



GOVERNORS' MEETING Minutes of the meeting on 2 February 2017

Present: Mr Vernon Amor, Ms Michelle Balcombe, Dr Jonathan Godfrey, Mr Clive Hodgeman, Dr Marion Hawkins, Dr Ken Hopkins (Chair), Mrs Heidi Macdougall, Miss Ella Mapes, Mr James Miller, Mr Andrew Parsons, Mr Phil Tranter, Mrs Shirley Tully, Dr Helen Underhill, Ms Andrea Webb (14)

In attendance: Mr Peter Cooper (Deputy Principal), Mr Robert Gorman (Clerk), Mrs Sallyanne Griffiths (Finance Director)

Chairman's Remarks

The Chairman updated the meeting on the College's academisation status, indicating that conversion date is now more likely to be 1 March 2017. In response to a member's question, the Principal confirmed that the College was aware that Lady Hawkins School was in public consultation on the future of its Sixth Form provision.

1. APOLOGIES FOR ABSENCE

Mr Martin Churchward, Mr Shubham Kulkarni (student) (2)

2. DECLARATIONS OF INTERESTS AND GIFTS

None

3. MINUTES OF THE MEETING HELD ON 15 DECEMBER 2016

The minutes were approved as an accurate record, and signed.

4. MATTERS ARISING FROM MINUTES

In response to a member's question, the Chair confirmed the date for dissolution and for transfer to the ATC would be the same date, and not consecutive dates as indicated by the minutes. Given that the date was now likely to be 1 March, the Board **AGREED**, subject to receipt of the Academy Order from the Secretary of State, to dissolve the HSFC Corporation and transfer, in parallel, all assets to the ATC, on 1 March 2017.

There were no other matters arising from the Minutes.

5. CLERK'S REPORT

Board membership remained at 17, following the retirement of Charles Davies. The Chair noted the College's thanks to Charles for his service as Board member and, in particular on the Audit Committee, over his 12 years as Governor.

The Governors' Skills and Training Needs assessment summary, which would be outlined in the report from the Staff and Students Committee, had been compiled from 16 returns, and continued to demonstrate a good mix of skills.

The Clerk reported that attendance at the SFCA Clerks' conference on 25 January had proved most worthwhile. Of particular interest had been presentations from a senior inspector on Ofsted's new Inspection process and the role of the clerk, and from the Clerk of Huddersfield New College on that College's recent inspection experience.

The date of the next Finance and Premises Committee meeting was 23 February and not 23 March as shown on the College calendar.

7. PRINCIPAL'S REPORT

The Principal presented a comprehensive report, but it was agreed that those matters also covered by Committees would be considered later in the meeting,

during the Committee reports. The DfE had recently issued an updated Governance Handbook and Competency Framework for Academies. The Principal and Clerk will cross-check against the College's document.

The Deputy Principal then updated the Board on the appointment of the new Deputy, which will include desk exercises and interviews, with several staff and Governors involved in the process. The Chair stated how encouraging it was to have such a good field to choose from. The Governors who had been involved in the selection panel for the new Principal would be involved again. Final interviews were planned for 6 February.

The Principal outlined the data for leavers' destinations 2016, indicating that this year's Oxbridge applicants have achieved 10 offers of places, slightly fewer than 2016 (14), but still higher than the national average, and with a good spread of disciplines, and from a variety of schools. The Principal went on to outline attendance and retention measures, indicating that Governors should be aware of all these key indicators.

Funding for 2017/18 will be based on College numbers for the current year, with the basic level of funding continuing to be £4000 per student. The College, on academisation, will receive a revised funding statement for the remainder of the year. In response to a member's question, the Principal confirmed that the Government's distribution of additional funds to rural schools will not affect HSFC.

In relation to the University for Herefordshire, the Principal had attended a meeting at which the new Vice Chancellor had outlined plans for its first 100 days. The current timetable is to recruit 60 'gap year' students to a pilot year in 2018/19. This will be the first time students have been involved in designing such a course.

Nationally, the national pay award for teaching and support staff has been implemented.

7. COLLEGE TARGETS 2016/17

The Principal presented a schedule of 14 whole-College, Institutional Targets detailing various key measures, financial, academic and enrolment, by 2015/16 target, 2015/16 outcome and 2016/17 target. The Finance Director outlined the various financial measures. In response to a members' questions, it was confirmed that:

- dependency, funding income as % of total income - the College has looked at ways of diversifying income, through lettings, etc., but such income is not material
- Cash days in hand - should be a figure not a percentage
- ALPs – College results need to be 2/3
- ALPs based on historical data – will change to DfE value added measure
- Retention and success rates – College target is to stay at the same level

The Deputy Principal indicated that, with the change to linear A levels, 88% success rate is an ambitious target. Governors discussed the academic targets, and it was suggested that the Curriculum Committee review the targets.

Enrolment numbers continue to be good, and the Chair thanked the Director of Studies, Phil Tranter, and his team for their work with partner schools and beyond. The Director of Studies, in response to members' questions, confirmed that:

- some students come to HSFC from Llandrindod Wells
- a demographic upturn is expected in 2019
- both competition and collaboration feature in HSFC's work with schools

Governors discussed and AGREED the targets, with the exception that the Curriculum Committee should review the academic targets.

8. GOVERNORS' CONFERENCE

The Chair indicated that this item will be dealt with under the Committee report to follow.

9. COMMITTEE REPORTS

ii. Staff & Students Committee on 17 January

The Committee Chair reported that the Committee had discussed proposals for the Governors' conference. This year's conference will take place at the College. The Friday evening session on 10 March at a local venue to consist of a networking session, followed by dinner. Heads and Chairs of three local secondary schools, which the new HSFC Academy would collaborate with and support, to be invited. The Saturday programme will commence with a short Governors' Meeting, followed by Governor Training sessions to include the Deputy Principal, reprising the 'Is the only way down' presentation made as part of the recent appointment process, and from the Principal on 'HSFC as an Academy'.

The Committee had also considered:

- staffing projections – known staff changes did not increase staffing budget
- academisation and TUPE – all staff will receive a letter advising transfer to the new Academy
- Governors' skills audit and training needs - the questionnaire from December 2016 demonstrated that there continued to be a good balance of skills and experience on the Governing Body
- Pay negotiations – national agreement had been reached

It was felt that training needs could continue to be met by in-house training sessions at Governors' meetings, with Curriculum and Strategy included at the Governors' Conference in March. The Principal and the Clerk will put together some training sessions to take place before or at Governors' meetings.

A national agreement had been reached between the SFCA and the unions of 1% from January 2017, not backdated to September. A similar agreement had been made with Unison for Support staff at 1%, but backdated to September. The 1% pay award, as above, was **APPROVED** by Governors.

The Committee's Minutes were considered and **APPROVED AS A CORRECT RECORD.**

Ella Mapes left the meeting at this point

i. Curriculum Committee on 12 January

The Committee Chair confirmed that the Committee had considered student retention, student destinations after leaving the College and Departmental targets for 2017/18. Attendance and Retention statistics remain high.

Referring to destinations the Committee Chair indicated that the overall success rate in getting offers was very high at 86.4%. Success rates for Medicine and Veterinary Medicine were low at 35%, although numbers remained small, and the rate nationally was 30%. The Chair indicated that UCAS data demonstrated that significantly more students getting grades are going into clearing, and more Russell group universities were putting aside places to be filled by clearing.

The Committee had also reviewed departmental targets for Attendance, Retention and Achievement, with no changes from the previous year. All courses were targeting 95% attendance, and targeting to exceed the SFC

benchmark figure, for the subject, for retention. The overall target for Achievement is to improve or maintain value added performance at A Level and BTEC National. After a brief discussion, the Board of Governors **AGREED TO APPROVE** the Departmental Targets for 2017/18.

The Committee's Minutes were considered and **APPROVED AS A CORRECT RECORD.**

iii. Finance & Premises Committee on 19 January

The Committee Chair reported that the Committee had discussed Academisation financial issues, Monthly Management Accounts for December and the College's Accommodation Strategy.

VAT registration, banking, payroll and insurance arrangements were in place for the ATC, and Finance staff had received relevant training on the new VAT systems.

Management accounts for December indicated that College finances remained in a good financial position with Net Current Assets of £2.5m. Surplus period to date was £643k against a budget of £286k, mainly due to phasing of transactions

After a brief discussion, the Board then **AGREED TO APPROVE** the Monthly Management Accounts for December 2016.

The Committee had received and discussed the draft Accommodation Strategy, 2016/17 to 2018/19, which indicated that no major projects were needed at the moment. Updates on planned preventative maintenance work and home access for students to College server were also received.

The Committee's Minutes were considered and **APPROVED AS A CORRECT RECORD.**

iv. Remuneration Committee on 18 January

The Chair indicated that the Senior Post holders present need not withdraw since the business was not contentious.

The Committee Chair reported that following the recent conclusion of the national negotiations with the Unions, all College teaching staff will receive the nationally negotiated 1% pay award with effect from January 2017, and support staff 1% with effect from September 2016.

The Principal and Deputy Principal, as Senior Post holders, do not automatically receive the national award. The Committee had recommended to the Board that:

- they should be given a 1.0% increase, this being the same as all other teaching staff, in line with the national pay award
- this change is backdated to 1 January 2017

In relation to the Clerk's remuneration, the Committee recommended that:

- he should be given a 1.0% increase, this being the same as all other support staff at the College, in line with the national pay award, backdated to 1 September 2016, and already received

The Committee also recommended that:

- No changes be made to the Committee's Terms of Reference
- the Minutes of the Committee meeting remain confidential for 12 months

After a brief discussion, the Board of Governors **AGREED** to:

- adopt the Committee's proposals for the salaries of the Principal, Deputy Principal and Clerk
- approve the Remuneration Committee's Terms of Reference with no changes
- approve the proposal that the Committee's minutes remain confidential in the sense of not being made public for a period of 12 months

The Committee's Minutes were then considered and **APPROVED AS A CORRECT RECORD.**

11. ANY OTHER BUSINESS

The Principal circulated a flyer for the English Symphony Orchestra's concert with the College's Academia Musica Choir on 19 February at Hereford's Shire Hall, and encouraged Governors to attend.

12. DATE OF NEXT MEETING

9.30 am on Saturday 11 March, Governors' Conference