

HARLOW COLLEGE FURTHER EDUCATION CORPORATION

CORPORATION MEETING

Minutes of the meeting held on 19 May 2011

<b>Membership:</b>	*M Prodger (chair)	V Goddard
	P Taylor	* C Hindmarch
	* R Abela	* M Jackson
	Mo A-Messaoud	* E Johnson
	* P Bartlett	R Locke
	N Boakye	* M Ray
	* D Brunwin	* R Sheikholeslami
	C Christofides	* B Spencer
	* M Coleman	* M Thorne
	S Khatiri	

\* denotes present

In attendance: R Allanach, Deputy Principal  
A Hughes, Director of HR & Student Services  
N Spenceley, Deputy Principal  
S Young, Deputy Principal  
D Sheridan, Clerk to the Corporation

**1473 Apologies for Absence**

The Corporation received apologies for absence from Paul Taylor, Sahar Khatiri, Natalie Boakye, Chris Christofides, Robert Locke and Mo A-Messaoud.

**1474 Declaration of Interests**

Mike Thorne declared an interest in items connected with Anglia Ruskin University. David Brunwin declared an interest in matters affecting St Mark's School.

**1475 Minutes of the Previous Meeting**

The minutes of the previous meeting held on 10 March 2011 were approved as a correct record and were signed by the Chair.

**1476 Matters Arising from the Minutes**

1476.1 University Technical College (Minute 1467 refers)

The Corporation discussed at length the establishment of a University Technical College (UTC) and the letter of intent submitted by the College to the Baker Dearing Trust. Governors noted the reasons that had brought about the submission of the letter of intent.

The Corporation learned of the range of issues facing schools in Harlow and the position in which Anglia Ruskin University was placed. David Brunwin gave his views as a local head teacher. Governors noted that the partnership to sponsor the UTC was yet to be confirmed and the

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Principal confirmed the Executive's hope that it would be in partnership with Anglia Ruskin University and local schools, established along the WestVIC model. The Principal informed Governors of the political weight behind the establishment of a UTC in Harlow. Nick Spenceley provided clarification as to the nature of a studio school and gave statistics from Essex County Council of forecast school rolls in Harlow to 2015. The Principal confirmed that a meeting with all the secondary school heads in Harlow was planned for the week beginning 23 May 2011.

The Principal agreed to keep all employer partners of the UTC application informed of developments amongst the potential sponsors. He further agreed to keep all members of the Board of Governors informed of the position of the application required to be submitted to the Baker Dearing Trust by 1 June 2011.

### **1477 Membership of Harlow College Further Education Corporation**

#### 1477.1 Brian Spencer

The Corporation approved the recommendation of the Search and Governance Committee to reappoint Brian Spencer Governor for four years.

#### 1477.2 Membership of Committee

The Corporation approved Paul Taylor's membership of the Resources Committee and Myrtle Prodger's membership of the Audit Committee.

### **1478 Management Accounts for the period 1 August 2010 – 31 March 2011**

Richard Allanach, Deputy Principal (Finance) presented the management accounts for the eight months to 31<sup>st</sup> March 2011.

The Deputy Principal confirmed that the accounts continue to demonstrate that the college is on track to make a surplus in 2010-11. Governors noted variations, positive and negative, to the management accounts.

The Corporation noted that the Skills Funding Agency had lifted the Financial Notice to Improve within one year of its issue.

### **1479 Instruction to the Executive regarding the 2011-12 Budget**

The Corporation received and noted the report of the Deputy Principal (Finance) which contained the policies set by the Resources Committee for the 2011/12 budget. Richard Allanach confirmed that the budget proposals allowed for a surplus not lower than £250,000 and that this would lead to a financial health grade of satisfactory if delivered.

### **1480 College Overdraft Facility**

The Corporation received and considered the recommendation of the Resources Committee to extend the College's overdraft facility beyond 20 May 2011. Richard

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Allanach confirmed that the overdraft had been used for a handful of days in 2010-11 and never for significant sums of money.

The Corporation approved the recommendation of the Resources Committee and agreed the resolution as requested by the Clydesdale Bank.

### **1481 Staff Pay Award 2009-10 Payment of Back Pay**

The Corporation received and considered the recommendation of the Resources Committee in respect of the payment of back pay for the staff 2009/10 pay award. After consideration, the Corporation agreed

- a) to delegate to the Principal the authority to determine whether any further payment of back pay in relation to the 2009-10 pay award should be made; and
- b) that the authority to determine in which month of 2011-12 any such back pay should be paid, should be delegated to the Principal.

Governors noted that in reaching these decisions, the payment of the 2009-10 back pay would become a legally binding obligation on the College.

### **1482 Strategic Plan 2011-14**

The Principal reported to the Corporation on the conclusion of discussions held by the three strategic plan working groups.

The Principal informed Governors that student success – achieving qualifications and getting high grades remained the priority of the Governing body. Whilst agreeing the strategic drivers put forward for consideration, the working parties had identified three additional key strategic drivers:

- a) the preparation of learners for work and the securing of employment/higher education.
- b) to extend the influence of Harlow College and promulgate its model.
- c) that the College should seek to achieve growth.

The Corporation discussed these new strategic drivers and confirmed support and agreed to incorporate them into the Strategic Plan 2011-2014.

### **1483 Success Rates 2009-10**

The Corporation received and considered the long course learner responsive success rates for 2009-10.

The Principal reported that the College had improved its success rate for long courses from 84.2% to 87.7%. This had moved the college to 4<sup>th</sup> place nationally for long courses and 3<sup>rd</sup> place for all inspection view success rates. Governors noted the overall rankings for FE colleges and expressed their gratitude to the staff for their hard work and dedication.

**1484 Governor Training & Development**

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

Marie Jackson reported that she had attended the termly review for Skills for Life. She had attended a programme in the Plumbing Department and reported on how good management skills had raised the performance of the team.

Martin Coleman attended the termly review for Construction and the strategic plan working party for 14-18 years & 19+.

Mick Ray had attended the strategic plan working party for co-ordination and overview.

Paul Bartlett reported on attending the termly review for the Electrical team in the Work Related Academy.

Mike Thorne had attended the strategic plan working party – co-ordination and overview and had remained in close contact with the College on issues concerning the UTC and higher education.

Roya Sheiholeslami reported on her contacts with staff and found them motivated by the direction the College was taking.

Brian Spencer had attended the strategic plan working party for funding, finance, resources and risk and attended the Apprentices Award evening.

Colin Hindmarch reported on attending the termly review for the Beauty Team.

Myrtle Prodger reported that she had attended the meeting of the Health & Safety Committee and the strategic plan working party for overview and co-coordination. She had attended the College garden opening event and the Apprentices Awards evening. She had attended the Student Council and had met Amanda Hughes to discuss HR issues.

**1485 Reports from Committees**

1485.1 Audit Committee – 6 April 2011

The Corporation received and approved the minutes of the meeting held on 6<sup>th</sup> April 2011.

1485.2 Resources Committee – 1 March 2011

1485.2.1 Statement of Policy for Discretionary Payments in respect of the Local Government Pension Scheme

The Corporation noted the policy set by the Resources Committee under delegated powers.

The Corporation approved the minutes of the meeting held on 1 March 2011.

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### 1485.3 Resources Committee – 3 May 2011

#### 1485.3.1 Tuition Fee Policy 2011-12

The Corporation noted that the Tuition Fee Policy for 2011-12 had been set by the Resources Committee under delegated powers. The Corporation approved the minutes of the meeting held on 3 May 2011.

### **1486 Any other Business**

There was no other business

### **1487 Date of Next Meeting**

Thursday 7 July 2011 – 08.30am