

**HILLS ROAD SIXTH FORM COLLEGE
Corporation**

Minutes of the Meeting held on Wednesday 20 April 2016

Present:

Corporation Members Peter Southwick (Chair), Peter Brindle, Edmund Brookes, Jonathan Culpin, Ian Harvey, Dinesh Jacob, Tony Minson, Zehra Munir (except for agenda 5), Edna Murphy, Anna Moore, Johnnie Sam, Linda Sinclair (Principal), Julie Taylor, Frankie Williams.

Clerk to the Corporation Robert Smith.

Observers Jill Aberdour (Assistant Principal: Resources), Dave Jones (Assistant Principal: Planning and Quality), Jo Trump (Deputy Principal), Arjun Bendre (student observer), Nicola Silverleaf (independent consultant: Area Review).

1 Apologies for Absence and Quoracy

All members were present.

2 Declarations of Interest

No declarations of interest were made in relation to the business to be transacted.

3 Minutes of the Previous Meeting: 10 February 2016

The minutes were approved as a correct record of the business transacted, and *prima facie* evidence of the proceedings to which they relate.

4 Matters Arising from the Minutes

None.

**5 Appointment of Student Nominee Member of the Corporation:
Zehra Munir**

Members approved the following resolution:
THAT, Zehra Munir be appointed to serve as the Student Nominee Member of the Corporation for the period from 20 April 2016 to 22 March 2017.

6 Principal's Report

The report - including information on 16-19 student enrolment (2016-17), adult education enrolment, Government performance tables, the new Destination Measure, new student services provision, Educational white paper: Educational Excellence Everywhere, local academy developments, Area Based Review updates, SFCA Chief Executive appointment, AoC Chief Executive appointment, NUT strike, pay agreements, the College diary and a range of other College activities - was received.

It was noted that:

- despite a slight overall decline in 16-19 applications, in-area applications had risen and a pool of viable qualified applicants similar in size to last year is still available;
- despite considerable lobbying about its misleading nature (it disregards the effect of 'gap years'), the DfE's new destination measure will be included in league tables from next year and will show a figure of 66% as 'going to a sustained education and/or employment/training destination' (against a national rate of 68%), although the 'successful destination rate' (i.e. including the 'gap year' effect) is close to 100%; *and*
- the soon to be vacated Maths area will be refurbished to accommodate a new student support area, including study skills, tutorial, guidance, counselling, careers and supported study.

7 Financial Report to Period 7

The management accounting report prepared by the Director of Business and Finance was received and considered.

It was noted that the College's financial health category had downgraded to 'satisfactory' due to performance ratio changes as a result of the planned drawdown of the bank loan together with the low funding profile in the last three months of the Government's financial year. Expectations are that by the end of the College's financial year the financial category will, as planned, be 'good'.

The consolidated year end projection for 2015-16 at Period 7 is for a surplus in the region of £95,000 comprising a profit of just under £80,000 from Cantabrigian and a surplus of £15,000 from the College.

8 College First Draft Budget and Forward Forecast

A first draft budget prepared by the Assistant Principal (Resources) was received and considered.

It was noted that:

- a Group consolidated surplus of around £290,000 (including £70,000 from the subsidiary undertaking Cantabrigian Limited) and a surplus of around £220,000 from the College, is provided before

- the application of FRS 17 (treatment of pension liabilities in accounts);
- it is recommended that the target surplus for 2016-17 return to £100,000;
 - Formula Protection Funding (FPF) has been re-phased - the College's funding has been protected by approximately £650,000 per annum, and the Education Funding Agency (EFA) has confirmed that the College will retain £232,000 of this funding in 2016-17; the College has calculated that it will receive a further £49,000 in 2017-18 after which the funding will finally cease;
 - the College has received its 16-19 allocation statement for 2016-17 from the EFA which is similar to the level modelled previously;
 - the following factors could influence the development of the budget, including:
 - the amount of 'Element 3' High Needs funding from the Local Authority;
 - the level of adult education activity;
 - revenue secured from lettings;
 - the teaching/tutor staff timetable;
 - results of the subsidiary undertaking; and
 - the outcome of the FRS 17 pension valuation.
 - the College is being funded for 2173 'lagged' student numbers (2014-15: 2096);
 - inflation of 0.5% had been applied to non-discretionary budgets;
 - a Long Term Maintenance budget of £75,000 has been provided to cover the College and the Sports and Tennis Centre - this is the third year of a reduced budget compared to recent years but is considerably improved on the current year's budget of £45,000; the College's buildings and estates infrastructure are in good condition and this reduction is a planned strategy;
 - an IT replacement budget of £80,000 has been provided to cover PC's and other IT hardware costing less than £1,000 - this is part of a planned strategy which has extended the life cycle of most PC's to six years;
 - provision had been made for a 1% pay award.

Members asked that an annual schedule showing the condition of the estate be received and considered by the Audit Committee on behalf of the Corporation.

The draft budget was approved as a basis for its further development.

Outline estimates for the years 2017-18 to 2020-21 were also received for information.

9 Safeguarding and The Prevent Strategy

Members noted that Ofsted are currently undertaking short inspections on Safeguarding and the Prevent Strategy with an expectation that colleges will appoint a member of the Corporation to lead on these subjects. Jonathan Culpin had been duly appointed to fulfil this role in 2014.

The auditors had originally given reasonable assurance to Safeguarding and Prevent arrangements during their January 2016 visit, noting that the College has well-designed control frameworks but that it had been non-compliant with some requirements concerning recruitment and training.

Concern was expressed by members that the College had been found to be non-compliant in some areas of the activity. In response it was noted that the Audit Committee, on behalf of the Corporation, is closely scrutinising the activity and that relevant members of College management will be attending the Committee's next meeting to answer members' questions.

The Clerk to the Corporation reported that the internal audit service, having conducted a follow up review related to its findings set out in the report dated 26 January 2016, had removed all of its recommendations from the report on the grounds that they had in the meantime been fully addressed.

The Clerk to the Corporation confirmed that arrangements are in hand for Corporation members to receive appropriate safeguarding training and, by means of a certificated on-line training instrument, for independent members of the Corporation to be trained in their responsibilities in relation to the Prevent Strategy.

10 Internal Audit Report: Safeguarding (including Prevent Duty)

A report prepared by Icca Education Training and Skills together with an update prepared by the Assistant Principal (Resources) was received.

It was noted that the original audit in January 2016 had found that the College was not fully compliant with 'safer recruitment' requirements. It also identified that the Single Central Record was not always consistent with the information held on personnel files. Checks further revealed that not all staff had received training in Safeguarding and the Prevent Strategy.

Please refer to the second paragraph of minute 9 above.

11 Link Scheme

A paper prepared by the Clerk to the Corporation was received.

It was agreed that the Link Scheme be re-launched for the 2016-17 academic year with the initial emphasis on the Departmental Self-Assessment Reporting meetings which will take place between 28 September and 18 October 2016.

The new proposed links were approved.

12 College Risk Register

The registers, updated by the College Strategy Team and the Clerk to the Corporation and previously considered by the Audit Committee at the meeting held on 24 February 2016 (Minute 6 received under Agendum 19 below), were received.

13 Internal Audit Report: Fundamental Financial Controls

The report, prepared by Icca Education Training and Skills, and previously considered by the Audit Committee at the meeting held on 24 February 2016 (Minute 7 received under Agendum 19 below), was received.

14 Internal Audit Advisory Report: High Needs Support Funding

The report, prepared by Icca Education Training and Skills, and previously considered by the Audit Committee at the meeting held on 24 February 2016 (Minute 9 received under Agendum 19 below), was received.

15 Property Strategy Phase V

A paper prepared by the Estates Bursar was received for information.

16 Corporation Bye Laws

The revised Bye Laws, prepared by the Clerk to the Corporation, and previously considered by the Search and Governance Committee at the meeting held on 20 January 2016 (Minute 6 received under Agendum 19 below) were approved.

17 College Policy: Special Educational Needs and Disability (16-19 students)

A new policy, prepared by the Deputy Principal, was approved.

18 College Policy: Special Educational Needs and Disability (16-19 students)

A new policy, prepared by the Director of Business and Finance, was approved.

19 Draft Minutes of Committees

The following committee minutes were received for information:

Audit	14 December 2015
Audit	24 February 2016
Search & Governance	20 January 2016

20 Schedule of Meetings 2016-17

A schedule of meetings for the 2016-17 academic year, prepared by the Clerk to the Corporation, was approved.

21 Any Other Competent Business

None

22 Dates and Times of Future Ordinary Meetings

Wednesday 8 June 2016 at 6.30pm
Monday 18 July 2016 at 6.30pm