

STANDARDS & FINANCE COMMITTEE

Part I

Minutes of the one hundred and twenty-first meeting of the Standards and Finance committee meeting held on Tuesday, 15 November 2022 via Zoom.

Present:

Mr J Hiley-Jones Chair
 Mr G Beards
 Ms X Bloodworth
 Mr S Wain
 Mr R Dunford

Meetings

(4 out of 5)
 (5 out of 5)
 (5 out of 5)
 (4 out of 5)
 (5 out of 5)

In attendance:

Mr L Feingold Vice Principal, Finance
 Mr S Lovegrove Vice Principal, Curriculum and Quality
 Mr S Jenkin Assistant Principal, Vocational

Mrs L Payne Clerk to Corporation (5 out of 5)

Meeting commenced at 5.25pm

Agenda item	Paper title	Action
121.1	<p>WELCOME, APOLOGIES & DECLARATIONS OF INTEREST Apologies had been received from Mi Trinh and Alex Neill.</p> <p>Apologies had also been received from Assistant Principals, Judith Munro and Guy Francis.</p> <p>The Chair of the meeting was noted as James Hiley-Jones, he welcomed everyone to the meeting.</p> <p>No member declared any conflict of interest with the agenda.</p>	
121.1.1	<p>Appointment of Chair and Vice Chair 2022-2023 It was agreed that, Alex Neill be Chair and James Hiley-Jones be Vice Chair of the committee respectively, for the academic year 2022-2023. All Members were agreed.</p> <p>Alex Neill had sent apologies for this meeting, accordingly James Hiley-Jones would chair the meeting. All Members were agreed.</p>	
121.2	<p>COMMITTEE BUSINESS</p>	
121.2.1	<p>Minutes of previous meeting held on 21 June 2022 The minutes of the meeting held on 21 June 2022 having been previously circulated to members, were approved as a true record and would be signed electronically by the Chair. All Members were agreed.</p>	
121.2.2	<p>Matters arising from meeting held on 21 June 2022 It was noted the matters arising had been actioned.</p>	
121.3	<p>STRATEGIC MATTERS</p>	
121.3.1	<p>Curriculum Performance Review This item was presented by the Vice Principal Curriculum and Quality (VP C&Q).</p>	



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	<p>The 2021 overall achievement rate, for 16-18 learners was noted as 78.3%, for 19+ learners was noted as 96.8%, and for all students was 89.10%.</p> <p>Members asked why learners were leaving the College after a year, and what proactive steps the College were doing to try and keep them., in many cases, the courses they were on had not been the right choices for them in the first place. It was acknowledged that the students should be receiving better advice and guidance around their choices at an earlier stage of enquiry and encouraged to consider the full range of courses available at the college.</p> <p>It was agreed there was a need to focus on, not just taking in students into the college, but better evaluating whether they were able to complete the courses they were choosing to take.</p> <p>Members noted the Curriculum Performance report.</p>	
121.3.2	<p>College Self-Assessment Report (SAR) 2021-2022 The Vice Principal Curriculum and Quality informed members that the College SAR would be discussed at a meeting of the Standards and Finance committee, before being presented to the Board on 6th December. The report was noted.</p>	<p>Agenda item S&F committee before 6.12.22</p>
121.3.3	<p>Recruitment and Enrolment This item was presented by the Vice Principal Curriculum and Quality. Members noted the report reviewing the College’s enrolment and recruitment for the 2022-2023 academic year. Members were reminded that for some provision, particularly for Adults and for Apprenticeships, that recruitment was ongoing throughout the academic year. Members were advised that the current number of 16-18 enrolments have grown this year. It was noted that the student number return, RO4, had yet to be submitted which might change the position slightly. Members noted the recruitment and enrolment report.</p>	
121.3.4	<p>High Needs Learners Funding & Local Authorities The Vice Principal, Finance reminded members that the College supported an increasing number of high needs students with Education, Health and Care Plans (EHCPs), including learners from special schools. Members noted the additional costs associated with bespoke support for these students. Members discussed concerns relating to the funding for EHCP learners. Members noted the report</p>	
121.4	<p>STANDARDS AND QUALITY</p>	
121.4.1	<p>Homestay Provision Self-Assessment Report (SAR) and Action Plan Members were asked to consider and recommend for approval the Homestay Provision report and Action Plan. The report was considered and members unanimously agreed to recommend the report and action plan to the Board for approval.</p>	<p>Refer to Corporation</p>
121.4.2	<p>HE outcomes Members noted the report on the HE outcomes from the Assistant Principal, Learning and Quality. The report was accepted and noted.</p>	
121.4.3	<p>Student discipline report This item was presented by the Assistant Principal (AP), Vocational. Members were advised that in 2020/2021 the number of suspensions at the</p>	



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	<p>College was higher in 21/22 because of a Covid clause in the previous year. The VP C&Q was now asking staff to 'connect', before correcting behaviour, to ensure that issues in a student's background were considered before action was taken.</p> <p>It was noted the quality and volume of CCTV at the college is currently being upgraded. The report was noted.</p>	
121.4.4	<p>Complaint and Appreciation report 2021-2022 Members had received the Complaint and Appreciation report for the year and this was noted.</p>	
121.4.5	<p>Partnership and Quality Assurance update Members noted the report from the Assistant Principal, Learning and Quality on the College's Partnership through its International Work. The report was noted.</p>	
121.4.6	<p>Office for Students (OfS) Compliance & Monitoring Members noted the OfS action plan for 2022/23 and ILR higher education data. The report was taken as read and noted.</p>	
121.4.7	<p>Quality Strategy The Quality Strategy outlined the detail of the College's key principles of monitoring, assuring and improving the quality of provision through accountability, planning and development. Members agreed the Quality Strategy and to recommend it to the Board for approval. All Members were agreed.</p>	<p>Refer to Corporation</p>
121.5	FINANCIAL & COMMERCIAL MATTERS	
121.5.1	<p>Debt write-offs The College's bad debt comprised 18 debtors but all with outstanding debts under £5,000. The Vice Principal, Finance informed members that the most significant debt write offs related to the fees for an international student. Members noted the report.</p>	
121.5.2	<p>Capital Project update The Vice Principal, Finance updated members on the SEN Hub and new classrooms, capital project, and the stage reached in the process. It was hoped that the contract with the main contractor would be approved by the Board at the Extraordinary meeting scheduled for Tuesday, 22nd November 2022. It was noted there would be an update to the Board meeting on the 22nd November. The report was noted.</p>	
121.5.3	<p>Annual review of insurance policies including Governor insurance and level of cover Members noted the Annual review of the Insurance policies including Governor insurance and level of cover.</p>	



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121.6	OPERATIONAL MATTERS	
121.6.1	Distribution of Learner Support Fund 2021-2022 Members noted the report on how the College had managed the Distribution of Learner Support Funds through Student Services. The report was noted.	
121.6.2	Students' Union Minutes of meeting of 17 October 2022 The minutes were noted.	
121.6.3	Student Union Grant 2022-2023 Members agreed the Student Union Grant for 2022-2023 and agreed to recommend for approval. All Members agreed.	Refer to Corporation
121.7	Evaluation of Meeting Members were happy with their contribution at this meeting discussing in depth many of the issues. Papers were felt to be sufficient to inform their decisions.	
121.8	Any Other Business (to be notified to the Clerk in advance) The Vice Principal Finance updated members that by the end of November the Office for National Statistics (ONS) would decide on whether College's status will be classified as private or public sector in the future. The possible implications of a public sector classification were discussed. The update was noted.	
121.9	Date of next meeting	
	Tuesday, 6 December 2022 at 3.30pm Thursday, 9 February 2022 at 5.00pm	

Meeting ended at 6.00pm