group
Matt Luheshi	Independent Governor	Tammy Nuthall	Deputy Principal Barnfield
Heather Lunn	Student Governor	Gill Worgan	Principal and CEO
Chris Nicholls	Independent Governor		
Jamie Robertson	Student Governor		
Jason Smith	Independent Governor (virtual)		
Ben Stapleton	Independent Governor		
Paul Thompson	Independent Governor (virtual)		
David York	Staff Governor (virtual)		

Ref Agenda Item

21/21 1

1.1 Apologies for absence and quoracy

Due to the Ofsted Inspection currently taking place, the Principal, and members of the CLG, were not available to attend the meeting. Their apologies were accepted by the Board and the meeting was quorate.

David York, Jason Smith, and Paul Thompson joined the meeting virtually via a Teams link.

David York was congratulated on being re-elected as the staff governor for support staff and Sue Farnfield was welcomed to the Board as the staff governor for teaching. Introductions were made.

Due to the absence of some of the authors of the reports it was agreed that any specific questions would be forwarded to the Clerk for circulation to the CLG. A summary of questions and responses would be emailed to all Governors for information.

1.2 Declaration of pecuniary interests

There were no additional declarations to declare

1.3 Requests for urgent business

There were no requests for urgent business.

22/21 2

2.1 Minutes of the last meeting (10 November 2021)

2.1.1 The minutes of the previous meeting, parts 1 and 2 were agreed as a true and accurate record of the meeting and approved for electronic signature.

2.1.2 The minutes of the Audit Committee were noted by the Corporation. The Chair of the Audit Committee gave a brief summary of the meeting which included the Committee's recommendation to reappoint Scrutton Bland as the College's internal auditors for 2022-23. The Board supported this recommendation.

DECISION 1: Scrutton Bland to continue as the College's Internal auditor into 2022-23.

2.2 Actions from previous minutes

Action	Ref	See referenced minute for full detail.	Status
1	12/21/2.2	EDIMs were included in the Principals report – agenda item 3.	Completed

2.3 Matters Arising not on the agenda

There were no matters arising not on the agenda.

23/21 3 Principal's Report

The report included an update on the changes to the requirements for English and Maths in T-levels. It also included updates on the White Paper, capital projects, key performance targets, cyber security and a report on the Equality and Diversity Impact Measures.

The College was performing well against key performance indicators. Cyber-security continued to be a high-level concern and additional actions were being taken routinely to reduce the risk. Covid-secure measures would be reviewed considering the emerging situation and in line with the latest official guidance.

The Board received a further update from the Director of Finance on the 16-18 Enrolment 21/22, we are 30 students under our target allocation of 5,978, and this would lead to a reduction of funding in 2022-23 of around £150k.

24/21 4 Strategic Planning and Corporate Policies

4.1 Risk Management Policy

The Board were asked to approve the Risk Management Policy which was circulated in advance of the meeting for their consideration. The Policy was reviewed by the Audit Committee at its meeting on 29 November 2021, and the following changes were agreed: -

- 7.2 - Remove the Covid Risk Register as a risk category.
- 7.3.2 - to show that the likelihood time horizon should be 12-15 months.
- 7.3.5 - High-Level Risk Register to include medium or high-level residual score.
- 7.5 – 3rd line assurance renamed as External Assurance.

Reporting residual medium/high score risks on the High-Level Register was a positive change.

The Designated Safeguarding Governor (DSG) asked that the language regarding safeguarding be more implicit in the policy so there was no misunderstanding.

DECISION 2: Pending changes to the safeguarding details the Risk Management Policy was formally approved by the Board.

4.2 Corporate Risk Register

The Audit Committee reviewed the latest version of the College's risk register at its last meeting. The main change was that the high-level original risk score, has been amended to include risks that have a medium or high-level residual score. The full Risk Register goes to the Audit Committee 3 times and year and annually to the Corporation. The high-level risk is reported to the Corporation more frequently. There were 7 high level risk in July 21 and 4 this time. The report gave the details of the risks that had been added and removed.

In response to Governors questions the DoF reported that it was still challenging to recruit teachers in electrical engineering. There was a discussion over the residual scores on learner achievement rates for apprenticeship provision, and it was agreed this would be reviewed.

Action 1 – Review residual score on learner achievement rates for apprenticeship provision.

The Risk Register was received and noted by the Board.

25/21 5 Quality of Education

5.1 In-Year Quality of Provision and Student Progress Report

The quality of provision is monitored using a range of mechanisms, including desktop surveys, visits to lessons, discussions with managers and teachers, feedback from students. The quality of education provided by the College is judged to be good across the majority of courses. Student progress is closely monitored against their personal qualification target grades as well as the skills and knowledge they need to be successful with their next steps. Those students at risk are receiving additional support through personal intervention strategies. A number of students will need to sit English and Maths examinations during the summer. A high number of students are satisfied with their experiences at College.

The In-Year Quality of Provision and Student Progress Report was received and noted by the Board.

5.2 Student Work Experience & Industry Placement

Some Governors had not seen this report on the meeting platform Convene, as it had only been attached in the bound copy of papers and as not a separate report.

The Report was tabled until the next meeting.

Action 2 – Student Work Experience & Industry Placement to go to the next meeting.

26/21 6 Finance & Monitoring

6.1 Sub-Contractor

The College subcontracts a small proportion of its provision to three other providers. Subcontractors are used by the College to deliver niche provision that requires specialist delivery arrangements. Subcontractor partners in place this academic year includes, Free to Learn, The Princes Trust, and iSales. Less than 1% of the College's total income is allocated to subcontractor partners which is well within the 25% limit imposed by the Education Skills Funding Agency per funding stream. Subcontractor partners are engaging positively with the College and showing no causes for concern at this point in the academic year.

27/21 7 Governance and Governors' Reports

7.1 Audit Committee Terms of Reference (ToR)

The ToR for the Audit Committee had been revised in line with the Post-16 Audit Code of Practice 2020-21. The Audit Committee had reviewed the ToR and recommended them for approval by the Corporation.

DECISION 3: The Terms of Reference for the Audit Committee were formally approved by the Board.

7.2 Learning Walks; Visits and events feedback

Governors had been involved in the Ofsted Inspection and been interviewed by inspectors.

7.3 Corporation Membership

The membership update was received and noted by the Board.

28/21 8 Urgent Business

There were no items of urgent business

29/21 9 Date of next meeting – Wednesday 9 February 2022, Watford

30/21 10 Part 2

Confidential items – Please see part 2 minutes.

10.1 Audit Committee Annual report

10.2 Annual Report and Financial Statement 2020-21

10.3 Finance Report

Minutes approved by the Corporation on the 9 February 2022

Action	Ref	Summary of Actions	Who	When
1	24/21/4.2	Review residual score on learner achievement rates for apprenticeship provision	EMC	09/02/21
2	25/21/5.2	Student Work Experience & Industry Placement to go to the next meeting.	TN	09/02/21

Decision		Summary of Decisions
1	22/21/2.1.	Scrutton Bland to continue as the College's Internal Auditor for 2022-23
2	24/21/4.1	Pending changes to the safeguarding details the Risk Management Policy was formally approved by the Board.
3	27/21/7.1	The Terms of Reference for the Audit Committee were formally approved by the Board.