

## RICHMOND & HILLCROFT ADULT & COMMUNITY COLLEGE

### MINUTES

of the meeting of the Board of Richmond and Hillcroft Adult and Community College held at 4.20pm  
Friday 26 January 2018 in Ashby, Hillcroft College, Surbiton

Present: Ms Louise Fluker, Chair  
Mr Mark Albrow, Lead Governor for Safeguarding/Prevent and Learner Involvement  
Ms Gabrielle Flint, Principal  
Prof. Andrew George, Quality & Standards Committee Chair  
Ms Theresa Hoenig  
Prof. Linda Jones, Co-Vice Chair  
Mr Daniel Kemp  
Ms Jane O'Shea, Co-Vice Chair  
Ms Lisa Sharp  
Mr Graham Tharp  
Mr Nigel Ware, Finance Committee Chair

In attendance: Ms Gaynor Bray, Vice Principal – Teaching & Learning,  
Ms Sue Carter, Vice Principal – Learner Experience  
Mr Neil Wallbank, Director of Finance  
Ms Sara George, Interim Clerk

The meeting remained quorate throughout.

1. **APOLOGIES FOR ABSENCE**

Mr Richard Brewster, Ms Helen Darracott, Mr Gavin Hardcastle-Jones and Ms Farah Rachlin apologised for their absence.

2. **MINUTES OF THE MEETING OF THE BOARD**

The minutes of the meeting of the Board held on 14 December 2017 were approved as an accurate record

3. **MATTERS ARISING**

Mr Neil Wallbank has been appointed as the permanent Director of Finance, commencing on 1 April 2018.

A presentation on GDPR will be provided to the Board at the meeting on 22 March 2018.

Interim Clerk

4. **DECLARATIONS OF INTEREST**

No new declarations of interest were made.

5. **FINANCIAL MATTERS**

**Supply Chain Fees and Charges Policy 2017/18**

The interim Director of Finance presented the Supply Chain Fees and Charges Policy for 2017/18. In answer to a question regarding due diligence, the Director of Finance reported that the due diligence process looks at finance, health and safety and safeguarding etc. prior to any partner agreement being put in place. In relation to subcontractor performance, it was noted that regular monitoring meetings take place with all subcontractors and as payment is made on contract delivery, no clawback for poor performance is required.

***The Board approved the Supply Chain Fees and Charges Policy for 2017/18***

6. **RECOMMENDATIONS FROM THE SEARCH & GOVERNANCE COMMITTEE**

**Committee appointments**

The Chair of the Search and Governance Committee recommended to the Board that Daniel Kemp be appointed to the Audit Committee and Graham Tharp be appointed to the Finance Committee. As a result of these appointments, Lisa Sharp will stay on the Finance Committee.

***The Board approved the appointment of Daniel Kemp to the Audit Committee and Graham Tharp to the Finance Committee***

**Draft revised Articles written resolution**

It was noted that a small number of amendments to the Articles have been proposed and a special resolution circulated by written resolution to adopt the revised draft. Governors were asked to sign the written resolution and return it to the Clerk by 16 February.

7. **ANY OTHER BUSINESS**

None

The meeting closed at approximately 4.40pm.