

STEPHENSON COLLEGE

MEETING OF THE CORPORATION

Minutes of the meeting held on 21 March 2018 8:30am

Present: Gordon Tacey (Chair)
 Nigel Leigh Principal
 Brian Beggan
 Chris Brown
 Rob Chadwick
 Mark Walker
 Peter Burlingham-Hall
 Marina Duckmanton
 Jenny Shackleton
 Ray Hulse
 Lorraine Smalley
 Matthew Verity
 Ben Thornber – by telephone

In attendance: Simon Kibble Director of Quality and Development
 Sylvia Royle Director of Resources
 Vanessa Scales Director of Human Resources
 Catherine Duro Clerk to the Corporation

APOLOGIES FOR ABSENCE

82 Apologies for absence were received from Adam Plastow and Carleen Osborne.

GOVERNOR RESIGNATION

83 The letter of resignation was received from Marion Plant. The resignation was accepted by the Board.

DECLARATION OF INTEREST

84 There were no declarations of interest made.

STRATEGY**Area Review Update**

85 The meeting notes from the joint governors' working party were received. The Board heard feedback from the meeting. The recommendation was received that the exploration of collaboration with North Warwickshire and South Leicestershire College be brought to an end. This conclusion would be communicated by letter to Mr Peter Mucklow, the Chair of the Area Based Review Committee.

86 **RESOLVED** that the exploration of collaborative work with NWSLC be concluded.

Stephenson Studio School Progress Update

- 87 The Board received an update on the position of Stephenson Studio School. The feedback from the meeting with the Regional Schools Commissioner was shared. The two key risks facing the school's removal of special measures were detailed and the remedial actions shared and discussed.
- 88 A governor **asked** if the schools financial validity needed to be considered. The Board was **assured** that a five year forecast had been produced and presented to the DfE; whilst dependent on student numbers it did demonstrate the schools financial viability.

MINUTES

- 89 **Resolved** that the minutes of the meeting held on 6 December 2017 be approved as a true record and signed by the chair
- 90 The action tracker was reviewed. The Board was **reassured** that all actions were progressing as required.

PERFORMANCE AND EFFECTIVENESS

Minutes

- 91 The Minutes of the Quality and Standards Committee meeting held on 12 March 2018 were received.
- 92 The Chair of the Committee shared the details of the lengthy discussion which had taken place around the impact a small area of provision was having on the College's external accountability measures.
- 93 The Director of Quality was able to confirm that the tables were now published and the College was below the minimum standard for level 3 Tech Levels. The Board was assured that advice had been taken from the Association of Colleges who had advised that it was unlikely to trigger a re-inspection as all other measures were improving. It is expected that the DFE will write to the College asking how the underperformance happened and what was being done to resolve it. The Chair brought the Board's attention to the reassuring list of actions which had been provided to the Quality and Standards Committee detailing the remedial actions.
- 94 The feedback from the student council was also summarised for the Board as the report had illuminated a strong and positive relationship between the students and staff.

Curriculum Strategy

- 95 The Curriculum Strategy was received and the amendments highlighted. The Pedagogy additions introduced since the Quality and Standards Committee meeting were discussed.
- 96 **RESOLVED** that the Curriculum Strategy be approved with thanks given for the amendments.

Chris Brown left the meeting

College Performance Report

- 97 The College performance report was received.
- 98 The Director of Quality and Development detailed the risks surrounding the new external accountability measures and the conflicting requirements of the apprenticeship reforms.
- 99 A governor **asked** if there was still a national decline in apprenticeship recruitment. Nationally it was reported to be around 60% so the College had held its position well with a decline of around only 17% year to date. It was **discussed** how sector specific the recruitment issues were and that growth in higher and degree level apprenticeships presented an opportunity but also a threat as HE providers became increasingly competitive.
- 100 The Director of Resources presented the efficiency measures. The estates utilisation was discussed in the context of the national picture.
- 101 The Director of Human Resources brought to the Board's attention the change in the gender split following the restructure of November 2017.

FINANCE AND ASSURANCE

Minutes

- 102 The minutes of Finance and Resources Committee were received with a brief summary and recommendation to the Board of the items to follow on the agenda.

Management Accounts

- 103 The Management Accounts were received and the summary provided
- 104 All agreed that whilst it was disappointing income was down the compensatory decreases in expenditure showed the finances were being well managed enabling the college to retain outstanding financial health.

Maid Marian Way

- 105 The Board received the proposal to withdraw from Maid Marian Way when the lease ends. The options and reasons were explored.
- 106 **Resolved** that the College withdraw from Maid Marian Way when the lease ends.

Budget

- 107 The revised budget, Budget C, was received. The Board was pleased to note a better end of year bottom line position.
- 108 It was discussed that the capital budget was low this year but was underpinned by generous donations from employers and project partners.
- 109 A governor remarked that the budget was outstanding but **questioned** what sensitivity analysis had been done. It was **asked** at what point the financial health would fall into good or satisfactory. It was **explained** that this was difficult to put an exact figure to as it depends on the EBITDAR. It was further explained that a

variance of around 1.9% from the bottom line could be absorbed without any effect on financial health and that the management accounts presented illustrated that this variance was unlikely.

110 The Board **challenged** if in light of this should more of the surplus be invested to protect the College for future years. There was a rigorous debate on the use of cash this year; ideas were shared and the executive team would consider these through the remainder of the year. **Action - SMT**

111 **Resolved** that the budget be approved.

Franchise Activity Report

112 The Franchise activity report was received. A governor **asked** why we continue to subcontract in Nottingham. It was **agreed** that this was appropriate to continue to provide an offer to Nottingham's unemployed in priority STEM subjects. Continuing the provision which had been offered by the Lenton Lane campus and delivering the College's Curriculum Strategy.

Subcontracting Proposal

113 **Resolved** that following the previous discussion the subcontracting proposal be approved.

Financial Regulations

114 **Resolved** that the revised financial regulations be approved.

GOVERNANCE AND RISK

Rob Chadwick left the meeting

Risk Register

115 **Resolved** that the risk register be approved

Gender Pay Gap Report

116 The Gender Pay Gap report was received. The difference between equal pay and the gender pay gap was explained. The statutory requirement to publish a gender pay gap report was detailed.

117 The Board received the recommendation that the required data be published on the government website with a link to the more detailed report on the College's website, providing the context behind the figures.

118 A governor **asked** what positive actions the College would look to take to address the balance; examples were given including advertising engineering vacancies with the Women's Engineering Society.

119 **Resolved** that the report be approved to be published.

Annual Equality and Diversity Report

120 The Annual Equality and Diversity report was received. The Board was **advised** that the difference highlighted in apprentice achievement by gender would be investigated so the reasons could be understood.

121 **Resolved** that the report be approved for publishing.

GDPR

122 Governors received a briefing on their responsibilities under the new GDPR legislation.

123 Governors asked for a update to be provided to each meeting of the Board **Action - Clerk**

Teaching Calendar

124 The teaching calendar for 2018/19 was received.

Policies

125 **Resolved** that the Fee Policy be approved

126 **Resolved** that the unchanged Child and Vulnerable Adult policy be endorsed prior to new statutory guidance being issued in September 2018 when a further review would be undertaken.

Audit

127 **Resolved** that the external and internal auditors be reappointed for the 2018/19

128 The internal Audit plan revisions for 2017/18 were received and debated.

129 **Resolved** that the revised internal audit plan be approved with an internal audit of the compliance with the apprenticeship funding rules scheduled for early 2018/19.

DATE OF NEXT MEETING

The next meeting of the Corporation is on Wednesday,
4 July 2018 at 9.30am.

The Working Party will be held on Wednesday 9 May 2018

Meeting closed 11:30

Chair

Date