



## Board Meeting

Monday 12<sup>th</sup> December 2016

### Minutes

**Present:**

**Independent Members:**

Cindy Berman  
Lynn Blades  
Delia Goldring  
*Peter Green (via phone-link)*  
Clive Hazlehurst  
Fenton Higgins  
Milton McIntosh  
Helen Pettifor  
Ian Phillips (Chair)

**Parent Member:**

Marco Macchitella

**Staff Members:**

Amanda Forshaw  
Peter Murphy

**Student Members:**

Emina Pignatelli  
Akash Varia

**Associate Members:**

Gloria Wells

**Principal:**

John Rubinstein

**Clerk to the Governors:**

Beth Yap

**In Attendance:**

Carol Kirkland  
Ian Hooper  
Rebecca Sharp  
Peter Thompson

1.	Governance
2.	Minutes
3.	Matters Arising
4.	Principal's Report
5.	Strategic/Training Item: Curriculum 2016-17
6.	Examination Results
7.	Financial Report
8.	Reports from Committees
9.	Safeguarding Policy
10.	Risk Management
11.	AOB
12.	Dates of Next Meetings

Minute	Decision
1.3	To appoint Katie Feld as an Independent Member of the Governing Body and Audit Committee for a term of four years.
1.4	To appoint Fenton Higgins as Vice-Chair of the Strategy Committee.
7.1	To approve the Annual Report and Financial Statement for the year ending 31st July 2016.
7.2	To approve the management accounts for the first three months of the financial year.
8.1	To approve the terms of reference of the Strategy Committee.
8.4	To approve the terms of reference of the Quality & Standards Committee.
9.0	To approve the College's new safeguarding policy.

## 1. Governance

### 1.1 Apologies for Absence

Ben Charles, Fernando Garcia, Katie Feld, Shaz Saraf and Hem Savla.

### 1.2 Declaration of Interest

Fenton Higgins declared an interest in item 1.4.

### 1.3 Katie Feld

The Board agreed to appoint Katie Feld as an Independent Member of the Governing Body and Audit Committee for a term of four years.

### 1.4 Vice-Chair of Strategy Committee

The Board agreed to appoint Fenton Higgins as Vice-Chair of the Strategy Committee.

## 2. Minutes of the Previous Meeting

2.1 The minutes of the meeting of 31<sup>st</sup> October 2016 were approved, with minor amendments, and will be signed by the Chair.

BY to ensure minutes are signed

2.2 As part of minutes 4.0 and 7.2 were deemed to be confidential, these would be removed prior to the minutes being published on the College website.

BY to upload to web

## 3. Matters Arising

1.3 The Clerk to contact members of the Governing Body who have not yet completed a register of interest form.

BY to chase register of interest forms.

1.5 Governors were reminded to contact the Clerk if they had specific training requests.

3.4.0 The Principal explained that the student survey results have been followed up with a number of focus group meetings.

6.2 A meeting has taken place with Hutt & Co. and a decision will be made whether to proceed at the next meeting of the Finance & Operations Committee.

## 4. Principal's Report

In addition to his report, the Principal informed the Board that he has had further meetings with the Archer Academy to discuss the partnership. The

Principal explained that he will attend a meeting of the Academy's Governing Body and be speaking at an assembly and parents evening. The Senior Leadership Teams of both institutions will be meeting in the new year to discuss the finer details of the partnership. There are also plans for the College Council to work with the School Council, as well as linking up debate teams and Duke of Edinburgh awards.

The Board was pleased to note that the number of Oxbridge interviews has increased to 43. The Principal also thanked the governors who assisted with the mock interviews.

The Board noted that there were 1,383 students on roll at the College on the census date but this has now dropped to 1,380.

Ian Hooper informed the Board that teachers have accepted a 1% cost of living pay offer, which is to be implemented from January 2017.

The Board went on to discuss the recent CareerReady event agreeing that this was a success for the College. The Board noted that resourcing might be an issue going forward, given the demand from students.

Noting the safeguarding report, the governors commended staff on the challenges they have to deal with at the College, such as temporary homelessness, attempted suicide and general anxiety.

Carol Kirkland informed the Board that a proposal has been submitted to the CIF to replace the electrical cabling and panel in the main building. Due to this being over 20 years old and not meeting the required standard, the bid is more than originally anticipated at £140k with 50% being provided by the College.

F&O to discuss at next meeting.

In response to a question from governors, Carol confirmed that the replacement of the panel and cabling should rectify the cause of the outage and a new panel would be able to manage any future increase in the power supply.

In response to further questions from governors, Carol informed the Board of the current contingencies to ensure that an outage does not take place particularly during the exam period. Explaining that the College is fairly limited in this area and can only encourage staff to reduce power usage, Carol assured that the exam period should not be a problem as only half the student body is in the College at this time.

## **5. Strategic/Training Item: Curriculum 2017-18**

Ian Hooper presented the Board with the College's curriculum plans for the future, reminding the Board that the College is facing big challenges as a result of the decoupling of A levels from AS.

The main challenge for the College will be the de-valuing of the AS; due to the increase in fees from exam boards many institutions will be dropping these. As a result of this, universities have confirmed that students will not be disadvantaged if they have not taken an AS. The College has also been liaising with other local institutions to understand the general consensus.

In response to a question from governors, Ian confirmed that the College would be focusing heavily on internal assessments at the end of year one and equipping students with the knowledge of how to learn and revise.

However, this creates an opportunity for the College to increase contact time with students from 4 hours 10 minutes to 5 hours per week.

Ian went on to explain that students taking 3 subjects instead of 4 might impact the demand for particular subjects at the College. However, this is still largely unknown and the curriculum is varied with some subjects having one set per year group (such as music) whereas others have around 20 (maths).

By students taking one less subject, this will free up some of their time and the College plans to fill this by introducing ‘Woodhouse Plus’, a new enrichment programme that is unique to the College. This is divided into three main areas:

- Academies: the College is looking to expand on the success of its medicine academy with law, architecture, language and STEM academies.
- Personal Development: such as the Duke of Edinburgh award, volunteering, coaching and running an enterprise.
- Additional Qualifications: such as a fourth A Level, Core maths, GCSEs in Japanese or Latin and coaching.

## **6. Examination Results**

Ian Hooper presented the Board with an overview of the College’s latest examination results, explaining that these were slightly down from last year and had been discussed in detail by the Quality & Standards Committee.

The Principal agreed that some of the results were disappointing but highlighted positive areas; these were the highest AS results in the recent history of the College and the A level results were better than previously expected.

## **7. Financial Reports**

### **7.1 Year End Accounts 2015-16**

The Board was presented with the audited year-end accounts for 2015-16 and was reminded that the Audit Committee had discussed these in detail.

The Vice-Chair of the Audit Committee explained that the new accounting framework focuses on ‘going concern’ status and outlines the responsibility of governors to be confident of the College’s financial stability, before approving the annual statutory accounts; namely that *in signing the financial statement the members of the Corporation are confirming that they believe Woodhouse College is a going concern and that in assessing the going concern status they have considered a period of not less than one year from the date of approval of the financial statements.*

Therefore the Board approved the Annual Report and Financial

Statement for the year ending 31st July 2016.

The Board also discussed the post audit management report noting that the only potential area for concern was the College's pension liability, which is being discussed at the Finance & Operations Committee regularly.

## **7.2 Management Accounts 2016-17**

The Chair reminded the Governing Body that the Finance & Operations Committee had reviewed the management accounts for the first three months of the year in detail.

The Principal reminded the Board that this year was always going to be difficult as the College only grew by around 5 students and due to this the budget showed an operating surplus of just £4k.

The Board noted that the College is now projecting an end of year deficit of £43k, which is after accounting for depreciation of assets, which totals £652k.

The Principal went on to inform the Board of the reasons for this deficit, which include reduced income (£22k), a decrease in student contributions (£10k), an increase in the number of students taking music (£5k) and a feasibility study for fundraising (£7k)

In response to a question from governors, John explained that growing the College looks to be the only realistic way to offset these costs and this would be discussed in greater detail at the Annual Strategy & Training Event in January.

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

## **8. Reports from Committees**

### **8.1 Strategy Committee**

The minutes of the Strategy Committee of 7th November 2016 were noted. The Chair of the Committee drew attention to the fact that academisation was discussed again and it was agreed that no further action would be taken at this time.

The Committee also discussed the aims of the College in terms of capacity and agreed that 1,600–1,800 students should be the aim for the current campus.

Noting a question from governors, the Chair agreed that the work of the Quality & Standards and Strategy Committees be discussed at the next meeting of the Search & Governance Committee to ensure that they are in line.

Finally, the Board agreed to approve the terms of reference of the Strategy Committee noting that these have been totally rewritten.

BY to add to S&G agenda.

## **8.2 Audit Committee**

The minutes of the Audit Committee of 21<sup>st</sup> November 2016 were noted and the Vice-Chair explained that OfficeTest has now conducted a fire safety audit.

BY to circulate office test report.

It was agreed that the changes within the new accounting framework would be circulated to the Finance & Operations Committee via email.

CK/JR to circulate.

## **8.3 Finance & Operations Committee**

The minutes of the Finance & Operations Committee of 28<sup>th</sup> November 2016 were noted and the Chair highlighted that the College has agreed to form a new company to carry out trading activities such as lettings and merchandising.

Finally the Chair informed the Board that the College's pension liability has increased by £800k in the last year and a review of this has been requested at a cost of £750.

## **8.4 Quality & Standards Committee**

The minutes of the Quality & Standards Committee of 5<sup>th</sup> December 2016 were noted and the Vice-Chair explained that the majority of the meeting was used to discuss the latest exam results and how these could be improved.

The Committee also discussed the value-added of the College. The Principal highlighted that the problem with value-added is in maths and science and these are the areas where the College has grown over recent years.

The Board agreed that the College is dealing with complex issues and recognised the amount of work being carried out by the Senior Leadership Team.

The Board approved the terms of reference of the Quality & Standards Committee.

## **9. Safeguarding Report and Policy**

Becky Sharp presented the Board with the safeguarding policy and report, reminding that the safeguarding governor had reviewed this ahead of the meeting.

In response to a question from governors, Becky confirmed that the revised safer recruitment policy would be circulated to the Board.

BS to circulate safer recruitment policy.

The Board discussed the annual safeguarding report and reviewed the safeguarding risk assessment and action plan.

The governors were also informed that safeguarding training would take place at the Annual Strategy and Training Event in January.

The Board agreed to approve the new safeguarding policy.

**10. Risk Management**

The Board noted the risk management plan, paying particular attention to the risks for which it had responsibility.

The Principal explained that the area review process has now concluded.

**11. AOB**

The Chair informed the Board that this would be the last meeting of the student governors, thanking them for their hard work over the last year and wishing them success in their upcoming exams.

**12. Dates of Next Meetings**

9 <sup>th</sup> January 2017	Annual Strategy & Training Event (4pm)
20 <sup>th</sup> March 2017	BOARD
10 <sup>th</sup> July 2017	BOARD

The meeting concluded at 8:57pm