

MEETING OF THE CORPORATION

Minutes of the meeting held on 4 October 2017 08:30am

Present: Gordon Tacey (Chair)
Nigel Leigh Principal
Brian Beggan
Mark Walker
Peter Burlingham-Hall
Marina Duckmanton
Jenny Shackleton
Marion Plant
Gemma Goodman
Carleen Osborne
Lorraine Smalley
Matthew Verity

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

01 Apologies for absence were received from Carleen Osborne, Chris Brown, Ray Hulse, Adam Plastow, and Ben Thornber.

DECLARATION OF INTEREST

02 There were no declarations of interest made.

STRATEGY

03 The Principal gave an update on the Accommodation Strategy. The Board was **informed** that the decision had been 'called in' by the cabinet of the District Council. A final decision on the land was now expected to be made on the 17th October 2017.

MINUTES

04 **Resolved** that the minutes of the meeting held on 5 July 2017 be approved as a true record and signed by the chair

05 The action tracker was reviewed. The Board was **reassured** that all actions were progressing as required.

PERFORMANCE AND EFFECTIVENESS

Minutes

- 06 The Minutes of the Quality and Standards Committee meeting held on 18 September 2017 were received.
- 07 A summary of the flight path modelling presentation was shared. All governors agreed that this was a useful tool in establishing a culture change where passing is not enough. A governor **challenged** that there needed to be a change in the language used, building lecturers expectations and improving the value added across the curriculum.
- 08 The Board was updated on the actions to actively manage surveys, to encourage participation and inform college improvements.

College Performance Report

- 09 The Director of Quality expanded on the outcome forecast that was contained within the report. The Board were **confident** in the data shared and the depth of understanding across all areas.
- 10 The Board was **informed** that the draft SAR was undergoing further improvements and the final version would be presented to the December meeting.
- 11 The Board expressed thanks to Simon Kibble and colleagues for extraordinary results, going against the current trends. A broader understanding of subject areas beyond that required by the qualification was recognised as essential and was well understood. The Board **agreed** that the quality of teaching and learning was moving in the right direction and needed to continue to do so.
- 12 The Director of Resources **informed** the Board that the number of 16-18 learners was expected to be on target after 41 days.
- 13 The Board was **assured** by the explanation of reasons for no apprentice enrolments during May, June and July.
- 14 The group size information was discussed. The revised reporting method was considered to be both interesting and useful. A governor suggested that showing the median might also be useful. **Action SR.**
- 15 The financial health position was reported as outstanding for 2016/17
- 16 The Board was **informed** by the Director of Human Resources that there had been a pleasing reduction in average sickness days.
- 17 The Board's attention was drawn to the fact that whilst it was positive to see a reduction in staff turnover, there remained some issues in key areas where managers were working to retain staff.

FINANCE AND ASSURANCE

Minutes

- 18 The Minutes of the Finance and Resources Committee meeting held on 20 September 2017 were received.
- 19 It was **highlighted** to the Board that an excellent set of accounts had been delivered. The Board gave thanks to Sylvia Royle and the finance team; stating how **reassured** they were that there were no shocks at the year end, which gave them confidence in the financial understanding when considering future projects.

Management Accounts

- 20 The management accounts were received. A governor commented that a financial score of 280 out of 300 demonstrated a robust performance, not common across the sector, when a number of colleges were facing challenges.

Regularity Audit Self-Assurance

- 21 The completed regularity audit self-assurance questionnaire was discussed.
- 22 **Resolved** that the regularity audit self-assurance questionnaire be approved for signature, with one minor amendment to the detail of the overseas trips.

Subcontractor Reports

- 22 The Subcontractor Audit Report was received. The Board noted the three items identified and was **reassured** by the explanations given of the remedial actions.
- 23 The Subcontractor activity report was received. A governor **challenged** the ongoing need for subcontracting. The Board was reminded that the decision to subcontract has been to make learning accessible to learners we otherwise would not be able to deliver to, in alignment with our curriculum strategy and the LEP priorities.

Insurance

- 23 The Board received the insurance report with an explanation of the breakdown of the policies and the value for money achieved.
- 24 The possible need for cyber liability was discussed. The Board **agreed** that an audit of the College practices should be carried out first. The company chosen to undertake the audit had been recommended by the insurers.
- 25 The Board was given a verbal update on the Business Continuity Plan. The Board was **informed** that whilst the plan had been adopted as fit for purpose a number of final minor improvements were being worked through. The insurers had reviewed it and commended it as a robust process.

Health and Safety Annual Report

- 26 The annual health and safety report was received. The Board's attention was drawn to the 396 apprentice employer site visits which had been carried out. The one company which was not compliant and had declined to act on the advice given had not had an apprentice placed with it.

Financial Regulations

- 27 The amended financial regulations were reviewed.
- 28 **Resolved** that the amendments to the clause 4.3.3 within the financial regulations be approved.

GOVERNANCE AND RISK

Minutes

- 29 The minutes of the Governance and Search Committee meeting held on 21 September 2017 were received and the recommendations discussed.
- 30 **Resolved**
1. that the HE Code of Governance be adopted
 2. that the Quality and Standard Committee nominate an HE link governor
 3. that the authority to give assurance on the HE provision is delegated to the Quality and Standards Committee.

Risk Register

- 31 The risk register was received and the red risks were discussed.

Governor Training Plan

- 32 **Resolved** that the governor training plan be approved for 2017/18

Sponsors Statement of Action

- 33 **Resolved** that the sponsor's statement of action was accepted for 2017/18.
- 34 A governor **asked** when the school was likely to come out of special measures. The Board was **informed** that the school's attached HMI was expected any time and that they had until February 2017/8 to convert the school out of special measures. If this hadn't happened then the school would be subject to a full inspection.
- 35 The disappointing science results were shared and the potential impact of these and resulting actions explained.
- 36 The Board was **reassured** that the school Board considered that the appropriate actions were in place to deliver the required improvements.

Freedom of Information

- 37 The Freedom of Information Report was received.

DATE OF NEXT MEETING

- 38 The next meeting of the Corporation is on Wednesday 6 December 2017 at 08:30am.

Meeting closed 10:30

Chair

Date

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