

MINUTES OF THE CORPORATION MEETING**HELD ON TUESDAY 26 APRIL 2016****Present:**

Pat Brennan-Barrett	Governor (Principal)
Ellen Buttler	Governor
Emma Cornhill	Student Governor
Rob Davey	Governor
Mark Hall	Governor
Philip Hilton (Vice Chair)	Governor
Martin James	Governor
Roger Morris	Governor
Geraldine Schofield (Chair)	Governor
David Smith	Governor

The quorum for the meeting was six Members.

In attendance:

Steve Rankine	Director of Finance and Corporate Affairs
Patrick Leavey	Deputy Principal
Gary Brough	Director of Estates
Heidi Stroud	Data Project Manager
Ros Sturley	Head of Inclusion
Julie Brasier	Clerk to the Corporation

The meeting was held in the Boardroom and started at 6.00pm.

At the start of the meeting the Corporation received a presentation from Heidi Stroud. The presentation was to update Governors with progress made in the capability of the College's data collections and systems.

The presentation focussed on the destinations of students at the end of their courses. The reports created covered the categories required by Ofsted and some ILR categories. There were only a small number of students whose destinations were unknown. Heads of Schools and Curriculum Managers were able to drill down into the data in a variety of ways including qualification, age, school subject area, high needs and free school meals.

The ILR data showed trends over 3 years.

The next step would be the developing data reports that showed intended destinations which would then enable comparison with actual destinations.

The Corporation thanked HS for her presentation and welcomed the progress being made with data collection and reporting. It was noted that Internal Audit had also looked at aspects of data and given a favourable report.

Heidi Stroud left the meeting

1		Welcome and Apologies	Action
	1.1	The Chair welcomed Emma Cornhill to the meeting as a Student Governor.	
	1.2	Apologies were received from Tracey Branson and Julia Harley.	
2		Declarations of Interest	
	2.1	The Chair reminded Members to declare their interests as and when necessary on the agenda.	
3		Minutes of the Corporation Meeting held on 2 February 2016 and any matters arising	
	3.1	Subject to amending 'Mark James' to 'Martin James' under "present", and the substitution of 'showed' for 'should' in the first question of minute 14.1, the minutes were agreed as a true and correct record and duly signed by the Chair.	
	3.2	Matters Arising – Minute 14.1 The Chair asked how the implementation of the Action Plan following the Independent Quality Review for Sports qualifications was being monitored by the Corporation. It was confirmed that this had been covered in Quality, Teaching Learning and Assessment Committee. Minute 17.5 below refers.	
4		Determination of Any Other Business	
	4.1	The Director of Estates would be submitting a report on gas purchase. Minute 7 refers.	
	4.2	Governors had taken part in a student carousel prior to the meeting. This had been an interesting session and it was important to capture what had been said, and to get feedback so this could be considered more thoroughly. Governors were asked to send brief notes of their discussions to the clerk for compilation. Alternatively the Clerk would contact the Governors to get their views.	ALL
	4.3	There would be a presentation from Student Governors at a future meeting of the Corporation to give their perspective.	Agenda
5		SEND	
	5.1	The Head of Inclusion presented her report. There had been significant changes in legislation in this area and this now encompassed a student's social development and preparation for employment. Changes to the curriculum had been made and advice taken from external consultants.	
	5.2	The report gave a breakdown of high needs students. There were 82 in main stream and 84 in supported learning. The types of disability supported by the College were set out; it was noted that some students would have a range of needs and disabilities.	

5.3	In year retention was good at 98% and was an improvement on the previous year. Attendance was 88%. This was below target.	
5.4	RS explained that from September 2016, funding would only come through Education and Healthcare plans (EHC). These replaced Statements. The transition process was led by the Local Authority and the transition was difficult in some cases. EHC plans had to be reviewed annually as well as at regular points in the year. The Annual Review involved a range of people and could be a lengthy process. 62 meetings were due to be completed by the end of the academic year.	
5.5	Local Authorities were required to provide information, known as the local offer, on education health and care services available to children and young people up to the age of 25. The College's curriculum offer and Additional Learning Support provision was included and regularly reviewed and updated.	
5.6	The report set out the SEND priorities for the College for 2015/16, the actions required and the progress made. The College was compliant with the Code of Practice and EHC and High Needs students were clearly but discretely identifiable to all staff through Moodle.	
5.7	Funding had been secured to deliver Supported Internships. It was noted that less than 5% of students in Northamptonshire with a disability secured employment. Supported Internships supported both the student and the employer in the employment setting. 'Systematic Instruction' was used, supported by job coaches who broke tasks down into simple steps. The students who could benefit from this had been identified and the Business Centre were helping to find employers.	
5.8	The progress and attainment of High needs students would be looked at by Ofsted and the Inclusion Team were working hard to meet their requirements.	
5.9	<p>The number of High Needs students in 2015/16 had increased significantly compared to 2014/15. The College need to keep pushing for funding.</p> <p><i>Question</i></p> <p><i>Are there any statistics to show employment levels following a supported internship?</i></p> <p>It is believed that 75% of students undertaking a supported internship then get employment, so it is proven to be successful. Employment meant a minimum of 2 hours per week.</p> <p>RESOLVED C[14/16] The Corporation resolved to note the SEND Report.</p> <p>Ros Sturley was thanked for her report and left the meeting.</p>	
6	Daventry Project Update	
6.1	The Director of Estates updated the Corporation on the land sale. The terms of the land sale had been reviewed and approved by the Audit committee	

		following the tender procedure and appropriate professional advice. The only change was that there may be an additional cost to the Corporation of £175,000 to cover highway improvements. These works were imposed by the Highways Authority, as a planning condition, on the developers. This may be subject to appeal.	
	6.2	Negotiations were continuing regarding the warranties for the surveys commissioned by the Corporation being shared with a third party.	
	6.3	The sale would be completed in two phases – September 2016 and March 2017.	
	6.4	The Director of Estates presented the update on the project from the latest project management report. The risk register was also circulated. The cost of contaminated soil due to oil pollution had been shared equally and it was believed that it had all now been removed. The Chair asked if the soil pollution was the same as that reported at the previous meeting. It was confirmed that this was the case.	
	6.5	Walls were going up and the building would soon be weather tight. Due to a drop in temperature, a concrete pour had continued into the night which had led to complaints from some residents. There had been a warning given to residents that this might happen. There had been two residents' meetings. Complaints made did not relate to the College.	
	6.6	At the moment the project was over budget, but reconciliation was still to take place and this happened at the end of the project. The target opening date was 24 October 2016. The Contractor was reporting that the programme was 2 days behind. Time lost due to bad weather was being made up.	
	6.7	With the Director for Financial and Corporate Affairs a presentation had been made to SEMLEP regarding the progress of the new build, as part of their normal monitoring process. The College had been audited by SEMLEP on its running of the project. SEMLEP were satisfied with the College's approach and the first payment of the new year's funding was due to be received next week. The College had also applied to Daventry District Council for the release of s106 funds.	
	6.8	<p>There were no significant areas of concern. Subcontractors were now being signed up, but it was noted that there were a significant number of building projects both locally and nationally.</p> <p>RESOLVED C[15/16]</p> <p><i>The Corporation resolved</i></p> <p><i>a) To confirm the Board's authorisation of the land sale at the Daventry Campus and the Principal and Mark Hall, Chair of Audit be authorised to sign and execute any documents on behalf of the Corporation to effect the land sale</i></p> <p><i>b) to note the progress on the Daventry Project.</i></p>	

7		Gas Procurement	
	7.1	<p>The Director of Estates submitted a report on the renewal of the gas supply contract. The College used Yorkshire Purchasing Organisation to purchase gas. The OJEU process for the supply of gas in 2017 had been completed and the College was required to enter into the appropriate contracts now. Due to the amount of the contract, Corporation approval was required.</p> <p>RESOLVED C[16/16]</p> <p><i>The Corporation resolved to approve the signing of a new four contract with Yorkshire Purchasing Organisation for gas procurement.</i></p> <p>The Director of Estates left the meeting at 7.00 pm.</p>	
8		Area Review	
	8.1	<p>A Task and Finish Group had met immediately before the meeting. Robert Davey as acting chair of the Group reported to the Corporation as follows:</p> <ul style="list-style-type: none"> • there had been a very interesting presentation from Andrew Thompson of ACER • the Area Review for the College would start in November 2016, Wave 5 • the group had looked at criteria for options appraisals for working with other colleges • ICCA, the Internal Auditors, would look at compatibility and suitability of other colleges against those criteria. <p>RESOLVED C[17/16]</p> <p><i>The Corporation resolved as follows:</i></p> <ul style="list-style-type: none"> <i>a) That the terms of reference for the Area Review Task and Finish Group be approved;</i> <i>b) That the Area Review Task and Finish Group would comprise the Chair, the Vice Chair, the Principal, the Chair of Audit, Rob Davey and Roger Morris. The Director of Finance and Corporate Affairs would attend all meetings;</i> <i>c) That Rob Davey be appointed Chair</i> <i>d) That the criteria for the Options Appraisal be approved</i> 	
9		Key Performance Indicators for the Strategic Plan for 2015 - 16	
	9.1	<p>The Principal submitted her report. Following feedback, it was confirmed that the report be corrected as items 1.3, 1.4, 1.4a and 3.6 need to remain amber until outcomes were known.</p>	
	9.2	<p>Four of the six planned progress checks had now been completed. This showed that students were progressing well. There were some areas for improvement and included developing stretch and challenge for students showing green at their progress check (1.3)</p>	
	9.3	<p>The College was finding it challenging to get work experience for 3,000</p>	

		students. Programmes had been arranged for 2,000 so far. Work experience needed to be planned into each study programme and the College was audited on this. Work experience could be internal and included preparation for work. This would be looked at in any Ofsted inspection. Northamptonshire had a particularly high number of medium and small business which meant that work experience could be harder to secure. (1.4(a))	
	9.4	The College had approximately 1107 apprentices all of whom were on target. (1.4(a))	
	9.5	The Principal was very pleased with the progress being made with Data projects (2.3). This could soon show as green. The College retained a Consultant three days a week to support this area. This approach was working well with staff and would stay in place. The College was two and half years into a four year project to improve data. Recent monitoring meetings had demonstrated that staff were very knowledgeable about the data for their students.	
	9.6	Governors were of the view that 2.8 (Respond to the Changing Landscape) should be green not amber. This was agreed.	
	9.7	All curriculum planning had been completed for 2016/17 and course files frozen. This meant that 3.2 had now changed to green. This was an excellent achievement within the timescales considering the changes being made to education.	
	9.8	<p>3.6 (Develop the college reputation through outstanding outcomes for students and employers) would remain as amber because of the overall Ofsted grade resulting from the SAR.</p> <p><i>Questions</i></p> <p><i>What are the criteria for moving from amber to green? For subjective areas how do we describe the gaps?</i></p> <p>This report was a synopsis of information across the College. So the detailed reports submitted to the Quality, Teaching, Learning and Assessment Committee, for example, were used to support the ratings in this report. If a strategy was failing or there was a national policy change, the rating would change to red. This was part of the risk management process.</p> <p>RESOLVED C[18/16]</p> <p><i>The Corporation resolved to the progress against the Key Performance Indicators for the Strategic Plan 2015 -16.</i></p>	
10		Learner Data Monitoring Retention	
	10.1	The Deputy Principal presented the retention data for the year to date. Overall it was 94.8%. the College target was 93%. All withdrawals were closely monitored. Following discussion in the meeting, the report was corrected to show that there were 2484 starts in Maths and English. A corrected version would be circulated. Figures were increasing because of termly enrolments for some courses. It was noted that data would be reconciled in June and figures	PL

		would reduce from current levels.	
	10.2	The report set out retention by level. It was strong for Entry Level and Levels 1 and 3, but lower for level 2. A lot of intervention was being put in place to support improvement.	
	10.3	If a retention rate of 93% for the year was secured and last year's achievement rate was maintained, then the success rate should also increase. Recent monitoring meetings indicated a confidence that achievement would be maintained. RESOLVED C[19/16] <i>The Corporation resolved to note the student retention data.</i>	
11		Management Accounts and Commentary for the period to 31 March 2015	
	11.1	The Director of Finance and Corporate Affairs submitted the Management Accounts for the eight months to 31 March 2016. There had been no major changes since the last report. Funded learners should reach target income by the year end. Forecasting was difficult because a lot of achievement income was received at the end of the year and income for termly enrolments showed at a later stage. The current operating surplus was less than the budget. The capital project complicated matters where expenditure was accelerated in the short term. At the end of the year cash balances were expected to meet the 'outstanding' judgement. Currently the judgement was 'good' and Governors discussed in detail the reasons for this and in particular the cashflow aspects.	
	11.2	In terms of income, there was a shortfall in the SFA funded courses, but apprenticeship income had been increased. Fees in HE were down, but the courses were new and had small numbers in the first year. For future budgeting, more modest numbers would be predicted.	
	11.3	The Director of Finance and Corporate Affairs highlighted current budget variances but expected income and expenditure to be in line with the budget at the year end. The external provider for AAT had just started to offer courses at the College with 29 attendees. Pay costs were below budget. Non pay costs were exceeding the budget and a spending freeze had been imposed to counter this. Members asked whether the gap for the operating surplus could be pulled back. It was felt that this would be the case. RESOLVED C[20/16] <i>The Corporation resolved to note the management accounts for the eight months to the end of March 2016</i>	
12		Allocations 2016 – 17	
	12.1	The Director of Finance and Corporate Affairs circulated the funding allocations for the College for 2016 -17. Overall, although lagged student numbers were down, EFA funding had increased slightly due to the movement of numbers to higher funding bands. High Needs funding had also increased. Retention directly impacted on funding. Disadvantaged funding would increase. The Director was	SR

		asked to check the entry for Student Financial Funding Support.	
	12.2	In terms of the allocation from the SFA, ASB, Community Funds and DLS had all been amalgamated into the Adult Education Budget (AEB). The AEB allocation had not been reduced for 2016 -17 and being in one pot meant there was more flexibility in its application. There would be a new cohort of students that would need to take out loans in 2016-17, ie 19+ students on Level 3,4 and 5 programmes.	
	12.3	The SFA work based learning allocation had increased and the College was likely to exceed this allocation. The SFA funding was better than expected. Members asked how this compared with the national picture for FE. The level of apprenticeships in the College put it in a stronger position. Members also asked if staff were notified about income. The Principal confirmed that this was put into NC Update. The challenge for the College was the competition from schools.	
	12.4	The Skills Fest had been an excellent event. Demographics meant that the number of 16 -18 year olds was less and the trend national was that more were staying in schools. Maintaining numbers was therefore a positive. RESOLVED C[21/16] <i>The Corporation resolved to note the funding allocations for 2016 -17.</i>	
13		Skills Funding Agency Assessment	
	13.1	The Director of Finance and Corporate Affairs circulated the assessment for 2014/15 from the SFA which was a review of all the financial information submitted by the College. The assessment judged the College to be outstanding. This was a strength for the College in Area Review process. RESOLVED C[22/16] <i>The Corporation resolved to note the SFA assessment and commended the staff for their work.</i>	
14		Student Enrolment	
	14.1	The Director of Finance and Corporate Affairs submitted the latest enrolment data. Full time enrolments were down against the coursefile targets, which were optimistic. Budgets reflected more realistic targets, in line with allocations. SFA budgets had been reduced following funding cuts from Government. Bands 4 and 5 (the higher funding bands) had exceeded the budget target, bands 1-3 were below. Overall the position was positive. It was asked how the enrolment data and the retention report under item 10 should be looked at together.	
	14.2	For Apprenticeships, funding came in monthly and recruitment occurred throughout the year. It was expected that enrolments would be close to target.	
	14.3	There was currently a shortfall against the adult skills budget.	

		<p>RESOLVED C[21/16]</p> <p><i>The Corporation resolved to note the report on enrolment data.</i></p>	
15		Governance Committee	
	15.1	Philip Hilton, on behalf of Tracey Branson submitted the minutes of the Governance Committee held on 15 March 2016. The Committee had received a report on governor activity against the priorities agreed for Governors earlier in the academic year. These priorities were also linked with the Strategic Objectives. This showed that Governors were focussing on the correct areas. The Committee had asked for more information on SEND and Equality and Diversity and this had been actioned.	
	15.2	The Committee had looked at Student Voice. It had asked for information to be displayed graphically.	
	15.4	The Committee had reviewed the Skills Audit. The areas where there was less knowledge was the FE sector. It was agreed that the skills audit would be revised to include teaching and learning and more generic skills.	Clerk
	15.5	<p>The AOC Code of Conduct was considered with an update on the College's compliance with the compulsory aspects. Self Assessment was discussed. The Corporation had looked closely at Leadership and Management on the Strategy Day in January and would look at another area next year. The Chair would have 1:1 discussions with half the Corporation members this year and half the next. Governors were however welcome to contact the Chair at any time.</p> <p>The Committee asked that the LEP priorities and Curriculum Map were circulated.</p>	<p>GS</p> <p>Clerk</p>
	15.6	The recommended aspects of the Code would be checked for compliance at the next meeting.	
	15.7	<p>The Committee recommended that the Corporation adopt the Eversheds Code of Conduct for Governors and that Bill Chalker be appointed as set out in the resolution below. It also recommended that David Smith and Philip Hilton be reappointed.</p> <p>RESOLVED C[22/16]</p> <p><i>The Corporation resolved to note the minutes of the Governance Committee held on 15 March 2016 and</i></p> <p><i>a) That the Eversheds Code of Conduct be adopted for the Corporation</i></p> <p><i>b) That David Smith and Philip Hilton be appointed for a four year term from 31 July 2016</i></p> <p><i>c) That Bill Chalker be appointed as a co-opted member of Audit committee and as a co-opted non-voting attendee at Corporation meetings until 31 July 2017</i></p>	
16		Audit Committee	

	16.1	The Chair of the Audit Committee submitted the draft minutes of the Audit Committee held on 17 March 2016. It was noted that Internal Auditors had given a high level of assurance on the data reporting systems in the College.	
	16.2	The staff enrolment group would look at the comments regarding the observation of enrolment interviews RESOLVED C[23/16] <i>The Corporation resolved to note the minutes of the Audit Committee held on 17 March 2016.</i>	Enrolment Group
17		Quality, Teaching, Learning and Assessment Committee	
	17.1	Ellen Buttler gave a verbal report on the meeting of the Committee held immediately before the Corporation meeting. The Committee had received six detailed reports and these were circulated to all Corporation members.	
	17.2	The Committee had received a report on the English and Maths Strategy. This had included: <ul style="list-style-type: none"> • Current initiatives including supporting tutors to maximise opportunities to embed English and Maths in their lessons • Exam preparation • Strategies for 2016/17 • The robust approach being taken with students not completing compulsory English Assessments • Intervention and support The impact could be seen with a retention rate of 92%. Attendance was lower. The number of GCSE entrants (2,000) was twice the figure for last year and managing the exam process was a very significant logistical exercise.	
	17.3	The second report related to Equality and Diversity. Robust monitoring for ethnicity, age and gender was in place. The committee asked for information on disabled students. This group performed strongly. Gaps in achievement between different groups would be looked at by Ofsted. The data showed gaps were closing. A significant gap was 5% or more. Female students out performed males but there were more female students. Performance was lower for Bangladeshi students. Retention rates for White British students had improved and it was hoped that this would be matched by an improvement in success rates. Retention rates were good overall for equality and diversity. Next time the committee might look at BME students.	
	17.4	The Committee had reviewed progress against actions in the Quality Improvement Plan which correlated with Ofsted areas and the Strategic Objectives. Strategies were driving forward teaching and learning. Progress points for students meant there was strong support in place for those graded red and amber. For next year the focus would be on value added for students graded green.	
	17.5	The Committee looked particularly at the three areas graded as inadequate. For	

		professional programmes, FMBS was the partner providing AAT from April. The A level programme was having an internal quality review and outcomes would determine the A level offer for next year. For sport the internal quality review had been completed and an action plan drawn up. Good progress was being made to improve but there was a need to focus on progression between level 2 and 3.	
	17.6	<p>The fourth report related to the teaching learning and assessment observation process. Strong strategies were in place to manage under performance. 94% of observations judged teaching and learning to be good or outstanding. This was above target and ahead of last year. Maths and English had seen a significant improvement with 95% good or outstanding and that had been validated by external observations. The Committee had discussed how hourly paid staff could improve.</p> <p>The performance management process had moved 75% of teachers graded 4 to good and 82% of those graded 3 to good. 7 staff had left and capability procedures had been implemented where appropriate.</p>	
	17.7	The fifth report looked at the focus for staff development which had covered 10 discreet areas. The impact could be seen with improved retention, better observation judgements and student and employer satisfaction rates. The Committee had asked for feedback from staff on the programmes.	
	17.8	The final report looked at the ways in which the student voice was captured, these were robust and thorough and enabled triangulation with other data collected. This was good practice. The number of students responding to the Ofsted survey was excellent. It was pleasing that praise for staff was also captured. Student and employer satisfaction rates were good. Satisfaction rates were lower for assessment and feedback but guidelines were now in place. Some students did not know what had happened as a result of their feedback.	
	17.9	<p>The committee also looked at its effectiveness. SLT had found the feedback useful and conversations had been constructive. It was felt that two meetings were insufficient for the academic year. The reports had been really helpful.</p> <p>RESOLVED C[24/16]</p> <p><i>The Corporation resolved to note the verbal report of the Quality, Teaching, Learning and Assessment Committee.</i></p>	
18		Corporation Calendar 2016 -17	
	18.1	<p>The proposed calendar was circulated. With the Area Review it would be a busy year. It was agreed that there would be 3 Quality, Teaching, Learning and Assessment Committee meetings and 2 Governance committee meetings.</p> <p>Governor recruitment would also need to be considered.</p> <p>For the Strategy Day in July, lunch would be available at 1.30pm and the meeting would start at 2pm.</p> <p>RESOLVED C[25/16]</p>	

		<i>The Corporation resolved to approve the calendar for 2016 -17.</i>	
19		Staffing Structure	
	19.1	The Principal circulated the new structure for Curriculum. It was simpler which created more investment in Curriculum Managers. There had been no redundancies.	
20		Date and Time of Next meeting	
	20.1	<p>The next meeting would be held on Tuesday 14 June 2016 at 6.00pm in the Board Room at Booth Lane.</p> <p>The Chair thanked staff and Governors for their attendance and contributions for the range of meetings that had taken place that day.</p> <p>The meeting finished at 8.30pm.</p>	

Julie Brasier
Clerk to the Corporation
Northampton College

Signed by the Chair:	
Date:	