

Farnborough College of Technology

CORPORATION BOARD

AGENDA

THURSDAY 9th JULY 2015

8.30AM

WESTMINSTER CONFERENCE SUITE

**Please note that a Remuneration Committee meeting will be taking place
prior to the Board from 8.15 – 8.30am**

A G E N D A

**Corporation Board Meeting on
THURSDAY 9th JULY 2015 at 8.30am
Westminster Conference Suite**

<u>Agenda Item</u>	<u>Appendix</u>	<u>Led by</u>
3.1 Opening of Meeting and Apologies for Absence		Chair of Corporation
3.2 Declarations of direct or indirect interests in any of the agenda items and Register of Interest	3.2	Chair of Corporation
3.3 Board Appointments Re-appointment of Professor Earwicker	3.3	Clerk
3.4 Committee Membership	3.4	Chair of Corporation
3.5 Update on Appointment of Principal	3.5	Chair of Corporation

**PRESENTATION – Ofsted Report
'Teaching, learning and assessment in further education and skills
– what works and why'
by Heather Ramsdale, Vice Principal Curriculum & Learners**

3.6 Minutes of the last Corporation Board Meeting held 2 nd April 2015 Part 1 minutes – For general public Part 2– Confidential	3.6a 3.6b	Chair of Corporation CONFIDENTIAL
3.7 Matters arising from the minutes		Chair of Corporation
3.8 Principal's Report	3.8	Principal
3.9 Student Governors' Report	3.9	Student Governors
3.10 Audit Committee – Committee Reports/Business		
a) Minutes of meeting held 9th June 2015	3.10a	Mr J Dowsett
i. Internal Audit Services Report & College Response – Jan 2015	3.10 a)i	
ii. External Auditors and Internal Auditors Letters of Appointment	3.10 a)ii	
iii. Draft Strategic Internal Audit Plan 2015-16	3.10 a)iii	
iv. External Auditors 2014/15 Accounts Audit Plan	3.10 a)iv	
3.11 Finance & General Purposes Committee - Committee Reports/Business		
a) Minutes of meeting held 25th June 2015	3.11a	Mr B Edwards
i. Termly Financial Summary	3.11 a)i	
* ii. Income & Expenditure Budget 2015/2016 and Financial Plan 2014-17*	3.11 a)ii*	
iii. Approval of Tender for Roof Refurbishment	3.11 a)iii	

Project 2015/16		
iv. HE Fees 2016/17	3.11 a)iv	CONFIDENTIAL
v. HSBC College Mandate	3.11 a)v	
vi. Policies Schedule	3.11 a)vi	
vii. Application of the College Seal	3.11 a)vii	

3.12 Curriculum & Standards Committee - Committee Reports/Business

a) Minutes of meeting held 18 th June 2015	3.12a	Ms W Megeney
* i. Strategic Plan Update July 2015*	3.12 a)i*	CONFIDENTIAL
ii. Ofsted Data Dashboard	3.12 a)ii	

3.13 Search Committee – Committee Reports/Business

a) Minutes of meeting held 9 th June 2015	3.13a	Mr J Dowsett
i. Instrument and Articles of Government Revision	3.13 a)i	
ii. Code of Conduct Revision	3.13 a)ii	
iii. Corporation Board and Committee Meetings Schedule 2015/16	3.13 a)iii	
iv. English Colleges' Code of Good Governance	3.13 a)iv	

3.14 Remuneration Committee – Committee Reports/Business

a) Report of meeting held 9 th July 2015	Mr B Edwards
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3.15 Any other business

3.16 Date and time of next meeting
Thursday 17th December 2015 at 8.30am

Refreshments will be served at 8.30am and again at 10.30am.

BOARD PAPERS

Green Paper – for Board information only

Red Paper – this is a document that has been through the relevant Committee and needs to be put to the Board to consider, discuss and agree.

Blue Paper – this is a document i.e. College policies that have been through the relevant Committee, accepted and approved by the Committee and is now being recommended for Board agreement.

*- priority item for extended discussion.

Farnborough College of Technology

Corporation Board

Minutes of meeting held on Thursday 9th July 2015

Present:

Professor M Earwicker - Chair of Corporation
Mr D Binnie-Ritchie
Mr A Cairns
Mr J Dowsett
Mr B Edwards
Mr I Graham
Mr I Hamilton
Mr D Hewitt
Mrs P Hinchliffe
Ms J Houzer
Ms W Megeney
Mr J Palfreyman
Mr R Rendel
Mrs C Slaymaker – Principal

In Attendance:

Mrs J Bratt – Director of Finance
Mrs L Miles – Director of Resources
Mrs H Ramsdale - Vice Principal Curriculum & Learners
Mrs M Shepherd –Director of Building Projects
Mr I Wolloff – Deputy Principal
Mrs C Gillam – Clerk to the Corporation – *Chair for item 3.3*

Quorate: Yes

The meeting opened at 8.31am

Agenda Item	Minute	Action
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3.1/14.15	Opening of Meeting and Apologies for Absence Apologies were received and accepted from Mr Ferreira, Ms Limbu and Dr Oduneye.	
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3.2/14.15	Declarations of direct or indirect interests in any of the agenda items and Register of Interest No interests were declared in the agenda items and the Board noted recent amendments to the Register.	
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3.3/14.15	Board Appointments Re-appointment of Professor Earwicker <i>The Clerk took the Chair just for this item.</i> The Board re-appointed Professor Earwicker as an External Governor for another four year term of office. The Board <u>confirmed</u> the re-appointment of Professor Earwicker.	
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3.4/14.15 Committee Membership

The Chair explained that he had reviewed Committee membership across the Board. He was mindful that some Committees had only just achieved quoracy in the last round of meetings and that the Board wished to achieve a better balance of new and experienced Governors across Committees. Normally individual appointments to Committees would be recommended by Search Committee but in order to have new Chairs and Committees in place by September this was not possible. It had not been possible to speak to some of those affected by the changes and this was especially noted with regards to the composition of Curriculum & Standards Committee. It was agreed that the suggested new Committee structure, excluding Curriculum & Standards Committee, be adopted from September and reviewed by Search Committee at their November meeting.

The Board approved the new Committee structure (excluding C&S Committee).

3.5/14.15 Update on Appointment of Principal

The Chair announced the creation of a selection panel consisting of himself, the Vice-Chair Mr Edwards, Ms Houzer, Mr Palfreyman and Mr Rendel to oversee the recruitment process for the appointment of a new Principal. The panel would ultimately recommend an appointment to the Board but the first step was to appoint a recruitment agency and the panel would be meeting over the summer to decide which agency. It was hoped that the post would be advertised nationally in September with an appointment in early 2016.

Presentation – Ofsted Report ‘Teaching, learning and assessment in further education and skills – what works and why’

The Vice-Principal gave a presentation on the recent Ofsted report setting out what works and why in teaching, learning and assessment. She explained what the College does well with examples of good practice and areas for development under the report’s key headings:

Planning and delivering learning

- coherent schemes of work, clear objectives, well established documentation, new staff well supported

Teaching and learning

- high levels of commercial and subject-specific staff expertise, wide range of stimulating activities and high levels of respect between staff and learners
- areas for development are the VLE which is underdeveloped in a few curriculum areas and differentiation which is a challenge for some inexperienced teachers

Assessment and its role in underpinning learning

- effective initial assessment of learners’ needs, well managed assessment, relevant assignments with good links to industrial requirements, excellent tracking

Monitoring learners' progress

- staff monitor and track learners' unit completion diligently, excellent tutorials and ILP completion
- target setting is under-developed in a few curriculum areas

English and Maths

- excellent Functional Skills success rates, dedicated English and Maths classes for all students and high expectations from vocational staff, a well considered staff handbook
- further development of GCSE English and Maths required

Supporting and challenging teachers

- a strong culture of performance management embraced by all staff, managers hold a good understanding of the strengths and areas for improvement in their staff, a good range of staff development.

The Board noted that the College's teaching, learning and assessment processes and framework were strong but wondered what learning would look like five years from now. The Vice-Principal felt that the fundamentals would stay the same but the technology used will continue to develop and this was something the College is very aware of. An exercise is currently underway to look at the use of technology across the College. It was also noted that one of the current challenges the College faces is the recruitment of academic staff with key shortages in some areas.

The Board thanked the Vice-Principal for her detailed presentation and placed on record their recognition of the excellent work of the College's teaching staff.

3.6/14.15 Minutes of the last Corporation Board

a & b) The Part 1 and confidential Part 2 Corporation Board minutes were accepted as true and accurate records with minor amendments and were signed by the Chair.

3.7/14.15 Matters arising from the minutes:

These were covered within the agenda.

3.8/14.15 Principal's Report

The Principal circulated an additional paper mapping the new Government's key policy drivers against College strategy which she had prepared following an AoC post election briefing meeting. It was positive to note that much of the recent Board's Away Day thinking matched to the Government's agenda of 'stabilise, simplify and sustain'.

The 7 key policy areas are:

Defining the nature and role of Colleges – the College is working on its branding review

Area reviews – the clear message is to choose and volunteer to engage first so strategic alliances remains part of our strategy

High level technical and professional education – College

branding exercise to review the presentation of this UTCs in every major town – the Board has ruled out direct recruitment at 14

Apprenticeships – a strong area for the College. The College could consider purchasing a private training provider

Funding reductions and value for money – the new internal auditors see lean engineering as a key plank of their work

High quality study programmes – the College's focus on the education of the whole individual is key here

The Board made a number of observations:

- Education provision has to be seen as value for money
- The College is right to focus on what society and the local economy needs and continue to meet those needs with outstanding education and training provision
- Do recent government announcements suggest that the horizon of adulthood is being pushed back from 18 to 25?
- Shared services is an area of continuing focus
- The Government can find financial reasons to incentivise mergers and there is a new realism in the sector regarding alliances.

It was agreed that another Away Day would be scheduled for September/October.

The Board noted in the Principal's Report the death of a member of staff and passed condolences to his family.

The Board thanked the Principal for an excellent report and congratulated the SMT for stabilising HE enrolments this year.

3.9/14.15 Student Governors' Report

Mr Binnie-Ritchie on behalf of the student body, noting the announcement of the Principal's retirement, thanked the Principal for all her work at the College.

In the FE report attention was drawn to the achievement of two construction students in reaching the semi-finals of a national competition, the MCA exhibition in the refectory and the FE Student Conference. In his HE report Mr Binnie-Ritchie noted that at the HE Forum students were generally very happy with all aspects of the College and pleased with the investment in facilities.

Mr Binnie-Ritchie was thanked for his excellent presentation and his service throughout the year as a Student Governor.

3.10/14.15 Audit Committee - Committee Reports/Business

a) Minutes of meeting held 9th June 2015

Mr Dowsett presented the draft minutes and associated papers. The draft minutes were received by the Board.

a)i Internal Audit Services Report and College Response – January 2015

The Board noted that the four areas reviewed had all received substantial or adequate assurance.

The Board approved the Internal Audit Services Report & College Response.

a)ii External Auditors and Internal Auditors Letters of Appointment

The Audit Committee had scrutinised the terms and conditions and recommended the signing of the letters of appointment.

The Board approved the External and Internal Auditors Letters of Appointment.

a)iii Draft Strategic Internal Audit Plan 2015-16

It was explained that Baker Tilly would bring a different approach as the new Internal Auditors. They have a wider experience base, will conduct deeper internal audits and include lean engineering to help the College be as efficient and effective as possible. Spotchecks have not been included in the audit plan due to the greater depth of the audit process but the Board could revisit this in the future if it was felt they were required. The Finance department do undertake a number of spotchecks themselves.

The Board approved the Draft Strategic Internal Audit Plan 2015-16.

a)iv External Auditors 2014/15 Accounts Audit Plan

The Board approved the External Auditors Accounts Plan 2014-15.

3.11/14.15 Finance & General Purposes Committee – Committee

a) Reports/Business

Minutes of meeting held 25th June 2015

Mr Edwards presented the draft minutes and associated papers. He noted that the Committee had discussed the income recognition methodology used in the management accounts with the SMT and after careful consideration decided to retain the current approach.

The draft minutes were received by the Board.

a)i Termly Financial Summary

The Board received the Termly Financial Summary and noted the inclusion of a number of one-offs such as sale of land resulting in a higher than budgeted forecast surplus.

***a)ii *Income & Expenditure Budget 2015/2016 and Financial Plan 2014-17**

The draft budget was balanced with a small operating surplus despite ongoing funding decreases and pressures on costs. The Board noted that there remained the possibility of in-year funding cuts as flagged in the Budget but not yet announced by Government. The Board was reminded that this item is confidential.

The Board approved the Budget 2015/2016.

The Board approved the Financial Plan 2014-17.

a)iii **Approval of Tender for Roof Refurbishment Project 2015/16**

The Board had previously approved the capital bid for this work but were now required to approve the contractors invited to tender.

The Board approved the contractors selected.

a)iv **HE Fees 2016/17**

The Deputy Principal explained that the recommendation was for the HE fees structure agreed for September 2015 to remain unchanged for September 2016. The new increased fees from this September would see many first year students receiving bursaries. Applications for this September were on a par with the previous year indicating that the new higher fee was not a disincentive, although final numbers would not be known until September.

The Board approved the HE Fees for entry from September 2016.

a)v **HSBC College Mandate**

The Board approved the new Head of Finance to be added as a College signatory and the HSBC Mandate.

a)vi **Policies Schedule**

The Board approved the Policies Schedule.

a)vii **Application of the College Seal**

The Board noted the applications of the College Seal and that work had commenced on the new building.

3.12/14.15 Curriculum & Standards Committee – Reports/Business Minutes of meeting held 18th June 2015

- a) Ms Megeney presented the draft minutes and associated papers.

The draft minutes were received by the Board.

* a)i ***Strategic Plan Update July 2015**

The Governors praised the excellent format and content of the updated Strategic Plan. It showed a good correlation between local demands and the College's provision. The document had been revised following the Board's Away Day to include the list of projects for 2016 and additional projects in the 'building blocks' diagram. It was agreed that another Away Day to look at strategy would be held in the autumn.

The Board re-affirmed the direction of travel and approved the Strategic Plan Update for 2015/16.

a)ii **Ofsted Data Dashboard**

The Deputy Principal reminded the Board that some of the comparisons used in the compilation of this data by Ofsted were unhelpful and thus commentaries had been provided to explain where these occurred. Although there had been some

improvements in the presentation of the data the Board still felt that it was an opaque document and not the 'readily understood' dashboard that Ofsted envisaged.

3.13/14.15 Search Committee - Committee Reports/Business

a) Minutes of meeting held 9th June 2015

Mr Dowsett presented the draft minutes and associated papers. The draft minutes were received by the Board.

a)i Instrument and Articles of Government Revision

The Board had agreed in April to update the wording of the Instrument and Articles. The majority of proposed changes were straightforward.

The Board approved the amendments to the Instrument and Articles of Government.

a)ii Code of Conduct Revision

The Governors' Code of Conduct had been updated in line with revisions to the Standing Orders and I&A and represented a much improved document. The Clerk was thanked for her work in revising these documents this year.

The Board approved the amended Code of Conduct for use from September 2015.

a)iii Corporation Board and Committee Meetings Schedule 2015/16

The Board noted that with changes to the membership of the Curriculum & Standards and Search Committees it would be appropriate to move the date of Search Committee to follow C&S Committee rather than Audit Committee. The dates would therefore be changed and re-circulated to the Board.

The Board approved the Meetings Schedule 2015/16 subject to the moving of Search Committee.

a)iv English Colleges' Code of Good Governance

The Board noted that the new Code was considerably different in style and content to the previous Code and thus required detailed consideration. SMT would consider compliance with the new Code in the autumn and the Board would schedule an agenda item for the December Board.

3.14/14.15 Remuneration Committee - Committee Reports/Business

a) Minutes of meeting held 9th July 2015

Mr Edwards explained that as the original meeting had not been quorate, Remuneration Committee had met earlier that day and agreed objectives and targets for the SMT and the Clerk.

3.15/14.15 Any other business

Further to the earlier discussion of item 3.4 Committee Membership the Board approved the appointment of Jane Houzer as Chair of Curriculum & Standards Committee.

In response to a question regarding the possibility of a terrorist

attack either on the premises or on an aircraft entering or leaving the airport, the Principal explained that the SMT review risk processes regularly and particularly after terrorist attacks. There was a balance to be struck between an open access policy and security. The College has a new perimeter fence, fewer access doors and senior managers dispersed throughout the site. It is imperative that all staff and students wear lanyards to identify themselves and spotchecks are regularly undertaken. Airport security is covered by a Farnborough Airport committee and the Director of Resources sits on that committee.

The Clerk informed Governors that she would be contacting them over the summer to complete a self-assessment report based on the new Ofsted framework.

3.16/14.15 Date and time of next meeting
Thursday 17th December 2015 at 8.30am.

The meeting closed at 11.58am

Minutes agreed as being a true and accurate record by the Chair.

Signed:

Dated: