



**Minutes of the Corporation Meeting held on Monday 17 December 2018**

**Present: -** Mr Mervyn Jones (Chair)  
Ms Abigail Appleton (Principal)  
Professor Robin Baker  
Ms Stevie Callender  
Mr Daniel Fox  
Ms Mia Gordon  
Dr Elizabeth Halford  
Ms Jennifer Hodgeman  
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)

The meeting was quorate as sixteen Governors were present during the meeting.

**1. Appointment of Mia Gordon Staff Governor (Higher Education)**

[Mia Gordon left the meeting]

The Board agreed: -

- To appoint Mia Gordon as Staff Governor (Higher Education) for a 4-year term in office

**2. Process of the Meeting**

- I. There were no apologies for absence.
- II. The Chair remarked that this was Dr Halford's last Board meeting who would be sorely missed.
- III. There were no new declarations of interest.

**3. Minutes of the Last Meeting**

- I. The minutes of the Board meeting held on 22 October 2018 were agreed and signed by the Chair as a true record.
- II. The action list was noted showing actions had been progressed with no matters arising.

**4. Principal's Report**

- I. The Principal presented her report including details of some of the FE visiting speakers. OfS have confirmed the College's registration and areas for further development as part of registration. A Governor asked what

actions would be taken to address OfS's concern about graduate outcomes based on DHLE results. Data is being contextualised for OfS. UKADIA have provided information to support arts graduates in their career outcomes. The College has introduced a graduate launch pad programme agreeing to have further discussion about graduate outcomes and alumni at another Board meeting.

**ACTION: PRINCIPAL**

The College has had discussion with UWTSD to identify additional support as a partner beyond the role of validating partner. This could include enhanced student voice feedback and engagement throughout the College.

The College is working with the Invisible Arts Network (IAN), an Arts Council funded initiative led by Rural Media in the region, which supports the new FE digital futures course.

The outcomes of the Philip Auger post-18 funding education review are anticipated early in 2019. IFS perception regarding creative arts should be challenged by UKADIA with a suggestion to enter into discussion about the creative arts with local MPs and politicians. A sensitivity analysis showing actions and impact against the College's strategy was requested for discussion at the strategy meeting.

**ACTION: PRINCIPAL**

The curriculum implementation milestones for digital futures level 3 showed that the plan was on target. The digital futures proposal had been shared with ESFA. Curriculum Leader interviews have been arranged.

The Principal's objectives were provided with baseline targets to measure achievement. These meet regulatory requirements.

- II. Key risks were noted from the risk management report and register which had been discussed by the Audit Committee.
- III. The finance report showed that the College is on track compared to budget.
- IV. ESFA had placed the College in early intervention and prevention based on ESFA's financial assessment against triggers for early intervention. Following a meeting with ESFA the College will submit quarterly accounts along with the implementation milestones plan for digital futures.
- V. The Strategy Overview 2018/23 publication was issued. The 2018/19 strategy implementation activity map had been updated which evidenced activity to meet the strategy against each of the strategic pillars. This will continue to be monitored to ensure timeliness of actions and robustly manage progress. SLT have defined the HE Operations Manager post as a project management role to report progress of targets in granular detail. Governors were asked if this was supported to oversee the strategy which was confirmed and will give assurance to Governors along with evidence for OfS. A Governor asked if the role was included within the budget, this was confirmed.

The Board agreed: -

- To note the informative and clear reports

**5. Accommodation Report [This was a confidential item]**

**6. Prevent Agenda**

The HoFE summarised how the College complies with the Prevent Duty within FE which

is judged through the Ofsted Common Inspection Framework (CIF). Progress to embed Prevent was last reviewed in 2016/17. A desk top review had been undertaken to mitigate against any risks associated with Prevent and key areas were outlined with some discussion.

MyConcern software is used to report and track safeguarding and Prevent including potential early signs of radicalisation. My Concern was expanded to include HE in October 2018. HE Prevent working practices will be defined with students. It was noted that OfS are increasing the aim of free speech in HE.

Future developments include creating a standalone Prevent policy with rigorous processes for external speakers. A named Prevent staff member will be identified for each event, normally be the Course Leader. There was a question if all staff are required to complete Prevent training which was confirmed. further discussion about graduate outcomes and alumni at another Board meeting further discussion about graduate outcomes and alumni at another Board meeting  
In future Prevent will be reported in the safeguarding annual report.

**ACTION: HoFE**

## 7. Annual Assurance Reports for approval

The Board agreed to approve the following reports: -

- RSM Internal Audit Service's Annual Report 2017/18
- Audit Committee's Annual Report 2017/18
- Value for Money Annual Report 2017/18
- Health and Safety Annual Report 2017/18
- Treasury Management Annual Report 2017/18

The crucial role of the Audit Committee was recognised to manage risk in view of the scale of the potential accommodation project.

## 8. Report and Financial Statements for the year 31 July 2018

- I. The F&GP Committee had discussed financial aspects of the report and the Audit Committee had discussed the report making a recommendation to the Board to approve the Members' Report and Financial Statements for the year ended 31 July 2018.
- II. Approval of the Letter of Representation 2018 was required.
- III. ESFA correspondence regarding Hereford College of Arts' financial plan 2018/20 had been discussed by the F&GP Committee and was presented for information. This showed ESFA's 5-year financial assessment of the College based on ESFA's financial indicators.

The Board agreed: -

- To endorse the Members' Report and Financial Statements for the year ended 31 July 2018
- To authorise the Chair and Principal to sign the Letter of Representation
- To note ESFA correspondence regarding the College's financial plan

## 9. Quality Report

- I. The HoFE recapped that there was a rigorous process to prepare the Self Assessment Report (SAR) 2017/18. The Chair of the AQ&S (FE) Committee interjected that the Committee had dedicated a meeting to scrutinise the SAR with subsequent changes made. Appreciation was recorded to Governors who had participated in the moderation process.

The SAR provided evidence of robust quality processes, indicated the College's direction of travel and gave a summary of the judgements for the whole College based against the Common Inspection Framework (CIF):

- Overall effectiveness: grade 2

- Effectiveness of leadership and management: grade 2
- Quality of teaching, learning and assessment: grade 2
- Personal development, behaviour and welfare: grade 2
- Outcomes for learners: grade 2

Overall the SAR was very encouraging with overall grades in some areas judged as good being close to outstanding. Governors commended staff on the key strengths before focussing on areas for improvement and seeking assurance actions are in place to improve these. There was a specific question about the reason maths results had decreased which was due to the new curriculum and introduction of 9-1 grades. The Chair of AQ&S (FE) Committee confirmed that the Committee had discussed this in detail with robust challenge. A Governor raised the dip in high grades for Foundation; the team will attend a UAL conference on marking as measuring progress is not as quantifiable as other subjects such as English and maths.

- II. The AQ&S Committee recommended the Board approve the Safeguarding Policy which met the Keeping Children Safe in Education (KCSE) legislation dated September 2018. Key staff and the Designated Safeguarding Governor are trained to Level 5.
- III. The Safeguarding Annual Report had been discussed by the AQ&S Committee. Ofsted review the content and effectiveness of safeguarding policies which is a key limiting factor at inspection. There was a suggestion to consider commissioning the internal auditors to audit safeguarding in the future to ensure that systems are robust.

The Board agreed: -

- To approve the Self Assessment Report
- To approve the Safeguarding Policy
- To note the Safeguarding Annual Report which would include a report on Prevent next year

#### 10. Governance

The Board agreed: -

- To approve the amendment to Instrument of Government 8(11)
- To approve the Corporation's Standing Orders and Terms of Reference

#### 11. Minutes and summary of recommendations from Committees

- I. Audit Committee: 3 December 2018
- II. Search and Governance Committee: 26 November 2018
- III. Finance and General Purposes Committee: 26 November 2018
- IV. Academic Quality and Standards Committee: 27 November 2018

#### 12. Any Other Business

- I. Staff Governors who had attended the AoC Staff Governors' conference reported that this had been extremely useful and confirmed that the College has good and open standards of governance. There was a speaker on the new T Levels which is in the pilot stage.
- II. This was Dr Halford's last meeting with appreciation recorded for her outstanding input to the College particularly during a period of fundamental changes to the HE landscape. Dr Halford responded that she had enjoyed serving and contributing to a professional Board.
- III. The Chair reminded everyone that several items discussed were confidential before thanking everyone for their commitment and support, and wishing them a Happy Christmas.

#### 13. Date and Time of Next Meeting

The Strategy Board meeting will be held on Monday 11 February 2019 commencing at 12.30pm

[Staff Governors and Managers left the meeting for a confidential discussion which was recorded in a separate minute]

14. Confidential minutes of 22 October 2018 [A confidential minute was recorded]

**Signed as a true record of proceedings**

**Chair:** ..... **Date:** .....