



HUDDERSFIELD NEW COLLEGE FURTHER EDUCATION CORPORATION

Corporation Meeting held on Thursday 11th October 2018 from 5.00pm

Confirmed Minutes

Present: Ms L Summers (Chair), Mr J Dawson, Ms T Wright, Mr K Webb, Mr B Tilford-Whitehouse, Ms H Haigh, Ms M Dean, Ms M Boryslawskij, Ms R Drury, Ms H Richards and Ms A Williams (73% attendance)

In attendance: Mr M Smith-Connor, Ms J Pryce

Clerk: Mrs C Coupland

The business meeting was preceded by staff presentations. Governors welcomed the opportunity to hear from Ms M Dean and Mr C Madej on their recently completed action research projects. The Corporation were particularly interested to hear how their findings had benefited the college by enhancing performance processes and procedures.

1. Apologies for Absence/ Declaration of Interests

Apologies of absence were submitted by Ms P McGuire, Ms K Fleming, Mr A Nelson and Ms L Swinden.

Declarations of Interest were provided by Ms A Williams, Mr B Tilford-Whitehouse, Ms M Dean, Ms H Richards for the final agenda item reserved for external governors only.

Mr M Smith-Connor (Vice Principal), Ms M Dean (Newly appointed staff governor) and Mr B Tilford-Whitehouse (newly appointed student governor) were welcomed to their first Corporation meeting and Ms H Haigh was greeted back from Maternity Leave. Time was therefore taken for introductions to be made.

2. Minutes from Meeting held on 3rd July 2018.

Resolved:

- **That these be accepted as a true record of the meeting, subject to the amendment of minor typographical errors.**

3. Matters arising

Gender Pay Gap Report:

The requested exploratory analysis is currently being undertaken by Mr C Taylor (HR Manager) and is expected to be presented to the Corporation at its next meeting in November 2018.

Search & Governance Committee: Minutes from Meeting 22.05.18:

The Clerk updated the Corporation on the revised plan for introducing and implementing E-Governance. Governors agreed with the approach being taken by the college and viewed it sensible for the next meeting, scheduled in November, to be paperless.

4. Corporate Report.

Ms Williams presented the Senior Leadership Team report to the Corporation. Comprehensive updates were provided on key areas of the college and its performance to date against key performance indicators including:

Performance update:

Ms Williams advised Governors that it was pleasing to note that the headline outcomes still support a judgement of outstanding (for the fourth consecutive year). Comprehensive analysis has been provided within the Outcomes Report which is to be presented at tonight's meeting.

Governors welcomed the news that the student numbers currently stand at 2489. The funded learner target is 2413. The funded return however is conservatively projected to be 2438 (25 above target). Ms Williams confirmed that the college had also recruited 36 fee-paying students to the FdSc Degree Sport and Exercise Science.

The Corporation agreed that the numbers reported are pleasing especially when taking into account the Year 11 demography and increased competition. The corporation expressed their frustrations when Ms Williams advised them that over 50 new students, post enrolment, left HNC upon receiving a late revised offer from an alternative college. Ms Williams discussed with the Corporation possible strategies being considered to prepare for and respond to this issue in future years.

Staffing update:

Ms Williams presented the college organisational structure to the Corporation. She explained however that additional amendments had since been required and that she would provide a copy of the updated version to the Clerk for circulation.

Ms Williams explained that overall 38 new staff joined in August 2018 –including new starters to the college as well as existing staff new to a different role within the college. Ms Williams advised the Corporation that quality assurance and CPD opportunities have been reviewed and refined for probationary periods. The Corporation was satisfied to hear that overall staffing needs had however been accurately projected, as reflected by the fact that the positive student enrolment incurred zero additional staffing costs.

Ms Williams informed the Corporation that the National Pay Award for both teaching and support staff is still pending. It is expected to be between 1.5% and 2%. Ms Williams reminded Governors that a 2% pay award (c.£140,000) had been budgeted for however industrial action may still be taken by Unions in response to the school funded pay awards (which also includes post 16 converted academies).

Governors were also advised that the employer's contribution to employees pensions may rise from 16.48% to 23.6% by 2020-21. This is a significant increase and would mean an extra £293k per annum that the college would have to find out of its existing budget. It is anticipated that the government may fund this for the first year of increase 2019-2020. Ms Williams confirmed that

updates will continue to be provided to the Finance and Resource Committee; as and when more details are confirmed and the financial implications are better understood.

College Initiatives:

Ms Williams advised the Corporation that the college was unsuccessful in its bid to become a Centre of Excellence for Basic Maths; all present agreed that this decision was disappointing given the College's outstanding outcomes. Ms Williams confirmed that she is still awaiting feedback on the unsuccessful application. The 21 successful colleges, have since been listed in FE news including 3 Sixth Form Colleges: Leyton (London), Wilberforce (Hull) and Christ the King (London).

Governors were satisfied to hear that the college had however been successful in securing the GCSE maths premium funding as well as in its Erasmus bid to secure monies to support overseas work experience for students. The College had also been successful in its bid for monies to explore, across 2018-19, the viability of creating capacity for the work placement element of T Levels. Ms Williams reminded the Corporation that the deadline for the introduction of the first T levels has been put back from September 2019 to September 2020. It is hoped by the Government that 3 T levels will go live in September 2020: Childcare and Education; Digital and Construction. Full roll out of T Levels is therefore not expected now until 2023 – this therefore means that Applied Generals will have to continue to be offered until 2023. Ms Williams confirmed to governors that updates on T levels will now feature as a regular item in the Corporate Report.

Resolved:

- **That the report be received**
- **For the Clerk to circulate the updated staffing structure to all Governors**

5. Outcomes Report 2018.

Mr Smith-Connor presented his detailed report and informed Governors that the Headline success rates at the college are, for the fourth consecutive year, Outstanding and maintain the college's status as one of the best providers of Level 3 qualifications in the country.

Governors agreed that the consistent achievement of outstanding raw and value added outcomes whilst retaining an inclusive ethos during a period of i) unprecedented national budgetary cuts, ii) the ongoing implementation of A level reform and iii) significant unplanned changes to the College's Senior Leadership Team, are especially praise worthy.

Mr Smith-Connor explained that A level value added is an area of particular strength placing the college in the top 12% of providers nationally; raw pass rates and retention are also above the high sixth form college averages. It was noted that these results were achieved within the context of the College's first year of completely linear A levels.

Governors were informed that BTEC outcomes at Level 2 and Level 3 maintain the College's consistently held position as one of the top providers in the country. Furthermore, the College's GCSE Maths and English pass rates (grades 9 – 4) remain significantly above the high sixth form college averages and are Outstanding.

Mr Smith – Connor confirmed that there is Outstanding positive progression through and from the College, considering that over 91% of students completing the 2017/18 academic year progressed to positive destinations. This continues to be above the local authority average (90%) and the England average (89%).

Mr Smith-Connor advised the Corporation that national changes to the grade profile achieved on Level 3 BTEC qualifications represent a key challenge to the College's DfE Applied General progress score which dropped in 2017/18; this challenge is being met through the implementation of a BTEC high grades strategy. Furthermore, it was explained that the College's slight dip from the exceptionally high level of performance achieved in 2016/17 (largely attributable to six consistently underperforming A level courses and a reduced L3 vocational value-added score as calculated by the DfE) will form the main focus of the College's 2018/19 Quality Improvement Plan.

The Corporation reviewed the College's Post-Results Immediate Action Plan and over-arching curriculum priorities for the main courses identified that continue to require further improvement. Specific challenge was made by Governors to better understand how the college intends to address the underperformance where progress continues to remain slow. Governors were satisfied that alternative robust improvement strategies have been identified to better address issues of underperformance in the identified subject areas; along with curriculum developments and other actions to support further improvements.

It was explained to the Corporation that the college analyses the performance of different groups of learners according to; incoming attainment, gender, ethnicity, learning difficulty and disability, indicators of deprivation such as previous free school meal eligibility etc. Governors therefore welcomed the opportunity to review this information and asked for future outcome reports to provide this data analysis going forward. It was also agreed useful for future reports to clearly identify the proportion of A level provision (% of courses) in relation to the strategic target previously set by the Governing Body.

Ms Summers explained to the Corporation that historical practice had been to send letters to the courses that are outstanding in performance as listed within the six dimensions report. Feedback via a Staff Voice meeting had however previously raised concerns as to this practice for it excludes other best performing teaching and non-teaching departments. The Governors therefore again agreed it more appropriate to send a general message of congratulations to the whole college in recognition of the outstanding outcomes in 2018.

Resolved:

- **That the report be received**

Ms T Wright and Ms H Haigh left the meeting at this point.

6. Risk Assurance Review: Poor Recruitment, both numbers and nature of cohort.

The Governors thanked Ms Pryce for the comprehensive assurance report and helpful commentary. It was noted that the residual risk score remained relatively high in order to appropriately reflect the competitive environment of the sector at present. After a full discussion the Corporation was however satisfied that the actions being taken by the college to best mitigate against the risk were robust and effective as demonstrated with the college's continued increased recruitment trend.

Governors reported to be confident in the different levels of assurance identified within the Board Assurance Framework. It was noted that a number of areas relevant to this risk are to be the subject of the Internal Audit programme in 2018-19. It was therefore agreed that an overall green assurance level shall be assigned to the risk.

Resolved:

- **To assign Green overall assurance to the risk**

- **For the Clerk to update the Master BAF**

7. Audit Committee Meeting held on 25th September 2018.

Mr Webb, in the absence of Mr Nelson – Chair of Audit, briefed Governors on the business of the Audit Committee.

The Corporation's attention was particularly drawn to the Internal Audit strategy for 2018/19 approved by the Committee. The Corporation agreed with the Committee that the strategy for internal audit covers the colleges key risks and assurance needs.

Governors were also informed that the College's self assessment questionnaire, drafted for the Post 16 Audit Code of practice, had been considered and approved by the Committee. Ms Summers and Ms Williams are to now sign and date the finalised version prior to forwarding it onto the College's External Auditors.

Resolved:

- **That the Minutes be received.**
- **That the Internal Audit Strategy 2018/19 be received.**

8. Any other Business

The Clerk informed Governors that she had received the schedule for the cross college SAR and QIP validation meetings for week commencing 15th October 2018. Governors were asked to advise the Clerk of their availability.

College leaders were also asked about the response to the room rationalisation programme. For most curriculum areas it had been positively received. Specific issues were however being addressed on an individual basis by the senior leadership team.

9. Learner Impact Reflection

The impact of discussions and scrutiny of the College's work in improving the outcomes and experience for all learners was considered and the following agreed:

- **Assurance that the college continues to remain an inclusive Sixth Form College and continues to successfully offer post 16 education opportunities to a diverse range of students.**
- **An informed Board of Governors is effective in its scrutiny, challenge and support of the senior leadership team thus ensuring positive outcomes and progress for all students.**
- **Maintaining high performance in term of outcomes enables HNC to continue to support students, giving life changing opportunities to our student body.**
- **Areas of concern / underperformance have been identified to ensure that the college is working towards improvements across all study programmes, courses and qualifications.**
- **The college in maintaining high performance in terms of outcomes overall continues to support students, giving life changing opportunities to our student body.**
- **The Internal Audit Strategy provides assurance that the college has an adequate and effective framework for governance, risk management and control. The scope of the internal audit includes an assurance audit on the quality of the students' experience; this in particular will provide additional external assurance for the Corporation on the college's approach to and delivery of student pastoral support and well-being.**

10. Determination of confidentiality

It was agreed that the supporting papers for agenda item 6 shall be determined as confidential.

11. Date of next meeting: 14th November 2018 from 5.30pm

12. Reserved item: Remuneration Committee Meeting held on 4th October 2018.

Ms M Dean, Ms H Richards, Ms A Williams and Mr B Tilford-Whitehouse were expected to leave the meeting at this point for the reserved item to be considered. Ms Summers however made the decision to defer this item to the next Corporation meeting. Although quorate and able to proceed; Ms Summers was mindful that the majority of the external governors remaining were members of the Remuneration Committee that had made the recommendations. Members of the wider Corporation agreed with the approach taken by the Chair.

Resolved:

- **For the minutes of the Remuneration Committee to be presented at the Corporation meeting to take place on 14th November 2018.**