

- PRESENT:** Helen Walley (Chair)
Ben Geeson
Roz Liard
Stephan John
Clare Mackie
Anita McGowan
Tim Thirlwall
Frances Wadsworth (Principal)
Kate Ward
- ATTENDING:** Neil Blackmore (Clerk)
Chay Champness (Chief Operating Officer - COO)
Andy Smith (Deputy Chief Executive – DCE)
- APOLOGIES:** Caroline Allen
Kene Ibezi
Gordon Smith
Anthony Parker
Piers White

1 APOLOGIES FOR ABSENCE

As noted.

2 DECLARATION OF INTEREST

No new declarations were made.

3 MINUTES OF THE MEETINGS OF 27 MARCH AND 15 MAY 2013

The minutes of each meeting were agreed and signed as true records.

3.1 Matters Arising From These Minutes

Re item 3.1, Governors asked for further information re metrics for a “Grade 2 culture”. The Principal stated that this would be covered in the October workshop. There was a discussion about how the Community Day could function for a number of purposes, including recruitment and networking. It was agreed that clear staff briefing will be used to emphasise the “soft” recruitment opportunities such events provide.

4 PRINCIPAL’S REPORT

The report was **RECEIVED**. This meeting usually considers the Strategic Plan as a standing item but it was noted that the October 2 board workshop would provide an opportunity to consider College strategy. The Principal noted that the date of the UKBA inspection had changed to July 10th. Managers fed back from various recent events, including the Summer Stakeholder event.

Governors expressed their pleasure that College learner Christina Ramsay had been selected by UNICEF to represent the UK in support of the UN Secretary General’s Global Education First Initiative in New York. Noting that the College was being awarded the Bronze Investors in People Award, Governors queried if the College would seek to proceed

to the Silver Award. The Principal stated that if the result was close to the points sufficient for Silver, there were a number of reasons to pursue it relatively quickly.

It was **RESOLVED** to delegate to the Chair of F&R powers to approve any Memorandum of Understanding with LB Croydon regarding the disposal of the Barclay Road site in advance of the October board.

5 KPIS & OVERVIEW OF PROGRESS IN ACHIEVING STRATEGIC PLAN TARGETS

The report was **RECEIVED**. The DCE noted that despite on- or near-target performance elsewhere, the attendance data needed to progress, although he stated that many colleges were reportedly experiencing similar patterns.

Governors asked about guidance given to learners who were not allowed to progress within the College. The DCE stated that the situation inherently meant that options were limited. Learners were often encouraged to take time out in order to develop skills or behaviours, which would likely strengthen performance. Governors queried whether enough was done to support learners in this situation. Managers stated that there were significant resources allocated to such learners and that the College had to be mindful that the majority of achieving learners had to be remembered in developing a wide range of performance profiles, including high achievers. Governors asked for data to help them understand the resource implications and outcomes of supporting that range of profiles. Governors and managers agreed that this again emphasised “right learner, right course” approach.

Governors queried the reported performance differences between 16-18 and 19+ learners. Managers stated that 16-18 did provide more challenging learners, noting that Access to HE learners, and 19+ learners more widely, were more used to study or preparation for study. Governors queried the shortfall on the 16-18 learner responsive. Managers stated that these were ongoing trends and this would be partially addressed in the October workshop. Governors requested data in future about how predictions by area corresponded to actual outcome and what was being learned in the variance between the two.

Governors asked if trends were identifiable in sickness. The COO stated that on individual sickness, trends could be identified but for collective analysis, more data/analysis was necessary.

Governors congratulated managers on the reported 7% improvement in success rates, stating that it should be noted that this was a very significant achievement. Governors stated that the robust quality processes put into effect were an important part of this improvement.

6 RISK MANAGEMENT

The report was **RECEIVED**. The COO outlined the amendments to the Risk Register, notably Op 5.

7 INTERNATIONAL BUSINESS PLANNING UPDATE

The report was **RECEIVED**. This item was requested for full board by the F&R Committee 19 June 2013. The COO stated that he had not made a prescriptive business model yet as the new Director of International Recruitment’s expertise will be useful in developing this. He reassured Governors that the recruitment and compliance elements were being held separately to ensure robustness.

Governors noted that past issues with international recruitment was in part because of too much emphasis on a particular market, which did not deliver to plan, as opposed to having a broad international recruitment strategy. Governors stated that international recruitment should not distract management attention from supporting the core domestic income, a very significant issue in the coming period. Governors cautioned that the College take particular effort to ensure IELTS compliance. The member from the University suggested that the College and the University share intelligence and, where appropriate, resources on international recruitment.

Governors welcomed a pragmatic and responsive approach to the proposal, as it was noted that, handled carefully, this was an income stream of potentially significant value. Governors agreed that it should capitalise on the University Centre Croydon branding and University of Sussex connections. It was **RESOLVED** that the business plan would be considered at the November F&R meeting.

8 GOVERNANCE MATTERS

The report was **RECEIVED**. T Thirlwall reported back from an Area Review he had attended that day and stated how useful this was and encouraged other members to attend as observers. K Ward reported back from the recent Stakeholder Event.

8.1 Appointment of the Clerk

The Chair reported that a national recruitment campaign and interviews had been held for the position of Clerk on 24 June 2013, following the resignation of the current incumbent. From this event, the panel was not able to recommend a new Clerk to this meeting. The current Clerk had arranged temporary cover for the upcoming period to allow time for a new recruitment process.

8.2 Election of A Chair of the Governing Body

The Clerk had previously called for nominations for a new Chair of Governors following the resignation of the current incumbent. One candidate had come forward: Gordon Smith, the current Vice-Chair. Although G Smith was absent, the Clerk had his email confirming his preparedness to stand. R Liard nominated G Smith and was seconded by S John. G Smith was then unanimously elected as Chair of Governors for Croydon for four-year term commencing from the date of the current meeting until 2 July 2017.

The appointment of Gordon Smith as Chair made the position of Vice-Chair vacant. Caroline Allen had previously communicated to the Clerk that she was prepared to stand. R Liard nominated C Allen and was seconded by H Walley. C Allen was duly elected as Vice Chair for four-year term commencing from the date of the current meeting until 2 July 2017.

The Clerk advised members that he was working on proposals for committee membership with chairs for next year and would consult with members about the same.

8.3 Governor Self-Assessment 2013

It was noted that the afternoon of the 2 October 2013 would be given over to the annual Governor self-assessment event with an additional progress workshop led by management.

9 MINUTES OF MEETINGS

9.1 Audit Committee 15 May 2013

The minutes were **RECEIVED**. The Vice-Chair of the Committee outlined the minutes and recommendations for approval, noting strong positive audit outcomes on MIS learner data and on Financial Controls and the Committee's concern that the introduction of FE loans introduced new risks in debt recovery. The Vice-Chair also outlined the significant changes to internal audit responsibilities and opportunities for boards as a result of the Joint Audit Code of Practice. It was **RESOLVED** to approve the reports on the Internal Audit Strategic Plan and the Performance & Appointment of the Internal Auditors.

9.2 LQC 5 June 2013

The minutes were **RECEIVED**. The Vice-Chair of the Committee outlined the minutes and recommendations for approval. The Vice-Chair noted the Committee's discussions re the proposed targets for 2013-14 and around the "right learner, right course" approach.

It was agreed to include the following targets in the minutes:

"2013/2014 TARGETS

(2012/2013 targets in brackets)

Quality

Success Rate Targets

All Long Level		83% (81%)	
All Short provision		88% (88%)	
All very Short Provision	95% (95%)		
.....			
16-18 Long	Retention	Achievement	Success
Level 1	93% (91%)	90% (88%)	84% (80%)
Level 2	92% (89%)	92% (92%)	84% (82%)
Level 3	90% (90%)	89% (89%)	80% (80%)
.....			
19+ Long	Retention	Achievement	Success
Level 1	92% (88%)	93% (90%)	85% (79%)
Level 2	92% (89%)	90% (90%)	82% (80%)
Level 3	90% (89%)	91% (91%)	82% (81%)
.....			
HE Success Rate		75% (73%)	
.....			
14-16 Target Success	75% (70%)		
.....			
Functional Skills Success	66% (62%)		
.....			
Apprenticeship Completion	80% (76%)		
Apprenticeships Timely	75% (66%)		
.....			
Attendance (FE)		88% (88%)	
Punctuality (FE)		95% (95%)	
.....			

Teaching & Learning

85%(80%) of observed lessons graded good or better

No lessons graded inadequate at re-observation

Destinations

85% of completing and achieving learners progress to the next level of study or find employment."

Principal noted that it was possible that some of these targets might be exceeded. It was then **RESOLVED** to approve the 2013-14 targets.

9.3 F&R 19 June 2013

The minutes were **RECEIVED**. The Chair of the Committee outlined the minutes and recommendations for approval.

Re Pension Auto-Enrolment, the Chair explained the background to the Committee's decision to approve the transitional delay in pension auto-enrolment, noting that existing staff can elect to join the pension at any time. It was noted that managers were required to inform staff of the options available to them in engaging in or in deferring auto-enrolment.

Re Financial Monitoring, Governors asked about the overspend on support staff. The COO noted that issues in the HR department had contributed very significantly to this, with both coverage of absent staff and major administrative and compliance work (Single Central Register), some of which proved timely with the 2012 inspection. This level of variance was not anticipated again in 2013-14.

Re the Budget, Governors asked for assurance that the forecast £27k surplus was possible. The COO stated that this was a prudent figure as there was a great deal of risk in 2013-14, e.g. the introduction of FE loans and the changes to SFA funding, with the introduction of in-year clawback. The COO noted that the College's cash position was good.

It was then **RESOLVED** to approve the Budget and the Two-Year Financial Forecast. The Chair of Governors thanked the COO for the clarity of the papers.

9.4 Search Committee 19 June 2013

The minutes were **RECEIVED**. The Chair of the committee outlined the minutes and recommendations for appointment as Governors. It was then **RESOLVED** to approve the appointment of T Morgan, C O'Donnell and M Sims as Governors for terms beginning 1 September 2013, for a period of four years with a break at two years, as previously agreed for new members. It was **RESOLVED** to vary the maximum number of Governors to 17 prior to T Thirlwall's departure from the board in November 2013, should all three appointees accept a position.

10 STUDENT UNION ACCOUNTS

This item will come to the October meeting.

11 DATES FOR NEXT YEAR

The dates were noted. Governors were asked to note that the October 2 board would start at 12.30pm with self-assessment and workshop in the afternoon with the full meeting at 6pm.

12 ANY OTHER BUSINESS

It was noted that this was the final meeting of the Chair of Governors, the Student Governors and of the Clerk. They were thanked for their contribution to the work of the board.

[Clerk's Note: the Clerk has moved the following items from the Part B to the Part A minutes. Original items remain confidential.]

13 CONFIDENTIAL MINUTES OF THE MEETINGS OF 27 MARCH 2013

The minutes were agreed and signed as a true record.

14 CONFIDENTIAL MINUTES OF THE AUDIT COMMITTEE 15 MAY 2013

The minutes were **RECEIVED**.

15 REVIEW OF CONFIDENTIAL ITEMS

The report was **RECEIVED**. It was **RESOLVED** to release items as proposed by the Clerk.

The Governing Body then **RESOLVED** that the Staff Governors and all officers, except the Clerk, should withdraw for an additional item which could be restricted under the terms of the Instrument & Articles.

The meeting ended at 8.20pm.