

**HARROW COLLEGE FURTHER EDUCATION CORPORATION
MINUTES OF THE MEETING OF THE CORPORATION
WEDNESDAY 12 DECEMBER 2012**

1. CORPORATION DEVELOPMENT SESSION

A presentation was received on the College's current and future performance management policy and process.

2. PRELIMINARY PROCEDURAL MATTERS

2.1 Attendance, Apologies for Absence, Welcome & Introductions

Membership: Yvette Adu-Mante
Mark Eastwood
Sandra Ernstoff (Chair)
Jay Jobanputra
Chloe McIntosh
Tony Medhurst
Gill O'Brien
Steve Owen
Karen Tyerman
Mumtaz VanDer Vort

In attendance: Judith Abbott
Pat Carvalho
Jayne Chaplin (Clerk)

Apologies: Nick Davies
Abs Malik
Sachin Shah
Ketan Sheth
Antonio Weiss

On behalf of the Corporation, the Chair welcomed the new student members, Yvette Adu-Mante and Chloe McIntosh, and the new Academic Staff Member, Mumtaz Van Der Vort, to their first meeting.

2.2 Chair's & Clerk's Announcements

There were none.

2.3 Declarations of Interest & Confidential Items

Sandra Ernstoff with her work with the Education Funding Agency.

2.4 Minutes of the Meeting 17 October 2012

The Minutes of the Corporation Meeting held on 17 October 2012, were agreed as a correct record and signed by the Chair.

2.5 Matters Arising

There was none.

3. ITEMS REQUIRING FORMAL APPROVAL OR ADOPTION

3.1 Summary report on and recommendations from Committees

3.1.1 Curriculum, Quality & Standards (CQS) Committee Meeting, 5 December 2012

An overview of the business of the meetings was presented. Noting those items appearing elsewhere on the agenda the recommendations regarding the main items of business from the meetings were reviewed:

3.1.1a Corporation Self-Assessment Report 2011/12

A report was received advising members on the process and outcome of governance self assessment for 2011/12, the conclusions of which it was noted contributed to the leadership and management element of the College's Self Assessment Report.

The key strengths and areas identified for improvement were summarised; along with an action plan for 2012/13 noting that a Grade 2, Good, was proposed as a contributory grade towards the College's overall grade for leadership and management, reflecting the impact of the work of the Corporation evidenced by the upward trajectory in improved in success rates and financial performance.

It was noted that the Committee had reviewed the areas identified for improvement, discussing in particular proposals for the further development of members' knowledge and understanding of academic performance and key curriculum issues.

After consideration and endorsing the conclusions of the performance review, on the recommendation of the CQS Committee, it was **RESOLVED** to:

- **APPROVE** the Corporation SAR 2011/12 and the Contributory Grade towards leadership and management, Grade 2.

3.1.1b College Self Assessment Report 2011/12

The SAR for 2011/12 was received.

The report and the overall and subject sector grades were summarised. Members were advised that the Committee had:

- Reviewed the grades in each area of the College SAR, acknowledging those areas that still required attention and noting the overall improved position since the previous Ofsted inspection. It was reported that there had been discussion of the narrative for outcomes for learners, noting that it was presented in the context of the College's overall success rate for all ages and all durations of 82.6%, which whilst a decrease of 2.4% on 2009/10 was still 7% above the overall rates for 2009/10.
- Reflected further on student attendance, identified as an area for further improvement, suggesting the inclusion of a brief explanation of the factors identified as impacting on attendance to help provide an appropriate context for the strategies for generating improvement.

- Considered the data analysing progress in closing any achievement gaps between different ethnic groups, discussing particular groups and the factors impacting on progress in closing such gaps.
- Noted the Subject Sector Area (SSA) grades, discussing in particular those areas identified as Grade 4, inadequate, and the particular factors attributed to that conclusion. Members were advised that the Committee had confirmed that it would be helpful to receive updates on progress and requested for the relevant managers to be invited to the development session of future meetings.

Endorsing the grade profiles and on the recommendation of the CQS Committee, it was **RESOLVED** to:

- **APPROVE** the College SAR for 2011/12.

3.1.1c Committee 2011/12 Annual Report

The annual report for the Committee was received outlining its work during the period 1 August 2011 to 31 July 2012.

Summarising the report, members were advised that the main item of note concerned Committee meeting attendance, which remained below both the sector benchmark and the Corporation 75% target; and for the second year in succession, one of the three meetings had been inquorate. Acknowledging the potential impact on the Committee's achievement of its purpose, it was reported that Committee members had discussed the particular factors impacting on attendance, agreeing that the recently approved changes to the Corporation's Instrument & Articles of Government, to accommodate attendance by video or teleconferencing, would provide members with greater flexibility.

On the recommendation of the CQS Committee, it was **RESOLVED** to:

- **APPROVE** the Committee's Annual Report for 2011/12.

3.2 Audit Committee Meeting, 28 November 2012

An overview of the business of the meetings was presented. After noting those items appearing elsewhere on the agenda the recommendations regarding the main items of business from the meetings were reviewed:

3.2a Internal Audit Annual Report 2011/12

The 2011/12 Annual Report of the Internal Audit Service was received.

Members were advised of green ratings overall for the opinion for governance and risk management and an amber rating in respect of control following the review of Significant partnerships, which had given rise to a Red opinion such that the overall opinion for control was amber. However, it was reported that on the basis of the audit work undertaken, it was the opinion of the audit service that the College had adequate and effective management, control and governance processes to manage its achievement of the College's objectives.

After discussion and on the recommendation of the Audit Committee, it was **RESOLVED** to:

- **APPROVE** the Annual Internal Audit Report.

3.2b Draft Financial Statements, Audit Management Report & Letter of Representation for the Year-ended 31/07/12

The Financial Statements, Audit Committee Pack Management Letter & Statutory Accounts 2011/12 were received.

Confirmation was welcomed of a surplus for the year-end 31 July 2012 of £405k, £355k better than budget and £732k better than the 2010-11 deficit of £(327)k.

Noting that the draft Financial Statements had been the subject of review by the Resources Committee, members were advised that following consideration by the Audit Committee, the Audit Management Letter, for the year contained an unqualified audit opinion.

Acknowledging the out-turn to be the College's strongest financial result for some years, management were commended on the tight cost control and relentless drive for efficiencies.

After discussion and on the recommendation of the respective committees, it was **RESOLVED** to:

- **APPROVE** of the Financial Statements, Audit Management Letter & Statutory & Letter of Representation for the year-ended 31 July 2012.

3.2c Risk Management Update

The risk management update was received; and on the recommendation of the Audit Committee, it was **RESOLVED** to:

- **APPROVE** the report.

3.2c Audit Committee Annual Report 2011/12

The Audit committee Annual Audit Report 2011/12 was presented summarising the activity of the Committee during the year and advising the Board on the adequacy of the operation of the internal control systems in the College.

Following review by the Audit Committee, members were advised that on the basis of the audit work undertaken it was the opinion of the audit service that the College had adequate and effective management, control and governance processes to manage its achievement of the College's objectives.

After discussion and on the recommendation of the Audit Committee, it was **RESOLVED** to:

- **APPROVE** the Audit committee Annual Audit Report 2011/12

3.3 Resources Committee Meeting, 28 November 2012

An overview of the business of the meetings was presented noting those items appearing elsewhere on the agenda for information and reviewing the the recommendations regarding the main items of business:

3.3a Draft Financial Statements & Audit Management Report for the year-ended 31 July 2012

See Minute 3.2b

3.3b Fees & Refunds Policies 2013/14

The draft Fees & Refunds Policies2013/14 was presented.

Used to inform the College's course planning and costing in January 2013 and subsequent budget planning for 2013-14, the draft Fees Policy was summarised. Members were advised:

- That no changes were proposed to the current draft policy as benchmarking of HE fees indicated that they were set at the right level, although it was noted that further monitoring would be undertaken prior to the presentation of the final fees policy in June 2013, following confirmation of National Agency Funding.
- Of the potential impact on fees associated with SFA and EFA national funding rates changes in 2013/14; and on recruitment of learners aged 24+ studying Level 3 courses eligible for loans from the Student Loan Company to cover their course fees; and
- Of the one, minor change to the Refunds Policy was highlighted.

On the recommendation of the Resources Committee, it was **RESOLVED** to:

- **APPROVE** the 2013/13 draft Fees & Refunds Policies.

3.4 Annual Health & Safety Report 2011/12

The Annual Health & Safety Report 2010/11 was received.

After reviewing activity for the year, noting in particular the 12% reduction in accidents from the previous year, it was **RESOLVED**:

3.6.1 To **APPROVE** the Health & Safety Report for 2010/11

3.5 Clerk's Update

The Clerk's Update was received.

Members were advised of amendments proposed to the Terms of Reference for the Search & Development, Resources, Remuneration and Audit Committees, which had been reviewed by the respective committees and were recommended for approval.

Noting the amendments and on the recommendation of the committees, it was **RESOLVED** to:

3.5.1 **APPROVE** the committees' revised Terms of Reference.

4. OTHER ITEMS FOR NOTING OR FOR INFORMATION PURPOSES ONLY

4.1 Summary of the Learner Voice Committee Meeting, 5 November 2012

An overview of the business of the meetings was presented.

It was reported that it had been a very positive meeting with constructive discussion with the student members on a variety of subjects including the elections for Student Union and Student Council and feedback from the student focus groups. Members were advised that the Committee Chair had requested for management to follow up on a particular matter regarding the social facilities at the Whitefriars Centre, which was to be reported back at the next meeting.

The report was noted.

4.2 Management Accounts (for October 2012)

The Management Accounts for October 2012 were received, considered the Resources Committee at its last meeting.

It was reported that the income and expenditure account for year to date October 2012 showed a surplus of £2,188k, £36k better than budget with the newly published November 2012 accounts showing that the position had improved further still but was attributed to timing differences.

Members were advised that the position would be the subject of ongoing monitoring with a reforecast budget to be presented in February 2013.

The report was noted.

4.3 Framework for Excellence Financial Management & Control Evaluation (FMCE)

The updated Framework for Excellence Management and Control Evaluation Questionnaire was presented.

Noting that the overall self-assessed grading for financial management and control in the updated Framework for Excellence Management and Control Evaluation and the grades for each control area had been considered by the Audit Committee, it was **RESOLVED** to:

- **ENDORSE** the overall, self-assessed grades as presented.

4.4 Minutes of the Health & Safety and Equality & Diversity Committee Meetings

The Minutes of the Health & Safety and Equality & Diversity Committee Meetings were received and noted.

5. PRINCIPAL'S REPORT

5.1 Principal's Report & College Development Plan

The Principal's Report and the Development Plan for the year was summarised was received.

The report and progress in the implementation of the objectives within the development plan for the year was summarised with members considering in particular:

- 5.1.1 The national agenda regarding the direct enrolment of 14 and 15 year olds in colleges. Members were advised of the anticipated criteria for colleges wishing to pursue this option, noting that the strategic implications of such a change in direction required full Board approval, which would be the subject of further discussion for members in due course.
- The 16 to 18 Bursary numbers, the successor to the Education Maintenance Allowance (EMA), and the negative variance in numbers, noting the suggestion that the EMA had been understood and was relatively easy to access in contrast with the Bursary Fund, despite widespread internal promotion. Reporting that further strategies were being considered to ensure the money is spent in the best interests of the students, it was suggested that it could be helpful for the Student Governor members to also encourage its promotion.
 - The summary accompanying the Development Plan was discussed with members agreeing that it assisted directing members' attention to those areas requiring fuller consideration.

After discussion, the report was noted.

6. OTHER BUSINESS, MEETING EVALUATION & DATE OF NEXT MEETING

6.1 Any Other Business

There was none.

6.2 Date of Next Meeting

Corporation Conference, Friday 1 February 2013

Corporation Meeting, Wednesday 27 March 2013

6.3 Meeting Evaluation

Members completed the meeting evaluation forms and the meeting closed.