



Minutes of the Corporation Meeting held on Monday 11 February 2019

Present: - Mr Mervyn Jones (Chair)
Ms Abigail Appleton (Principal)
Professor Robin Baker
Ms Stevie Callender
Mr Daniel Fox
Dr Mia Gordon
Miss Hannah Jones
Mrs Alison McLean
Mr Tim Newsholme
Mr John Nicol
Mr Scott Rolfe
Mr Mike Rookes
Ms Kay Sandford-Beal
Ms Katie Seekings

In attendance: - Mr Ben Gamble (Head of FE)
Mr Justin Gregory (Head of HE)
Mr Tim Williams (Finance Director)
Mrs Linda Watkins (Clerk to the Governors)
Ms Kate Howe (Head of Communications and Marketing)

The meeting was quorate as fourteen Governors were present.

1. Process of the Meeting

- I. Apologies for absence were received from Jennifer Hodgeman.
- II. There were no new declarations of interest.

2. Minutes of the Last Meeting

- I. The minutes of the Board meeting held on 17 December 2018 were agreed and signed by the Chair as a true record.
- II. Matters arising included the Philip Auger report which was yet to be published. This would be discussed at the next Board meeting along with time allocated to discussion of risks led by the Chair of the Audit Committee.

The Head of FE confirmed that the majority of FE staff had completed Prevent training in January 2019. Training for HE staff is being arranged. This is provided for staff annually.

- III. The action list was noted showing progress of actions.

3. Principal's Report

The Principal highlighted the outstanding achievements by a student and graduate who had won the Nationwide Framework Knitters Competition and the film and photography category of the National Signature Art Prize in London respectively.

Governors asked the Principal to pass on their congratulations.

ACTION: PRINCIPAL

ESFA capacity and delivery funding had been provided in preparation for delivery of T-Levels. This is being delivered to two students who are each required to complete 350 hours of work experience. The College is working with a local company and the National Trust in relevant areas to the students' programmes.

Office for Students (OfS) guidance for access and participation had been received. The College is preparing a self-assessment on Prevent for submission to OfS. A 5-year Access and Participation plan will be developed following submission of a report to OfS.

Governors were impressed by the 100% success rate of students who did GCSE English and Maths results in November.

The Strategy Plan is being implemented with progress of curriculum development was reported. The HE Operations Manager will be advertised imminently and the Digital Futures Curriculum Leader in FE had been advertised. The Chair requested a standalone report providing a summary of strategic progress in future.

ACTION: PRINCIPAL

HE student recruitment with comparisons to the wider sector trends for each programme was provided. Acceptances are at a similar level to last year but varied across different courses. Recruitment strategies were outlined including effective use of social media. FE applications are good noting that the demographic dip in Herefordshire improves from 2021 for post-16 years. The F&GP Committee would analyse financial scenarios based on different recruitment levels and their impact on financial plan and student accommodation.

ACTION: FINANCE DIRECTOR

The Finance Director gave a brief summary of the financial position to December 2018 which had been emailed. Finance is on track compared to budget. A variance in HE tuition fees caused by student withdrawals was anticipated following the census. Governors requested an understanding of the reasons for the withdrawals and were advised that it was predominantly related to mental health and personal issues. SLT are discussing well-being currently being offered to students. AQ&S Committee (HE) will discuss this further and keep the Board appraised.

ACTION: HEAD OF HE

The Board agreed: -

- To note report

4. Accommodation Report [This was a confidential item]

5. Governance

The Board agreed: -

- To appoint Emma Lewis as a co-opted member of the Audit Committee for a 1 year term in office

6. Any Other Business

- I. The Chair invited Governors to suggest items for future Board meetings beyond standard business. Suggestions including significant risks, T Levels, student destinations, offer to students and its value, College's position in the city, Auger Review, Ofsted CIF and mental health well-being.
- II. The Head of FE confirmed that the Self Assessment Report had been uploaded onto the Ofsted website following approval by the Board at the last meeting.

7. Date and Time of Next Meeting

The Board meeting will be held on Monday 29 April 2019 commencing at 4.30pm

Signed as a true record of proceedings

Chair: Date: