

STANDARDS & FINANCE COMMITTEE – PART I

Minutes of the one hundred and thirteenth meeting of the Standards and Finance committee meeting held on Thursday, 10 February 2022 held via Zoom.

Present:

Meetings attended

Prof A Neill	Chair	(2 out of 2)
Mr G Beards		(2 out of 2)
Mr L Feingold	Acting CEO and Chief Accounting Officer	(1 out of 2)
Mr J Hiley-Jones		(2 out of 2)
Mrs J Milone		(2 out of 2)
Mrs J Pitman		(2 out of 2)

Co-opted member

Ms X Li		(2 out of 2)
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In attendance:

Mr S Lovegrove	Acting Principal	
Mrs J Munro	Assistant Principal, Learning and Quality	
Mr G Francis	Assistant Principal, A-Levels	
Mr S Jenkin	Assistant Principal, Vocational	
Mrs L Payne	Clerk to Corporation	(2 out of 2)
Mrs K Webb	Consultant	

Meeting commenced at 5pm

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113.1	WELCOME, APOLOGIES & DECLARATIONS OF INTEREST The Chair welcomed everyone to the meeting. Apologies had been received from student governor D Andrew. No member declared any conflict of interest with the agenda.	
113.1	Appointment of Chair and Vice Chair 2021-2022 All members were agreed that Alex Neill be appointed Chair, and James Hiley-Jones be appointed Vice-Chair, of the committee, for the academic year. Both Alex Neill and James Hiley-Jones confirmed they were happy to take on the roles of Chair and Vice Chair respectively. All Members were agreed.	
113.2	COMMITTEE BUSINESS	
113.2.1	Minutes of previous meeting held on 16 November 2021 The minutes of the meeting held on 16 November 2021 having been previously circulated to members, were approved as a true record and would be signed electronically by the Chair. All Members were agreed.	
113.2.2	Matters arising from meeting held on 16 November 2021 It was noted that matters arising had been actioned or would be covered within the agenda.	
113.3	STRATEGIC MATTERS	
113.3.1	Marketing, recruitment & enrolment 2021-2022 This item was presented by the Acting Principal.	



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	<p>Members were advised that the college had received 2,094 full time applications for the 2022/2023 academic year compared to 2,033 at the same point in the previous year, highlighting applications were currently up by 3%.</p> <p>It was noted that in the areas of Performing Arts, Service Industries, Sport, Vocational Arts and Media there was a large increase in applications. This was felt to have been helped by Open Days being back on the College site.</p> <p>In the arena of the A-Levels, Art, Design and Photo media were attracting a large increase in applicants. One of the largest curriculum areas, Social Sciences, was seeing a decrease in the number of learners applying to study psychology.</p> <p>The Acting Principal said there were no current concerns regarding potential recruitment in any department.</p> <p>The progression rate amongst level 3 students was strong at 95% and the current early estimated student numbers for the next academic year were 2,977 being a 4% increase on the current academic year.</p> <p>In relation to Adults and Apprenticeships it was noted the college's Adult courses and Apprenticeships for 2021-2022 had recruited at a lower level than planned.</p> <p>The Acting Principal advised members that the college was reviewing the impact of Covid-19 and economic changes on the Adult Employability Outreach provision.</p> <p>The financial impact of this downturn in enrolment was currently contained within the college's predicted financial in-year performance and also referenced in the monthly management accounts.</p> <p>The Chair of the Committee referred to an induction discussion he had had with the Acting Principal on Apprenticeships and had suggested that before one of the next S&F meetings there could be a deep dive discussion on this area, the Chair of the Board felt this would be very helpful to understand where the College currently was in this area.</p> <p>Members noted the report.</p>	<p>Acting Principal Next meeting</p>
113.3.2	<p>International Annual Plan and 3-year strategy update</p> <p>Members noted the report from the Acting CEO and Chief Accounting Officer on the College's international activities. Members were reminded that the International Strategy was updated and presented to the committee at its meeting last term and was not due to be revised yet.</p> <p>Members noted the updated on the key risks and issues in relation to international students.</p> <p>The report was noted.</p>	
113.4	STANDARDS AND QUALITY	
113.4.1	<p>Destinations of students' report including UCAS</p> <p>The Assistant Principal, A-Levels presented his report on Student Destinations. He confirmed HE was still the most popular destination for leavers with 32% of the total student leavers over the past 3 years going on to HE, and 23% attending a new course at Brock.</p> <p>He advised members that following Covid-19 and lockdowns there had been an increase in the number of students the College were chasing for a reply on</p>	



		Action
	<p>their destination. It was noted the number of students securing an apprenticeship was low but in line with pre-Covid years.</p> <p>Members noted the report.</p>	
113.4.2	<p>DFE 16-18 Performance Data</p> <p>Members noted the report presented by the Acting Principal on Performance data and the impact of the Covid-19 pandemic on qualifications. Qualifications were awarded on the basis of, either centre assessment grades or adapted assessments. The Acting Principal informed members that after the first round of heads of centre reviews, the current overall predicted achievement rate was at 93.7%. The review assessed the number of 'at risk learners' on programmes and made assumptions based on whether tutors thought they would achieve their programme aims or not. Retention rates were currently above target at 93%. The College attendance rate was currently lower than target at 87.7%.</p> <p>With respect to GCSE English and maths high grade achievement, these were currently on target after the November series of exams produced results of 52% for both subjects, against national averages of 20% and 35% for English and maths respectively.</p> <p>In relation to the Functional Skills achievement. this was noted as a particular concern given the difficulties all colleges have experienced nationally, in getting learners through at level 1 and 2.</p> <p>Apprenticeship timely achievement had also been badly affected by Covid-19 at this college and more so than most other institutions due to the high number of hospitality apprentices amongst the college's students.</p> <p>The Acting Principal advised members that overall apprenticeship achievement was being tracked closely, and the current predicted achievement figures were being calculated in conjunction with the assessors. The best-case scenario was currently 65% achievement against a target of 60%.</p> <p>Members noted the report.</p>	
113.4.3	<p>Quality Improvement Development Plan 2021-2022 Leadership and Management</p> <p>This item was presented by the Assistant Principal, Learning and Quality. Members noted the report which presented the action plan to address the areas for development identified in the Self-Assessment report 2020-2021. The Assistant Principal informed members that the plan focussed on an analysis of the root cause of the area for development along with the proposed actions that would swiftly address the area for development. The Quality Improvement Development Plan was discussed and noted.</p>	
113.4.4	<p>Stakeholder Feedback</p> <p>The Assistant Principal, Vocational advised members there had been an increased emphasis over the past several years on obtaining and responding to learner and employer views. As a result of that the college had developed more comprehensive and systematic methods of seeking and analysing feedback from learners. Through the common inspection framework there had been an increased emphasis in obtaining and responding to learner views. The college had developed a more comprehensive and systematic method of seeking feedback from learners and members noted the extensive questionnaires providing learners views.</p> <p>The report was noted.</p>	



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113.4.5	<p>Attendance Report Members noted the attendance report particularly with regard to 16-19 study programmes. The Assistant Principal, Vocational informed members that the academic year 2021-2022 saw the return of 'normal' onsite learning which was a positive outcome for students. The College continued to effectively support students with SEMH and health issues, which it was noted was a national challenge. Members were advised that actions are in place to mitigate poor attendance including early intervention from curriculum teams, use of management meetings for monitoring, senior management team continuing to monitor attendance on a weekly basis and additional targeted measures for curriculum areas where attendance has been below expectations.</p> <p>Members noted the report.</p>	
113.5	FINANCIAL & COMMERCIAL MATTERS	
113.5.1	<p>Debt write-offs Members considered the report on Debt write-offs.</p> <p>The report was noted</p>	
113.5.2	<p>Capital Project report Members noted the report from the Acting CEO and Chief Accounting Officer on current Capital Projects.</p> <p>The report was noted.</p>	
113.5.3	<p>2022/2023 Curriculum Plan and Budget Timetable This item was presented by the Acting CEO and Chief Accounting Officer. Members were advised that the college's Curriculum Plan and financial budget setting process for next year had already started. The college's aim and strategic ambitions were discussed as part of the senior management team meeting in early January. The exercise of compiling the curriculum plan would take place from the start of February until the end of March. Alongside the curriculum plan setting would be the overall financial budget. It would be completed by the end of April. Members would receive the draft budget at the next meeting of this committee.</p> <p>The Acting CEO and Chief Accounting Officer went through the curriculum plan and financial budget timetable.</p> <p>The report was noted.</p>	
113.5.4	<p>Property Strategy update The Acting CEO and Chief Accounting Officer advised members that the key issues on college property matters related to condition and capacity. Members were advised that last year there had been additional funding and accordingly good improvements had been made to aspects of the college. The condition of buildings had been improved but with an increase in the number of students the issues were still capacity. The good news for the college in relation to capacity was the successful outcome of the college's bid in its post-16 capacity fund. The DfE had supported this bid and provided capacity funds.</p> <p>The new build would open in March 2023 and provide a new SEN Independence Hub and 10 new classrooms.</p> <p>Members were pleased to note the update.</p>	



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113.6	OPERATIONAL MATTERS	
113.6.1	Students' Union Minutes of meeting 22 November 2021 The Student Union minutes of the 22 November 2021 were noted.	
113.6.2	Student Union Accounts Members noted the Student Union accounts and summary report for the academic year 2021/2022.	
113.6.2	Policies	
113.6.2.1	Anti-Fraud Policy Members noted the minor housekeeping changes to the Anti-Fraud policy. Members agreed to recommend the Anti-Fraud policy to the Board for approval. All Members were agreed.	Refer to Corporation
113.6.2.2	Tuition Fees Policy and Charges schedule for 2021-2022 and expected charges for 2022/2023. Members reviewed and noted the changes to the Tuition Fees policy and the fees and charges schedule for 2021/2022 and expected charges for 2022/2023. Members agreed to recommend the Tuition fees policy and charges schedule to the Board for approval. All Members were agreed.	Refer to Corporation
113.6.2.3	Staff Loyalty Award Payment Members noted the Staff Loyalty Award Payment increase of 1% in line with the staff pay rise, therefore increasing the loyalty award payment from £425 to £430 for twenty-five years' service at the College. Members agreed to recommend the Staff Loyalty Award Payment to the Board for approval. All Members were agreed.	Refer to Corporation
113.6.2.4	Treasury Management Policy Members noted the housekeeping updates to the Treasury Management Policy and agreed to recommend it to the Board for approval. All Members were agreed.	Refer to Corporation
113.7	Evaluation of Meeting Members were happy with the content of the papers as sufficient to inform their discussions and recommendations. Members added value and made appropriate challenge on the agenda items. There was a lengthy discussion on apprenticeships which will now be the subject of a deep dive session before the next meeting of the committee	
113.8	Any Other Business (to be notified to the Clerk in advance) The Acting Principal was delighted to advise members that the National Quality and Careers Award had been achieved by the College. He advised members that generally only a handful of colleges received this award and Brockenhurst College had achieved the highest standard available. The Committee thanked the Acting Principal and congratulated the college staff on a splendid achievement.	
113.9	Date of next meeting Tuesday, 21 June 2022 at 5.00pm	

Meeting ended at 5.30pm