

MINUTES OF THE CORPORATION MEETING**HELD ON TUESDAY 9 JUNE 2015**

Present:	T Branson	Governor
	P Brennan-Barrett	Governor (Principal)
	M Hall	Governor
	P Hilton (Vice Chair)	Governor
	K Holmes	Governor (Student)
	M James	Governor (Staff)
	A Mochan	Governor
	R Morris (Chair)	Governor
	A Rajguru	Governor
	G Schofield	Governor
	H Sumnall	Governor (Student)

The quorum for the meeting was six Members.

In attendance:

S Rankine	Director of Finance & Corporate Affairs
P Leavey	Deputy Principal
A Douglas	Head of Teaching and Learning
S Lewis	Director of Marketing
R Hill	Clerk to the Corporation
J Brasier	Clerk Designate

The meeting was held in the Boardroom and started at 6.15 pm.

1. Apologies

- 1.1 Apologies were received from Ellen Butler, Rob Davey and David Smith.

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 12 May 2015 and any matters arising

- 3.1 The minutes were agreed as a true and correct record and were duly signed by the Chair.
- 3.2 Members noted the action points arising from the minutes.

4. Determination of Any Other Business

4.1 The engagement letter for the Auditors for 2015/16 needed to be approved

RESOLVED [C 29/15]

The engagement letter for the Auditors was agreed.

5. Strategic Monitoring Report (June 2015)

5.1 The Principal presented the written report which included progress towards the achievement of the Corporation Board's strategic objectives for 2014/15. The Board discussed the implications of the report and the following points were raised:

- 4 applicants were due to be interviewed on 10 June for the Assistant Principal vacancy
- There was considerable activity in building and maintaining employer relationships. The report contained the highlights and the Vice Principal would be producing a more detailed report twice a year for the Board. The Board asked that in reporting the statistics values as well as percentages were given. In the 100 companies in 100 days for work placements campaign, 70 companies had been signed up already
- The pressures in accommodating high numbers of students for English and Maths GCSEs were explained. On one day 600 students were involved in one exam. Other exams were also held that day. No classes had been cancelled and careful planning had taken place to minimise the stress and anxiety for students. The College had been featured in the Times Educational Supplement in an article relating to the pressures on FE colleges for Maths and English GCSE examinations. It was pleasing that the College was featured.
- The learner experience in Maths and English needed to improve. Ofsted would focus on English and Maths and how it was delivered across the curriculum. Changes to the GCSE structure and framework were also happening.

RESOLVED [C 30/15]

The Corporation Board resolved

- ***to note the positive progress towards the achievement of the strategic objectives for 2014/15***
- ***to record its thanks and appreciation for the work of staff in dealing with a very full exam programme and asked that this be put into the next NC Update***

6. Daventry Project Update/Task and Finish Group (9 June 2015)

6.1 The Chair of the Task and Finish Group updated the Board on the process that had taken place today to select a contractor for the redevelopment of the Daventry site. The Group had been supported by Gary Brough and the appointed external specialists already recruited for the project.

6.2 All the tenders were strong and there had been a thorough discussion on the merits of each. SDC's submission was the strongest. There would be a pre contract service agreement for work with the College and the Design team. The unsuccessful tenderers would be given feedback.

6.3 No contract would be issued until planning permission had been granted. The contractors could be onsite very quickly after this happened.

6.4 The Chair of the Group referred to the Task and Finish Group meeting which had taken place prior to the Corporation Board. The Group had received a useful update and discussed the progress of the redevelopment project and the land disposal. The planning application for the residential scheme was due to have been considered on 10 June but this should now take place on 1 July. The agenda for the council meeting would be published on 18 June. If the application was not due to be considered then the Task and Finish Group would meet again as delay would require the project to be reassessed.

6.5 The application for planning permission to redevelop the college at Daventry would be considered on 2 September.

6.6 The Group had received a report on the marketing of the proposed new facilities at Daventry.

RESOLVED [C 31/15]

The Corporation Board resolved to confirm the appointment of SDC as the contractors for the redevelopment of the College at Daventry, as recommended by the Task and Finish Group.

7. Marketing and Reputation

- 7.1 The Marketing Manager presented the Marketing and Reputation Report. It outlined the key risks, from the Strategic Risk Register that could impact upon reputation and marketing. It was noted that none of these had a residual green RAG rating and work continued to address these.
- 7.2 Student feedback gave a satisfaction score of 8 out of 10. Only 20% of students had completed the survey, this needed to increase next year. The aim was to achieve a satisfaction score of 9 out of 10.
- 7.3 Strong links were in place with local enterprise partnerships with the curriculum being adapted to meet their needs. College activities in the community, for example promotion at the market, were positive and brought different areas of the college together to work collaboratively.
- 7.4 With print media shrinking, the use of online tools and social media had increased significantly and the new website reflected this.
- 7.5 Recruitment of 16 -18 year olds had increased by 5%. Activities were taking place with primary schools involving employers to raise the profile of apprenticeships. The Local Authority had appointed workforce ambassadors to promote apprenticeships. 78% of applications came from 20 schools. The conversion rate would be ascertained. Recruitment activity continued until mid October. Data from all the marketing activities would be analysed.
- 7.6 The Board asked whether, in the fast moving area of website technology and communications the College had the skills to keep up with these developments. There was expertise in the College and where necessary external agencies were retained.

RESOLVED [C 32/15]

The Corporation Board resolved to note the contents of the Marketing and Reputation Report.

Susan Lewis left the meeting after this item.

8 Learner Data Monitoring (retention)

- 8.1 The current retention statistics were circulated. Overall the retention rate stood at 91.2%. The target was 92%. Counting students who had moved into employment would mean that the target retention rate would be achieved. Art and STEM subjects were doing well. The retention rate in ESOL was too low and next year delivery would change so that students enrolled each term for the relevant unit.
- 8.2 The significant focus on achievement continued and when results were received, outcomes would be compared to observer profiles. The analysis for the current academic year would be presented to the November Board meeting.

RESOLVED [C 33/15]

The Corporation noted the Retention data for Learners.

9. Lesson Observation Report

- 9.1 The Head of Teaching and Learning presented the latest lesson observation report. The percentage of lessons graded 1 or 2 (86.4%) was lower than last year, but this had not reflected in the success rate for that year. Staff graded at 3, where a review was requested, all achieved a grade 2.
- 9.2 There was an issue with hourly paid teachers and this would be a priority for next year. Attending CPD was not easy, but distant learning techniques were being explored. The proportion of hourly paid teachers would increase next year.
- 9.3 The report summarised the areas of strength which reflected the impact of CPD provided. Student observations on the quality of teaching would be carried out at an earlier stage next year and would be developed further in terms of the questions to be asked.
- 9.4 The new Ofsted Framework was awaited. The new structures supporting quality should enhance effectiveness. Maths and English needed to be part of every session as well as personal behaviour. For HE courses there would be training as a different approach was needed. Further actions for next year included improving the quality of teaching in theory lessons and for level 1 and subjects.

RESOLVED [C 34/15]

The Corporation resolved to note the Lesson Observation Data Report.

Ann Douglas left the meeting after this item.

10. Management Accounts and Commentary for the nine month period to 30 April 2015

- 10.1 The Director of Finance and Corporate Affairs presented the written report which indicated a Year end operating surplus.
- 10.2 Operating income for the year was expected to be higher than the budget.
- 10.3 Pay costs were forecast to be 1% lower than budget. Pay costs (excluding restructuring costs) were forecast to be 61.4% of operating income. Permanent staff numbers at April 2015 were in line with budget.
- 10.4 Forecast non pay costs were higher than the original budget. This was largely due to buildings maintenance funded by the SFA College Condition Fund grants, which had not been in the budget. There was a corresponding positive variance on SFA other income.
- 10.5 There were no major changes from the previous report. Final pension contribution details were awaited. No borrowing limits had been breached. The 2015/2016 funding allocation was down slightly.

RESOLVED [C 35/15]

The Corporation resolved to note the Management Accounts and Commentary for the eight month period to 31 March 2015.

11. Estimates of Income and Expenditure – Approval year to 31 July 2015

- 11.1 The Director of Finance and Corporate Affairs presented the Estimates of Income and Expenditure for the year until 31 July for approval.
- 11.2 Income for the next year would be almost the same. It was hoped that the projected increase in adult apprenticeships would yield additional income.
- 11.3 The proposed budget for 2015-16 delivered an operating surplus representing 2.5% of turnover..
- 11.4 Income and cost figures were noted. Pay Costs (excluding the restructure provision) would be 63.8% of turnover.
- 11.5 Pay costs were up 3% on the current year which included provision for a 1% pay increase. The college would look to over achieve income and come in under budget where it could.
- 11.6 The costs of the Daventry project were built into the estimates and the balance sheet.
- 11.7 The capital budget included the equipment needed for the HND budget and a new payroll system. Budgets were broken down by school and each business support area.
- 11.8 The risk register had been taken into account before the estimates were prepared.
- 11.9 The estimates may need review following the Government's budget statement in July.

RESOLVED [C 36/15]

The Corporation Board resolved to approve the budget for the period commencing 1 August 2015 to 31 July 2016

12 Minutes of the Audit Committee held on 9 June 2015

- 12.1 In the meeting prior to the Board meeting, the Audit Committee had looked at the Code of Governance and agreed to adopt the mandatory requirements of the Code. The recommended aspects of the Code would be considered at the Committee's next meeting.
- 12.2 The Committee had received Internal Audit reports on risk and Board Assurance.
- 12.3 Senior staff would be trained on the Bribery Act.
- 12.4 The Internal Audit Strategy discussion had been deferred.

13 One to Ones (Chair of Governors)

RESOLVED [C 37/15]

The Corporation Board resolved that this report would be considered at the next meeting together with a report on the Governors' Self Assessment.

14 Chair of the Corporation

- 14.1 Two candidates for chair had been nominated and each had circulated statements prior to the meeting. Governors were given the opportunity to ask questions, before discussing the matter further in the absence of the candidates.

Roger Morris and Geraldine Schofield briefly left the meeting.

- 14.2 A secret ballot was held and votes were counted by the Clerk and the Director of Finance and Corporate Affairs.

RESOLVED [C 38/15]

The Corporation Board resolved that Geraldine Schofield be elected chair for the period 1 August 2015 to 31 July 2017.

15. Date and Time of Next Meeting

15.1 The next meeting of the Corporation will be held on Tuesday 7 July 2015 at 4 pm in the Boardroom at Booth Lane. This would focus on the Strategic priorities for the next two years. Short staff presentations would be included to assist the Board. Tracy Branson gave her apologies for that meeting

The meeting closed at 8.10 pm.

Ron Hill
Clerk to the Corporation
Northampton College

Signed by the Chair:	R Morris
Date:	& July 2015