

# SHREWSBURY COLLEGES GROUP

## MINUTES

<b>Group :</b>	<b>SHREWSBURY COLLEGES GROUP – BOARD MEETING</b>	<b>Date:</b>	26/03/2018
<b>Location:</b>	<b>ORIGINS RESTAURANT, LONDON ROAD CAMPUS, SHREWSBURY</b>	<b>Time:</b>	6.00 p.m.
<b>Membership:</b>	Andy Allen, Linda Carroll, Gordon Channon (Chair), Christine Davies, Jae Evans, Iain Gilmour, Christina Gore, Richard Heath, Georgia Kelly, Steve Lewis, Nigel Merchant, David Pulford, Rob Rosson, Rex Sartain, James Staniforth (Principal/Chief Executive), Michael Thompson, Paula Tucker and Michael Willmot.		
<b>IN ATTENDANCE:</b>	<u>Members of the Senior Leadership Team (SLT):</u> C. Armstrong, Group Vice Principal, Curriculum Support and Business Development (GVP – CS&BD) Mark Brown, Group Vice Principal, I.T. and Strategic Development (GVP – IT&SD) Donna Lucas, Group Vice Principal - Human Resource Development (GVP – HRD) Paul Morgan – Director of A Level Studies (DoALS) Paul Partridge – Finance Director (FD) Chris Pemberton, Group Vice-Principal, Quality and Curriculum Development (GVP – Q&CS).  Clerk to the Board – Tracy Cottee		
<b>APOLOGIES:</b>	Mark Brown.		

## PART I – OPEN ITEMS

### 01/18. **Declarations of Interest**

Richard Heath declared a Standing Interest as an employee of Harper Adams University.

Iain Gilmour declared an Interest in Minute Number 09/18, as a candidate for re-appointment.

Mike Willmot declared an interest in Minute Number 16/18 as a resident in the vicinity of the development at Weir Hill.

### 02/18. **Minutes of Board Meeting Held 18 December 2017**

**Resolved: That the Minutes of the meeting held on 18 December 2017, be approved.**

### 03/18. **Matters Arising**

None.

### 04/18. **Chair's Announcements**

The Chair advised that -

- The Art & Design Learning Walk would take place on 27 March 2018;

- All governors were required to complete the College Equality Essentials on-line development module by the end of April 2018;
- All governors would be invited to review and update their Register of Interests by the end of April 2018;
- A Fundraising Italian Dinner in Origins Restaurant would take place on Tuesday 17 April 2018, to which governors were invited;
- The College would remain open to students over the Easter period and additional study workshops were also being provided.

05/18. **Standing Order No. 3.3 – Additional Item**

In accordance with Standing Order 3.3, the Chair agreed that the Principal/CEO could bring the following additional matter to the attention of the Board, not being on the agenda. –

Minute Number 15/18 – Governors’ Dispute Panel

06/18. **Draft Strategic Development Plan** (Appendix No. 6)

The Principal/CEO presented the Draft Development Plan (previously circulated) to the Board for consideration, setting out the Vision, Mission and the Strategic Goals

The Draft Plan also set out KPIs underlying each of the strategic goals. Whilst the Board noted that the Draft Plan covered three years, it observed that many of the key milestones and achievement dates were within the 2018/19 period. The Board sought assurance from SLT that the targets set were, whilst challenging, achievable and realistic within the timeframes. The Board was assured that the Draft Plan set out a balanced and realistic timetable of achievement and review dates.

**Resolved: that the Shrewsbury Colleges Group Strategic Development Plan 2018 – 2021, be approved.**

07/18. **Principal’s Update** (Appendix No. 7)

The Principal/CEO presented his Report (previously circulated), providing verbal updates, where necessary. He pointed governors’ attention to the latest KPIs – targets and progress and provided updates and comment on –

- Full-time applications and recruitment;
- Higher Education applications and recruitment, including the development of the Higher Education Centre. The Board agreed that enhancing the higher education student experience would complement the quality of the courses offered by the College and support growth in this strategic area;
- Apprenticeships;
- Funding Review;
- Full-time attendance and retention;
- Progress Monitoring – Period Three; and
- Student achievements in national competitions.

The Board noted that, further to the last report (Board Min No. 70/17 refers), 16 students were successful with their Oxbridge applications, a significant improvement on 2017.

**Resolved: that the Report of the Principal/Chief Executive be noted.**

08/18. **Summary of Minutes and Recommendations from Committees** (Appendices 8a – 8d)

The Board was presented with the Draft Minutes of committee meetings held during the Winter Term (previously circulated) as follows:

**Quality, Standards & Curriculum Committee – 15 January 2018**

The Draft Minutes were presented. There were no recommendations.

The Committee Chair reported that the Committee had considered reports on –

- Higher Education. The Committee had noted a report setting out –
  - The aims of the upcoming Quality Review Visit;
  - Baseline requirements;
  - Quality Review outcomes and judgements; and
  - The key roles and responsibilities of the College Team.
- a summary of information relating to students' views, gathered by the Exit Survey conducted during May – June 2017. The Committee would continue to monitor actions that had emerged from the recent SPOC student survey;
- complaints/compliments received during 2016 – 2017. The Committee had endorsed the College's approach to complaints, namely that the College was moving away from a defensive position when receiving a complaint, to considering any complaint as feedback to improve the College's service to students;
- the 2017-18 course quality and self-assessment process. The Committee supported the College's approach to the quality of teaching, learning and assessment going forward;
- a report setting out details of the work undertaken by the College regarding the development of the Student Union since responsibility was taken on by the Agency in February 2017;
- updates on November 2017 Progress Grades for A levels, vocational provision and apprenticeships.
- The Safeguarding Lead Governor had provided feedback on the most recent College Safeguarding Committee meeting and recent meetings with College officers regarding Safeguarding, Looked After Young People and High Needs.

**Search and Governance Committee – 31 January 2018.**

The Draft Minutes were presented. The Committee Chair reported that –

- The Board was entering a stable position with one vacancy for an Independent Governor. It was considered pertinent to secure an additional independent governor with a teaching and learning skills-set;
- The most recent Governor Learning Walk in Engineering & Motor Vehicle in December 2018, had been evaluated positively. The next Walk would be in Art & Design at the English Bridge Campus; the Summer Term LW in Maths & Sciences at the Welsh Bridge Campus. The Committee had re-affirmed that the purpose of walks going forward was to inform and update governors not to assess teaching;
- The Committee had confirmed the arrangements for governors supporting the upcoming QAA Review.

09/18. **Corporation Opportunities – Appointments to Board**

I Gilmour left the room.

The Committee had noted that the terms of both Independent Governor, Iain Gilmour and Human Resources Committee co-opted member, Anne Dokov, were due to end. Both had indicated that they wished to remain on the Board and the Committee had considered their applications accordingly, based on assessment of prior performance, contribution in the role and

individual skills and qualities in light of the current Board skills base and the Governor Person Specification and Job Description.

The Committee had considered that the candidates' previous experience as committed and motivated governors would remain beneficial to Board.

**Resolved: That**

- 1. Anne Dokov be appointed as a Human Resources Committee co-opted member into 2017 – 2018, or for the remaining life of the Committee (whichever is the longer); and**
- 2. Iain Gilmour's Term as an Independent Governor be extended for a further one year with effect from 14 October 2018.**

**ACTION: Clerk**

I Gilmour returned to the room.

**Audit Committee – 13 March 2018**

The Draft Minutes were presented. The Committee Chair reported that –

- Prior to the meeting, Committee members had received a Briefing on the College's preparations for the introduction of the General Data Protection Regulation (GDPR) requirements in May 2018. The Committee had agreed that the presentation had provided assurance on the robustness of the College's preparations and had commended the risk-based approach taken by the College in meeting the challenge of preparing effectively for GDPR requirements;
- Internal Audit Service reports. Regarding progress against Internal Audit Service Reports recommendations, the College was reaching a position where actions were completed in a timelier manner;
- The Committee would receive a Briefing on Apprenticeships at its next meeting.

**10/18. Risk Register and Board Assurance Framework (Appendix 8c)**

The Board reviewed (previously circulated) the Risk Register and Board Assurance Framework (BAF) – March 2018 Update.

**Resolved: That the Risk Register and Board Assurance Framework (BAF) – March 2018 Update, be approved.**

**Finance and Business Operations Committee – 10 October 2017**

The Draft Minutes were presented. The Committee Chair reported that –

- The College had recently experienced a flood as the result of a burst heating pipe at English Bridge (EB). Students' work had been safeguarded and teaching had not been interrupted.

**11/18. College's Financial Position and Mid-Year Financial Budget including Management Accounts – Year to Date 2016/17 (Appendix 8di)**

The Board considered a report (previously circulated) with respect to the draft year-end financial statements, featuring -

1. The Half Year Financial Report from 1 August 2017 to 31 January 2018, including a Forecast Full Year outturn which highlighted the key results, measures and risks for the six-month period to January 2018 and a table of the key assumptions and risks in the full year forecast;
2. Management Accounts for the six months to 31 January 2018, which highlighted the key results, measures and risks; and

3. a revised Income and Expenditure and Balance sheet designed to highlight key ratios and measures. The report also identified these key measures and explained how they were derived.

The Finance Director explained that the main risks to successful delivery of the budgeted financial outcome and advised the Board of mitigating plans by the College to monitor and manage these risks.

The Board commended the clear presentation of the Half Year Financial Report and particularly the Forecast Full Year Outturn, which highlighted the key movements across budget headings, linked to a more detailed report on the assumptions made and the risks identified.

**Resolved: That, having considered the report -**

1. **The Half Year Financial Report from 1 August 2017 to 31 January 2018, including the Forecast Full Year outturn which highlighted the key results, measures and risks for the six-month period to January 2018 and a table of the key assumptions and risks in the full year forecast; and**
  2. **The revised Income and Expenditure and Balance sheet highlighting key ratios and measures,**
- be approved.**

#### 12/18. **Capital Expenditure Report** (Appendix 8dii)

The Board considered a report (previously circulated) providing an update on Capital expenditure incurred in 2017/18, to date and expected capital expenditure projects for the remainder of the year. The most significant proposed expected capital expenditure included increased investment in the Higher Education (HE) Centre being developed at the London Road (LR) Campus required to ensure that works were completed in time for the start of the 2018/19 Academic year.

The Board agreed that these investments would help to deliver an improved HE curriculum and HE student experience.

The Finance Director also provided an update on other key projects for the remainder of 2017-18 across the three campuses. The Board acknowledged that, in order to deliver all of the anticipated and required Capital Expenditure, an increase to the current capital expenditure budget was required.

**Resolved: That the Board the proposed increase to the 2017/18 Capital Budget be approved.**

#### 13/18. **Health & Safety Policy** (Appendix 8diii)

The Board reviewed the Health and Safety Policy (previously circulated).

- A draft of the Policy had been reviewed by the H&S Lead Governor; who commended it as comprehensive;
- The newly-appointed Health & Safety Officer would further review the Policy to ensure it reflected was comprehensive and reflected best practice.

**Resolved: That the Health and Safety Policy be approved.**

Note - The Health & Policy Statement, signed by the Board Chair and Principal/CEO, was signed at the Board meeting.

#### 14/18. Risk

As part of the discussions on the College's Risk Register and Board Assurance Framework agreed (Board Min No. 67/17 refers), each committee, at each meeting, will examine those risks within its remit and ensure that they have either been identified or adequately discussed at the meeting. All committee agendas now featured a final item to consider whether risks connected with that committee had been effectively addressed in the meeting.

The Board also undertook a review of the risks within the remit of the Board. It was assured that the College was taking reasonable actions to mitigate these risks.

15/18. **Date of Next Meeting –21 May 2018.** Venue – PDP Suite, London Road Campus.

### **PART 2 – CONFIDENTIAL ITEMS**

It was agreed that Items 16/18 – 19/18 be considered as confidential items under Article 16(2) (d) and Standing Order 11 and that, in accordance with Instrument 13(5) (b), Staff and Students be excluded from Minute Nos 17/18 – 19/18.

#### 16/18. **Summary of Committee Decisions – Confidential – Finance & Business Operations Committee – 14 March 2018** (Appendix 11b)

The Finance Director referred to the Draft Confidential Minutes on the development at Weir Hill.

**Resolved: That the report be noted and that the Board supports the College's current approach with respect to the request for a cycle path from the Weir Hill Estate to London Road.**

Staff and Student Governors and SLT members (except GVP – HRD and the Principal/CEO) left the meeting.

#### 17/18. **Confidential Minutes of Board Meeting Held 18 December 2017** (Appendix 11a)

**Resolved: That the Confidential Minutes of the meeting held on 18 December 2017, be approved.**

#### 18/18. **Summary of Committee Decisions – Confidential – Human Resources Committee – 07 February 2018** (Appendix 11c)

The Draft Minutes were presented. There were no recommendations.

The Committee Chair reported that –

- The latest performance against KPIs for the HRD Team to January 2018. The College was behind schedule for the implementation of I.Trent;
- The Committee had received a report on the Staff Satisfaction Survey 2016/17.

**Resolved that the report of the Chair of the Remuneration Committee be noted.**

The Principal/CEO left the meeting.

#### 19/18. **Urgent Confidential Item – Governors' Dispute Panel**

Following a Confidential Briefing from the GVP - HRD (details set out in a Confidential Minute),

**Resolved: That a Stage 3 Governors' Dispute Panel be convened week commencing 16 April 2018, comprising G. Channon, R. Rosson, I. Gilmour, C. Davies and N. Merchant.**

The meeting concluded at 19.45 p.m.