



STANDARDS & FINANCE COMMITTEE

Minutes of the one hundred and twenty-sixth meeting of the Standards and Finance committee meeting held on Tuesday, 20 June 2023 via Zoom.

Present:

Prof A Neill	Chair	Meetings (8 out of 9)
Mr J Hiley-Jones		(8 out of 9)
Mr G Beards		(9 out of 9)
Ms H Odhams	Principal	(2 out of 2)
Mr R Dunford		(7 out of 8)
Mr J Ede		(2 out of 9)
Ms X Li-Bloodworth		(9 out of 9)

In attendance:

Mr L Feingold	Vice Principal, Finance	
Mr S Lovegrove	Vice Principal, Curriculum & Quality	
Mrs J Munro	Assistant Principal, Learning and Quality	
Mr S Jenkin	Assistant Principal, Vocational	
Mr G Francis	Assistant Principal, A-Levels	
Mrs L Payne	Clerk to Corporation	(9 out of 9)

Meeting commenced at: 5.00pm

Minute No:	Minutes	Action
126.1	WELCOME, APOLOGIES & DECLARATIONS OF INTEREST The Chair welcomed everyone to the meeting. Apologies had been received from Mrs V Essex and Mr R Dunford. introductions were made and Mr J Ede was welcomed to his first meeting of S&F. No members declared any conflict of interest with the agenda.	
126.2	COMMITTEE BUSINESS	
126.2.1	Minutes of previous meeting held on 9, February 2023 The minutes of the meeting held on 9, February 2023 having been previously circulated to members were agreed as a true record and would be signed electronically by the Chair. All Members were agreed.	
126.2.2	Matters arising from meeting held on 9, February 2023 It was noted the matters arising had been actioned or would be covered within the agenda.	
126.2.3	Review of Effectiveness of Committee The Clerk explained the process of the Effectiveness of the Committee assessment. There was an assessment carried out by each committee in the last term of the academic year. All committee assessment were reported to the Board in July. Members considered the questions and were all agreed that the outcomes were positive and that the committee did not spend too much time debating a particular item at its meetings and that all agenda items were considered in appropriate time slots. The assessment of the effectiveness of the role of the Chair was considered. Members unanimously agreed the Chair of the Committee has been excellent and effective in his role in the year.	



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	<p>Members unanimously agreed to recommend the effectiveness of the committee and the performance of the Chair report to the Board for approval.</p>	<p>Refer to Corporation</p>
<p>126.2.4</p>	<p>Terms of Reference Members considered the Terms of Reference of committee. No changes were proposed at this time as the meeting to consider the new College Committee structures had not yet taken place, where consideration would be given to treating matters related to Finance and matters related to Standards at separate meetings. There would be a further report on this after the meeting in August, with the Principal, Chair and Clerk, to consider the structure for the next academic year. The Chair of the committee advised members that if some of the committees were split it might mean a change to the date schedule for the academic year. Any changes would be kept to a minimum. Members agreed to recommend the terms of reference to the Board at this time noting they were likely to change for the next academic year. All Members were agreed.</p>	<p>Refer to Corporation</p>
<p>126.3</p>	<p>STRATEGIC MATTERS</p>	
<p>126.3.1</p>	<p>Strategic Plan This was a verbal report from the Principal. She informed members that the new Strategic Plan would include planning with staff, students, Governors and employers. She referred to the current one-year plan that the Interim Principal Kate Webb had written last year with staff and senior management team. It was noted this one-year plan was designed to navigate the 2022-2023 academic year and accordingly with the plan nearing its end there was now a need to look at a larger and longer plan. The Principal referred to the likely visit from Ofsted next term and the two options for a strategic plan at this time. The first option was to develop the current 2022-2023 plan in to a further one year 2023-2024 only whilst developing a more meaningful 3-year plan for 2024-2027. The second option was to embark on a longer 3-year plan at this stage although it might still be a work in progress at any Ofsted inspection next term. To develop a three-year plan would take longer at this time and require consultation with all stakeholder groups, whereas to have a one year holding plan may be the best way to proceed whilst working on a meaningful three-year plan. The Chair of the Board felt that the one year holding plan was a pragmatic approach but asked whether it would be enough for Ofsted. The Principal felt that it should be, but we would need to carefully explain our approach to the Lead Inspector. Colleagues generally agreed the option of a one year holding plan at this time, whilst working on a three-year meaningful plan. All Members were agreed.</p>	<p>Refer to Corporation</p>
<p>126.3.2</p>	<p>Curriculum Statement of Intent This item was presented by the Vice Principal, Curriculum and Quality. Members noted the report on the framework for setting out the aims of a programme of education, including the knowledge and skills to be gained at each stage, known as the curriculum intent. Members were advised that the current statement of intent had been refreshed to reflect this academic</p>	



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	<p>year but had not changed significantly from last year. Members agreed to recommend the Curriculum Statement of Intent to the Board for approval. All Members were agreed.</p>	<p>Refer to Corporation</p>
<p>126.4</p>	<p>EQUAL OPPORTUNITIES</p>	
<p>126.4.1</p>	<p>KPI's This item was presented by the Assistant Principal, Learning and Quality who went through the headline data. Members noted the Equal Opportunities KPI report 2022-2023.</p>	
<p>126.5</p>	<p>STANDARDS AND QUALITY</p>	
<p>126.5.1</p>	<p>Curriculum Performance update The Vice Principal, C&Q (VP C&Q) highlighted the key points of his report. In particular, the decrease in predicted achievement which was he advised due to two main factors: 1) a decrease in the number of 19+ enrolments 2) a decrease in 16-18 A-Level retention. The VP C&Q also advised members that due to the issues with the inflated GCSE results the College was also predicting a decrease in value added. The College attendance rate was currently lower than target and the VP C&Q advised members that there had been work ongoing with middle managers on a more rigorous 'cause for concern' process that aimed to quickly highlight problem students and utilise interventions proactively. Members were pleased to note that GCSE English and Maths high grade achievement were currently on target and that functional skills achievement was showing strong improvement. High needs students also predicted a higher achievement on the previous year. There was a drop in the Apprenticeship Achievement noted so far for this academic year. The VP C&Q highlighted the actions that were proposed to improve the position. The report was noted.</p>	
<p>126.5.2</p>	<p>Teaching and Learning Plan The Assistant Principal, Learning and Quality presented the Teaching and Learning Plan which was discussed. The report was noted.</p>	
<p>126.5.3</p>	<p>Review of the Self-Assessment Process 2022-2023 The Assistant Principal, Learning and Quality presented the Review of the Self-Assessment Process 2022-2023. There were only minor changes to the process. The report was noted.</p>	
<p>126.5.4</p>	<p>Student Recruitment 2023-2024 This item was presented by the Assistant Principal, A-Levels (AP A Levels). Members noted the College currently had 2299 live applications from new students. This was noted as a decrease of 11.4% compared to the same time last year. The AP A Levels informed members the number of</p>	



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	<p>interviewed an offered applicants was 2019, a decrease of 4.9% on the previous year. Members had discussed the current decrease in applications earlier in the agenda The report was noted.</p>	
126.6	FINANCIAL & COMMERCIAL MATTERS	
126.6.1	<p>Debt write-offs The Vice Principal, Finance (VP F) reminded members that following the Office for National Statistics (ONS) reclassification of Colleges into the public sector in November 2022, the College was working with immediate effect to comply with the Managing Public Money (MPM) framework. He confirmed specific requirements applied to debt write offs whereby the DfE consent was required if the individual write-off exceeded 1% of the annual income or if the write off took the Colleges cumulative write off for the academic year beyond 5%. Members noted the report.</p>	
126.6.2	<p>Capital Project report Members received an update on the Capital Projects since the last report in February 2023. The main Capital Project this year was the SEN building hub and nine new classrooms. The VP-F reminded members it was a £4.9m project comprising of £4.0m Capital grant from the DfE and match funding of £0.9m from Hampshire County Council to support the new SEN building. The VP F advised members that the building was nearing completion. Members looked forward to a tour of the building before the Board meeting on 4, July. The report was noted.</p>	
126.6.3	<p>Accountability Agreement The item was presented by the VP-F. Members noted the Annual Accountability Agreement and the VP-F highlighted the key points. Members agreed to recommend the Annual Accountability Agreement to the Board for approval.</p>	Refer to Corporation
126.6.3	POLICIES	
126.6.3.1	<p>Financial Regulations Members noted the significant changes to the Financial Regulations. These were considered and it was agreed to recommend the Financial Regulations to the Board for approval. All Members were agreed.</p>	Refer to Corporation
126.6.3.2	<p>Treasury Management Policy The VP-F referred to the proposed changes in the Treasury Management policy. These were discussed and it was agreed to recommend the Policy to the Board for approval. All Members were agreed.</p>	Refer to Corporation
126.6.3.3	<p>Refund Policy – Adult Learning & Leisure Skills Courses Members noted the minor changes to the refund policy.</p>	Refer to Corporation



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	Members agreed to recommend this to the Board for approval.	
126.7	OPERATIONAL MATTERS	
126.7.1	Student Union Accounts 2022-2023 Members noted and agreed the Student Union Accounts 2022-2023.	
126.7.2	Student Union Committee minutes of the meeting held on 15, May 2023 Members considered the minutes of the SU committee meeting. The Minutes were noted.	
126.7.3	SAFEGUARDING	
126.7.3.1	Minutes of the meeting held on 22, May 2023 The minutes were acknowledged and noted.	
126.7.4	POLICIES	
126.7.4.1	Sub-Contracting Policy Members noted that there were no changes to the policy and agreed to recommend it to the Board for approval. All Members were agreed.	Refer to Corporation
126.8	Evaluation of Meeting Members had spent time discussing the options for the Strategic Plan and felt they had added value to the process. Papers were considered sufficient to inform decisions and had been dispatched in the required time for members to consider them before the meeting.	
126.9	Any Other Business (to be notified to the Clerk in advance) No other business was raised.	
126.10	Date of next meeting	
	Tuesday, 14 November 2023 at 5.00pm	

The meeting ended at 6pm