

REASEHEATH COLLEGE BOARD MEETING

**Minutes of the meeting held on Thursday 24 May 2018 at 9.30am
Committee Room, Reaseheath Hall, Reaseheath College**

Present Karol Bailey (independent)
 Malcolm Burns (independent)
 Sonia Belfield (independent)
 Meredydd David (principal)
 Prof Chris Gaskell (independent)
 Dr Elizabeth Harrison (independent)
 Luci Newell (student)
 Anne McKay (staff)
 David Pearson (independent)
 Richard Ratcliffe (independent) (Chair)
 Eleanor Thomas (independent)
 Charlie Woodcock (independent)
 Andrew Fletcher (independent)
 Mike Gorton (independent associate)
 Louise Young (independent associate)

Attending Marcus Clinton (principal designate)
 Matthew Gower (assistant principal)
 Dave Kynaston (vice principal)
 Graeme Lavery (chief finance officer and director of resources)
 Shane Wild (HE student data and records officer) (*part*)
 Jackie Schillinger (clerk)

PART A meeting

item	Content
1.	<p>Apologies for absence</p> <p>Apologies for absence were received and accepted from Colin Baxter, Jon Furber, Dr Ian Graham, Robert Icke, Angela Potter, Alastair Taylor and Prof Tim Wheeler. The meeting was declared quorate.</p>
2.	<p>Declarations of interest</p> <p>Members noted their interests on the declaration form and none gave rise to any conflict in the meeting that required any member to withdraw or not take part in any discussion.</p>
3.	<p>Minutes and matters arising</p>
3.1	<p>Part A of the minutes of the meeting held on 22 March 2018 were approved as a correct record.</p>

<p>4.</p> <p>4.1</p> <p>4.2</p>	<p>Higher Education Office for Students Registration, Including Access and Participation Plan 2019-20</p> <p>The Principal and the HE Student Data and Records Officer presented the University Centre Reaseheath’s application to join the Office for Students register of HE providers. The Board noted that the application documents had previously been emailed to the HE Committee for consideration and that the Board had consented to the making of the application and individual governors to the sharing of their information as part of the registration process. The Chair of the Board had approved the submission of the application within the deadline date, earlier in May. The Principal and the HE Student Data and Records Officer took members through the documentation, with a particular focus on the Access and Participation Plan including resourcing, action plan and targets. Members noted that the registration process may include some further information requests from the Office for Students and that the outcome of the application is expected later this summer, including approval of the College’s Access and Participation Plan.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> i. Confirmation of approval for the submission of the application to register with the Office for Students and the documents that make up that application; ii. Approval of University Centre Reaseheath’s Access and Participation Plan for submission to the Office for Students.
<p>5.</p>	<p>College Draft Strategic Plan Consultation Document 2018-19</p> <p>The Principal presented the draft consultation plan document 2018-19, which contained the draft strategic objectives approved by the Board at its meeting on 22 March 2018. Members noted that the plan will now be provided to college stakeholders during a consultation period, before being presented in its final form with the various area plans to support the college wide strategic objectives. The final draft strategic plan will be presented for approval at the Board meeting on 12 July 2018.</p>
<p>6.</p>	<p>Financial Health: ESFA Letter and Financial Health Dashboard</p> <p>The Chief Finance Officer and Director of Resources presented the ESFA Letter and Financial Health Dashboard for information and assurance, with the College’s health grade confirmed as ‘good’.</p>
<p>7.</p> <p>7.1</p> <p>7.2</p>	<p>Data Protection GDPR compliance update</p> <p>The Chief Finance Officer and Director of Resources presented an update on work to ensure compliance, with the College’s Internal Audit Service providing a second advisory audit report to the Audit Committee on 5 July, which will be reported through to the Board in July. The Board received the College’s new Data Protection Policy for consideration and approval. The clerk confirmed that the policy is based on a template supplied for sector use by the Association of Colleges and had been drafted by a firm of solicitors for this purpose. Members also received privacy notices on how the College uses their personal information and were requested to complete a data protection use of information form.</p> <p>RESOLVED: To receive and approve the College’s new Data Protection Policy</p>

8.	<p>Student Governors present Student Association projects</p> <p>The student governors, joined by Mali Ratcliffe, the future Student Association President, presented a summary of the projects that they have created and delivered this year as part of the Student Association and working closely with Student Services and other college staff, with many projects set to continue into next year. The projects included Car Share Campaign; Car Parking Project; Sexual Consent Campaign; Drink Awareness; Drugs Awareness; Ask Angela Campaign; Litter Campaign; Recycling Project; Green Flag Award; See it, Say it; Careers Project; and Twilight Hour Help. Discussion followed on a number of the initiatives and members thanked the Student Association for the excellent work undertaken on campaigns and projects that have positively impacted the student experience and the wider college this year and requested that the student governors report at each meeting on progress going forwards.</p>
9.	<p>Any other business</p> <p>9.1 The Vice Principal updated members on the actions taken to address the area of consent awareness and ensuring that students fully understand and adhere to College values and behaviour expectations, following the spike reported in the safeguarding data in this area this year, of which members were already aware. The Vice Principal explained the actions taken by the College, which have included working closely with outside agencies, planning additional actions with the police and inviting in the independent lead of Cheshire East LSCB to look at what we are doing and how we are doing it. In addition, Executive have approved an increase to the safeguarding team's staffing budget and the College is also continuing to work on training, development and awareness with students, including the Student Association led projects on consent and alcohol awareness. In terms of benchmarking these safeguarding incidents, it was confirmed that the College is not unusual in the sector by any means and that the Board can take assurance in the engagement with key external agencies and the significant levels of resourcing committed to this key area of College services.</p> <p>9.2 The Vice Principal drew the Board's attention to an important aspect of College academic performance that would be covered in more detail in the development session following the meeting. He explained that the Department of Education performance data for 2016/17 indicates that a small amount of the College's provision – its academic and applied provision - did not meet the minimum level of performance (MLP) in 2016/17. This provision included the Tech Bac course and one Food course. He explained the context and detail of the issue, including the letter received from the ESFA, the reasoning behind the delivery of this type of provision and that it affected about 45 students in total. However, even though the issue affects only a small part of the College's provision, it requires swift improvement action. The Board received the College's response to the ESFA and the College improvement action plan. An update provided by the Assistant Principal evidenced that the action plan was showing good effect this year, with the projected value added score coming well within the current MLP threshold. The Board took assurance from this update and supported the College's strategic decision to offer a course equivalent to 4.5 A levels for its small number of students falling into this category who wish to pursue vocational study rather than A levels and move on to Higher Education. The Board took further assurance from the continued actions in place to improve performance and that these students perform very well in their main vocational qualification and the vast majority progress to HE. The Board thanked management for this update, confirming that it understood the issues involved, supported the swift improvement action-planning that had taken place and that it would monitor the issue to ensure continued improvement in 2018/19.</p>
10.	<p>Date of next meeting</p> <p>The date of the next meeting was confirmed as Thursday 12 July 2018.</p>

A Part B meeting followed.

The meeting ended at 11.30am

A development session followed at 11.45am, and included the following sessions:

Content
FE Academic Performance Measures and College performance
Ofsted Update Lessons from recent inspections College inspection and role of governors Subcontracting focus and DART Limited
College Estate Masterplan summary – capital projects completing 2018
Capital Projects Tour
ICT training on SharePoint and Moodle access and online training modules
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