



GOVERNING BODY

Minutes of Meeting on Thursday 23 November 2017

Present:	Mr J Kirk (<i>Chair</i>)	Chair of Governors	
	Mr J Bagley	Principal	
	Ms N Cuffy	Governor	
	Ms S Gannon	Staff Governor	
	Mr H Hadani	Governor	
	Ms P Hamer	Staff Governor	
	Mr S Holderness	Vice-Chair of Governors	
	Mr R Laher	Governor	
	Ms M Moore	Governor	
	Ms J Rossa	Governor	
	Ms A Touseef	Student Governor	
	In Attendance:	Ms L Hawes	ESFA
		Ms N Martin	Assistant Principal Learners
Mr H Ravat		Vice-Principal Resources	
Mr R Mansfield		Clerk	

Ref.		Action
	<p><i>The meeting was preceded by a training presentation from James Bagley on the information now available to staff from the Cedar information system.</i></p>	
B/17/63	<p>Item 1 – Attendance and Membership Matters:</p> <p><i>1.1 Apologies for Absence</i> Apologies for absence were received from Ozlinah Moyo, Harshad Solanki and Ralph Wood. The meeting was declared quorate.</p> <p><i>1.2 Declarations of Interest in Agenda Items</i> There were no declarations of interest in agenda items.</p> <p><i>1.3 Governor Vacancies and Appointments</i> Robert Mansfield reported that there were now two governor vacancies, following the recruitment of a second Student Governor, Ozlinah Moyo.</p> <p><i>The meeting received this oral report.</i></p>	

B/17/64 **Item 2 – Minutes of the Previous Meeting and Matters Arising:**

2.1 Minutes of Meeting on 26 October 2017

The minutes of the meeting on 26 October 2017 were accepted as an accurate record and were duly signed by John Kirk.

2.2 Matters Arising from the Minutes

Actions specified in the minutes had all been taken as required. John Kirk said that he would be pleased to receive copies of the governor skills analysis from those who had still to return them.

Those
concerned

B/17/65 **Item 3 – Principal's Report:**

James Bagley presented an oral report comprising an overview of progress aligned with the Common Inspection Framework.

Effectiveness of Leadership and Management

Recent changes were now well embedded. OfSTED had during the October monitoring visit provided positive feedback on the actions taken in respect of attendance and teaching, learning and assessment. The inspection team had been led by Julie Ashton.

Outcomes for Learners

Recent resubmission of the College's ALPS data had resulted in a small year-on-year improvement in value added scores. Work to improve management information systems was progressing.

Teaching Learning and Assessment

Lesson observations for all staff had been undertaken, and 20 staff had been identified for re-observation. All staff had action plans based upon lesson observations and other factors as appropriate. The initial results from analysis of the Learner Voice had been shared and further surveys were in hand. Tutorial learning walks, both themed and unthemed, were being undertaken and feedback from these had led to action to improve the quality of marking and feedback. Jackie Rossa asked that a report on the outcomes of lesson observations should be brought to the next meeting of the Standards & Quality Committee.

RM

16-19 Study Programmes

161 UCAS applications had been completed – a considerable advance upon the situation at the same time in the previous year. Gifted and talented learners had been identified and action to enable them to develop their full potential was

being planned. A much increased number of work experience placements had been arranged over the next six months, including placements for all Level 2 learners. The results of an audit of work experience, to be undertaken in December 2017, would be brought to the next meeting of the Standards & Quality Committee.

NM

Personal Development, Behaviour and Welfare

Student attendance was running at 93% (an improvement of seven percentage points year-on-year). There was more to do, as attendance typically declined in January. Nicola Martin outlined the strategies planned to sustain attendance. Individual learning plans were being audited. The tutorial system was bedding down well.

Provision for High Needs Learners

An action plan had been created drawing on specialist advice about provision for high needs learners, and there were visits to specialist schools to study good practice. Action was being taken to improve the coordination of internal efforts.

Traineeships

Action to improve traineeships had included arranging early visits from providers and increasing work experience hours. The planning and scrutiny of work had also been strengthened.

Nelista Cuffy said that she was pleased to note great improvement on many fronts.

The meeting received the Principal's Report.

B/17/66

Item 4 – Curriculum and Quality Issues:

4.1 OfSTED Monitoring Visit October 2017

James Bagley presented the report on what had been the final OfSTED Monitoring Visit before the next inspection. At the instigation of OfSTED the Post-Inspection Action Plan (PIAP) had been formally signed off by the Performance Improvement Group. OfSTED had judged progress in all areas to be 'Reasonable', other than in work-related learning where progress had been 'Significant'. OfSTED had accepted that the timing of the visit had been such that it was too early to be able to assess the impact of action taken. John Kirk said that he had found the inspectors very helpful and positive both during and after their visit. Steve Holderness said that he was surprised that the challenge provided by governors had been seen as insufficiently robust. It was explained that this applied

particularly to areas within the purview of the Standards & Quality Committee, where problems of inadequate reporting had still to be overcome.

The meeting received the Monitoring Visit Report.

4.2 Minutes of the Standards & Quality Committee 2 November 2017

John Kirk presented the minutes of the meeting of the Standards & Quality Committee on 2 November 2017. Most of the matters considered had been covered in the Principal's Report just received. He asked the meeting to note however the considerable debate on the Reflection Rooms. It had eventually been agreed that these rooms should remain open and that CCTV monitoring should be installed. Two policies shortly to be considered by the Board were to be revised and resubmitted to the Committee in January 2018.

The meeting received the minutes of the Standards & Quality Committee.

4.3 Notes of Performance Improvement Group 28 June 2017

John Kirk presented the notes of the meeting of the Performance Improvement Group on 28 June 2017.

The meeting received the notes of the Performance Improvement Group.

4.4 Notes of Performance Improvement Group 31 October 2017

John Kirk presented the notes of the meeting of the Performance Improvement Group on 30 October 2017. As mentioned earlier, the Performance Improvement Group had signed off the PIAP. In future monitoring would take place of progress against the Self-Assessment Report (SAR) action plan. The Group had also considered feedback on the recent OfSTED inspection of Regent College and had noted the very strong emphasis placed on Safeguarding.

The meeting received the notes of the Performance Improvement Group.

B/17/67

Item 5 – Student Issues:

Alishah Touseef reported that 12 Student Representatives had been chosen to represent cohorts at levels 1, 2 and 3 and one of these, Ozlinah Moyo, had subsequently been selected as the second Student Governor. Alishah Touseef thanked Robert Mansfield for assisting in the selection process. He said that he had welcomed so doing. The Student Executive Team (SET) was preparing for the first meeting of the Student Affairs Committee on 27 November 2017.

John Kirk praised the contributions of Student Ambassadors at the recent Open Morning and said that they had been an excellent advertisement for the College. Alishah Touseef and Simran Gohil had given excellent speeches on their experiences as students.

The meeting noted these oral reports.

B/17/68

Item 6 – Estates, Finance and Staffing Issues:

6.1 Minutes of Finance, Staffing & General Purposes Committee 24 October 2017, and

6.2 Minutes of Finance, Staffing & General Purposes Committee 14 November 2017

Steve Holderness presented the minutes of the meetings of the Finance, Staffing & General Purposes Committee on 24 October 2017 and 14 November 2017. He highlighted the following points.

The Committee had noted that the extension of the Mezzanine Study Area had been completed, and that additional classrooms and laboratory facilities had been created. OfSTED had recently also noted the improvement in the College's facilities. The fabric of the buildings remained in excellent condition. No major capital expenditure was likely over the next two years as the College needed to conserve cash.

He summarised the operating results and drew the attention of the meeting to the savings projected over the current year and beyond. The Committee had discussed the available benchmarks for total pay as a percentage of income and had requested that the target for the current year should be reduced. He reminded the meeting that a reduction in funding of £1.5 million was expected in 2018/2019. John Kirk asked for clarification of the cashflows predicted in 2018/2019. Hamid Ravat said that was currently the subject of a modelling exercise, and that he expected the College to remain solvent over the next two years. A recast financial forecast was to be presented to the Finance, Staffing & General & Purposes Committee in January 2018.

The meeting received the minutes of the meetings of the Finance, Staffing & General Purposes Committee.

6.3 Annual Health & Safety Report 2016/2017

Hamid Ravat presented the Annual Health & Safety Report for 2016/2017, highlighting the scope of the report. The report had been scrutinized and received by the Finance, Staffing & General Purposes Committee. There were no matters of concern.

The meeting received the Annual Health & Safety Report.

HR

6.4 IT Security Report 2016/2017

Hamid Ravat presented the Annual IT Security Report for 2016/2017. He summarised the contents and gave assurances that there had been no major untoward incidents during the year. John Kirk asked what minor incidents had occurred. Hamid Ravat said that there had been occasional equipment failures, but no reported instances of hacking, or loss or corruption of College data.

The meeting received the Annual IT Security Report.

6.5 Operating Results 2017/2018

Hamid Ravat presented the operating results to October 2017. The key points had already been covered under item 6.2 above.

The meeting received the operating results.

6.6 Financial Recovery Plan 2017/2020

Hamid Ravat introduced the financial recovery plan by summarising the financial results for 2016/2017. Lisa Hawes advised governors that, as the College was already subject to monitoring by the Education & Skills Funding Agency (ESFA), no further intervention had been considered necessary in the light of the financial outcome for 2016/2017. Hamid Ravat referred the meeting to the high-level model set out in Appendix 1. The model set out forecast surpluses or deficits and year-end cash positions based upon an assumption of modest annual growth in learner numbers. The next step was to produce a detailed projection in the format provided by the ESFA. It was likely that voluntary severance would have to be offered, focused on specific areas where reductions in staffing were needed, in order to achieve these reductions in a considered and conciliatory way. He predicted that the College would remain solvent throughout the term of the plan. John Kirk noted that there were opportunities to accommodate more students without increasing the College's current staff. He welcomed an excellent foundation created by Martin Sim on which to build a viable way forward.

The meeting received the financial recovery plan.

6.7 Bank Loan Covenants Review

Hamid Ravat presented a review of the College's compliance with its bank loan covenants during 2016/2017. This had been scrutinized by the Finance, Staffing & General Purposes Committee. He advised the meeting that in order to ensure continuing compliance there would need to be vigilance in respect of operating cashflow, especially in 2018/2019.

The meeting received this report.

6.8 Annual Human Resources Management Report 2016/2017

Hamid Ravat presented the Annual Human Resources Management Report for 2016/2017. The report had been scrutinized by the Finance, Staffing & General Purposes Committee. The report provided an overview of the staff profile, staff turnover, attendance and other activity together with a summary of regulatory and other contextual changes during the year. Staff turnover had increased significantly because of restructuring. In answer to John Kirk Hamid Ravat said that student attendance was currently 93% as compared with staff attendance of 96%.

The meeting received the Annual Human Resources Management Report.

B/17/69

Item 7 – Marketing Issues:

7.1 Marketing Plan 2017/2018 Overview

James Bagley presented a brief overview of the marketing plan. This had been rolled over from the previous year, and was awaiting restructuring following the combination of Admissions and Marketing.

The meeting received the marketing plan.

B/17/70

Item 8 – Governance Issues:

8.1 Behaviour for Learning Policy

Robert Mansfield explained that the Standards and Quality Committee had commended the behaviour for learning policy in its current form as an interim measure. Although the policy was an improvement upon the previous version, and therefore needed to be endorsed, the Committee had requested further significant changes. The policy would therefore be brought back in 2018.

The meeting endorsed the behaviour for learning policy.

8.2 Teaching Learning and Assessment Policy

Robert Mansfield explained that the Standards & Quality Committee had commended the learning teaching and assessment policy (*sic*) in its present form as an interim measure as it reflected current agreed practice. However the Committee had requested significant restructuring of the content so that it corresponded better with the title of the policy.

The meeting endorsed the learning teaching and assessment policy.

8.3 Safeguarding Policy

Robert Mansfield presented the safeguarding policy. This had been commended by the Standards & Quality Committee.

The contents of the policy were largely drawn from other agencies and had been scrutinized by the local Safeguarding Coordinator.

The meeting endorsed the safeguarding policy.

8.4 Performance against Corporate Performance Indicators 2016/2017

Robert Mansfield presented an analysis confirming that the Board and its committees had complied with the performance targets set for 2016/2017 except insofar as the Standards & Quality Committee had not reviewed the ILT Plan. It was hoped that this omission could be addressed on the new year. He recommended that the targets for the current year should remain unchanged.

The meeting received this report and confirmed that corporate performance targets should remain unchanged.

8.5 ESFA Financial Health Confirmation 2016/2017

Hamid Ravat presented a letter from the ESFA confirming the College's own assessments of its financial health for 2016/2018 and advising the its underlying financial health had been assessed by the ESFA as Good.

The meeting noted the contents of this letter.

8.6 Policy Monitoring

Robert Mansfield presented a short paper on the College's arrangements for policy monitoring. These complied with the relevant provisions in the Code of Good Governance for English Colleges. It was agreed that no changes to current arrangements were necessary,

The meeting received this report.

B/17/71 Item 9 – Date and Time of Next Meeting:

The date and time of the next meeting were confirmed as Thursday 19 December 2017 at 5.30 p.m. at the College.

B/17/72 Item 10 – Any Other Business:

There was no other business.

Staff and Student Governors then left the meeting, which remained quorate, prior to consideration of confidential minutes of the Board and the Finance, Staffing & General Purposes Committee.

RM

B/17/73 | **Item 11 – Confidential Items:**

11.1 Minute of Confidential Session 24 October 2017

The minute of the confidential session on 24 October 2017 was accepted an accurate record and was signed by John Kirk.

11.2 Minute of Confidential Session of Finance, Staffing & General Purposes Committee 24 October 2017

Robert Mansfield presented the minute of the confidential session of the Finance, Staffing & General Purposes Committee. This brought to a conclusion the confidential matters previously under consideration by the Committee.

The meeting received the minute of confidential session of the Committee.