

**REASEHEATH COLLEGE BOARD**  
**BOARD MEETING**

**Minutes of the meeting held on Thursday 14 July 2016 at 9.30am**  
**Room HE 4, Higher Education Centre, Reaseheath College**

**Present:** Karol Bailey (independent member)  
Colin Baxter (independent member)  
Sonia Belfield (independent member) (*items 1 – 6 inclusive*)  
Meredydd David (Principal)  
Jon Furber (independent member)  
Elizabeth Harrison (independent member)  
Richard Ratcliffe (Chair)  
Rose Rowland (independent member) (*items 1 – 6 inclusive*)  
Eddie Sims (independent member)  
Emily Thrane (Vice Chair)

**Attending:** Rachel Ellis-Jones, Assistant Principal and Dean of HE  
Matt Gower, Assistant Principal, Quality and Learner Services  
Dave Kynaston, Vice Principal  
Graeme Lavery, Director of Finance and Resources  
Louise Woodman, Head of HR  
Jackie Schillinger, Clerk  
Morag Roddick, Eversheds (part)  
Tom Pollitt, Eversheds (part)  
Lauren Westmoreland, Deloitte (part)  
James Clarke, Deloitte (part)  
Jemma Herrington, KPMG (by phone, part)  
Mark Dawson, KPMG (by phone, part)  
Aly Cunningham, KPMG (by phone, part)

Item	Content	Action
	<b>PART 1</b>	
1.	<p><b>Welcome and apologies for absence</b></p> <p>Apologies were received and accepted from Rachel Bailey, Josh Bufton, Malcolm Burns, Jodie Jones, Dr Ian Graham, Anne McKay, David Pearson, Alastair Taylor and Jo Maher.</p>	
2.	<p><b>Declarations of interest</b></p> <p>The interests as directors of DART Limited were declared by Meredydd David, Emily Thrane, Jon Furber and Richard Ratcliffe in respect of item 10.</p>	

	Items 3 – 10 Part 2 items	
11.	<b>Part 1 of the minutes of the meeting held on 11 May 2016 were approved as a correct record and signed by the Chair. There were no matters arising not covered elsewhere on the agenda.</b>	
12.	<b>Strategic Plan</b>	
12.1	The Principal provided the final report on the Strategic Action Plan for 2015/16 for information.	
12.2	<b>RESOLVED: To approve the College Strategic Plan for 2016/17 published for consultation.</b>	
13.	<b>Chair's Report Finance and General Purposes Committee</b>	
13.1	Members received the Chair's Report for the Finance and General Purposes Committee. The Committee confirmed that it had considered the areas of college activity within its remit. It has considered its performance against its Terms of Reference and considered that it remains fit for purpose. It highlighted that the risk on applications reported to the last board meeting has been successfully managed. It recommended approval of the College budget (item 14), its Terms of Reference and the College approach to implementing FRS102.	
13.2	<b>RESOLVED:</b> <ul style="list-style-type: none"> <li>i. To approve the Committee Terms of Reference</li> <li>ii. To approve the college policy on FRS102 implementation.</li> </ul>	
14.	<b>Annual Budget 2016/17</b>	
14.1	The College budget and bridging report was presented by the Director of Finance and Resources. Areas of discussion included the scrutiny provided by the Finance and General Purposes Committee, cash flow and clarity that the budget relates to the College only and does not include any subsidiary. The Director of Finance and Resources presented the Financial Plan and assumptions. Members took time to read through the financial plan, presented so as to reference the SFA checklist and they discussed the plan in relation to the SFA checklist in the Financial Planning Handbook. Following discussion, members were able to approve the draft budget and financial plan.	
14.2	Members discussed the annual staff pay award for 2016/17, which would be subject to the AoC recommended award yet to be published and subject always to budgeted targets being met as at 1 October 2016.	
14.3	Management Accounts period 10 were presented by the Director of Finance and Resources.	
14.4	<b>RESOLVED:</b> <ul style="list-style-type: none"> <li>i. To approve the College annual budget and financial plan</li> <li>ii. To approve a staff pay award in line with the AoC recommended award or 1%, whichever is the lower percentage, subject to budgeted targets being met as at 1 October 2016.</li> </ul>	

<p><b>15.</b></p> <p>15.1</p> <p>15.2</p>	<p><b>Chair's Report Quality and Standards Committee</b></p> <p>The Committee confirmed that it had considered the effectiveness of the quality strategy and had received detailed reporting on the Maths and English improvement strategy. This reporting had included meeting and discussing the strategy with managers from the team. Maths and English will remain a focus at each committee meeting. It recommended the safeguarding report to the board with recognition of the significant improvement in reporting to the board over the last 3 years, such that the reporting now provides a comprehensive picture and substantial assurance on this key area of board responsibility. It also recommend terms of reference for the HE Committee to the board for approval. The committee confirmed that it had considered its performance against its terms of reference and reported that it considered it remained fit for purpose. It had decided to review its Terms of Reference in the autumn term once the HE committee was up and running.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>i. <b>To approve the College Quality Improvement Strategy;</b></li> <li>ii. <b>To approve the HE Committee membership and Terms of Reference (appendix 1)</b></li> </ul>	
<p><b>16.</b></p>	<p><b>Safeguarding Annual Report</b></p> <p>The Vice Principal presented the annual safeguarding report, highlighting in particular the new cross college safeguarding and health and safety committee. The very positive impact of the new wellbeing coordinator was highlighted, with much improved referral to outside agencies and coordination of the counselling team. Members welcomed the comprehensive picture and substantial assurance on this key area of board responsibility.</p>	
<p><b>17.</b></p> <p>17.1</p> <p>17.2</p>	<p><b>Chair's Report Audit Committee</b></p> <p>The committee Vice Chair presented the Audit Committee report. He confirmed that the committee had considered the areas of college activity within its remit and had received reporting on the college subsidiary company, DART Limited. He explained that the committee had considered the annual appointment of auditors and makes recommendations to the board. He highlighted that identified risks in relation to English and mathematics performance and FE recruitment for 2016/17 are being monitored by the Quality and Standards and Finance and General Purposes committees respectively. He noted that the internal audit reports raise no significant issues of concern to bring to the attention of the board. In relation to the area review process, the committee wished it to be noted that it as a committee had not specifically looked at area review risks to the college because this area of activity was being considered at full governing body level and also by the college's area review governor advisory group that included the Chair of Audit in its membership. He confirmed that the committee considered its performance against its Terms of Reference, considers that it remains fit for purpose and that its Terms of Reference are recommended unchanged for 2016/17.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>i. <b>Approve annual appointment of RSM for 2016/17 academic year</b></li> <li>ii. <b>Delay annual appointment of Mazars for 2016/17 financial statements audit until autumn term meeting due to timing being better suited to a decision in the autumn.</b></li> </ul>	

	<ul style="list-style-type: none"> <li>iii. Approval of the External Audit Strategy Memorandum and the draft letter of engagement.</li> <li>iv. Approve Internal Audit Strategy Memorandum</li> <li>v. Procurement Strategy (unchanged)</li> <li>vi. Value for Money Statement (unchanged)</li> <li>vii. Approve Committee Terms of Reference (unchanged)</li> <li>viii. Approve the Risk management Annual Report</li> </ul>	
<b>18.</b>	<b>Chair's Report Search and Governance Committee</b>	
18.1	The Committee confirmed that it had considered the membership, structure and effectiveness of the board. It had reviewed its own performance and considers that it remains fit for purpose, according to its terms of reference. It recommends its Terms of Reference for approval for 2016/17, unchanged. It made a number of recommendations for members to consider. Members were able to approve the recommendations.	
18.2	<p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>i. Approve the re-appointment of Elizabeth Harrison for a term of 3 years from 1 August 2016;</li> <li>ii. Approve the re-appointment of Emily Thrane for a term of 1 year from 1 August 2016;</li> <li>iii. Approve the recommended changes to committee structure for approval (see minutes 4.11)</li> <li>iv. Approve the recommended link arrangements for approval (see minutes 4.11)</li> <li>v. Approve the recommended changes to meeting calendar 2016/17 – One day away day only on Thursday 18 May 2017 and only one DART Limited meeting in the autumn term 2016 (24 November 2016).</li> <li>vi. Approve the forward plan of governing body business;</li> <li>vii. Approve the committee terms of reference for approval.</li> </ul>	
19.	<p><b>Appointment of Chair for the year 1 August 2016 – 31 July 2017</b></p> <p><b>RESOLVED:</b> Richard Ratcliffe is appointed as Chair for the year 1 August 2016 to 31 July 2017.</p>	
20.	<p><b>Appointment of Vice Chair/s for the year 1 August 2016 – 31 July 2017.</b></p> <p><b>RESOLVED:</b> Emily Thrane and Jon Furber are appointed Vice Chairs for the year 1 August 2016 to 31 July 2017.</p>	
21.	<p>The following items were approved:</p> <p>Register of Interests HE Access Agreement</p>	
22.	<p><b>Date of next meeting</b></p> <p>The date of the next scheduled meeting was confirmed as 8 December 2016. The need for a special meeting before then would be kept under review.</p>	

*The meeting closed at 4.45pm.*