

# HARLOW COLLEGE FURTHER EDUCATION CORPORATION

## JOINT RESOURCES AND STANDARDS COMMITTEE

### Minutes of the meeting held on Thursday 18 June 2015

Membership:	*E Johnson (Chair)	*M Prodger
	*S Adamopoulos	*B Spencer
	J Breen	*K Spencer
	*M Coleman	*P Taylor
	*C Christofides	M Thorne
	*N Garala	

\* *Denotes Present*

In attendance:	M Stokes, Deputy Principal
	P Marsh, Deputy Principal
	L Turner, Vice-Principal
	M Laverick, Director of Quality, Standards & Assessments
	A Phillips, Executive Director of Finance and MIS
	D Sheridan, Clerk to the Corporation

### AGENDA

#### **1 Chair for the joint meeting**

The meeting agreed to appoint Eddie Johnson as the Chair for the meeting. Attendees introduced themselves.

#### **2 Apologies for absence**

Apologies for absence were received from Jo Breen and Mike Thorne.

#### **3 Declarations of Interest**

No interests were declared.

#### **4 Management Accounts for the period 1 August 2014 – 30 April 2015**

The meeting received and discussed the Management Accounts and supporting commentary, presented by Mike Stokes, Deputy Principal and Alan Phillips, Executive Director of Finance.

Governors noted the cash flow position and that a surplus of £405,000 was predicted. This is below that forecast but takes into account restructuring costs of £260,000. Income is forecast to be at £23,440,000. Non-pay expenditure is being monitored closely.

Governors noted the accounts included costs for Eastwalk, accommodation to be used as part of decant arrangements for the forthcoming capital project. The Deputy Principal informed the meeting of the costs that the college will incur plus the benefits of using this town centre location for the adult team.

The year to date financial health rating is “Good” and the College is working to achieve this as a year-end position. All bank covenants are met.

The joint meeting approved the management accounts for the period 1 August 2014 – 31 April 2015.

Governors received and considered the same management accounts but presented in an alternative format. The Executive Director of Finance explained the advantages of the new format in reporting income and expenditure. After discussion, the meeting approved the new format for future reporting of the monthly management accounts.

## **5 Financial Forecasts for 2015/16 and 2016/17**

The joint meeting received and considered the financial forecasts for 2015/16 and 2016/17, presented by Mike Stokes, Deputy Principal and Alan Phillips, Executive Director of Finance. Governors noted that the Corporation must continue to submit two-year forecasts.

In considering the forecasts, Governors noted the main sources of funding from the Education Funding Agency (EFA), the Skills Funding Agency (SFA) and from Higher Education and the key assumptions made by the College. EFA funding had fallen from £13,627,000 in 2012/13 to £11,806,000 for 2015/16. Learner numbers had decreased from 2940 to 2517 respectively. In 2012/13, however, 1900 learners were following full-time programmes as opposed to 2,300 following full-time programmes in 2015/16. In addition, additional learner support was no longer to be paid to assist with the costs of supporting learners with specific needs, such as dyslexia. Instead the funding is to be used to cover the costs of English and maths delivery. The College will seek to exceed the EFA learner number target.

Governors noted the decrease in SFA funding for 16-18 Apprenticeships from £5,120,000 in 2012/13 to £1,449,000 in 2015/16, reflecting the decrease in sub-contracting undertaken by the College with the cessation of the APEX Consortium. The Single Adult Budget had been cut by the SFA from £6,435,000 in 2012/13 to £4,340,000 in 2015/16, reflecting the 24% cut in funding by the Government.

The meeting discussed higher education income and noted that the College will be deliver additional HE funded learners through its own contract for Higher National Diplomas and Higher National Certificates. The Principal confirmed that delivering HNDs and HNCs was not an issue with the Vice-Chancellor of Anglia Ruskin University. Governors also noted the position regarding community learning, project and full-cost recovery funding.

Governors noted that the forecasts did not contain a pay award or bonus payment. Whilst acknowledging that the College salary pay for teaching staff was higher than the sector average, Governors asked the Principal and Deputy Principal to consider the implications of a non-consolidated award/bonus and to present the Corporation with forecasts containing this.

The meeting noted the summary of income and expenditure and the surplus that this would generate. The forecast would produce an SFA rating of “Good” for both years.

After discussion, Governors agreed the two-year financial forecasts 2015-17, subject to amendments discussed, and agreed they be submitted to the Corporation for full approval.

## **6 Key Performance Indicators – 2014/15**

### **6.1 Performance to date**

The joint meeting considered the Key Performance Indicators for 2014/15, presented by Karen Spencer, Principal.

Governors discussed the teaching of English and maths in detail and noted the issues that the College faced in terms of learner numbers, training staff to deliver GCSE English and maths and the attitude of learners to continuing with subjects that they might have failed several times already and how this was impacting upon the KPIs.

The Principal reported on the approach of the College to teaching English and maths, which is to develop many non-specialist staff to organise and deliver the subjects within the existing vocational team structures. Although attendance overall has been slightly lower than for students on their core programme, analysis showed that attendance was best when students were taught by staff from their own vocational area, then next best when taught by the specialist core staff and worst when students were taught by staff 'borrowed' from other teams. The use of the non-specialist vocational staff to deliver was leading to perceived higher attendance than some other colleges. Teaching and learning observations, however, were not reaching target, 'dampened' by the new expectations in English and maths and also employability. Governors urged the College to maintain its critical focus on the delivery of English and maths.

### **6.2 New performance measures 2015/16**

The meeting received a presentation by Louise Turner, Vice-Principal and Martin Laverick, Director of Quality, Standards and Assessments on the new Government performance measures for 2015/16.

Governors noted that some existing indicators continue into 2015-16, others though are new and will require the College to adjust systems to collect the information. Staff briefings will take place.

The meeting discussed the reforms to the Post-16 Performance Tables and the current position of the College in relation to them, in particular attainment and average point score per qualification, expressed as a grade; progress measures, in particular value added; and English and maths.

## **7 Key Performance Indicators – 2015/16**

The joint meeting discussed the key performance indicators and objectives for 2015/16.

Governors asked for the following to be included within the KPIs:

- a) Targets relating to the post-16 performance measures
- b) Strengthened English and maths indicators, based upon the different levels delivered and the new performance measures that track progress
- c) Work experience, experience of work and employability
- d) Use of technology in learning
- e) The current KPIs for teaching, learning and assessment where not superseded by the new measures
- f) Learning observations
- g) Learner satisfaction and feed back
- h) Targets for payment of invoices.

## **8 Any other business**

There being no other business, the meeting closed.