

STANDARDS & FINANCE COMMITTEE – PART I

Minutes of the one hundred and twelfth meeting of the Standards and Finance committee meeting held on Tuesday, 16 November 2021 held via Zoom.

Present: Meetings attended

Prof A Neill	Chair	(1 out of 1)
Mr G Beards		(1 out of 1)
Ms S Perkins	Principal	(1 out of 1)
Mr J Hiley-Jones		(1 out of 1)
Mrs J Milone		(1 out of 1)
Mrs J Pitman		(1 out of 1)

Co-opted Members: Ms X Li (1 out of 1)

In attendance:

Mr L Feingold	Vice Principal, Finance	
Mr S Lovegrove	Vice Principal, Curriculum and Quality	
Mr D Chapman	Assistant Principal, Learners	
Mrs J Munro	Assistant Principal, Learning and Quality	
Mr G Francis	Interim Assistant Principal, A-Levels	
Mr K Jones	Interim Assistant Principal, Vocational	
Mrs L Payne	Clerk to Corporation (from 5.15pm)	(1 out of 1)
Mrs L Marshall	Corporation Administrator (5 - 5.15pm)	

Meeting commenced at 5pm

Agenda item	Paper title	Action
112.1	WELCOME, APOLOGIES & DECLARATIONS OF INTEREST The Chair welcomed members to the meeting. Apologies had been received from Mi Trinh and Co-opted member 16-18 Student Governor, Danny Andrew. Mr Hiley-Jones declared an interest in relation to the Agenda item 8.2 – Post-16 Capacity Fund update citing possible disruption to his business.	
112.1.1	Appointment of Chair and Vice Chair 2021-2022 This item would be considered at the next meeting. It was agreed Prof A Neill would chair this meeting.	Agenda
112.2	COMMITTEE BUSINESS	
112.2.1	Minutes of previous meeting held on 22 June 2021 The minutes of the meeting held on 22, June 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.	
	<i>The Chair of the committee advised members that reports to 'note' would be taken 'as read'.</i>	
112.2.2	Matters arising from meeting held on 22 June 2021 It was noted that all Matters arising had been actioned.	



Agenda item	Paper title	Action
<p>112.3</p>	<p>STRATEGIC MATTERS</p>	
<p>112.3.1</p>	<p>College Self-Assessment Report 2020-2021 The Assistant Principal, Learning and Quality presented the College Self-Assessment report, advising members it was a review of the College's provision at the end of the academic year taking into account Ofsted's new Education Inspection Framework. Members were reminded that performance tables or qualification achievement rate tables, would be not published by the Government for 2020-2021 qualifications. The reports included Level 3, A-Level and Vocational, Level 2, GCSE and Level 1 Pre-GCSE, it also included 19+ Adult Provision, Basepoint and Apprenticeships. The Assistant Principal spoke about comments from students on - "What it is like to be a Learner" - and advised members that this also incorporated quotes made by Ofsted during their pilot inspection. The SAR headlines, in general, were 'good' grades with 'attitude and behaviour' graded 'outstanding'. It was noted Apprenticeships were graded as 'requires improvement'. The Assistant Principal informed members that this area represented just 1% of the College provision and that the achievement rates had been affected by various factors including the Covid-19 pandemic. Some learners in this area had been furloughed whilst others learners had been made redundant, in particular the hospitality area. As a result of Strategic College Improvement fund project, with Exeter College, there had been a refocusing of intent in the restructured areas. Customer Service, Business Administration and Furniture Manufacture were showing strong performance and good retention. The Assistant Principal highlighted the SAR strengths, including keeping students safe and how they felt they were supported during Covid. Governance was noted as strong in the SAR. The challenges and areas to improve were noted as Apprenticeships, improving retention in 16-18 learners, and basic English and Maths. The Assistant Principal highlighted the decline in the retention rate for Looked After Children (LAC) which fell from 88.7% to 64.3%. She advised members that the College was aware of the drop in this area and members asked for a further explanation of this drop in retention rate. It was noted that due to Covid-19 pandemic, more pressure was felt by those who were disadvantaged and the Intensive Support team were looking at working together to provide support and sound actions in this area. The Chair of the committee felt this was a thorough and well done report giving members real confidence that the College looks at it all in depth and seriously. Members unanimously agreed to recommend to the Board approval of the College SAR</p>	<p>Refer to Corporation</p>
<p>112.3.2</p>	<p>Marketing, recruitment and enrolment This item was presented by the Assistant Principal, Learners. It was noted the 16-19 funded student number currently stood at 2899 students, at the key 42-day milestone, and this was noted as 81 students, above the final reported 2020/21 figure of 2018 students, at the same point last year. This was 75 students more than the 2021/22 funded places of 2824 students. The report was noted.</p>	



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112.3.3	<p>International Annual Plan and 3-year strategy</p> <p>This item was presented by the Vice Principal, Finance. Members noted the annual plan and three-year strategy for international work. The International Strategy was noted as integral to the development of international activities at the college and comprised the provision of education to international students in the UK and the provision of quality and curriculum support to a partner school in Zhuhai. In a 'normal' year the College typically had 120 full and part time international students. It was noted that whilst the Coronavirus pandemic had had a significant impact on the international activities, student numbers had been more resilient than forecast and the College had enrolled 86 international students so far this year (compared to a budget of 70).</p> <p>The report was noted.</p>	
112.3.4	<p>High needs learners funding & local authorities</p> <p>This item was presented by the Vice Principal, Finance, who reminded members that the College had a good reputation for supporting High Needs students with Education, Health and Care Plans (EHCP's), including learners from special schools. It was noted the college had 193 High Needs students this year, being a growth of 64 compared with 2020-2021, and that included 70 student within the Foundation Studies department.</p> <p>The report was noted.</p>	
112.3.5	<p>Teacher Assessed Grades (TAG's) appeals</p> <p>The Assistant Principal, Learning and Quality informed members that the TAG issues had been covered in the Self-Assessment Report. It was noted there had been 4500 TAG's of which there were 29 Stage 1 appeals from 24 students. 12 of the appeals went to Stage 2 in the process and finally, the outcome was that 11 appeals were not upheld and 1 appeal was upheld. The Chair of the Committee felt this was a really good outcome for the College compared to elsewhere in the sector. The Principal informed members it took a phenomenal amount of work to get this right and colleagues felt the statistics were amazing. Members asked for their congratulations to be passed to all staff in the TAG process.</p> <p>The report was noted.</p>	
112.4	STANDARDS AND QUALITY	
112.4.1	<p>Homestay Provision SAR and Action Plan</p> <p>The Assistant Principal, Learning and Quality reported on the Homestay Provision Self-Assessment Report and Action Plan. She advised members that the Homestay provision was to move from 'good provision' to 'outstanding provision'. It was noted students had come from 30 countries but that the provision had been hit by the Covid-19 pandemic. Notwithstanding that it was noted there had been no drop in the Homestay student's achievement. The Chair of the Board felt this was a very thorough report. Staff Governor Xing Li confirmed that there had been much challenge at the College in this area but the whole College support had been fantastic and phenomenal. The Chair of the Board felt this was a well, good detailed report. Members agreed to recommend the Homestay Provision SAR and Action Plan to the board for approval.</p> <p>All Members were agreed.</p>	<p>Refer to Corporation</p>



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112.4.2	<p>HE outcomes This report was presented by the Assistant Principal, Learning and Quality. Members were advised that a key condition of the College registration with the Office for Students (OfS) was that the College maintained a high quality provision, with reliable standards and positive outcomes for its higher education learners. The report was noted.</p>	
112.4.3	<p>Student discipline report This report was presented by the Assistant Principal, Learners who advised members of the Student Disciplinary Policy in place. It was noted there had been a decrease in the number of suspensions (35) compared to (69) in 2019/2020. The report was noted.</p>	
112.4.4	<p>Complaint and Appreciation report 2020-2021 This report from the Assistant Principal, Learners analysed all formal complaints to the college recorded from September 2020 to August 2021. The report also included a summary of formal appreciation/thanks received. The report was noted.</p>	
112.4.5	<p>Partnership and Quality Assurance update This report was presented by the Assistant Principal, Learning and Quality who advised members that the College had had partnerships through its international work and through its provisions for the unemployed. In addition, the College's Higher Education Programmes are delivered in partnership with the University of Chichester. The report was noted.</p>	
112.4.6	<p>OFS Compliance & Monitoring Members noted the report on the OfS Compliance and monitoring. This report would also be considered at the Audit Committee next week, and would be on the Board agenda in December. The report was noted.</p>	
112.5	<p>FINANCIAL & COMMERCIAL MATTERS</p>	
112.5.1	<p>Debt write-offs Members noted the Vice Principal, Finance's summary report on debt write-offs and compliance with the College's Financial Regulations. The report was noted.</p>	
112.5.2	<p>Capital Project update Members noted the Vice Principal, Finance's report on progress in capital project matters. The report was noted.</p>	
112.5.3	<p>Annual review of insurance policies including Governor insurance and level of cover Members noted the annual review of insurance policies The report was noted.</p>	
112.5.5	<p>POLICIES</p>	
112.5.5.1	<p>Refund Policy – Adult Learning and Skills Courses This item was presented by the Vice Principal, Finance. Members noted the Adult Learning and Skills Courses refund and the highlighted from the Vice Principal. There were no updates to include. Members agreed to recommend to the Board for approval.</p>	



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	All Members were agreed.	Refer to Corporation
112.5.5.2	Information Security – PCI Compliance Policy This item was presented by the Vice Principal, Finance. Members noted there were no changes to the policy. Members agreed to recommend to the Board for approval. All Members were agreed.	Refer to Corporation
112.5.5.3	Fees Policy for International Students The Vice Principal, Finance advised members there was a small change to the Fees Policy for International Students. The update was for clarity. Members agreed to recommend to the Board for approval. All Members were agreed.	Refer to Corporation
112.6	OPERATIONAL MATTERS	
112.6.1	Distribution of Learner Support Fund 2021-2022 This report was presented by the Assistant Principal, Learners who advised members that the College administered the distribution of Learner Support Funds through Student Services. The nature and amount of the funds were noted in the report. The report was noted.	
112.6.2	Students' Union Minutes of meeting 11 May 2021 The Student Union minutes of 11 May 2021 were noted.	
112.6.3	Student Union Grant 2021-2022 Members noted the grant for 2021-2022 and agreed to recommend to the Board for approval. All members were agreed.	Refer to Corporation
112.7	Evaluation of Meeting There was much discussion on the College Self-Assessment report and Homestay Provision SAR and action plan, these were felt to be first class reports. Members considered the issues well, added value and made appropriate challenge. Papers were considered sufficient to inform decisions.	
112.8	Any Other Business (to be notified to the Clerk in advance)	
112.8.1	Use of the College Seal – Ashley Junior School Deed The Vice Principal, Finance presented his report to members requesting agreement for use of the college seal, to a deed, to release the College from their historic interest in the use of a piece of land at Ashley Junior School. The School now wished to sell the land. There was a lengthy discussion on the topic but members, due to a lack of information and professional advice, felt unable to make any recommendation to the Board and accordingly the matter was left for the Board to consider at their meeting after this meeting.	
112.8.2	Post-16 Capacity Fund update The Vice Principal, Finance presented his report. Members considered this matter at length, but due to a lack of professional advice and other information requested and questions raised relating to the college's risk and financial matters, members were not able to recommend this to the Board for approval, at this time. It was agreed to discuss the matter at the Board meeting.	



Agenda item	Paper title	Action
112.9	Date of next meeting	
	Thursday, 10 February 2022 at 5.00pm	

Meeting ended at 6pm