

**EASTLEIGH COLLEGE BOARD
18 SEPTEMBER 2019**

**MINUTES OF MEETING HELD ON WEDNESDAY 18 SEPTEMBER 2019, 1700 HRS
IN ROOM E007**

Present:

Jon Sendell (Chair)
Steve Johnson
Gemma Baker
Bernie Topham
Dr Jan Edrich (Chief Executive and Principal)
Mairead Taylor

In Attendance:

Paul Cox, Vice Principal, Curriculum and Quality
Matt Phelps, Vice Principal, Commercial
Ryan Sarll, Finance Controller
Dr Chris Davis OBE, Clerk to the Board

PART ONE – STRATEGIC ANNUAL REVIEW

PRESENTATIONS

1.1 Learner numbers, turnover

Mr Phelps provided Governors with data which provided an overview of the funding turnover during the last 13-14 years, supplying information on the following areas:

- College Turnover 2006-2019
- College Turnover with subcontracting
- Income streams 2018/19 to date
- Growth in day and block release apprentices
- Gas centre income

1.2 Learner performance and satisfaction

Mr Cox presented detailed information on learner performance and student satisfaction covering the following areas of the College provision:

- Adult funded QAR (overall)
- 16-18 QAR (overall)
- 16-18 GCSE (English and maths) (E&M)
- 16-18 Functional skills (E&M)
- FE Choices (learner)
- Whole College priorities for 2019/20
- College 2019/20 Headline KPI

(Confidential item)

2 Devolution funding update

(See Confidential addendum).

(End of Confidential item)

(Mr Cox, Mr Phelps and Mr Sarll retired from the meeting)

BOARD MEETING

B.35.19 GOVERNORS' MEETING TIME WITHOUT SMT

Mr Sendell provided Governors with an update on the process to recruit a new Chief Executive and Principal.

(Mr Cox, Mr Phelps and Mr Sarll re-joined from the meeting)

B.36.19 MEMBERSHIP AND BOARD MATTERS

i Apologies

Apologies were received from Angela Cross-Durrant, Jem Musselwhite, John Course, Shirley Nellthorpe, Natalie Wigman, Verona Hall and Judith Grajewski. (The Clerk confirmed that the meeting was quorate with five external Governors out of a possible twelve external Governors attending (41%).

ii Declarations of Interests

There were no declarations of interest made by those present, financial or otherwise.

iii Minutes of the Meeting held on 3 July 2019

The minutes of the meeting held on 3 July 2019 were agreed and signed as a true and accurate record.

iv Matters Arising

All the actions from the previous meeting were reviewed and it was reported that they had all been completed.

v Review of Board's Terms of Reference & KPI's and Committee population

The Clerk reported that he reviewed the Board's Terms of Reference & KPI's and Committee population and did not propose making any amendments.

Mr Sendell wished to propose a change to article 2 'Authority and Delegation' and that a new item needed to be inserted which referred to the appointment and dismissal of other Senior Post-holders.

This amendment was approved.

He also asked that an amendment to the wording of article 3.6 be considered, "The senior postholders will be invited to attend each meeting. However, the Board and its committees will meet without the members of the Senior Management Team, if deemed necessary for the first 5/10 minutes of each meeting".

This amendment was approved.

ACTION: CD

Membership of the Board was also discussed, with specific regard to the Student and Staff membership and recruitment.

It was agreed to leave this section within the operation as it was.

Governors approved the Board's Terms of Reference & KPI's and Committee population with the approved amendments.

B.37.19 GOVERNORS' MONTHLY REPORT – July 2019

i Financial Aspects

Mr Sarll made Governors aware that the accounts declared in the July Governors' Monthly report were the period 12 accounts and would go for audit next month but were yet to include the LGPS pension adjustments from the actuary. The forecast deficit was now standing at £618k, the main reasons for this being the Non-Levy fees reduction of £1.3m and the lack of in year AEB growth opportunities.

Mr Sarll concluded by drawing Governors' attention to the final closing cash position, which he said stood at £2.5m.

Mr Johnson raised a point about the reporting in the Governors' monthly report with regards to the commentary on the accounts. He felt that 12 months of variances provided

too much data and perhaps the SMT should reconsider how the reporting of variances is dealt with, perhaps only reporting the variance in the specific period to-date, starting at the beginning of the year.

ACTION: RS

ii Safeguarding Update

Mr Cox drew Governors' attention to the Safeguarding update in the report and made them aware that incidents were typically low for this reporting period. This he said was due to data transfer of students.

iii Matters arising

Governors had no further matters arising from the Governors' Monthly Report, July 2019.

Governors noted the Financial aspects, Safeguarding update and matters arising from the Governors' Monthly Report, July 2019.

B.38.19 TO RECEIVE

i Health & Safety annual report 2018/19

Mr Phelps said that the report was very similar to the previous year and recorded inspections, accident analysis, ongoing objectives, training and visits from the enforcing authority. There was nothing untoward to report and there were no Health and Safety related litigation claims either current or unresolved.

Governors received the Health & Safety annual report for 2018/19.

ii Annual Safeguarding Report 2018/19

Mr Cox said the annual report was to provide the Board with an annual overview of the College's safeguarding practices, procedures and monitoring in relation to staff and learners. He reminded Governors that the key issue is to ensure that the College meets its statutory responsibilities and that young people attending the College are safe.

He outlined the key changes to the report:

- As part of their induction, all new staff (including those within the sub-contractor network), regardless of their role receive safeguarding training delivered by the College or sub-contractor DSL or DDSL.
- During 2018/19, all concerns relating to learners were recorded on Pro-Monitor, a secure database which is reviewed and updated by the DSL and DDSL.
- Primary concern for recorded safeguarding incidents in 2018/19 was mental health.
- Confidence in the College's on-site suicide prevention counselling offer.

Governors received the Annual Safeguarding Report 2018/19.

iii Minutes from Finance & General Purposes Committee meeting 4 September 2019

Mr Sendell reported on the minutes from the recent meeting of the Finance and General Purpose Committee on the 4 September 2019.

Key items on the agenda that the Committee looked at were:

- Devolution of funding
- Banking arrangements
- Disciplinary procedure for Senior postholders
- Financial Regulations and Procedures
- Sub-contracting management fees proposal

Governors received the minutes from Finance & General Purposes Committee meeting 4 September 2019.

B.39.19 TO APPROVE

i New Catering Contract

Mr Phelps explained that the present catering contract was with Interserve. The contract had gone out to tender and there were a number of bidders. The process was at the panel stage which was evaluating each of the bids. This had resulted in a number of bidders being progressed to the interview stage, which would take place during the following week. Mr Phelps said that a contract would be issued within two weeks.

He proposed to the Board Mr Sendell as Chair of the Board should sign off the new contract.

Governors agreed to this proposal.

Mr Phelps said that the new contract would contain all the necessary environmental sustainability best practise and guidelines.

Governors approved the new Catering Contract.

(Confidential item)

ii Lloyds Bank loan – extension of review period

(See confidential addendum).

(End of Confidential item)

iii Financial Regulations & Procedures

Mr Sarll reported that the majority of changes to the Financial Regulations & Procedures were due to the change of title of Finance Director to Finance Controller and related changes to authorisation rates

Mr Cox said that due to the increased complexity of funding changes and contracting within the sector, there was also a need for another appendix to clarify and explain the new models of contracting. He hoped that this would be brought back to the full Board in December with the new appendix appended.

Governors approved the Financial Regulations & Procedures.

iv Strategic Plan 2019-2024 and Business Plan 2019-2021 with KPIs

Dr Edrich reported that this version of the Strategic Plan 2019-2024 and Business Plan 2019-2021 now contained the new KPIs and amendments (an action on her from the last meeting). She reported that some of the baseline data from 2018/19 was still outstanding but this would be updated as the figures were received.

Governors approved the Strategic Plan 2019-2024 and Business Plan 2019-2024.

v Hampshire County Council Annual Safeguarding Return 2019

Mr Cox reported that this was an annual return which needed to be completed at the end of September. The return is in line with previous years of the overall performance in the area.

Mr Cox summarised the small number of areas that were met in part or not met, as not specific to the FE sector.

The main points to highlight were where the College was achieving overall effectiveness of safeguarding procedures 2019 in part or with no overall effectiveness:

Governors approved the Hampshire County Council Annual Safeguarding Return 2019.

B.40.19 Wednesday 18 December 2019, 1700 hrs

To be preceded by meeting of Eastleigh College Ltd at 1600 hrs

Governors' Monthly Report financial aspects, safeguarding update and matters arising

Review Committee terms of reference

Approve year-end financial statements 2018-19

Annual Audit Committee report

Internal Audit Annual Report 2018-19

External Audit Management Report

Sub-contracting Policy (to note)

College SAR 2018-2019 and quality improvement plan

There being no further business, the meeting closed at 1845 hrs.