

## MEETING OF THE CORPORATION

## Minutes of the meeting held on 6 December 2017 08:30am

<b>Present:</b>	Gordon Tacey	(Chair)
	Nigel Leigh	Principal
	Brian Beggan	
	Chris Brown	
	Peter Burlingham-Hall	
	Marina Duckmanton	
	Carleen Osborne	
	Marion Plant	
	Jenny Shackleton	
	Lorraine Smalley	
	Ben Thornber	
	Matthew Verity	
	Mark Walker	
<b>In attendance:</b>	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**

- 39 Apologies for absence were received from Gemma Goodman, Rob Chadwick, Ray Hulse and Adam Plastow.

**DECLARATION OF INTEREST**

- 40 There were no declarations of interest made.

**STRATEGY**

- 41 The Principal's update was received
- 42 The Board was **advised** that the first governors' working group meeting with NWSL had taken place and that the next meeting was scheduled for 9 January 2018 where the Colleges' positions would be contextualised and the vision for the future explored.
- 43 An update on the accommodation project was provided. The Board was **informed** that the proposed land had not been made available for purchase by the council, who are seeking alternatives to offer. The executive team is considering the best next steps in the context of the area review discussions.
- 44 The Board received an update on the studio school. It was **informed** that the school remained in special measures and had recently been visited by the DfE. The DfE report was largely positive and contained a number of actions identified for the school to take to remove special measures. It reported that the Progress 8 measure from KS2 was very close to the national average which the Board could take reassurance from. It was reported that the school now had a strong staff team. Further support was offered from NWSL MAT if it could be beneficial.

## MINUTES

- 45 **Resolved** that the minutes of the meeting held on 4 October 2017 be approved as a true record and signed by the chair
- 46 The action tracker was reviewed and progress reported on. Action 186 remains open with the median to be determined.

## PERFORMANCE AND EFFECTIVENESS

### Minutes

- 47 The Minutes of the Quality and Standards Committee meeting held on 20 November 2017 were received.
- 48 The substantive item of the HE assurance was reported on, the risks were explained and the resolution to give assurance was detailed. The Board agreed that with HE experience and a link governor appointed for HE it was well equipped to provide assurance and deliver on its responsibilities.

### Self- Assessment Report and Quality Improvement Plan

- 49 The SAR was received; the Board supported the self-assessment grade being maintained as good.
- 50 The student survey preparations were discussed and the importance of students understanding the significance of their accurate responses agreed.

### Learner targets

- 51 The learner targets for 2018/19 were discussed and the increasing importance of the destination target agreed.
- 52 There was a **robust discussion** regarding the requirement for the Board to set HE targets based on historic performance and HEBOS targets for this year.
- 53 The conception of quality and measures to raise standards would take a similar approach to FE.
- 54 The Board shared a preference for targets to be progression targets, extending the learners flight path, rather than outcome targets. The agreed rationale being that progression targets are less final and more aspirational.
- 55 **Action** – A paper considering this approach to be presented to the next quality and standards committee meeting.

## COLLEGE PERFORMANCE REPORT

### Quality

- 56 The challenge of improving attendance was shared and the actions being taken detailed.
- 57 The Board was advised of the activity in place to promote a culture shift in assessment completions

### Diversification

- 58 There was a detailed discussion of the apprentice numbers and the impact of the levy system. The impact of the administrative delays this new system had caused was shared and the use of prudent estimates explained. A more accurate picture was anticipated for the next Board meeting.
- 59 The finance KPI's were shared and the reasons behind the high staff ratio explained.

### Human Resources

- 60 The Board was advised that the human resources team is working with managers to support them in reducing sickness absence.

## FINANCE AND ASSURANCE

### Minutes

- 61 The Board received the minutes of the Finance and Resources meeting held on the 22 November 2017.
- 62 The Board received the minutes of the Audit Committee meeting held on the 23 November 2017
- 63 The Board reiterated its thanks to the finance team for an excellent audit report.

### Management Accounts

- 64 The Board received the management accounts with a summary of the key issues raised. The Board was **assured** that the detail had been scrutinised in the Finance and Resources Committee meeting.

### Financial Statements

- 65 The Financial Statements for 2016/17 were received. The final comments received from the auditors were shared but pertained only to layout and line spacing not the financial content.
- 66 **Resolved** that the accounts be approved with the auditor's formatting edits made.

### Auditors Management Letter

- 67 **Resolved** that the auditor's management letter be approved.

## **ESFA Financial Health Letter**

68 **Resolved** that the ESFA letter confirming the college's financial health be accepted.

## **Audit Committee's Annual Report**

69 **Resolved** that the audit committee's annual report be approved.

## **Internal Audit Annual Report**

70 The Board receive the internal auditor's report which gave assurance of a clean bill of health.

## **Franchise Activity Report**

71 The Board received the franchise activity report

## **Stephenson Studio School Financial Statements**

72 The Board received the studio school accounts for information and sponsor assurance.

73 The apparent profit was **challenged**. The Board was **assured** of the reasons for this and due to the timing of an income stream the profit shown wasn't at the detriment of improving the school.

74 The Board was **reassured** that the accounts show a healthy position as a going concern

## **GOVERNANCE AND RISK**

### **Student Voice**

75 The student voice report was received and thanks given to the student governors for a comprehensive report.

### **Business Plan**

76 Resolved that the Business Plan for 2017-2019 was approved.

### **Risk Register**

77 The Risk register was received and the changes discussed.

### **Sponsor's Statement of Action**

78 The Sponsor's Statement of Action was received and it was explained that all actions were underway but wouldn't be concluded until the school had exited special measures.

### **Policy Review**

79 The Board received the 5 policies due for routine review and the changes were explained.

- 80     **Resolved**     1     that the Recruitment and Retention Policy be approved  
                          2     that the Pay Policy be approved  
                          3     that the Disciplinary Policy be approved  
                          4     that the Fraud and Corruption Policy be approved  
                          5     that the Additional Learning Support Strategy be approved

**DATE OF NEXT MEETING**

- 81     The date of the next meeting of the Corporation is Wednesday, 21 March 2018 at 8:30am.

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Meeting closed 10:30

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Chair

\_\_\_\_\_  
Date

**College Performance Report**

**DATE OF NEXT MEETING**

38

Meeting closed

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Chair

\_\_\_\_\_  
Date

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