



HOPWOOD HALL COLLEGE

MINUTES OF THE CORPORATION BOARD MEETING HELD ON 18TH MARCH 2022

Present:

Nazir Afzal (Chair), Julia Heap (Principal / Chief Executive), Gill Banks, Susan Ayres, Clive Reid, Steve Taylor, Greg Walsh, Julie Burns, Jim Gallagher, Paul Dixon, Sarfaraz Akram, Martin Salins, Rob Jones, Cathy Berry

In Attendance:

Jo Bentley Executive Director of Finance, Estates & Risk Management
Andrea Murphy Deputy Principal
Caroline Street Executive Director Business & Student Support
Jason Lancaster Co-opted Member
Fatema Hussein Clerk to the Corporation

Meeting Commenced: 9.00am
Meeting Ended: 10.15am
Attendance: 70%
Quorum 8

1. Apologies for Absence

Gill Banks and Jason Lancaster were welcomed and introduced to the meeting.

Apologies for absence were received and accepted from Jenny Worsdale, Vanda Hagan, Helen Barton and Andrew Baggaley.

2. Declarations of Interest

Members were invited to declare any direct, indirect, personal, pecuniary or prejudicial interest on any item on the agenda.

There were no declarations.

3. Approval of the Minutes – 14th December 2021

Agree that: the minutes of the meeting held on 14th December 2021 are approved as a correct record and authorised for publication

4. Matters Arising from the Minutes

The Action Progress Log was reviewed and it was noted that the Prevent Strategy would be included on the May Board meeting agenda.

5. Committee Minutes

The Board received the minutes of the Committee meetings with the following points highlighted by the Committee Chairs:

Standards Committee 26th January 2022

- Governors had reviewed the Apprenticeship data and requested that the number of out of funded learners was confirmed at the next meeting
- An external review of Training@Hopwood had recently been undertaken and the Committee had agreed that it would be useful to discuss progress with the action plan at the next meeting
- Feedback from the learner survey had been received and it had been noted that this was positive

Employment & Finance Committee 8th March 2022

- College remained in Outstanding financial health
- Work had commenced on the Advanced Technology Centre
- The building would cost £11million of which £9 million was being funded by the College
- An extra-ordinary Board meeting may be required regarding Rochdale B Block

6. Principal's Update

The Principal & Chief Executive presented her report with the following points highlighted to the Board:

- College had been successful in its application for the Register of Apprenticeship Training Providers
- The ESFA funding audit had been ongoing since November 2021 and College had contacted the ESFA concerning the delay in the provision of the report
- Apprenticeship data was positive and College now had the same number of starts as its main competitor
- It was also performing well on Adult Community learning
- The profile of the College had been raised further following a recent visit from the Prime Minister
- Key issues facing the College had been highlighted during this visit

7. Hopwood Old Hall – Presentation & Update from the Working Group Meeting

Discussed under Reserved Business.

8. EDI Annual Report

The EDI report was received and reviewed. It was noted that this report was a legal requirement for public bodies receiving public money and must be published by the end of March alongside the gender pay gap report.

RESOLVED:

The Board approved the EDI Annual Report

9. Risk Management Policy

The Risk Management policy was presented and considered. It was noted that this had been reviewed by the Audit Committee and was being recommended for approval.

RESOLVED:

The Board approved the Risk Management Policy

10. Use of College Seal

The Clerk reported that the seal had been used on 14th September 2021 for the signing of the following documents:

- Construction Contract with Caddick Construction and the Guarantee Bond Agreement with Caddick construction

RESOLVED:

The Board noted the use of the College seal

11. Safeguarding Update

The Executive Director of Business and Student Support presented the report with the following points highlighted to Governors:

- The Safeguarding Risk Register had been reviewed and updated
- Mental health strategy continued to be delivered and included the following – social prescribing project, trauma informed training evaluation, time to talk day activities
- A digital scheme of work for safeguarding themes had been introduced
- The Post 16 pupil premium Cared for Children project had commenced

12. Financial Update incl Capital Projects

The following update was provided by the Director of Finance & Estates:

- The full year forecast was showing a net surplus of £809k compared to a budgeted deficit of £218k (after covid contingency costs before FRS102), a favourable variance of £1,027k
- The revised forecast position reflected a total increase to income of £1,081k (including an increase of £300k on Apprenticeship income)
- All finance corporate KPIs were forecasting 'Green' RAG rating including staff costs as a % of income which is now showing 64.14% compared to a target of 65%
- All bank loan covenant conditions were being met
- Science T level work was out to tender, and the College had submitted a further T level bid for Animal management
- DfE had agreed to increase the size of the new Rochdale B block by 1,732m² which was a 51.7% increase on the original proposal of 3,350m²
- The project was progressing at pace now that the floor area had been agreed

13. Risk Register – Top 10 Risks

The top 10 risks were reviewed and noted.

14. Reserved Business Item

Discussed under Reserved Business.

15. Date and Time of Next Meeting

Thursday 12th May 2022 at 5.00pm