

**HARLOW COLLEGE FURTHER EDUCATION CORPORATION**  
**CORPORATION MEETING**

**Minutes of the meeting held on Thursday 14 May 2015**

|             |                    |                  |             |
|-------------|--------------------|------------------|-------------|
| Membership: | * P Taylor (Chair) | * C Christofides | * D Palmer  |
|             | * S Adamopoulos    | * M Coleman      | * M Prodger |
|             | * N Allen          | A Durcan         | * B Spencer |
|             | * S Banks          | * N Garala       | * K Spencer |
|             | * P Bartlett       | * E Johnson      | M Thorne    |
|             | * J Breen          | * R Locke        | P Whitehead |

\* denotes present

In attendance: L Jones, Shadow Student Governor  
J Adams, Shadow Student Governor  
M Stokes, Deputy Principal  
P Marsh, Deputy Principal  
L Turner, Vice-Principal  
A Phillips, Executive Director of Finance  
W Allanson, Executive Director - Business Development (agenda item 1847 only)  
D Sheridan, Clerk to the Corporation  
R Lucas, Deputy Clerk to the Corporation

**1841 Apologies for absence and a welcome**

Apologies for absence were received from A Durcan, M Thorne and P Whitehead.

P Taylor welcomed L Jones and J Adams to the meeting and explained that they are shadow student governors who will take up post as student governors in September 2015.

**1842 Declarations of Interest**

There were no declarations of interest.

**1843 Minutes of the Previous Meeting**

The Corporation approved the minutes of the meeting held on 19 March 2015 as a true and accurate record and they were signed by the Chair.

**1844 Matters Arising from the Minutes**

**1844.1 Matters Arising from Previous Minutes – Property Strategy (minutes 1818 and 1829.1 refer)**

The bank has not yet set out its position with regard to FRS102.

**1844.2 To receive an update on the Manchester Airport Group (MAG) Partnership at Stansted Airport (minute 1832.2 refers)**

K Spencer reported that there is no substantial further update at this stage; however, a meeting is taking place next week (w/c 18 May) with MAG.

**1844.3 To receive the report on the Corporation's response to the consultation for the English College's Code of Good Governance (minute 1837.1 refers)**

D Sheridan reported that the Code of Good Governance was published and is greatly changed following the consultation with Colleges.

The Search and Governance Committee will consider the Code at its meeting on 2 June 2015 and it will then be further considered at the Corporation meeting on 2 July 2015.

**1844.4 Any Other Business – UTC Fence (minute 1839.1 refers)**

K Spencer reported that the fence around the UTC has been installed.

**1845 Governor Training and Development**

**1845.1 To receive an update on the Pair Scheme**

R Lucas provided an update on the academy walk-throughs. Twelve have already taken place and one is planned for 26 May. Two follow up visits have been arranged and another one is in the process of being arranged.

R Lucas asked governors who had not yet arranged a date for their walk-through to provide her with potential dates.

**1845.2 To report on recent training development events and contacts with the Executive and Pair Scheme**

B Spencer reported on his academy walk-through with A-Levels; N Allen on his walk-through with Vocational Science; S Adamopoulos on his walk-through with Foundation Studies; R Locke on his walk-through with Hospitality and Travel, N Garala on his walk-through with Sport; J Breen on her walk-through with Health and Social Care and P Taylor on his walk-through with the Adult Team, focusing on business apprenticeships.

All Governors were reported positively on their visits and agreed that the system is working well.

**1845.3 To receive a report on recent Student Ambassador activities**

S Banks and N Garala reported on recent Student Ambassador activities, including attending Storfest, promoting Battle of the Bands, attending and helping to organise the election hustings and attending the recent open evening.

**1846 Management Accounts for the period 1 August 2014 – 31 March 2015**

The Corporation received and considered the management accounts for the period 1 August 2014 – 31 March 2015, presented by M Stokes, Deputy Principal.

A detailed discussion was held around the management accounts and governors

noted the following:

- The College's cash forecast is good. There has been no need for an overdraft facility to date and a positive position is forecast for the remainder of the year.
- The end of year cash forecast is less than originally budgeted.
- Cash receipts are received up until the end of June, therefore there is a drop in cash in July as no further funds will be received but expenditure will still be incurred.
- Adjustments have been made to the Adult Skills Budget and HE income throughout the year. The College is currently predicting a £797k shortfall to its original income target (original forecast £24.233m, revised forecast £23,436m), however spend has been adjusted to cover this shortfall.
- The College is forecasting a £311k surplus, providing that potential income is fully achieved.
- Pay expenditure is £100k lower than budgeted for the year-to-date and currently staff costs are at 65% of the College's total expenditure.
- It is forecast that up to 60% of colleges will be reporting financial difficulties this year or next.
- The "teaching" budget line in non-pay expenditure relates to consumables used by teaching staff. Governors requested that this budget line is renamed.
- External expertise costs are included in the staffing budget.
- There is currently a non-pay expenditure saving of £329k. If the funding has not been earned, then the College will not spend it.
- Capital funding has been allocated for renovation of the reception, the IT Learning Resource Centre and the first floor of Building K. All of this work is scheduled to take place before September 2015.
- The balance sheet, current assets and current liabilities were noted.
- The College has received official confirmation that the pension scheme liability has significantly reduced and the reasons behind this were explained.
- The College's financial health rating is currently satisfactory however, the end-of-year position is forecast to be good.
- Both bank covenant tests have been passed.
- An alternative format of management accounts will be discussed and agreed at the Resources Committee on 18 June 2015.

The Corporation noted and approved the management accounts for the period 1 August – 31 March 2015.

#### **1847 Advanced Manufacturing Centre**

The Corporation received and considered the progress update on the Advanced Manufacturing Centre, presented by W Allanson, Executive Director – Business Development.

Governors noted that there has been some minor slippage in the programme, mainly in the tendering and planning processes and the commencement of the demolition of Building H.

Issues around the payment of funding from the LEP and ECC have been resolved and the College will receive the first payment from the LEP and ECC in June 2015. The College will begin to draw down on the loan from the bank in August 2015.

The full planning application will be submitted by 15 May 2015 and the decision is likely to be known by mid-August.

The College is in the process of going out to tender for the construction of the AMC and demolition of Building H.

A public consultation event was held over two evenings to enable local residents to see and discuss the plans. Only two people attended these events.

The first employer advisory meeting has been held and the employers will be used to help shape the curriculum. The second meeting will take place in June and will consider what the spaces inside the AMC will look like and what they will be used for.

The first meeting of the governor AMC Working Group is taking place after this Corporation meeting.

The Corporation noted the progress update on the Advanced Manufacturing Centre.

## **1848 Quality Improvement Plan**

The Corporation received and considered the Quality Improvement Plan (QIP) and Key Performance Indicators, presented by L Tuner, Vice-Principal.

A discussion was held around the QIP and Governors noted the following:

- Progress against actions in the QIP has been “RAG” rated and significant progress has been made.
- The Quality Team is providing support to teams and is monitoring some teams more closely.
- The College’s target for overall apprenticeship success is 70% and the College is currently predicting that the final overall success rate will be slightly higher.
- Work with employers in relation to apprenticeships has improved.
- Approximately 1,000 students will be taking GCSE exams in English and maths in June.
- The mechanisms and issues of delivering English and maths were explained and Governors noted that this is the largest challenge that Colleges nationally are currently facing.
- Any students who do not pass English and maths in College are required to re-sit the following year.
- The English and Maths Strategy will be presented to the Standards Committee and then to the Corporation.
- Actions around work experience, College infrastructure, performance management, quality of assessment processes and learner engagement were highlighted and noted.

The updated version of the key performance indicators were discussed by Governors. Green indicates KPIs that have already been met and amber indicate progress being made towards them. Some KPIs cannot be measured until the end of the year. E-learning was highlighted and Governors noted that 30% of teams are currently delivering a whole unit via e-learning.

The Corporation noted the report on the Quality Improvement Plan and the Key Performance Indicators.

## **1849 Governance Issues**

The Corporation received and considered the report on developments in governance, presented by D Sheridan, Clerk to the Corporation.

Governors noted the fourth letter from the FE Commissioner to the sector, which details 20 'warning signs' that could indicate that a college could be getting into difficulties. Governors noted the College's response to all 20 'warning signs' and agreed that exhibiting some of the characteristics does not necessarily mean that a college is heading for trouble.

Governors were given the opportunity to ask questions and agreed that the information provided was very helpful.

The Corporation noted the report on developments in governance,

## **1850 Reports from Committees**

### **1850.1 Audit Committee – 13 March 2015**

The Corporation received and noted the minutes of the Audit Committee meeting held on 13 March 2015.

### **1850.2 Resources Committee – 30 April 2015**

The Corporation received and noted the minutes of the Resources Committee meeting held on 30 April 2015.

## **1851 CONFIDENTIAL ITEM – Funding Update and Review 2015/16**

This item was minuted separately.

## **1852 Any Other Business**

### **1852.1 P Marsh's Retirement**

The Corporation noted that P Marsh would be retiring in July 2015. Although P Marsh would be at the next Corporation meeting, Governors thanked him for his hard work since joining Harlow College in 1991.

### **1852.2 Upcoming Events**

Governors received a list of upcoming events at the College.

In addition to these, a whole staff wellbeing day is planned for 2 July 2015 and a student awards evening is taking place on 8 July 2015. Governors will be invited to attend both events.

## **1853 Dates of Future Meetings**

|             |                       |         |
|-------------|-----------------------|---------|
| Summer Term | Thursday 02 July 2014 | 08.30am |
|-------------|-----------------------|---------|

## **1854 Strategic Planning**

The Corporation took part in a strategic planning session led by the College's Executive, focusing on e-technology and curriculum development, in particular in relation to work-related learning.

A presentation was given by K Spencer, L Turner and N Garala.

K Spencer and P Taylor thanked Governors for taking part in the strategic planning sessions and asked for any further ideas or suggestions to be sent to Ruth Lucas.