

Havant & South Downs College Corporation
MINUTES OF THE MEETING THE BOARD OF GOVERNORS HELD ON
MONDAY 1st OCTOBER 2018 AT SOUTH DOWNS CAMPUS

Present:

Dr Mike Bateman (Chair)	Mrs Romy Jones
Mrs Fay Brown	Mr Richard Showan
Dr Simon Claridge	
Mr Michael Cripps	
Mr Clive Dobbin	
Ms Lucy Flannery	
Mr Mike Gaston(Principal)	

In attendance:

Mr Richard Barlow – Deputy Principal
 Mr Kelvin Smith – Vice-Principal, Finance & Facilities
 Mr Dan Beale – Vice-Principal, Quality & Student Experience
 Ms Leona Berry – Vice-Principal, Business Services & People
 Ms Pam Robertson – Clerk to the Corporation

Total Membership	20
Total vacancies	7
Total possible attendance	13
Quorum:	8
Total Present:	9 - meeting quorate

It was noted that items on the agenda preceded by * would be taken as read and not discussed at the meeting unless a member wished to raise a point under a starred item.

Minute Number	Minute	Action
HSDC CORP 30/18	<p><u>Apologies for Absence & Welcome</u></p> <p>Apologies had been received from Gary Medlow, Sue Garland and Suki Dhesi.</p> <p>The Chair welcomed Leona Berry to the meeting.</p>	
HSDC CORP 31/18	<p><u>Declarations of Interest</u></p> <p>No member declared any conflict of interest with any item on the Agenda which had not previously been declared.</p>	
HSDC 32/18	<p><u>Minutes and Matters Arising from Previous Meetings:</u></p> <p>(i) <u>Part 1 Minutes of the Meeting of the held on 2nd July 2018</u></p> <p>These Minutes, having been circulated to members, were agreed and signed as a true record.</p> <p>(ii) <u>Matters Arising from the Part 1 Minutes of the Meeting on 2nd July 2018</u></p> <p>It was noted that actions had been completed or were scheduled as items for review at committee meetings during the term.</p>	

Minute Number	Minute	Action
<p>HSDC 33/18</p>	<p><u>Board Business Matters:</u></p> <p>(i) <u>Board Membership</u></p> <p>The Clerk reminded the Board of the current membership position and the decision taken at the last meeting to hold vacancies open at this stage, in order to be flexible for the proposed Alton merger. Although elections would be held shortly for the Staff and Student vacancies, there were now 5 vacancies as Martin Brunner had resigned in early September. Gary Medlow was also still on long-term sickness absence. The position regarding quoracy would be kept under close review and a joint meeting of the HSDC and the Alton Search & Governance Committees was taking place on 8th October to consider future membership for the merger.</p> <p>(ii) <u>Board Self-Assessment 2017-18</u></p> <p>The Board had received a report reminding members of the arrangements for self-assessment and the questionnaire which had been circulated to Governors to inform the self-assessment process. It was agreed that the outcomes would be reported to the Search & Governance Committee which would made recommendations to the next Board meeting.</p> <p>(iii) <u>Update on compliance with the General Data Protection Regulations</u></p> <p>The Vice-Principal, Finance & Facilities (KS) gave a verbal report on the implementation of the GDPR in the College. The Board formally approved the updated Data Protection Policy which now included AoC guidance and clear accountabilities, as previously requested by the Board.</p>	
<p>HSDC 34/18</p>	<p><u>Principal's Termly Report</u></p> <p>The Board had received the Principal's Termly report and the Principal reminded Governors that the College was now entering its second year as a merged College. Despite the continuing pressures on funding in the sector, the College had achieved strong outcomes across most of its provision, thus creating a strong foundation for further progress. Good progress was being made in the proposed merger with Alton College, but it was important to understand all of the challenges and the opportunities which the College faced.</p> <p>The following key issues were discussed:</p> <p>(i) <u>Political Situation</u> – The recent report from the Institute of Fiscal Studies had highlighted 12% real-term cuts to per student funding for 16 to 18-year-olds, 45% real-term cuts to adult education and apprenticeships over a longer period and 27 major reforms to Further Education introduced in the last ten years. This emphasised what Governors already knew about the challenges during the last 10 years and the need for urgent investment in the sector in the context of Brexit. It was noted that an increasing number of colleges were struggling financially and were seeking mergers as a solution. The Board agreed that the political environment was very important and it was essential to be “fleet of foot”.</p>	

Minute Number	Minute	Action
	<p>(ii) Pensions – There was growing pressure on pensions and, following recent increases, it was currently unclear what the employer contribution rate could rise to be. The Department for Education had committed to providing additional funding to maintained schools and academies but had not made such a commitment to FE Colleges and, in reality, it was likely that there would not be any additional funding from Treasury to support this. There was a need to lobby for some support because of the financial pressures which it brought, particularly given that Colleges were required to offer the Teachers’ Pension Scheme and the Local Government pension Scheme.</p> <p>(iii) Outcomes – This was a separate item on the agenda, but Governors agreed that staff were to be congratulated for some outstanding outcomes. The Principal stated that, if there was an Ofsted inspection at this stage, he was confident that the College could definitely demonstrate that it was “good”, and some areas were potentially “outstanding”.</p> <p>(iv) Curriculum Planning – Having been selected to be amongst the first colleges to deliver T-Levels in 2020, over the course of the last three months, several actions had taken place which supported the development of T-Levels within the College. Good progress was being made and Staff were developing and working with employers. There was the capacity to grow but this needed to be undertaken in partnership with a range of other agencies to ensure that it was well established. The current phase of development was focussed on capacity development for the Industrial Placements, ensuring the College met its target and created capacity for meaningful placements and the communication strategy for recruitment and liaison with all stakeholders.</p> <p>(v) Enrolment 2018/19 - Final enrolment numbers would be confirmed in the coming weeks, but current figures showed 3816 study programme learners (915 at the Havant campus; 2901 at the South Downs campus) against target of 4144 lagged funded. This equated to a loss of circa £1.3m and this sum was likely to increase as several students withdrew in the first 6 weeks before the RO4 EFSA return. In addition, the College had:</p> <ul style="list-style-type: none"> • 296 apprentices; • 248 HE students; • 111 14-16 students, • 692 classroom-based adult enrolments –This number would increase significantly. <p>The Board considered the reasons for not achieving target and, whilst accepting that there was a demographic dip, was aware that the loss of students was greater than this alone. The Principal explained that this had been analysed and indicated that both the need for high quality interviews with applicants and the need for strategies to maintain a positive relationship with applicants post-interview & pre-enrolment. Whilst there was a lot of anecdotal information, there was a range of factors. The College offered the great choice of provision in the area, but possible timetabling and transport could be barriers. It was a significant concern that local schools did not promote their local college although Governors also understood the need for equality of access and impartiality. Lucy Flannery commented that</p>	

Minute Number	Minute	Action
	<p>she had been impressed by the marketing materials which she had seen and the information, for instance, at Havant Station. This included the “It’s Not Too Late” campaign (combined with publicity of headline outcomes and some specific course outcomes) had seen continued recruitment after the end of planned enrolment and into the first weeks of teaching. The Board agreed that falling student numbers represented such a financial impact that this should be regarded as a high (red) risk.</p> <p>(vi) Discussions with Fareham College – These were continuing and Fareham remained keen on a partnership but wished to see the outcomes of the Alton merger.</p> <p>(vii) Estates Strategy – Peter Marsh Consulting had now developed an updated Estates Strategy for the Transaction Unit bid which included Alton College. This had key links with curriculum and financial plans and was being monitored by the Estates Strategy Group. Discussions were also taking place with Havant Hockey Club which currently leased part of the Havant site. Potential developments had been identified on the Havant site in partnership with the Hockey Club which could be an exciting development if they fitted with the College’s own priorities. A significant issue here was how far hockey pitches were all-purpose.</p> <p>(viii) LEP bid - The Solent LEP had opened invitations for funding bids in relation to its new Prosperity Fund and the College would be making a bid to establish new facilities to address skills demand in two core areas:</p> <ul style="list-style-type: none"> • Transport & Logistics • Digital Skills. <p>The bid had to have a clear employer lead and employer demand had to be evidenced. The value of bid would be 70% of the costs of investment required, to be delivered in Summer 2019 with HSDC funding 30% (or employer in kind match) as phase 1 of the South Downs campus transformation. In subsequent years 2020 / 2021 the College would seek investment in phase 2 (to meet digital and modern learners needs in other curriculum areas) funded from housing sales receipts.</p> <p>(ix) Partnerships – The College was continuing to work with Harwins via the Harwin Academy as well as exploring opportunities via the Harwins link with other partners such as Mitsubishi. This was proving to be very fruitful and excellent links were being made. The Board agree that this was an excellent project and very prestigious for the College.</p>	
<p>HSDC 35/18</p>	<p><u>Student Outcomes 2017-18</u></p> <p>The Board had received a Report from the Deputy Principal (RB) providing an overview of 2017-18 Student Outcomes. It was noted that, as 2017-18 was the first full year of merger, it had been extremely important to ensure that student outcomes did not decline. Although some 400 results had yet to be received, the College had been able build on success from 2016-17 and improve student outcomes in 2017/18. This had been achieved through a very strong focus upon quality monitoring and teaching & learning.</p>	

Minute Number	Minute	Action
	<p>National Averages for the sector would not be available until the spring 2019 and, due to GDPR issues, had not been available for 2016-17 so the current comparators actually related to 2015-16. These were not entirely reliable as they did not include the impact of linear A levels.</p> <p>Key points to note were:</p> <ul style="list-style-type: none"> • The College’s headline achievement figures were very good, at 86.5%, being significantly above the GFE figures; • The College’s performance in essential Maths & English qualifications, for both study programme and adult learners, were very good; • The College A level performance was good, but required further improvement to achieve excellence whilst the College’s A-level equivalent vocational courses were very good; • Apprenticeship achievement rates would be available at the end of October; • HE achievement rates were currently unavailable and would be presented to the HE Committee <p>The Board welcomed these outcomes and recorded thanks to staff for their efforts in achieving an excellent set of results. Governors were particularly pleased to see that Maths and English were still good and supported the College’s strategies to continue to improve and to address gaps in achievement rates via the Equality & Diversity Forum.</p> <p>It was noted that the results were still broken down by campus and Governors queried how long this would continue now that the A level Centre was established at Havant. RB stated that this was under review and would take account of different cohorts of students.</p> <p>Simon Claridge stated that he had recently attended some of the SAR/QIP meetings which were currently taking place and he complimented the College on this process and the rigorous review.</p>	
<p>HSDC 36/18</p>	<p><u>Review of Progress to Destination 2020 and KPIs and Targets</u></p> <p>The Board had received a report from the Principal on progress against KPIs. This included a detailed update on achievement of each target against target in 2017/18 and subsequent likely 2018/19 targets. It was noted that, at this time, EFSA audit and the TU application had put pressure on MIS capacity to provide some outcomes so there was an incomplete picture in some areas. Targets</p> <p>The following points emerged in the discussion:</p> <ul style="list-style-type: none"> • This was the end of the first complete academic year of the merged College and there were some positive outcomes with significant gains despite the well-rehearsed ongoing financial challenges. • The College’s underlying operating deficit was an issue and there would need to be a continued focus on making savings, balanced with the need to deliver quality. • Income reduction due to loss of student number meant that the accuracy of data regarding market share, year 11 cohorts available and conversion rates continued to be an area of high risk. This needed to be reviewed and addressed internally. • Although not yet ‘outstanding’, student outcomes had continued to strengthen and the upward trajectory indicated that managers and 	

Minute Number	Minute	Action
	<p>teachers were taking effective improvement actions to continue deliver success.</p> <ul style="list-style-type: none"> • Value Added was a key measure for providers and, despite progress, the College had to ensure consistency and this would be a targeted focus for 2018/19 • The College was not effective in obtaining and reviewing employers views of the College. • The College had ensured full utilisation of ASB with growth in provision including sub contracted, as well as apprenticeship provision. However, whilst now delivering considerably above minimum standards, timeliness of apprenticeship success still needed to be improved further. • The College had been awarded the Workplace Well-being Charter which was a reflection of the focus on the commitment to the health and wellbeing of our staff <p>The Board was reminded that the period of the current Strategic Plan ended in 2020 and a revised Plan to 2025 would be developed in the course of the current year.</p> <p>At the conclusion of the discussion, the Board agreed that the key issues identified in the report for each Strategic Objective should be referred to the relevant committee during the autumn term and the final targets agreed through that process.</p>	<p>Action: Clerk/Principal</p>
<p>HSDC 37/18</p>	<p><u>Dates of the next Meeting</u> Monday 17th December 2018 at 1645</p>	

Signed:.....Date:.....