

Minutes  
GB Commercial Operations Committee  
Governance

<b>Date:</b>	24 <sup>th</sup> June 2024		
<b>Time:</b>	5.00 – 6.30pm		
<b>Location:</b>	Online		
<b>Present:</b>	Steven Cochran	(SC)	Governor (Chair)
	Alasdair Macleod	(AM)	Governor
	Sunitha Cee	(SCe)	Co-Opted Governor
	Keith Smith	(KS)	Chief Executive (ex Officio member)
<b>In attendance:</b>	Dylan McTaggart	(DCEO)	Deputy CEO, Group Principal & Principal UC
	Shane Woodhatch	(CFO)	Chief Finance Officer
	Jo Withers	(CoBS)	Chief of Business Strategy
	Clive Hodge	(PHC)	Principal Harrow College
	Gavin Hughes	(PRC)	Principal Richmond upon Thames College
	Mark Burey	(GD-PRMD)	Group Director – PR, Marketing & Communications
	Mark Byerley	(IoTTPM)	IoT Project Manager
	Yaseen Akhtar	(MD-IoT)	Managing Director – WLIoT, Business Growth, Skills & Partnerships
<b>Governance:</b>	Perry Perrott	(CoS)	Chief of Staff
	Rekha Kaul	(SGM)	Senior Governance Manager
<b>Apologies:</b>	Vincent Neate	(VN)	Governor (Vice Chair)

# 24<sup>th</sup> June 2024 Commercial Operations

## Minutes of Meeting:

<b>1.0</b>	<b>Declaration of Recording for Data Protection Purposes:</b>
	The meeting began with a statement of disclaimer. Attendees were informed that the meeting was being recorded in compliance with the General Data Protection Regulation (GDPR). There were no objections to the recording of the meeting.
<b>1.1</b>	<b>Apologies for absence:</b>
1.1.1	VN was noted as being absent from the meeting.
1.1.2	Reminder that AP is on maternity leave and is due to return in September 2024.
1.1.3	Permission was obtained from the Chair, for SCe to leave the meeting early at 6pm. For the best use of time, it was agreed that at 6pm, the meeting would continue as <b>Non-Quorate</b> in the form of an Information sharing/ Advisory meeting only.
<b>1.2</b>	<b>Declarations of Interests and Hospitality:</b>
1.2.1	The CFO provided a declaration of interest: a prospective supplier arranged a same day return flight to Scotland to view their catering equipment. A due diligence process is ongoing for the renewal of the kitchen equipment at Hayes Campus, involving a range of prospective suppliers. No preference has been demonstrated by this declaration of interest.
1.2.2	No other declarations were received from Governors or EMT/SLT.
<b>2.0</b>	<b>Minutes of 29<sup>th</sup> April 2024 committee:</b>
	SC asked if any members had any amendments or questions arising from above minutes, none were received and under resolution the minutes were <b>APPROVED</b> .
<b>2.1</b>	<b>Action Log of 29<sup>th</sup> April 2024 committee:</b>
2.1.1	The committee reviewed the action log from the previous meeting and noted that: <ul style="list-style-type: none"> <li>▪ Actions 4, 5, 7 and 9 were completed.</li> <li>▪ Actions 1, 2, 3, 6 &amp; 8: an update was provided in today's meeting.</li> </ul>
2.1.2	SC stipulated that a review of the Action Log should take place as part of Any other Business, to ensure completeness.
<b>3.0</b>	<b>HRUC Risk Register – Commercial Operations extract:</b>
3.1	Updated were provided for thirteen risks in the Commercial Operations extract of the risk register, of which two are rated as high and the remaining eleven risks are rated as medium.
3.2	Attendance has improved across the Group, though there is more to do. Exam attendance and exam results are significantly higher at all Colleges across the group. Attendance will remain a risk on the risk register, although downgraded to an appropriate rating and be correctly aligned to the DCEO.
3.3	The CoS advised that he will be participating in an exercise with EMT on Friday 28 <sup>th</sup> June to review and cleanse the HRUC Risk Register to ensure it is fully updated, accurate and complete. There will be a move to a 5 by 5 risk register rating grid.
3.4	<b>The open section of the meeting was closed for the confidential Agenda Items 4.0 and 5.0.</b>
3.5	<b>Confidential minutes for Agenda Items 4.0 and 5.0 are available to view by Members only.</b>
3.6	<b>The open section of the meeting was resumed for Agenda Item 6.0.</b>
<b>6.0</b>	<b>WLIoT update:</b>
6.1	The MDIoT and the GD-PRMD talked to the highlights of a power point presentation: <ul style="list-style-type: none"> <li>▪ Draft IoT Marketing Strategy</li> <li>▪ Finalising Business Plan</li> <li>▪ Change of location</li> </ul>
6.2	Members posed questions which were responded to by EMT, which were related to: <ul style="list-style-type: none"> <li>▪ Ongoing work to continue to improve perceptions of technical education as a valued career route</li> <li>▪ 20% contribution includes depreciation charge for the I Block</li> <li>▪ WLIoT income for 2023-24 was £3m.</li> <li>▪ Ambitious projected growth opportunities within computing, engineering and construction.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ The forthcoming outcome of the General Election and a possible change of official policy if there were to be a Labour government. It is thought that following future consultations the IoT may merge into Labour's Technical Colleges commitment.</li> <li>▪ The role of the WLIoT brand in relation to the wider HRUC brand as being a technology driven group of colleges.</li> <li>▪ The international brand of the IoT as being more developed in other countries such as Ireland.</li> <li>▪ An increase in projection and growth of learner numbers does include Richmond College.</li> </ul>
6.3	Marketing strategies and plans for the WLIoT include revamping the website and focusing on career progression.
6.4	The location of the WLIoT is to be considered as part of the wider Project Ambition developments.
6.5	The CFO reminded Members that the Participation Plan has been approved and fees will be charged at £6.5k, so there is an increased income from larger numbers of learners plus the additional £500 charged per learner for the course.
6.6	HRUC is now able to capitalise on the momentum which has been built in the Apprenticeship provision, particularly in the engineering and aviation sectors. The quality of the delivery has also improved through the new Technical Apprenticeship School. There will be a pilot launch of a new level 4 qualification aligned with Thames Water.
6.7	There was a reminder to remove legacy branding associated with the former anchor partner Fujitsu.
6.8	<i>SCE left the meeting at 6.00pm.</i>
6.9	<i>At 6pm, the meeting switched to being <b>Non-Quorate</b> as an information sharing/advisory meeting.</i>
<b>7.0</b>	<b>MIT update:</b>
	<p>The MDIoT and the GD-PRMD talked to the highlights of a power point presentation:</p> <ul style="list-style-type: none"> <li>▪ Draft MIT Marketing Strategy</li> <li>▪ Pricing model / structure</li> <li>▪ July 2024 visit to MIT which aims to immerse the college in the values and strategic vision of MIT and explore potential collaborations.</li> <li>▪ HRUC/MIT Scholarship fund / Student competition.</li> </ul>
<b>8.0</b>	<b>Apprenticeships update:</b>
5.1	The CoBS provided a brief verbal update on the key activity of recruiting a Managing Director for Apprenticeships. The assessment day following by panel of interviews will be in July. The CoBS is hopeful to provide an update on the appointment at the 16 <sup>th</sup> July Corporation meeting.
5.2	<b>The open section of the meeting was closed for the confidential Agenda Item 9.0.</b>
5.3	<b>Confidential minutes for Agenda Item 9.0 are available to view by Members only.</b>
5.4	<b>The open section of the meeting was resumed for Agenda Item 9.0.</b>
<b>9.0</b>	<b>Any Other Business:</b>
	A retrospective correction of a job title was noted "Director of Student Services and Schools Engagement" with responsibility for international activity.
	The 29 <sup>th</sup> April Commercial Operations Action Log was re-reviewed for completeness.
<b>10.0</b>	<b>Dates of the GB Commercial Operations Committee 2024-25:</b>
10.1	<p>The proposed dates of the GB Commercial Operations Committee meetings for 2024-25 are to be ratified by the Board at the 16<sup>th</sup> July Corporation:</p> <p>Monday 23<sup>rd</sup> September 2024 5.30pm – 7.00pm @ UC</p> <p>Monday 4<sup>th</sup> November 2024 5.30pm – 6.30pm @ HH</p> <p>Monday 3<sup>rd</sup> February 2025 5.30pm – 6.30pm @ RC</p> <p>Monday 19<sup>th</sup> May 2025 5.30pm – 6.30pm @ UC</p>

## 24<sup>th</sup> June 2024 Commercial Operations Action Log:

No.	Actions:	Who:	By When:
Seven confidential Actions, related to the confidential Agenda Items 4.0, 5.0 and 9.0 have been noted in the Confidential Minutes, and are available to view by Members only.			
1.	Confidential Action 1	CoBS / CFO	11 <sup>th</sup> Sept F&R 23 <sup>rd</sup> Sept Comm Ops 8 <sup>th</sup> Oct Corporation
2.	Confidential Action 2	CFO	11 <sup>th</sup> Sept F&R 23 <sup>rd</sup> Sept Comm Ops
3.	Confidential Action 3	CoBS / CFO	11 <sup>th</sup> Sept F&R 23 <sup>rd</sup> Sept Comm Ops
4.	Confidential Action 4	CFO	11 <sup>th</sup> Sept F&R 23 <sup>rd</sup> Sept Comm Ops 8 <sup>th</sup> Oct Corporation
5.	Confidential Action 5	CFO	11 <sup>th</sup> Sept F&R 23 <sup>rd</sup> Sept Comm Ops
6.	Confidential Action 6	DCEO	23 <sup>rd</sup> Sept Comm Ops
7.	Confidential Action 7	CoBS / CFO / Governance	11 <sup>th</sup> Sept F&R 23 <sup>rd</sup> Sept Comm Ops 8 <sup>th</sup> Oct Corporation

**Signed:**

**Date:**