

MINUTES OF THE CORPORATION MEETING

HELD ON TUESDAY 13 JUNE 2017

Present:

Pat Brennan-Barrett	Governor (Principal)
Ellen Buttler	Governor
Bill Chalker	Co Opted member of Audit Committee
Mark Hall	Governor
Julia Harley	Governor
Philip Hilton	Governor
Martin James	Governor
Geraldine Schofield (Chair)	Governor
David Smith	Governor

The quorum for the meeting was six Members.

In attendance:

Patrick Leavey	Deputy Principal
Steve Rankine	Director of Finance and Corporate Affairs
Gary Brough	Director of Estates
Jan Hutt	Director of HR
Susan Lewis	Director of Marketing
Nicky Johnson	Principal's Secretary

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

Text in italics indicates questions from Governors

1		Welcome and Apologies	Action
	1.1	Apologies were received from Tracey Branson, Robert Davey and Roger Morris. Julie Brasier was unable to attend due to illness.	
2		Declarations of Interest	
	2.1	The Chair reminded Members to declare their interests as and when necessary on the agenda.	
3		Minutes	
	3.1	The Minutes of the meeting held on 25 April 2017 were discussed. It was felt that minute 7.3 (multi Academy Trust) did not fully reflect the question and points raised by the Corporation. The Chair would ask the Clerk to the Corporation to amend this part of the minutes. Once amended these can then approved as a true and correct record and signed by the Chair.	Clerk to the Corporation

3.2	Matters Arising	<p><i>Why is the KPI for English and Maths shown as red?</i> The Principal explained over 1000 students per subject are required to re take their exams. The College only has a short time to work with students compared to schools. In addition the grading system for GCSEs is changing from A* to G to 9 to 1.</p> <p>The new competencies are very challenging with the calculus element being re - introduced into Maths, and spelling and grammar into English. It will be difficult in the first year to predict grades as the grade boundaries have not been set. Government guidance is awaited regarding the new 'equivalent' measure of a Grade C. The College is aiming for an amber RAG rating.</p> <p><i>How will the College get to amber before end of year?</i> The Principal explained that the College will not know this until we have exam results.</p>	
4		Determination of Any Other Business (urgent and necessary only)	
4.1		<p>JACOP Self-assessment questionnaire – Chair explained that this document would normally have been approved at the Audit Committee meeting. However, this meeting did not take place and therefore it falls to the Corporation to approve. RESOLVED C[33/17]</p> <p><i>That the Corporation approve the JACOP Self-assessment questionnaire which was duly signed by the Chair</i></p>	
5		Daventry Project Update	
		<p>The Director of Estates presented the report from FUSION. The Daventry building is complete with some snagging items outstanding.</p> <p>The nursery had been vacated and the College was now looking at the development of the supported learning curriculum to enable further use of the gardens.</p> <p>The report gave an update on the land sale. There was an issue with drainage works. An additional manhole may be required. The Contractor would bear the cost of this.</p> <p>There would be a Section 38 agreement for the access road. This would mean it would be adopted by the Highways Agency after Avant Homes have finished building. There is a meeting next Thursday with Avant Homes who need to inspect and sign off the highway works before the land sale can be completed.</p> <p>RESOLVED C[34/17]</p> <p><i>That the Corporation note the update on the Daventry Project.</i></p>	

6		Principal's Overview Report	
	6.1	<p>The Principal's overview report was circulated prior to the meeting. It was confirmed that tracked changes indicated the update from the last meeting.</p> <p><i>Why are 1.2 and 1.3 of Quality Teaching and Learning Excellence for all RAG rated green given the Ofsted Judgement?</i></p> <p>The Principal explained that 1.2 ('Provide an outstanding experience of teaching, learning and assessment') is green as this is the expected outcome for this area from combined feedback and means the College has hit this KPI. For 1.3 ('stretch and challenge and inspire our students'), the College is still aiming to get to green which will be confirmed when the results are published, particularly for higher grade GCSEs.</p> <p><i>Is this a strategic objective for the College?</i></p> <p>No this was more around the Principal reporting to the Corporation</p> <p><i>Can the College track back over last year's performance to analyse last year KPIs and strategic aims with where we are this year to see how we performed?</i></p> <p>The Principal confirmed this was possible and would ensure this is actioned for the next Corporation meeting</p> <p><i>Is green the correct RAG rating for 2.8 'responding to the change in landscape'.</i></p> <p>This would be reviewed in September but the College was holding its position.</p> <p>RESOLVED C[35/17]</p> <p><i>That the Corporation note the progress in the Principal's Overview Report.</i></p>	Principal
7		Feasibility for Curriculum Development for STEM	
	7.1	<p>The outline Business case for developing an Employer led Skills Centre was reviewed. It was agreed to set up a Task & Finish Group to steer this potential development.</p> <p>It was pointed out that if a September opening was to be achieved an OJEU notice would need to be served by the end of July.</p> <p>RESOLVED C[36/17]</p> <p><i>That the Corporation agreed to submit the OJEU notice and form a Task and Finish group comprising Mark Hall, Philip Hilton and Rob Davey for further discussions on this matter.</i></p>	Principal
8		Safeguarding and PREVENT	
	8.1	<p>The Deputy Principal presented the report on behalf of Mark Owen, Head of Student Services. This item had been carried forward from the last meeting in April.</p>	

		<p>It was confirmed that the College did well in the Ofsted inspection on all aspects of Safeguarding and Prevent.</p> <p>The Vice Principal went through the key items within the report including</p> <ul style="list-style-type: none"> • 308 referrals, • An increase in suicidal tendencies and self-harm linked to mental health issues and concerns. • 269 referrals from younger students. • 27 students were externally referred for outside support and intervention. <p>Students had responded well to Ofsted inspectors re PREVENT and radicalisation during the recent inspection.</p> <p>Emerging risks were identified as:</p> <ul style="list-style-type: none"> • Child Sexual Exploitation • Risk of Suicide • Extremism and radicalization <p><i>Is there is trend/increase in referrals from last year?</i></p> <p>RESOLVED C[37/17] <i>That the Corporation note the update on Safeguarding and PREVENT.</i></p>	Principal
9		Management Accounts and commentary for the period to 31 March 2016	
	9.1	<p>The Director of Finance and Corporate Affairs presented his report. The key points were:</p> <ul style="list-style-type: none"> • The Adult Budget was forecasting a shortfall of £300K • 16-18 Apprenticeships likely to be ahead of allocation with 19+ Apprenticeships, slightly behind allocation. The new Apprenticeship funding regime (Levy) came into operation from April and is likely to depress the market, in the short term • £196k of funding from the previous year, not accounted for in last year's accounts, is recognised this year • Fees – adult loans are lower, full cost fees are higher • ESOL is still buoyant • Overall Income is forecast to be £402k behind budget • Pay Costs are forecast to be £50k less than budget and non-pay costs £95k less than budget • A surplus of £416K for the year is forecast, £257k behind budget <p>The Daventry land sale will increase cash up to just under £13m. This may be used to repay some outstanding loans and provide funds for capital investment.</p> <p><i>When does the College start to pay the Apprenticeship levy in its capacity as an Employer?</i></p> <p>This started in April this year but levy payers have 2 years to spend money. The apprenticeship levy has lots of conditions such as requiring 20% of off the job training.</p>	

		<p>The College's levy contribution will be around £60k.</p> <p><i>What is the attitude of non-levy payers?</i> This should be a good deal as they only have to pay 10% of the course costs but usually they have not had to pay paid fees in the past. The provider does not receive any funding until the non-levy payers have paid their fees (10%). There are also a large amount of levy payers that are small levy payers. Once they have spent levy they are funded at 90% and have to pay the 10%.</p> <p><i>Where has the non pay cost negative variance come from?</i> This is from planned maintenance cost and subcontractor payments.</p> <p><i>What about non pay Teaching and teaching support costs?</i> This included all of schools non pay budget and support costs, plus the cost of the partnership AAT provision.</p> <p>RESOLVED C[38/17] That the Corporation note the Management Accounts for the period up to 30 April 2017.</p>	
10		Student Recruitment and Enrolment (latest) 2016/17	
	10.1	<p>The Director of Finance and Corporate Affairs presented his report.</p> <p><i>Does this clash with marketing report.</i> The College was holding its position in comparison to other colleges. Full time 19+ students who were previously funded, now have to take out loans to fund their courses but few loans have been taken out.</p> <p>RESOLVED C[39/17] That the Corporation notes the latest position regarding recruitment and enrolment.</p>	
11		Estimates of Income and Expenditure – Approval (year to 31 July 2018)	
	11.1	<p>The Director of Finance and Corporate Affairs presented the proposed budget for 2017 -18. Both this and the 3 Year financial forecast needed Corporation approval. The Financial Forecast has to be submitted to ESFA by 31st July 2017. The official Financial Forecast spreadsheet has not yet been released. An item will be put on the October Corporation agenda to review any budget changes that may occur over the summer.</p> <p>The following points were mentioned in the presentation:</p> <ul style="list-style-type: none"> • The Budget for 17/18 was showing a surplus after Interest, Tax and Depreciation of £791k and EBBITDA of £2,839k • The Adult Education Budget, which has not reduced apart from a transfer to 16-18 funding (£245k). • Apprenticeship allocations have not been made yet and levy funding is difficult to forecast so Apprenticeship funding equivalent to 16-17 has been assumed • The total income is £29,636k with an operating income of £26,613k 	

		<ul style="list-style-type: none"> • Pay costs have held in line with 16-17 (down £63k) with increases in costs offset by a reduction in establishment posts • Non pay costs show an increase of 1% (£68k) • The Balance sheet shows 91 cash days, after repayment of some loans (£3.5m) and provision for capital investment (£4m). • Outstanding loans are 17% of income • The capital budget is £880k <p><i>How when student numbers are falling we have increasing funds?</i> SR confirmed High Needs funding had increased and retention rates have increased slightly. There has been a decrease in numbers but mainly in the lower funded part time bands. The College had time to respond if there was a significant drop in numbers.</p> <p><i>If the staff cost which is going down, has this allowed for recruitment for new courses?</i> SR explained that savings are down to not recruiting staff that have left e.g. curriculum manager, eLearning manager etc.</p> <ul style="list-style-type: none"> • The Financial Forecast, which covered 2017-18 (budget) 2018-19 and 2019-20 predicts a small increase in income (average 1% pa), with staff costs held at 64% of income and a surplus maintained around 3% of income. Cash Days rise from 91 to 114. <p>The forecast goes to ESFA by end of July and would be revisited in October, because the official ESFA spreadsheet that has to be used is not yet available.</p> <p>RESOLVED C[39/17] <i>That the Corporation approve the budget for 2017-18 and the Financial Forecast to 2019-20.</i></p>	
12		Human Resources Report	
	12.1	<p>The Director of Human Resources presented her report and explained that Ofsted concentrated on performance management, which has been ongoing over the last 2 years. There has been two requests for ACAS; the College had declined to enter into conciliation.</p> <p>It was explained that the key thing moving into next year will be staff wellbeing. There was an increasing trend in sickness absence. It has been recognised that there is a need to support staff in terms of both their mental and physical wellbeing.</p> <p>Legislation has been quiet over the last 2 years. A Final report will be published in April 2018.</p> <p>The Brexit situation was being monitored and any changes in legislation regarding foreign workers.</p> <p>It was asked whether the date was incorrect on report. JH confirmed that the date was incorrect.</p>	

		<p>EB explained that wellbeing is an important issue and she has met with Howard Hyatt. There will be a Teacher training program around mindfulness, and coping with job demands. EB confirmed that the Diploma in Education was changing again.</p> <p>RESOLVED C[40/17] <i>That the Corporation note the report and contents therein.</i></p>	
13		Equality and Diversity Report	
	13.1	<p>The Director of Human Resources presented the report and included progress against the College's objectives in this area.</p> <p>The College has a requirement to update its Equality and Diversity Objectives every 4 years; this was done annually with the appropriate information being paced on the website.</p> <p>JH updated Corporation on a current case on a serial litigant.</p> <p>RESOLVED C[41/17] <i>That the Corporation note the report and the information given.</i></p>	
14		Marketing Report	
	14.1	<p>The Director of Marketing presented her report.</p> <p>Key points were:</p> <ul style="list-style-type: none"> • The College was maintaining its share of the 16-19 provision • Its share of the adult market had increased over the last 3 years • Schools 6th forms are growing. 9 out of 14 schools in our area are good or better. • There had been 7500 applications (some are multiple) but this is over 6000 individuals. • The average conversion rate for students accepting offer to then enrolling was 91.4%. Conversion rates for adults was 91.4% and 87% for 16-19. The College was looking at more personal communications via the new CRM system to improve the application to enrolment conversion rate which stood at 60%. • Progression of students within the College had increased 5% from last year • Higher Education recruitment remained a challenge but the College had got the highest possible rating by the QAA following review in 2016. The University of Northampton had confirmed its five yearly institutional re-approval for the College. • The College had joined UCAS this year • The College had funding to target wards to boost widening participation and would pursue this 	

		<ul style="list-style-type: none"> • There is significant evidence of partnership working for the delivery of the local skills agenda with strong employer engagement • The Area Based Review process indicated that the College has a good standing in the community • The College will need to be mindful of the offer from other providers in the area • The College hosted a successful SEND event in partnership with the Local Authority to show case opportunities for young people with learning difficulties and/or disabilities. • There was a rebrand last year and new website. The impact of the website would continue to be kept under review. • A new loyalty free gym registration was launched this summer. • On line applications stood at 72% and there would be a focus on increasing this. • Social media is being promoted. <p>Chair explained that this will be SL's last Corporation update as she is leaving the College in August.</p> <p>RESOLVED C[42/17] <i>That the Corporation note the information within the report.</i></p>	
15		Bank signatories	
	15.1	<p>The Director of Finance and Corporate Affairs presented this item. The College's main bank is Lloyds and the paper summarised the existing protocols with reference to signatories with the bank. There was an old Barclays account, with a small amount of cash (£20k) that would be better moved into the main College account; but existing signatories have all left. Similarly, the College has an International Portfolio Bond (RL360 Life Insurance Company Limited) (value £988) where existing signatories have left.</p> <p>For both the Barclays Account and the International Portfolio Bond the Corporation was asked to approve the Principal, Deputy Principal, Director of Finance and Corporate Affairs and the Financial Controller as signatories to these two accounts, with any transaction requiring any two signatories.</p> <p>RESOLVED C[44/17] <i>That the Corporation agree that</i></p> <ul style="list-style-type: none"> • <i>The Principal,</i> • <i>Deputy Principal,</i> • <i>Director of Finance and Corporate Affairs</i> • <i>Financial Controller</i> <p><i>be appointed as signatories to the existing Barclays account and the International Portfolio Bond (RL360 Life Insurance Company Limited) with any two signatories being required for any transaction.</i></p>	

16		Quality, Teaching, Learning and Assessment Committee Report 13 June 2017	
	16.1	<p>EB verbally updated the Corporation on the Committee meeting that had taken place prior to the Corporation meeting. The meeting focused on the Ofsted Post Inspection Action plan.</p> <p>There are lots of key strength for the College; it was acknowledged that the College also had areas of weakness. The Ofsted Action Plan was reviewed by the Committee and some amendments to the document were recommended to ensure the actions are more measurable and to see tangible progress.</p> <p>It was recommended that the College explore Teaching Assistant development re targets and learner progress to ensure that they are fully aware of the targets students are set and what progress they are making. Aspirations need to be captured, this is in reference to the comments from Ofsted around prestigious universities.</p> <p>A progress update to the Corporation will be required when the arrangements for the Support and Challenge inspector dates are known.</p> <p><i>Are there any lessons regarding our own self-assessment?</i> This was felt to be thorough; it has been through a quality review process and vigorous checks, both external and internal. If anything, it was too detailed. The Principal confirmed that a SAR was not obligatory but the College will continue to produce one as its good practice.</p> <p>RESOLVED C[45/17] <i>That the Corporation note the feedback from Quality Committee.</i></p>	
17		Election of Chair	
	17.1	<p>A nomination received for Geraldine Schofield, proposed by Philip Hilton and seconded by Tracey Branson. The Chair left the meeting and the meeting was chaired by the Vice Chair.</p> <p>PH explained that the re-election of the Chair to the Corporation is up for nomination and this is for a two year term.</p> <p>There were no other nominations.</p> <p>RESOLVED C[46/17] That the Corporation unanimously agree to elect Geraldine Schofield as Chair of the Corporation for a further 2 year term ending on 31 July 2019.</p> <p>The Chair rejoined the meeting and thanked the Corporation for their continued support.</p>	

18		Roger Morris	
		Roger Morris had been a Governor, and Chair, at the College for many years. His term of office would end on 31 July 2017. The Corporation wanted to mark this long service and dedication to the College with an event later on in the year. The Principal will ask him what he would like to do to mark this occasion and also pass on the Corporation's congratulations on his recent engagement.	Principal
19		Governor Appraisal	
	19.1	The Chair confirmed that these are due in September. 50% of governors were appraised last year and remainder will be this year. This will follow the same format as last year and be on the same documentation. The Chair confirmed that the Clerk to the Corporation will arrange dates in diary <i>RESOLVED C[47/17]</i> <i>That the Corporation note the information regarding appraisals.</i>	Clerk to the Corporation
20		Corporation Calendar	
		The draft Corporation calendar was discussed It was requested that the Corporation meeting be held on 3 October instead of 10 October. It was agreed that the Clerk to the Corporation canvas Governor's opinion regarding the change in date. The Clerk to the Corporation was also asked to canvas Governor's opinion regarding the date for the strategy day provisionally suggested as 26 September 2017. <i>RESOLVED C[48/17]</i> <i>That the Clerk to Corporation request Governors' views as suggested.</i>	Clerk to the Corporation Clerk to the Corporation
23		Date and Time of Next Corporation Meeting:	
		<ul style="list-style-type: none"> • Strategy Day – 26 September 2017 - TBC subject to point 20 • Corporation Meeting – 10 October at 6pm - TBC subject to point 20 	

Nicky Johnson
Principal's Secretary
Northampton College

Signed by the Chair:	
Date:	