



Board Meeting

Monday 20th March 2017

Minutes

Present:

Independent Members:

Lynn Blades
Ben Charles
Katie Feld
Fernando Garcia
Delia Goldring
Peter Green
Fenton Higgins
Milton McIntosh
Helen Pettifor
Ian Phillips (Chair)
Hem Savla

1.	Governance
2.	Minutes
3.	Matters Arising
4.	Principal's Report
5.	Strategic/Training Item: Admissions
6.	The Archer Academy
7.	Financial Report
8.	Reports from Committees
9.	Risk Management
10.	AOB
11.	Dates of Next Meetings

Parent Member:

Marco Macchitella

Staff Members:

Amanda Forshaw

Student Members:

Daisy Corder
Annick Jenkin

Associate Members:

Gloria Wells

Principal:

John Rubinstein

Clerk to the Governors:

Beth Yap

In Attendance:

Carol Kirkland
Ian Hooper
Rebecca Sharp
Olivia Stanton
Peter Thompson

Minute	Decision
1.3	<i>To appoint Lynn Blades as an Independent Member of the Board for a further term of four years.</i>
1.4	<i>To appoint Delia Goldring as Vice-Chair of the Search & Governance Committee.</i>
7.1	<i>To approve the management accounts for the first six months of the financial year.</i>
8.5	<i>Should the CIF bid be unsuccessful, it was agreed that the College would pay the full amount of £143k for the new panel and channelling of electricity (subject to the final tender price).</i>

The Board was informed that Ivor Hockman, former Chair of the Governing Body had passed away in December. The Board expressed its thanks for the years of service Ivor gave to the College and passed on its condolences to his family. The Board welcomed Katie Feld, Olivia Stanton, Annick Jenkin and Daisy Corder to their first Governing Body meeting.

1. Governance

1.1 Apologies for Absence

Cindy Berman, Clive Hazlehurst and Peter Murphy. The Clerk also informed the Board that Shaz Saraf had resigned as an Associate Member due to work commitments.

1.2 Declaration of Interest

Lynn Blades and Delia Goldring declared an interest in items 1.3 and 1.4 respectively.

1.3 Lynn Blades

Following the recommendation of the Search & Governance Committee, the Board agreed to appoint Lynn Blades as an Independent Member of the Governing Body for a further term of four years.

1.4 Vice-Chair of Search & Governance Committee

The Board agreed to appoint Delia Goldring as Vice-Chair of the Search & Governance Committee.

2. Minutes of the Previous Meeting

2.1 The minutes of the meeting of 12th December 2016 were approved, with one minor amendment, and signed by the Chair.

2.2 As no minute was deemed to be confidential, these would be published on the College website in their entirety.

BY to upload to web

3. Matters Arising

1.3 The Clerk confirmed that she had received register of interest forms for all governors.

8.1 The discussion regarding the workings of the Strategy and Quality & Standards Committees will be discussed at the next meeting of the Search & Governance Committee.

BY to add to agenda

4. Principal's Report

In addition to his report, the Principal informed the Board that the issue with the Finches has now concluded after three years. The Board expressed its thanks to the Principal, Fenton Higgins and Milton McIntosh.

In response to a question from governors, Carol Kirkland explained that the College conducts many of its overseas trips through external agencies, who also carry out the necessary risk assessments. In addition to this, a member of College staff visits the hotel and site two weeks in advance to ensure that any risks are mitigated. A parents' meeting also takes place in advance of the trip, which allows them to raise any concerns.

Governors asked why the College has decided not to conduct student interview days this year. John Rubinstein explained that these days are very resource-heavy and may not be entirely consistent in quality or outcome. In place of this, the offer afternoons allow for assemblies, tours of the College and discussions on course choices. However, it is too soon to tell the impact of this change.

Ian Hooper added to his report that the College is currently busy recruiting and has recently employed three members of staff. In response to a question from governors, Ian confirmed that there has not been a decline in the quality or quantity of candidates applying for roles.

In response to another question from governors, Ian explained that the College is only able to plan the curriculum a year in advance as the change to linear A Level has made it difficult to predict the subject demands going forward.

Peter Thompson informed the Board that another peer observation week is planned for the summer term. In response to a question from governors, Peter explained that the staff feedback from these events has been very positive.

Becky Sharp explained that she has been working with the Student Islamic Society to redecorate the quiet room in order to make it accessible to other faiths and those with no faith. A policy has also been put into place and the students are drafting the rules for the use of this room.

In response to a question from governors, Carol Kirkland explained that some students have requested that unhealthy food be removed from the canteen. This was actioned today but received mixed reviews.

5. Strategic/Training Item: Admissions

The Principal presented the Board with the latest admissions information, highlighting that:

- The number of applications has decreased from last year.
- The biggest drop in applications has been from Haringey schools.
- The applications from the schools closest to the College have increased over the past three years.
- The College has increased its entry requirements over the past two years (for example, maths now requires an A rather than a B).
- The new GCSE grades could increase the requirement even more;

students require a 6 in English, which is equivalent to a high B rather than just a B.

- The College has received 4.7 applications per place this year.

In response to a question from governors, Peter Thompson explained that SLT are not able to tell whether the quality of the students taken this year is higher than that of last year and reminded the Board that this is also based on predicted grades.

Governors questioned whether the raising of entry criteria would impact the College's value-added measure. The Principal explained that this is likely not to affect value-added as the increase is only in a handful of subjects.

In response to a question from governors, John confirmed that the College could be flexible if students do not meet the new criteria in an effort to hit the target number of students.

Ian Hooper informed the Board that the majority of local schools have also seen a decrease in the number of applications for sixth form places.

In response to another question from governors, John explained that the College does offer support for students wishing to take up apprenticeships but the majority of students are aiming to attend university. It was agreed that this should be included in the College's marketing materials.

6. The Archer Academy

The Principal informed the Board that links are strengthening between the College and the Archer Academy.

The Chair explained that he has had a number of meetings with the Chair of Governors at the Archer Academy and the idea of a 'governor swap' has been suggested. The Board raised some concerns regarding confidentiality and requested that the Chair discuss the logistics of a governor swap with the Principal.

IP and JR to discuss.

7. Financial Reports

7.1 Management Accounts 2016-17

The Chair reminded the Board that the Finance & Operations Committee had reviewed the management accounts in detail.

The Principal informed the Board that Funmi Esoula has handed in her notice but a replacement College Accountant has been found. In response to a question from governors, John explained that there would be a cross over period to ensure a smooth handover before Kit Grandison returns from maternity leave in July.

The Board noted that the College is predicting an end of year deficit of £122k. However the College will retain its outstanding financial status.

The Board was informed that the College has now opened a separate

trading company (Woodhouse Trading Company Ltd), which will manage lettings and merchandise.

The Board approved the management accounts for the first six months of the financial year.

8. Reports from Committees

8.1 Audit Committee

The minutes of the Audit Committee of 23rd January 2017 were noted. The Committee Chair highlighted that the internal audit plan for the 2016-17 audit has been agreed. The Chair also confirmed that 20 hours would be spent on HR and payroll due to the number of issues that were raised from the previous year.

In response to a question from governors, Carol Kirkland confirmed that the recommendations from OfficeTest had been actioned in the agreed timescales.

The Committee Chair also confirmed that the Personal Emergency Evacuation Plan has been strengthened and is now complete. In response to a question from governors, the Principal explained that the College is currently discussing whether to draft a lockdown procedure.

8.2 Search & Governance Committee

The minutes of the Search & Governance Committee of 6th February 2017 were noted.

The Clerk reminded all governors to let her know of any religious holidays they would be observing next year so she can prepare the meeting dates around these.

Action

8.3 Remuneration Committee

The Board noted that a meeting of the Remuneration Committee took place on 6th February 2017.

8.4 Quality & Standards Committee

The minutes of the Quality & Standards Committee of 20th February 2017 were noted. The Committee Chair explained that the majority of the meeting was used to discuss the College's value-added.

The Board also noted that the Committee is continuing to monitor the College's quality improvement plan at every meeting.

8.5 Finance & Operations Committee

The minutes of the Finance & Operations Committee of 6th March 2017 were noted. The Board was reminded that the College has submitted a CIF bid of £143k for a new panel and channelling of electricity, with the College contributing 50% of the funds.

The Board agreed that should the CIF bid be unsuccessful, the College would pay the full amount, as this work is a priority (depending on the

final cost resulting from the tender process).

9. Risk Management

The Board noted the risk management plan, paying particular attention to the risks for which it had responsibility. The Principal highlighted that a third of sixth form colleges are looking to academise but it is too early to see the long-term effects of this.

10. AOB

Separate confidential minute.

11. Dates of Next Meetings

10th July 2017

BOARD

The meeting concluded at 8:04pm