MINUTES OF THE CORPORATION MEETING

HELD ON TUESDAY 1 MAY 2018

Present:

Tracey	Branson	Governor	✓
Pat	Brennan-Barrett	Principal	✓
Ellen	Buttler	Governor	✓
Bill	Chalker	Governor	✓
Robert	Davey	Governor	Apologies
Henrietta	Farrugia	Student Governor	Apologies
Mark	Hall	Governor	✓
Julia	Harley	Governor	✓
Philip	Hilton	Governor	✓
Martin	James	Staff Governor	✓
Geraldine	Schofield	Governor(Chair)	✓
Helen	Scott	Governor	✓
David	Smith	Governor	Apologies
Adam	Stone	Student Governor	Apologies

The quorum for the meeting was six Members.
In attendance:

Patrick Leavey	Deputy Principal
Steve Rankine	Director of Finance and Corporate Affairs
Jason Lancaster	Interim Vice Principal, Teaching, Learning, Quality Improvement and Employer Engagement
Julie Brasier	Clerk to the Corporation

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1		**Welcome and Apologies**	**Action**
	1.1	Helen Scott was welcomed to the meeting. Apologies were received from Rob Davey, David Smith, Henrietta Farrugia and Adam Stone.	
2		**Declarations of Interest**	
	2.1	The Chair reminded Members to declare their interests as and when necessary on the agenda.	
3		**Minutes and Matters Arising**	

	3.1	The minutes of the meeting held on 6 February were agreed as a correct record and signed by the Chair. *Ellen Buttler arrived during this item.*	
	3.2	Matters Arising – 6 February 2018 Minute 7.8 – Safeguarding and PREVENT *When will the next report be?* There will be another report this academic year and it will include comparative data. Minute 8.5 Teaching and Learning Report *How does the College support agency and new staff and how quickly do observations occur?* The College is quickly able to identify the quality of teaching and learning with new staff. This occurred within the first week or so. If there were difficulties, either the arrangements did not continue or support was put in place. *Is it difficult to invest in improvement for temporary/agency staff?* The College has a team of advanced practitioners that can be quickly deployed if support is required. Minute 13 – Student Recruitment *There is a decline in HE numbers – has any more thought been given to 2 + 2?* No but there is a conversation with the College's main partner to look at different ways of working. The Principal would follow this up.	**Principal**
4		**Determination of Any Other Business** (urgent and necessary only)	
	4.1	There were no items of any other business.	
5		**Ofsted Update**	
	5.1	Ofsted had visited the College on 18 April – this was the second Support and Challenge visit. The Inspectors were pleased with the changes to the curriculum and impressed with the level of detail on measuring student progress and the way that staff had responded to this. The PIAP action plan was focussed and detailed.	
	5.2	There was good progress for students, particularly in apprenticeship programmes. 9 lessons were visited. There were some aspects to pick up on and these were being followed up.	
	5.3	The CPD programme came out well. *What was the reference point for the improvement in apprenticeships?* Completion rates were compared to those at the time of the Ofsted inspection last year but there was also an in year improvement on progress and completion, these were 5% ahead of last year's figures. This visit was about in year evidence. The Inspectors also indicated that the SAR for 2106/17 provided an accurate representation of the College's provision.	
	5.4	*When will the next inspection be?* It could be next term.	

		Is the College focussing on the right things? The focus is teaching, learning, impact, and then progress. Observations occur once a year. For 2018/19, 5 measures of teaching assessment have been agreed. These included graded assessments, learning walks and student outcomes. The 5 aspects give a wider measure. A particular focus is stretch and challenge and tools/strategies that staff can use. The College was taking a more holistic approach and looking at the student experience. **RESOLVED C[15/18] that the Ofsted Update be noted.**	
6		**Principal's College Overview Report**	
	6.1	The Principal presented her report.

1.1 and 1.2 had the same RAG rating but timely achievement had improved. 1.3, Stretch and Challenge was still amber because of the Ofsted judgement in April 2017. 1.5, English and Maths, would probably always be amber. It was noted that nationally for FE, the College was ranked 15th and 18th for Maths and English. This was down to the commitment of the team and its leader, Ann Newark. | |
	6.2	Senior Managers were mentoring Maths students and English Students. 100 students had been selected who were felt capable of achieving a Grade 4 but were currently progress checked as Amber. 20 managers had been providing mentor support from February to Easter on a 1:1 basis – this had given a positive message of support for students.	
	6.3	2.1 (Finance Plan)– this was being very closely monitored. 2.3 (Data) this should have been green for February but was now amber because the Promonitor programme was being implemented and there would be a new MIS system in September.	
	6.4	In terms of 2.4 – operational efficiency – the costs to the College were the same but income had reduced. The senior team were looking at this. 3.1 – Student goals – this could not be green until exam results were known. Ofsted noted the in year progress being made.	
	6.5	In terms of 3.2 and 3.3, the Corporation were referred to item 9 NART.

For 3.2, if there are challenges in recruiting staff should this be green? No it should be amber. **RESOLVED C[16/18]** **That the Corporation note the Principal's College Overview Report for the academic year to date and record it thanks for the work of the Maths and English team.** | |
7		**Learner Data Monitoring Retention, Attendance and Progress**	
	7.1	The Deputy Principal presented his report. Retention had improved over the last 3 years. It currently stood at 94%. The more the College did to improve retention, the better the chance of securing more qualifications for students and added value. The highest performing college had a retention rate of between 94 and 95%. There was a concern for looked after students and this data would be checked as this figure appeared to have dropped. Retention for students qualifying for free school meals had improved.	
	7.2	*Why is there a decline in the retention of looked after students?*	

		Analysis was being done. There were refugees within the cohort, but it could also be that students had transferred from one course to another. *Who many looked after students are there?* 116 – This would be looked at and there would be a further report to the next meeting.	**Deputy Principal**
	7.3	The target for attendance was 90%. It currently stood at the national average ,88% overall. There were no challenges to the College's attendance data during the recent monitoring visit. Attendance was lower for English and Maths, but students had options to attend additional classes and revision sessions over Easter. There was good attendance at these.	
	7.4	In terms of progress, 71% were at or above target for their main qualifications. Progress is BRAG checked against the target set at the beginning of the year. Intervention, where needed, was going in quickly. *RESOLVED C[17/18]* *That the Corporation note the Learner Data Monitoring – Retention, Attendance and Progress Report*	
8		**Update on Accountancy, English and Maths, Sport and Public Services**	
	8.1	The Deputy Principal presented his report. These curriculum areas had been included in the priorities for Governors agreed at the beginning of the academic year.	
	8.2	A subcontractor had been retained for Accountancy. There was improvement but there was an issue about the speed of improvement, the method of delivery in units and the change in awarding body.	
	8.3	The College would not be continuing the contract and would relaunch the courses with AAT and smaller student numbers.	
	8.4	Over 1000 students were resitting GCSE English and Maths, which was a significant logistical exercise. The strategy for English and Maths had been updated and was well received on the monitoring visit. The College's NART GCSE results were 15th nationally for Maths and 18th for English. Mentoring by senior staff is mentioned in 6.2 above. Undergraduates at Northampton University were also mentors.	
	8.5	There were English and Maths labs that had drop in arrangements. *How are these going?* The Maths lab is busy; the English lab is establishing itself. *What does the English lab do?* Specialist teachers give 1:1 support. The facility is open all day for students needing help. There was a revision programme and parents' briefings that were well attended during the Easter vacation period.	
	8.6	The main issue for Sport had been staffing and that had now been resolved. At monitoring meetings, each student's progress was reviewed to determine appropriate intervention. Progress at key assessment point 5 was not where the College wanted it to be, hence the interventions. Retention stood at 96%.	
	8.7	There had been significant improvement in Public Services. All levels other than Level 2 were now above national averages last year. *RESOLVED C[18/18]* *That the Corporation note the Report on Accountancy, English and Maths, Sport and Public Services*	

9		National Achievement Rate Table Data	
	9.1	The Deputy Principal presented the National Achievement Rate Table (NART) data. NART covered the performance of all colleges nationally against a range of measures. There were 202 colleges in the NART data. The College was ranked at 43, with achievement at 86.9% across all provision putting it in the top quarter nationally.	
	9.2	The 16 -18 cohort results put the College at 31. In 2013/14 the College was at 209. It moved to 163 and then 52. Since 2013/14 it had jumped 178 places.	
	9.3	For timely achievement, it stood at 38 overall. For Maths GCSE (resit) it was 15, the target this year was that 50% of students achieved at least a grade 4. For English it was 18 with a better higher-grade performance. Many colleges had a larger gap between English and Maths.	
	9.4	For timely achievement for apprenticeships, the College was at 129 out of 198. Initiatives to improve this were in place which had been well received by Ofsted.	
	9.5	The report showed benchmarking against local providers and Grade 1 providers. Against both of these the College performed well and was considerably ahead for 16 -18 provision. Within SEMLEP, it was the highest performing college against most measures. *How much is Ofsted influenced by this data compared to observations?* Ofsted will be aware of the NART data but will need to see good teaching and learning when they visit a college. *We are showing good progress.* The College needs to demonstrate how teaching and learning leads to improved outcomes. Progress data needs to show this clearly. The College was strong in most areas. *There is an ongoing trend* The College can show the development of management and staff.	
	9.6	*Why is there a difference between 16 – 18 and 19?* Many of the 19 year old students are on ESOL part time courses which were measured differently. Consistency across the college was increasing and there were a range of initiatives driving improvement. *This is a commendable position* The Corporation has supported the Executive Teams' resourcing strategy. **RESOLVED C[19/18]** **That the Corporation note the Report on the NART Data and express its thanks to all staff working to secure the improvement of the College.**	
10		Student Recruitment and Enrolment (latest 2017/18)	
	10.1	The Director of Finance and Corporate Affairs presented his report. The data was based on RO7 (end of March 2018). For fulltime all age students the College was 1% ahead of last year for students still on programme after 42 days.	
	10.2	Recruitment for 16 -18 full time courses was almost the same as last year and 1% ahead of allocation. Funding would be maintained.	
	10.3	The College was giving employers a lot of support to guide them through the Levy system for apprenticeships. Despite the complexities of the new system,	

		which had seen a drop in recruitment nationally, the College was continuing to recruit.	
	10.4	In HE HNC Engineering was doing well. Student numbers fed directly into the Management Accounts. ***RESOLVED C[19/18]*** ***That the Corporation note the report on Student Recruitment and Enrolment***	
11		**MIS System**	
	11.1	The Director of Finance and Corporate Affairs presented his report. The College invited the 4 main FE suppliers of student record systems to submit tenders. The tenders received were reviewed and scored both by the College and its independent consultant and were moderated. Following a presentation and clarification around GDPR and pricing, the contract for the new student record/management information system was awarded. This was within delegated authority. The project for the new system was on track and it should be in place for September 2018. ***RESOLVED C[20/18]*** ***That the Corporation note the report regarding the new MIS System.***	
12		**General Data Protection Regulations (GDPR)**	
	12.1	The Director of Finance and Corporate Affairs presented his report. He had been appointed the Data Protection Officer for the College. The report set out the work being done in readiness for the new regulations (GDPR) coming into force soon.	
	12.2	There was a dedicated GDPR working group that reported into the Policy and Strategy Group. Training packages had been purchased. Actions to date included: • Privacy notices were being updated • Technical protection measures were in place (e.g. encryption of laptops) • Shared folders on the V Drive were being audited • Internal Audit would be reviewing GDPR arrangements in June	
	12.3	Advice was being taken regarding how papers were shared with Governors and Governor privacy notices. *What is the position regarding sharing data with employers?* There is a data sharing agreement in place. *How do changes affect the current cohort?* It was thought that the changes would not affect this cohort but would affect new students. The changes included how information was used. ***RESOLVED C[21/18]*** ***That the Corporation note the report on GDPR***	

13		**Quality of Learning, Teaching and Assessment Committee**	
	13.1	The minutes of the meeting held on 6 February had been circulated with the agenda. There had been a detailed verbal report at the previous Corporation meeting. *RESOLVED C[22/18]* *That the Corporation note the minutes of the Quality of Learning, Teaching and Assessment Committee held on 6 February 2018.*	
14		**Audit Committee**	
	14.1	The minutes of the meeting held on 8 March 2018 had been circulated with the agenda. The committee had reviewed the performance of the internal and external auditors and there had been a long discussion regarding risks and the board assurance framework. *RESOLVED C[23/18]* *That the Corporation note the minutes of the Audit Committee held on 8 March 2018.*	
15		**Governance Committee**	
	15.1	The Chair of the Committee gave a verbal report following the meeting earlier in the day. The Committee, at its meeting in October 2017, had asked that reports be more visual. The colour coding in reports was helpful to the Corporation and it was asked that this be developed further.	
	15.2	Today the Committee had discussed: • Actions in relation to priorities for governors. This document would be circulated to all governors • Recruitment and succession planning – there were three candidates in response to an advert circulated with employers using the college and the Northamptonshire Chamber. The Corporation needed a Governor with specific finance skills • The forthcoming election of Vice Chair and the election of Chair next year. A new Chair for the Corporation was likely to be required • Student Union Constitution – this would a report to the next Corporation meeting • Responses to the 360 degree review questionnaire. Some responses indicated that succession planning may not be considered – it was noted that this was an item for every Governance committee agenda. Other points raised to how effectively actions from Corporation meetings were followed up and how effectively Governor skills were used • These points would be picked up in the governor appraisal process which like previous years would involve discussions with half the Corporation members • The strategic event in July	**Clerk** **Agenda**
	15.3	The Chair of the Corporation reminded Governors that if they had concerns they were welcome to contact her at any time. *RESOLVED C[24/18]*	

		That the Corporation note verbal report of the Governance Committee held on 1 May 2018.	
16		**Re Appointment of Ellen Buttler and Rob Davey**	
	16.1	The terms of office for Ellen Buttler and Rob Davey would come to an end on 31 July 2018. Both had indicated their willingness to be appointed for a second term. Rob Davey was not present at the meeting: the Corporation did not wish Ellen Buttler to leave the meeting. The Corporation was pleased both Governors wanted to continue. *RESOLVED C[25/18]* *That the Corporation agree to reappoint both Ellen Buttler and Rob Davey as Governors for four year terms from 1 August 2018.*	
17		**Corporation Calendar**	
	17.1	The draft calendar was circulated. Governor Link visits still needed to be added. The Clerk was asked to provide dates for the Autumn term 2019. *RESOLVED C[26/18]* *That the Corporation approve the calendar for 2018 -19.*	**Clerk**
18		**Date and Time of Next Corporation Meeting:**	
	18.1	• **Corporation Meeting – 19 June 2018 at 6pm** *The meeting finished at 8.05pm*	

Julie Brasier
Clerk to the Corporation
Northampton College

Signed by the Chair:	
Date:	