



MINUTES

- PRESENT: Jean Cook, Nigel Dias, Christina Gasson, Tom Hesmondhalgh (Dialled In), Rosaleen Liard, Varsha Mehta, Caireen Mitchell (P&CEO), Gordon Smith (Chair), Mark Wilson, Miriam Parker
IN ATTENDANCE: Ann-Christine Harland (VPF&R), Ray Shilling (VPE&Q), Dawn Cowcher (DoHR), Fadia Clarke (VPTSH)
CLERK: Fiona George
APOLOGIES: Kim Meyler-Vincent
QUORUM: The meeting was quorate throughout
TIMING: 6.00pm – 8.00pm

Title

A. PRELIMINARY BUSINESS

- i. Apologies for absence. Apologies for absence were received from Kim Meyler-Vincent.
ii. The Chair welcomed Miriam Parker, the newly elected student governor.
iii. Declarations of interest. There were no declarations of interest.
iv. Minutes of the meeting of 3 October 2018. The minutes of the meeting held on 3rd October were circulated with the papers. There was one typo noted on page 8 item 5 should read JS put together the skills audit not GS. Under action points, GS reported he has written to Trevor Morganas agreed. It is assumed that Jeff Boothe has resigned as of 6th December 2018. The P&CEO will circulate College engagement opportunities. The minutes were agreed as being a correct record and signed by the Chair. The Confidential minutes were also agreed as being a correct record and signed by the Chair.

- v. Matters arising from the minutes not covered on the agenda.  
There were no matters arising.

## **B. EVALUATION OF STANDARDS**

### **i. Issues to report from LQC meeting held on 14<sup>th</sup> November 2018**

The LQC Chair provided an update.

#### **a. Self-Assessment Report**

The summary of grades for 2017/18 are shown on the agenda, a full report went to the LQC committee. The fall in outcomes for learners was discussed at the LQC meeting. The outcomes for adults are good but outcomes for 16-18 year olds require improvement. The main issue is the curriculum model delivered last year put a 2 year programme in place which had an impact on retention between the 2 years. This has been changed for this year but this will still have an effect on those students who started a two year programme last year.

The P&CEO thanked governors who attended the FE graduation, all four events were a great success and very well organised.

#### **b. HE Annual Monitoring Report.**

JC recommended governors read the monitoring report and the operational plan which were circulated at the strategy meeting. These reports were looked at in detail at the LQC meeting.

#### **c. 2018/19 Targets**

A report was circulated with the papers and taken as read. It was noted the first column should read 16/17. The targets were approved by the LQC committee and included for information.

### **ii Minutes from the LQC meeting held on 14<sup>th</sup> November 2018**

The minutes of the LQC meeting held on 14<sup>th</sup> November were circulated with the papers and taken as read. The LQC self-assessment is still outstanding and it was agreed the three responses received can be aggregated into a final report. JC commented there are some areas of overlap between the LQC and F&R committees, for example, curriculum resources. JC reported the LQC committee do not spend much time on this but there needs clarification on how to approach this. The VPF&R responded that in the 2018-19 management accounts there will be a different theme for each month for a deep dive and she will ensure when looking at the curriculum resources it will coincide with the LQC meeting. The P&CEO commented there is a development strategy for teaching which the DoHR could also bring to the LQC committee.

**ACTION: The VPF&R to ensure the 2018-19 management accounts report on curriculum resources coincides with the LQC meeting.**

### **ii. Principal's Report**

The Principal's report was circulated prior to the meeting and taken as read. The report included the dashboard for KPI's for the year to date. The P&CEO reported the dashboard will need to be updated for the future and aligned to areas of risk. The VPF&R reported on attendance. The VPE&Q and VPTSH are working on new initiatives on following up on absence and new systems are being developed.

The VPF&R reported her concerns around the 42 day withdrawal rate for 16-18 year olds and the number of students leaving in the first half term. The VPTSH is looking at this and will be developing new practices for next year. The adult education budget is

healthy, however, there is a delay from Croydon University Hospital who still have to go through a procurement process.

The Coulsdon merger is now looking at completing on 1<sup>st</sup> February 2019 and the College is waiting for the TU bid to be accepted in order to achieve this date.

A self-assessment report summary is included in the report. Key areas for improvement are around 16-18 level 2 and level 3 outcomes. The college is working on line management skills at all levels. Assessment practice is not sufficiently robust in a minority of areas, students need to be aware of what is expected of them. The English and maths update shows a large number of students are enrolled in these courses. The college is continuing to work towards improving outcomes with good results in functional skills last year.

The VPTSH presented a new structure to the Executive and is in the process of appointing to this new structure.

The college intends submitting a bid to the Mayor to deliver additional AEB courses. The deadline is 21<sup>st</sup> December 2018.

The P&CEO reported on recent events including the successful visit of the Duke of Kent and the excellent graduations already mentioned by GS. In November the theme of the month was being a safe citizen.

Governors raised queries around attendance, the student governor commented attendance is an issue in her class and many people drop out, many due to childcare issues which are an ongoing problem for some HE students. Students also started feeling anxious at the start of the course as essays and work were set. Governors commented the college perhaps need to do more to help students get around these issues. The VPTSH responded the college is reviewing this and they are also aware of concerns from students progressing from one year to another. Governors also queried whether some students do not expect the large workload. Governors queried whether pre-course information is realistic enough. There was a discussion around lecture capture technology, the use of Moodle and student study support.

## **C. BUSINESS PLANNING & MANAGEMENT**

### **i. Croydon College Operational Plan 2018/19.**

The Operational Plan 2018/19 had been circulated at the Strategy meeting for discussion, there were no amendments.

Governors commented on the need to push marketing and the VPTSH responded she is looking at how to pull together admissions and marketing into one team. Any governors who wished to make further comments on the operational plan were advised to meet with the VPTSH.

### **ii. Update on Merger and application for Restructuring Fund Grant**

This item is minuted under Part B Confidential Minutes.

### **iii. Issues to report from Finance and Resources Committee meeting of 31<sup>st</sup> October 2018**

#### **a. Financial Regulations**

The Financial Regulations were circulated with the papers and taken as read. The F&R committee have recommended the Regulations to the Board for approval. The Chair of the Audit Committee requested the Appendix is updated to include MW as Chair of Audit committee around fraud. VM requested

electronic banking be updated. It was agreed to bring an updated version to the January F&R meeting. The VPF&R commented pages 78 onwards are guidance for governors and staff and the F&R committee had requested this should be part of new governors' induction process. The Financial Regulations were approved.

**ACTION: the VPF&R to update the Financial Regulations and bring to the next F&R meeting in January 2019.**

**RESOLUTION: The Financial Regulations were approved.**

- b. Letter from ESFA, dated 15<sup>th</sup> October 2018: College Financial Plan 2018 to 2020 and College Dashboard.  
A copy of a letter from ESFA to the P&CEO was included in the papers. The letter states the college is now good. The letter was discussed at the F&R meeting and is included for the Board to note. Governors queried if there is any impact from having a different assessment to that made by the College. The VPF&R responded the ESFA thought the College was too prudent in their assessment for 2018-19. The VPF&R reported this was due to not having any assurances regarding apprenticeships or the CUH contract.
- c. Recommended pay increase for 2018/19  
The pay award report was approved by the F&R committee on 31<sup>st</sup> October 2018 and is included for information. The Chair reported on a letter he had received by email early that day from UCU raising concerns about pay awards. This is the first time in 5 years the College has made a pay increase. There was a discussion around what other Colleges have done and it was not felt Croydon was significantly behind other colleges. There have been two days of industrial action this term with around 40-50 staff from Croydon College being involved. Activities were put on for all students affected. The College has made it clear to the unions if the college finds it is in a better financial position than expected it will reward staff.
- iv. **Minutes from F&R meeting on 31<sup>st</sup> October 2018**  
The minutes of the F&R meeting on 31<sup>st</sup> October 2018 were circulated with the papers and taken as read. The F&R chair confirmed the self-assessment is complete. An update on apprenticeships is expected in January 2019.
- v. **Issues to report from Audit Committee meeting held on 28<sup>th</sup> November 2018.**  
The minutes of the Audit Committee meeting held on 28<sup>th</sup> November will be presented at the next meeting.
- a) Audit Committee Annual Report was presented to the Board for approval. The report is submitted to ESFA. MW reported on a slight update to the report following the final Learning Number Systems report which was submitted to the Audit Committee at the meeting on 28<sup>th</sup> November. The report that was circulated to the Board showed 3 medium and 6 low recommendations, however, the final report has been revised to 2 medium and 3 low. Both the financial statement and internal audit report have a positive recommendation and are graded 2 out of 4. This is standard for colleges. There were clean opinions from external auditors on financial statements and regularity. The VPF&R reported there were a number of assumptions regarding the enhanced pension scheme; the VPF&R had completed a comparison and found the assumptions liability increased by £100k. There were also accruals for redundancies of £40k which had not been spent. The Auditors had reported the effect was immaterial and does not affect the college's financial scoring. The Annual Report was approved.

**RESOLUTION: The Audit Committee Annual Report was approved.**

- b) Regularity Self-Assessment questionnaire.

The Regularity Self-Assessment questionnaire was circulated with the meeting papers for approval by the Board. The questionnaire has been reviewed by Ann Monaghan, the previous VPQ&C, Jo Bland, the previous DoHR and the Chair of Governors. The VPF&R reported there were no instances of fraud that she was aware of, however, the minutes of the March Board meeting were still awaited which will confirm if there were any settlements or awards to staff. GS reported there were none that he was aware of. The Board approved the regularity self-assessment questionnaire.

**RESOLUTION: The Board approved the Regularity Self-Assessment Questionnaire.**

- c) Letter of Representation to BDO.  
The letter of Representation to BDO had been discussed at the Audit committee meeting and they were assured the letter contains standard representation with nothing unusual or specific.

**RESOLUTION: The Letter of Representation to BDO was approved.**

- d) Financial Statements 2017/18.  
The Financial Statements for 2017/18 were circulated with the papers. The Audit Committee and F&R Committee have recommended the Financial Statements for approval. The VPF&R reported one of the key areas is the Board self-evaluation, the narrative at the start is quite long and it is expect this will be reduced going forward. GS commented over the last year there had been significant issues including an Ofsted inspection, change of principal and merger. The VPF&R reported an additional paragraph on page 50 regarding the Croydon pension scheme which has been included in the final version for signature. The Board approved the Financial Statements for the Chair to sign.

MW reported the Audit Committee had reviewed their Terms of Reference in line with new guidance from the Joint Code of Practice which states the committee membership should not include staff governors. The VPF&R has spoken to the Auditors to clarify this and it is on a comply or explain basis. MW reported on the benefit of having a staff member on the audit committee and is happy to explain this decision if necessary. It was agreed to keep the membership of the audit committee as it is for now.

**RESOLUTION: The Board approved the Financial Statements for the Chair to sign.**

**RESOLUTION: The Audit Committee Terms of Reference were approved.**

vi. **Financial Monitoring**

- a) Management Accounts  
The October 2018 management accounts were circulated with the papers prior to the meeting and taken as read. September's accounts were discussed at the F&R meeting. The first return is due on 6<sup>th</sup> December 2018. The VPF&R highlighted the expectation that the adult education budget will be met despite the funding gap. The VPTSH is planning to introduce additional in year courses starting in January 2019. Issues for discussion at the next F&R meeting include looking at recruitment to the new in year courses, an update on the contract with NCC and whether to go for an extension, the CUH tender, the SEN provision at priory school and a deep dive on payroll.
- b) Letter from ESFA, dated 2nd November 2018: Financial Monitoring .  
The letter from the ESFA to the P&CEO was circulated with the papers and taken as read. Governors noted the content of the letter.

vii. **Policies for approval: Personal Data Breach Policy**

The Personal Data Breach Policy was circulated with the papers and taken as read. The Board approved the policy.

**RESOLUTION: The Personal Data Breach Policy was approved.**

viii. **Risk Management Report**

The Risk Management Report was circulated with the meeting papers. The VPF&R reported the key areas include levy apprenticeship, student outcomes, financial outturn and SEND provision. The Risk Management Report for the merged college was also circulated.

**D. GOVERNANCE**

- i. Remuneration Committee – this item is confidential and minuted separately under Part B Confidential Minutes
- ii. Audit Committee - changes to Terms of Reference – this has been covered above.
- iii. Results of Student Governor election. The Chair reported Miriam Parker has been elected as Student Governor, congratulations were extended to Miriam.
- iv. Date of next meeting – 20<sup>th</sup> March 2019

**E. OTHER BUSINESS**

Urgent matters notified in advance of the meeting

The P&CEO reported the 1% pay rise will be given to all staff still in employment on December 2018 payroll and will be paid in December 2018.

Governors commented on the large volume of papers for the meeting and requested receipt of papers at least 1 week in advance. The VPF&R responded this was due to the Audit Committee meeting being rescheduled and held only a week before the Board meeting.

The Chair thanked all for their work this term and wished them a safe and enjoyable break.

Signed:

Dated:

**Actions**

Item	Action	By whom	Status
BCii	The VPF&R to ensure the 2018-19 management accounts report on curriculum resources coincides with the LQC meeting.	VPF&R	
Ciii a	The VPF&R to update the Financial Regulations and bring to the next F&R meeting in January 2019.	VPF&R	