



MINUTES

- PRESENT:** Piers White (Committee Chair)
Gordon Smith (Chair of Governors)
Jackie Wilding
- CLERK:** Melissa Drayson
- IN ATTENDANCE** Keith Oxspring - Chief Operating Officer (COO)
Andy Smith - Deputy Chief Executive (DCE)
- Items 5 and 6 only:**
Paul Marsden – Director of IT and Estates (DoIT&E)
Olive Jones – Director of HR (DHR):

Jill Small (Item 5 only)
- APOLOGIES** Frances Wadsworth
Martin Corney
Trevor Morgan
- QUORUM** The meeting was quorate throughout
- TIMING** 18.00 – 20.46

		Action lead
1	Introductions and apologies for absence Olive Jones was welcomed to the meeting as the new Director of Human Resources. Olive outlined her previous career, working within the public sector since 2007, primarily in the NHS and local government. It was agreed that, to enable contributors to leave after their items, the Estates and Health and Safety items would be taken before other business. The minutes reflect the order of the agenda. Apologies were as listed above	
2	Declarations of interest There were no additional declarations of interests relating to agenda items.	
3	Minutes of the meeting held on 29 June 2016 The Minutes were approved as an accurate record and were signed by the Chair.	

4	<p>Matters arising from the minutes not already on the agenda</p> <p>It was confirmed that, following the report to the July Board meeting, terrorism insurance had been taken out with Zurich.</p>	
5	<p>Estates and Capital Development Update <i>Supporting paper presented by Jill Small</i></p> <p><i>RESOLVED: that due to the commercially sensitive nature of the issue, some of the content of the discussion was minuted confidentially.</i></p> <p>An update to the paper was provided and key issues were discussed at length.</p> <p>College Green</p> <p>The first Project Team meeting had taken place. Governors noted the membership and individual roles on the Project Team as set out in the paper.</p> <p>Concerns about delays to the original programme were discussed. Governors asked whether the completion date of Easter 2020 was now overly optimistic. Anything later would make it difficult to achieve full fit-out and occupation of the new buildings in time for the start of the 2020/21 academic year. In order to achieve the target start-date for building works of Autumn 17, the detailed design stage would need to be completed by April 17. It was understood, however, that the design team was not due to be appointed by the Council's development company Brick by Brick until early October 2016.</p> <p>There was also concern about delays in receiving a draft legal agreement from the Council. A first draft had now been promised for 14 October 2016. Legal advice was that the substance of the agreement would be contained within a detailed Heads of Terms and Memorandum of Understanding which would set out the requirements for the full development agreement. However, Governors were concerned that neither a HoT or MoU constituted a legal agreement. It was considered that the legal agreement should be clear on the liability for covering differentials in valuations; additional costs accrued by delays, or increased construction costs. In addition, it was noted that the demolition of Barclay Road, planned for March 2017, would require the Board to approve a distinct legal agreement to reflect its duties for the safeguarding of College assets.</p> <p>Governors discussed in depth the need for greater certainty about timescales, and the need to ensure that the College's commercial issues were fully negotiated at an early stage. It was also important that any additional potential funding needs and alternative funding sources were identified at an early stage.</p> <p>It was confirmed that the development remained a key priority for Croydon Council.</p>	

	<p>AGREED: that, it should be fed back to the Principal that the Committee proposed:</p> <ol style="list-style-type: none"> i. That the Committee’s concerns about slippage in timescales be communicated at the forthcoming meeting with the Council ii. That a Governor workshop might be organised, with the project team and legal advisor, to identify all key issues which the College would wish to see covered in the legal agreement. <p>The remainder of this item was agreed as confidential and was accordingly minuted.</p> <p>Jill Small was thanked for her report and left the meeting.</p>	<p>Jill Small</p>
<p>6</p>	<p>Health and Safety Annual Report <i>Supporting paper by the Director of IT and Estates</i></p> <p>The Committee was pleased to received confirmation that a high level of rigour and procedural consistency had now been embedded and that all issues identified in the 2014 audit had been addressed. The Health and Safety Committee held purposeful meetings with clear, auditable actions. Improvements had been made to risk assessment and accident and risk reporting, and a near-miss reporting regime had been put in place. The relationship with the police and local authorities, in relation to counter-terrorism, was strong. The Chair confirmed that he had attended the last Health and Safety Committee meeting as designated H&S governor.</p> <p>In response to questions it was established that: The H&S policy was now updated annually.</p> <ul style="list-style-type: none"> • There were close links between the College approaches to health and safety and business continuity • The number of accidents reported in 2015-16 had increased due to better reporting of minor student accidents, especially in Hair and Beauty and Catering. • Standards for evacuation times would be investigated, as it was difficult to tell whether the reported evacuation time of six minutes was satisfactory. More work was needed to ensure that students were familiar with the location of all fire exits, as this would help to avoid congestion on the main stairs • Numbers and distribution of fire marshals and first aiders were considered adequate. Steps had been taken to train staff in areas needing greater cover, such as construction and engineering. • There had been no RIDDOR reportable accidents • The Committee had identified the need to monitor the incidence of work-related stress among the staff on a risk-related basis. <p>The DoIT&E was thanked for his report and he and the DHR left the meeting at 7.15pm</p>	<p>PM</p>
<p>7</p>	<p>Financial Monitoring and Student Numbers Report</p> <p>7.1 Financial Monitoring and Forecast Report as at July 2016 <i>Supporting paper by the COO, supplemented by tabled papers relating to</i></p>	

pensions costs

The COO explained that the surplus reported to the July 2016 Board had now reduced from £70k to £22k. This was mainly due to the increased costs of enhanced pensions resulting from a change in the annual actuarial valuation of the pensioner payroll which related to former staff. This was partly offset by additional income generated under the Adult Skills Budget which had been mentioned within the June 2016 management accounts.

Following the introduction of FRS102 there were changes to the method of calculating pension costs (which were now likely to be higher) and the figures to be included in the Financial Statements were now required to take into account a provision for outstanding holiday pay. Under this new methodology, pension costs of £895k would need to be included together with a favourable movement on the holiday pay accrual of £10k.

The impact of FRS102 also needed to be taken into account when including the 2015 comparative figures with last year's previously reported surplus of £27k being adjusted and replaced with a deficit of £369k mainly due to the change in calculating pension costs.

It was noted that when calculating the SFA financial health the pension cost adjustments were excluded from the calculation and hence, would not impact on our financial health rating.

The chair had requested a breakdown of pension contributions between existing employees and those who were no longer in employment at the College. The COO explained that it was not practical to split the costs in this manner but presented a summary showing 55% of pension related costs being outside of the normal monthly employer payroll payments. The pension costs were also split between cash and non-cash items.

There was acknowledgement of the general query over the future sustainability of LGPS. The impact of high pension costs on the competitiveness of the sector was raised.

7.2 Student Recruitment Report

Supporting paper presented by the Deputy Chief Executive

An update on the figures in the report was given:

- 16-18 enrolments stood at 1545. There were 200 students who had enrolled but not attended lessons, but actual figures remained ahead of the contract value. The key census date for 2017/2018 funding was 21 October.
- 19+ student numbers had increased through recruitment to Access courses. Take-up of 19+ advanced learning loans was predicted to be below target. As it was the first year of operation of 19+ loans, it was too early to identify any sector trends.
- HE recruitment had increased substantially since the figures in the report were prepared. Much of this recruitment had been to public health and social care, which highlighted a predominantly female

	<p>local market for these courses. It was noted that a proportion of the enrolments would include retakes from the previous year, which would not attract full fees.</p> <p>In response to governors' questions, it was confirmed that a post enrolment review would be undertaken to ensure optimal staff utilisation.</p> <p>Governors were very encouraged by the update.</p> <p>It was confirmed that it was too early to bring a detailed report on Apprenticeships recruitment and that this would be provided at the next meeting.</p>	
8	<p>Partnerships Report <i>Supporting paper by the Deputy Chief Executive</i></p> <p>The proposal to approve a further allocation of £500k to cover the planned shortfall in adult provision through subcontracting to Learning curve was supported by the Committee. It was noted, however, that higher recruitment might not necessitate the full allocation to be utilised.</p> <p>The College's thinking, outlined in the report, in respect of Acquire, Chelsea FC and Lee Stafford Academy, was noted by the Committee. It was confirmed that none of these partnerships were exclusive, providing opportunities to explore partnerships with, for instance, other football clubs in the future.</p> <p>Governors requested an update on the Apprenticeship levy. Although this was still planned to be introduced in April 2017, there was some doubt that this would be achievable given the timeframe for registering apprenticeship providers.</p> <p>RESOLVED: that the further allocation of £500k to subcontract to Learning Curve from the Adult Education Budget 16/17 be approved.</p>	
9	<p>Risk report <i>Supporting paper presented by the COO</i></p> <p>This meeting's report focused on risk RP1: adverse publicity. Very minor changes to the remedial actions on the register were noted. Governors asked how comment about the college on social media might be monitored and picked up. Assurance was given that, if this was assessed as high risk, there would be 24 hour monitoring.</p> <p>There was also a discussion about brand perception of Croydon College. A PR agency would be undertaking some work into the 'currency' of the college brands. One of the College's partners had also offered the services of a strategic marketing specialist at a discounted price to review brand recognition and develop a marketing strategy.</p> <p>AGREED: that at least one risk would be reviewed in detail once a term, with a report on complying with legislative requirements and change coming to the January meeting.</p>	

10.	Dates of 2016-17 meetings The 2016-17 dates were noted	
11.	Other business The COO flagged up that the Bank had indicated that it wished to review the loan covenants in the light of FRS102. More information would be brought to the Committee as it emerged.	

Chair.....Date

