

**HARLOW COLLEGE FURTHER EDUCATION CORPORATION**

**CORPORATION MEETING**

**Minutes of the meeting held on Thursday 10 March 2011**

Membership: \* P Taylor (Chair)                      \* M Coleman                      \* R Locke  
                  \* R Abela                                      \* V Goddard                      \* M Prodger  
                  \* M Ait-Messaoud                      \* C Hindmarch                      \* M Ray  
                  \* P Bartlett                                      M Jackson                      R Sheikholeslami  
                  \* N Boakye                                      E Johnson                      \* B Spencer  
                  D Brunwin                                      \* S Khatiri                      \* M Thorne  
                  C Christofides

\* denotes present

In attendance:

R Allanach, Deputy Principal (Finance)  
A Hughes, Director of HR & Student Services  
N Spenceley, Deputy Principal  
S Young, Deputy Principal  
D Sheridan, Clerk to the Corporation

**1454 Apologies for absence**

Apologies for absence were received from D Brunwin, C Christofides, M Jackson, E Johnson and R Sheikholeslami.

**1455 Declaration of Interests**

Professor M Thorne declared an interest in items concerning Anglia Ruskin University.

**1456 Minutes of the Previous Meeting**

1456.1 The minutes of the meeting held on 16 December 2010 were approved as a correct record and were signed by the Chair.

The staff and student Governors and Members of the College Executive left the meeting.

1456.2 The minutes of the meeting held on 7 March 2011 were approved as a correct record.

The meeting discussed with the Principal actions requested in the minutes and noted these will be reported to a future meeting of the Corporation.

The staff and student Governors and the members of the College Executive re-joined the meeting.

**1457 Matters Arising from the Minutes**

There were no matters arising.

**1458 Vice-Chair of the Corporation**

The Corporation elected Myrtle Prodger as Vice-Chair of the Corporation for a period of one year.

The Corporation agreed to continue with the post of the second Vice-Chair and Governors agreed to confirm their interest in this to the Clerk, prior to the next meeting.

**1459 Recruitment of Learners 2010/11**

Richard Allanach, Deputy Principal, informed Governors of the College's position regarding the recruitment of learners in 2010/11 following the submission of returns to the funding bodies in February.

Governors noted that 16-18 learner numbers had just fallen short of target but was sufficiently close to target to avoid financial penalty. The Board noted the recruitment of apprentices aged 16-18 was still continuing and the judgement of the Deputy Principal, is that the funding allocated would be achieved. Richard Allanach reported that the recruitment and delivery of learning to adults was forecast to reach target in the mid-year funding return to the Skills Funding Agency. There was still a significant amount of work to be undertaken to achieve this and Governors noted the activities that would need to take place to ensure this was the case.

The Principal informed Governors that the College was in the process of establishing an Apprenticeship Training Agency (ATA). In forming an ATA, the college becomes the apprentice employer, responsible for recruitment, wages, tax and National Insurance. The ATA then places the apprentices with host employers who pay the ATA a fee for their services. There is great benefit to the apprentice in finding work and training and to the employer who may not otherwise be able to take on an apprentice in the current economic climate.

The Corporation noted the report of the Deputy Principal (Finance).

**1460 Management Accounts for the first six months of 2010/11**

The Deputy Principal (Finance) presented the management accounts for the six months from 1 August 2010 to the Corporation.

The Deputy Principal (Finance) confirmed that the College remains solvent and is forecast to deliver a surplus in 2010/11.

**1461 College Budget 2010/11**

The corporation adopted the revised budget for 2010-11 and set the financial targets as

- An unchanged surplus target of £267,000;
- An unchanged year end cash holding target of £489,000;
- An increased income and expenditure account target of £7,819,000; and
- A reduced current ratio target of 0.53:1.

**1462 Indicative Funding Levels 2011/12**

The Corporation received and considered the indicative funding levels from the Young People's Learning Agency (YPLA) and the Skills Funding agency (SFA). Governors noted that the allocations received to date indicated that the College will have significantly reduced levels of funding in 2011/12.

Governors discussed the indicative allocations and endorsed the decision of the College to appeal against the YPLA funding decision.

**1463 Harlow College Ofsted Inspection Report, PFA Report, Post Inspection Action Plan and Quality Improvement Plan**

The Corporation received the final version of the Ofsted Inspection Report and the Provider of Financial Assurance (PFA) Report. Governors noted that the Audit Committee will monitor the implementation of the recommendations contained within the PFA report and the Standards Committee the implementation of the Post Inspection Action Plan.

The Governors received the Post Inspection Action Plan and Quality Improvement Plan. The Principal asked Governors to refer to these plans when visiting teams in the termly reviews.

**1464 DFE Post-16 Schools and Colleges' Performance Tables 2009/10 and Harlow College's Rank Order position for student success**

The Principal presented Department for Education data that demonstrated the following levels of performance by the college in 2009/10.

- i) Contextual value added score of 1043.4 up from 1019.9 in 2008/9. this placed the college in the top 2% of all providers nationally.
- ii) Average points per qualification of 229.5 up from 213.5 in 2008/09. this places Harlow Colleges in 6<sup>th</sup> place out of all colleges.
- iii) Average point score per student of 658.7 up from 622.9 in 2008/09, placing the college in 44<sup>th</sup> position nationally.

Governors noted that success rates for 2009/10 for all colleges will be released at the end of March 2011.

**1465 Strategic Plan 2011-14**

The Corporation received and considered the proposals of the Principal regarding the nature and purpose of the College and the draft vision and strategic drivers.

After discussion, Governors approved the priorities of the Executive which the top three being 1) student achievement, 2) positive impact on the community, 3) financial security and the essential nature of the college as "students at the heart".

The Corporation agreed that the mechanism for preparing the plan by three Governor working groups, covering 14-18 learners and adult provision; funding, finance resources and risk; and co-ordination and overview. Governors approved the membership of the working groups and noted proposed meeting dates.

**1466 Setting a Budget for 2011/12 and revised Financial Forecasts for 2010/11 – 2011/12**

The Corporation noted that the Skills Funding Agency had required Colleges to resubmit two year financial forecasts for 2010/11 – 2011/12.

The Corporation received and discussed the report of the Principal. Governors noted that although indicative funding levels currently available to the College for 2011/12 are reduced, final settlements may rise above those figures whilst other opportunities for funding would become available. The Principal reported that some colleges were already reducing staffing levels and reducing their curriculum offer. The Board discussed the funding situation and agreed that the broad assumptions to be made to address the 2011/12 budget be delegated to the Resources Committee on 3 May 2011, by when it was expected that a significantly clearer picture on funding allocations would be known.

In reaching this decision, Governors noted actions already taken by the College to make savings, all of which would be reflected in the revisions to the financial forecasts. Governors approved the key assumptions made in preparing the forecast.

**1467 University Technical College**

The Corporation received and considered the verbal report of the Deputy Principal which informed Governors of a number of meetings regarding the establishment of a University Technical College (UTC)

Professor Thorne informed Governors of Anglia Ruskin position regarding the development of UTCs in the East of England.

Governors noted that without the support of sponsors from the private and university sector, the statement of intent required by the Baker Dearing Trust could not be completed. The Board noted that the local secondary schools were not in favour of the UTC. Governors expressed the hope should the situation arise where proposals could proceed, that WestVIC and its delivery model would be a partner in the UTC's development and in the delivery of learning.

The Principal reminded Governors of a key risk contained within the risk register concerning the establishment of another post-16 provider in Harlow. The Corporation agreed that, should such a situation arise then Governors would need to consider the development of the UTC proposals to safeguard the position of the College, if necessary without the support of local schools and WestVIC.

**1468 Health and Safety Policy**

The Corporation received and considered the draft Health and Safety Policy. Governors amended the policy to ensure the inclusion of a Governor on the Health and Safety Committee.

The Corporation approved the Health and Safety Policy.

The Corporation asked the Principal to consider how the Health and Safety policy could influence the development of an environmental policy. This would ensure that staff would have to consider environmental and health and safety responsibilities, for example, in the safe use, storage and disposal of substances.

## 1469 Governor Training and Development

Governors reported on the following contacts with the Executive and Senior Management Team.

Martin Coleman had attended the presentation by Charles Parker from the Baker Dearing Educational Trust on University Technical Colleges.

Paul Bartlett attended the termly review for Electrical/Motor Vehicle. He planned to attend the same team's review in the Spring Term to identify now issues raised were being resolved. He had attended the UTC presentation.

Vic Goddard had attended the presentation on UTCs.

Robert Locke reported on how Harlow College apprentices were assisting with the refurbishment of the Young Concern Trusts' premises by undertaking the carpentry and joinery and painting and decorating of the building.

Sahar Khatiri and Nathalie Boakye had spent time with the Principal and Clerk to review the papers for the Corporation. They reported on ideas to bridge divides between different student groups through activities to mix subject groups, change subject areas. The Principal confirmed he proposed to take their ideas forward.

Mo A-Massaoud had attended the UTC presentation.

Paul Taylor had attended the UTC presentation and had represented the College at the opening of the Leisure Zone. He had had meetings with the Principal and The Clerk and had attended a college PCDL programme on fly-tying.

## 1470 Reports from Committees

1470.1 Search and Governance Committee – 15 February 2011  
Governors noted that the meeting was postponed to May 2011.

1470.2 Standards Committee – 15 February 2011  
The Corporation received and approved the minutes

1470.3 Resources Committee – 7 December 2011  
The Corporation received and approved the minutes

## 1471 Any Other Business

There was no other business

## 1472 Dates of future meetings

<b>Summer Term</b>	Thursday 19 May 2011	8.30am
	Thursday 7 July 2011	8.30am