

MINUTES

- PRESENT:** Gordon Smith (Chair)
Caroline Allen (Vice Chair)
Jean Cook
Martin Corney
Coral Josephs (Business Support staff governor)
Anita McGowan (Academic staff governor)
Clare Mackie (from 7.00pm)
Trevor Morgan
Matthew Sims
Frances Wadsworth (Principal)
Piers White
Jackie Wilding
- ALSO ATTENDING:** Keith Oxspring (Chief Operating Officer -COO)
Andy Smith (Deputy Chief Executive -DCE)
- CLERK:** Melissa Drayson
- APOLOGIES** Craig O'Donnell
- QUORUM** The meeting was quorate throughout
- TIMING** 18.00 – 21:15

Item	Title	Lead
	<p>Prevent briefing - Carl Parker and Howard Jenkins</p> <p>Governors were provided with an overview of the current approach to the Prevent Duty by Croydon Council and the Metropolitan Police, with some of the issues encountered in the months of operation and aspects of the referral process to Channel. It was noted that a side-benefit of Channel was the ability to identify other social needs and refer individuals to other agencies for support as appropriate.</p> <p>In response to questions, it was confirmed that the College IT security filter systems were considered secure and its approach to Prevent was robust. Governors also sought assurance that mental health issues were taken into account in any referral by the College under Prevent. It was confirmed that the college Safeguarding panel examined all cases thoroughly, taking into account the individual circumstances of the student. All staff were trained appropriately, and awareness raising exercises had been carried out with students. Close working with both Council and Met Police were noted as positive partnership working which benefited all parties and students.</p>	

	<p>The Board reiterated the seriousness with which it took its duties under the Prevent and Safeguarding agenda.</p> <p>The Chair thanked Howard and Carl for their input.</p>	
1.	<p>i. Welcome to new governors</p> <p>Soraia Barbosa was welcomed to her first full meeting as Student Governor</p> <p>ii. Apologies for absence</p> <p>As listed above</p> <p>iii. Declarations of interest</p> <p>None received</p>	
	<p>iv. Minutes of the meeting of 12 July 2016</p> <p>The Minutes, including confidential sections and Part B Minutes were approved as a correct record and were signed by the Chair</p>	
	<p>v. Matter arising from the Minutes, not covered on the agenda</p> <p>Prevent training: The Clerk reported that any governors still to complete the online training module would be contacted to make arrangements for this to be done.</p> <p>Terrorism insurance: Cover had been taken out.</p> <p>Achievements and SAR: Management advised that 2015-16 achievement was just being finalised, proposed SAR judgements would be externally validated in a workshop prior to LQC. The SAR and QiP would come to the next Board meeting</p>	Clerk
2.	<p>TEACHING, LEARNING AND ASSESSMENT</p> <p>i. Principal's Report <i>Supporting paper presented by the Principal and CEO</i></p> <p>Headlines from the report were:</p> <ul style="list-style-type: none"> • Enrolment figures for 16-18 year olds were positive, although it was early days. 16-19 figures were above expectation and HE numbers, which had been a concern, were increasing with a pattern of later than usual enrolment. • The College had been one of three providers to be awarded a contract for 14-16 provision by Croydon Council. Although numbers would be small, this would provide welcome additional income. • Early analysis of achievement rates showed an improved picture on 2014-15. The full analysis would be presented to LQC 	

	<p>members at the self assessment validation meeting in November. An external validator would be contributing to the validation to ensure the data was interrogated in fine detail. Governors asked for an early indication of any areas of concern. Management confirmed that detailed breakdown would be forthcoming, with NTis (Notices to Improve) proposed to LQC and determined for courses where there were concerns. A key headline concern was the importance of English and maths and ensuring improvements in outcomes. English and Maths results Nationally were noted to be low, but ways to improve our results of key priority for the QiP. The new Qualification Achievement Rate (QAR) framework also made it more difficult to compare colleges with each other, as some were known to boost their achievement rates by encouraging students to student additional short courses. It was confirmed that value-added scores would be explored in detail for 2015-16 and reported to LQC</p> <ul style="list-style-type: none"> • There had been a good Year Start effort, with a focus on 'ready to learn' and ensuring students come to College prepared. Due to the high numbers involved, work was still in progress to get students into appropriate slots for English and Maths. <p>It was noted that F&R had looked at Estates in detail. A general confidential update was provided.</p> <p>See Part B – Confidential Minutes This part of the discussion was deemed to be confidential.</p> <p>The Principal then outlined key aspects arising from the Board Strategy Workshop, which had taken place earlier in the day, for the benefit of governors who had not been able to attend. In terms of the response required by JARDU (Joint Area Review Development Unit) the favoured option would be for the College to merge with John Ruskin to best serve the needs of all learners in Croydon and make best use of the public purse, addressing duplication of provision and best use of the two sites. It was acknowledged that this was not an option JRC (John Ruskin College) Board wished to support. Second option would be to remain as a single institution, but in both options 1 and 2 to develop a strong vision for 2022, focussing on the potential of Croydon and its buoyant development and the steps required to achieve the visio, along with an assessment of risk. The response to JARDU would also confirm that the College would consider other merger opportunities as and when they might arise.</p> <p>It was noted that the KPI data dashboard format was being revised to best serve the Board's monitoring of KPIs.</p> <p>AGREED: that the draft revised dashboard be shared with Board members for comment.</p> <p>ii The Learner Experience: Student Governor Report <i>Oral report by Soraia Barbosa</i></p> <p>You said- We did: A large number of students were grateful that action had been taken on</p>	<p>DCE/VP</p> <p>Clerk</p>
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	<p>points raised in parliament with managers- refurbishment had been completed in time for the start of term. Many positive comments had been made by students about both the improvements to toilets and the library learning centre.</p> <p>On 22 November – SB reported a meeting centred on Community Cohesion with Croydon Borough had taken place. The group met first on 7 Sept. 4 students were selected to work with reps from Met Police, Crystal Palace FC along with reps from different religious groups. Ideas for preventing gangs, keeping young people active and keeping diverse communities together were discussed. There was also discussion regarding encouraging debates on radicalisation at college.</p> <p>Unicef. Five students had been chosen to represent Croydon College internationally. Many contacts had been progressed. Key issues raised were: child sexual exploitation in Sri Lanka; refugees rights; other voluntary involvement at college.</p> <p>I-Can project. Public services students were involved in three projects.</p> <ul style="list-style-type: none"> • Working with Vodafone and policy on a domestic violence app. • Gangs project with Crystal Palace FC. • Safer transport with TfL <p>2 students have been invited to lead the Queen's Speech debate at House of Lords.</p> <p>Governors were pleased to hear that students' feedback had been responded to and that students welcomed the improvements effected over the summer.</p>	P&CEO
<p>3.</p>	<p>BUSINESS PLANNING & MANAGEMENT</p> <p>i. Finance and Resources Committee Report <i>Oral report and recommendations from 28 September 2016 meeting, presented by the Chair of F&R</i></p> <p>The Annual Health and Safety report had been discussed and approved. This had provided considerable assurance that all legal obligations were being met, and controls weaknesses identified in the 2014 audit had all been addressed.</p> <p>The F&R had, under its delegated powers. approved an extension of the allocation to subcontract to Learning Curve, up to a total of £1m</p> <p>The Committee had examined risk RP1, Adverse Publicity, and was satisfied that risks were mitigated effectively. The Committee had also confirmed that it was comfortable with the current approach to the monitoring of social media for significant adverse comment.</p> <p>ii. Latest financial position <i>July 2016 management accounts presented by the COO</i></p> <p>The report had been examined in detail by the F&R Committee on 28</p>	

	September and its discussion would be contained within the Minutes.	
4.	<p>RISK MONITORING <i>Supporting paper on Board level risks</i></p> <p>The Board noted the report and the suggestions for amendments to RP1 that F and R had also endorsed.</p> <p>RESOLVED: that amendments to risk RP1: adverse publicity, be approved on the recommendation of the F&R Committee.</p>	
5.	<p>GOVERNANCE</p> <p>Governance self-assessment – proposed process <i>Oral report by the Clerk</i></p> <p>The Clerk reported that there had been ongoing self assessment activity during the year, including the evaluation forms that governors were now asked to complete after each Board meeting. Overall, satisfaction with both the level of strategic debate and the organisation and administration of the meetings was high. The one area where governors had expressed dissatisfaction with was the provision of late or tabled papers. A process had now been set up by the Clerk and Executive to ensure timely distribution of all meeting papers, a minimum of 7 days in advance.</p> <p>The Clerk then reported that the annual self-assessment would be launched imminently. The overall grade from this would be fed into the college self assessment, and outcomes would also inform the governance quality improvement plan for the year.</p> <p>ii Governor reports on non-committee items</p> <p>There were no reports</p> <p>iii Chairs Actions for ratification</p> <p>The Clerk reported that the Chair had approved some minor updates to the Admissions Policy, which had been first approved by LQC in June.</p> <p>iv New HE Quality Assessment: governor statement <i>Proposals for approval process</i></p> <p>The Clerk advised that it was a new requirement for Boards of FE Colleges providing Higher Education to approve an Assurance Statement to confirm that</p> <ul style="list-style-type: none"> The governing body has received and discussed a report and accompanying action plan relating to the continuous improvement of the student academic experience and student outcomes. This included evidence from the provider’s own periodic review 	Clerk

	<p>processes, which fully involve students and include embedded external peer or professional review.</p> <ul style="list-style-type: none"> The methodologies used as a basis to improve the student academic experience and student outcomes are, to the best of our knowledge, robust and appropriate. <p>The deadline for return of 1 December was before the next full Board meeting. It was, therefore, proposed and RESOLVED:</p> <p>That delegated authority be given to the Learning and Quality Committee to approve the HE Quality Assurance Statement on 22 November.</p>	
6.	<p>Other Business Urgent matters notified in advance of the meeting</p> <p>The COO confirmed that the College Seal had been applied to the contract for the provision of 14-16 education with Croydon Council</p> <p><i>The Clerk then withdrew for a discussion of the recent Clerk's recruitment process and recommendations.</i></p>	
7.	<p>Evaluation of the Meeting <i>Evaluation forms will be tabled</i></p>	

Signed _____ (Chair)

Date: _____

