

## **RICHMOND & HILLCROFT ADULT & COMMUNITY COLLEGE**

### **MINUTES**

of the meeting of the Board of Richmond and Hillcroft Adult and Community College held at 6.00pm  
Thursday 13 December 2018 at Hillcroft

Present: Ms Louise Fluker, Chair  
Mr Mark Albrow, Lead Governor for Safeguarding/Prevent and Learner Involvement  
Mr Richard Brewster, Audit Committee Chair  
Ms Helen Darracott (via WebEx)  
Ms Gabrielle Flint, Principal  
Prof. Andrew George, Quality & Standards Committee Chair  
Prof. Linda Jones, Co-Vice Chair  
Ms Jane O'Shea, Co-Vice Chair  
Ms Farah Rachlin  
Ms Lisa Sharp  
Mr Graham Tharp  
Mr Nigel Ware, Finance & Resources Committee Chair

In attendance: Mr Neil Wallbank, Director of Finance & Resources and Clerk  
Ms Gaynor Bray, Vice Principal, Teaching & Learning  
Ms Rukhsana Khan, Minute Taker

The meeting remained quorate throughout.

1. **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

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

The minutes of the meeting of the Board held on 27 September 2018 were approved as an accurate record.

3. **MATTERS ARISING**

There were no matters arising that were not covered elsewhere on the agenda.

4. **MINUTES OF THE STANDING COMMITTEES**

Finance & Resources Committee (30 October 2018)

Quality & Standards Committee (8 November 2018)

Joint Audit and Finance & Resources Committee (27 November 2018)

***The Board noted the minutes of the three committees.***

5. **DECLARATIONS OF INTEREST**

None

6. **PRINCIPAL'S REPORT – DECEMBER 2018**

The Principal presented her report for December 2018.

A governor expressed concern that changes to funding eligibility of low waged adults by the raising of the annual income threshold could have an impact on retention. The Principal responded that this was a potential risk that the College is alert to, and the situation would be monitored.

In response to a question from a governor regarding lessons to be learnt from unsuccessful senior staff recruitment adverts, the Principal explained the recruitment process and issues faced by the College. She then went on to outline the background the staff that have been appointed to the Director of School posts.

A governor followed up on the progress being made with the Annex project and if a marketing strategy had been developed. The Principal explained that an opening event was planned in addition to promotion via print and social media.

A governor asked for clarification of the extent to which we work in partnership with City Lit and other colleges. The Principal explained that we are working with other London colleges on developing joint bids to the GLA for funding in 2019/20. The results of the bids are to be expected in April 2019.

***The Board noted the Principal's Report for December 2018.***

7. **RISK REGISTER AND ACTION PLAN**

The Chair of the Audit Committee presented the Risk Register and Action Plan and accompanying Heat Map, noting that two risks had moved to a lesser risk score and two had moved to a higher risk score. Risk numbers 1 and 4 had reduced.

The Director of Finance & Resources outlined that risk number 1 was considered to be less of a risk as a result of the work undertaken on standardising policies and processes following merger. Risk number 5 has reduced as a result of the Lottery project now being more closely linked into the college structure and curriculum delivery. Risk number 14 relating to the achievement of the budget has increased as it is early in the year and there is the potential for unplanned events to significantly impact the budget for the year. Risk number 15 also showed an increase due to the uncertainty around future funding and the devolved funding to the GLA.

There was discussion around the need to add an additional risk relating to the impact that an adverse event or issue could have on the reputation of the college. It was agreed that this should be included on the next revision of the risk register.

***The Board noted the Risk Register and Action Plan and the accompanying Heat Map.***

8. **FINANCIAL AND AUDIT MATTERS**

**Management Accounts – October 2018**

The Director of Finance & Resources presented the Management Accounts for October 2018, which were the first set of accounts in respect of the 2018/19 financial year. Deficit at the end of October of £41k compared to a budgeted deficit of £129k. At this stage in the year it has been assumed that the college will achieve 100% of the ESFA funding allocation. The take-up of Adult Learner Loans continues to be an area that will require close monitoring as the College is experiencing a lower take-up than budgeted which is reflective of the national position. The ESFA financial health score based on the October management accounts is 'Outstanding'.

***The Board noted the Management Accounts for October 2018***

**Education & Skills Funding Agency Financial Health Letter and Dashboard**

The Director of Finance & Resources presented the Financial Health Letter and Dashboard recently received from the ESFA which showed the College to provisionally have been assessed as having 'Outstanding' financial health based on the financial plan and forecast results submitted to the ESFA in July 2018. However, the College remains under a Notice of Financial Concern which relates back to the Hillcroft financial position prior to merger. The Principal emphasised that the College was in continuing discussion with the ESFA to have the notice removed.

***The Board noted the ESFA Financial Health Letter and Dashboard***

**Audit Committee Annual Report 2017/18**

The Chair of the Audit Committee presented the annual report of the Audit Committee which will require submission to the ESFA along with the Financial Statements. The Chair of the Board noted that in previous years governors have had sight of all internal audit reports and this was now of more importance given that the College does not receive an annual internal audit opinion. It was agreed that internal audit reports would be made available to all governors on Moodle.

Clerk

***The Board noted the Audit Committee Annual Report for 2017/18.***

**Financial Statements and Regularity Audit for 2017/18**

The Chair of the Audit Committee informed the Board that the Post-Audit Management Report, the Financial Statements, the Regularity Self-Assessment Questionnaire and the Letters of Representation had been scrutinised during a joint meeting of the Finance and Audit Committees on 27 November.

It was noted that following merger, a valuation of the Parkshot site was required which was undertaken by Martin Campbell (local valuer). A value of c£45m has been placed on the site which exceeded the level of professional indemnity cover for the valuer and so they are unable to issue a formal valuation certificate. The valuation has been undertaken to accepted professional standards and a letter has been issued outlining the work undertaken and the value placed on the site. The external auditors have had a discussion with the valuer and accept the value for the purpose of inclusion in the financial statements based on the methodology used and the letter that has been issued.

The External auditors Buzzacott had given a clean audit opinion, with only a few minor observations, and therefore the Committee was happy to recommend approval of all documents.

**After due consideration the Board approved:**

- ***Post Audit Management Report***
- ***Letter of Representation***
- ***Regularity Self-Assessment Questionnaire***
- ***Annual Report and Financial Statements***

**and authorised Louise Fluker and Gabe Flint to sign the required documents on behalf of the Board.**

#### **Reappointment of external auditors**

The Chair of the Audit Committee outlined that the Committee had considered the performance of Buzzacott, external auditors, and recommended their re-appointment.

***The Board approved the re-appointment of Buzzacott as external auditors.***

#### **9. TEACHING & LEARNING MATTERS**

##### **Self-Assessment report and Quality Improvement Plan**

The Chair of the Quality & Standards Committee introduced the Self-Assessment Report 2017/18 and the Quality Improvement Plan.

In a question from a governor the VPT&L explained that RARPA related to Recognising and Recording Progress and Achievement and is the process to measure the progress and achievement of learners on non-accredited learning programmes.

Another governor highlighted that 16-18 performance in the SAR is not given enough consideration and consideration should be given to expanding on this element of the document. In addition, there was some discussion around the need to provide more detail on the ILT strategy.

VPT&L

It was noted that a date included on page 10 of the QIP should be changed from December 2019 to December 2018.

The Chair of Quality & Standards volunteered to review the suggested revisions when completed.

***The Board approved the Self-Assessment Report and Quality Improvement Plan Subject to redrafting as highlighted above.***

#### **10. RECOMMENDATIONS FROM THE QUALITY STANDARDS COMMITTEE**

##### **Learner Involvement Strategy**

The Principal presented the Learner Involvement Strategy.

There was discussion around governors' involvement in learner walks and how that would work in the current year. The Principal outlined that initially it would be the members of the Q&S Committee that would undertake walks and that dates would be arranged shortly.

Tell Us What You Think (TUWYT) sessions would also be arranged during the Spring term at which all governors would be invited to participate.

A governor requested that management report on the key themes arising from interaction with learners either at the Board or by posting on Moodle. Principal

The Principal explained that learner involvement would be an issue that Ofsted would focus on and that she is arranging for an ex-Ofsted inspector to undertake training with governors in preparation for an inspection. Principal

11. **RECOMEMNDATIONS FROM THE FINANCE & RESOURCES COMMITTEE**

**Annual Health & Safety Report 2017/18**

The Director of Finance & Resources presented the Annual Health & Safety Report for 2017/18. It was noted by a governor that in industry there would be an expectation that a higher level of 'near misses' would be reported. The Principal explained that this could be as a result of different sectors and different risks but would look into the need for enhanced reporting training for staff. Principal

***The Board approved the Annual Health & Safety Report 2017/18***

**Annual Safeguarding and Prevent Duty Report 2017/18**

The Chair of the Finance & Resources Committee recommended approval of the Annual Safeguarding and Prevent Report and also emphasised that it had been reviewed by the Quality & Standards Committee as well as the Finance & Resources Committee.

***The Board approved the Annual Safeguarding and Prevent Duty Report 2017/18***

12. **POLICY APPROVAL**

**Complaints Policy and Procedure**

The Principal introduced the Complaints Policy and Procedure.

The following changes were agreed:

- Page 2, para 7 should refer to '20 working days'
  - Process for complaints against governors should be documented in the policy and procedures
- Principal

Governors requested that there should be some feedback on vexatious complaints in the Learner Feedback Report.

***The Board approved the Complaints Policy and Procedures subject to amendments above.***

13. **UPDATE ON ESTATES**

The Director of Finance & Resources provided an update on the Hillcroft Capital Development. The College has this week been invited to submit a full bid for GLA capital funding which has to be completed by 21 January. This will involve additional professional fees being incurred that governors previously agreed subject to the College being selected to move forward to a full bid stage.

***The Board approved the drafting of a full bid for submission to the GLA for capital funding support.***

14. **ANY OTHER BUSINESS**

**Governor recruitment**

The Clerk provided an update on the current position regarding the recruitment of new governors. Arrangements were being made with members of the Search & Governance Committee to meet with prospective governors. Clerk

The meeting closed at 8.30pm