

MINUTES OF THE CORPORATION MEETING**HELD ON TUESDAY 21 OCTOBER 2014**

Present:	P Brennan-Barrett	Governor (Principal)
	E Buttler	Governor
	R Davey	Governor
	M Hall	Governor
	P Hilton (Vice Chair)	Governor
	A Mochan	Governor
	R Morris (Chair)	Governor
	A Rajguru (Vice Chair)	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
	G Brough	Director of Estates (part)
	S Hillyard	Former Staff Governor
	S Bamford	HR Officer (part)
	R Hill	Clerk to the Corporation
	J Margrave	Principal's Secretary
	S Markham	Fusion (part)

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

The agenda was preceded by a presentation by Jo Lappin, Chief Executive of the Northampton Enterprise Partnership (NEP) about the role and aspirations of the NEP.

1. Apologies

- 1.1 Apologies were received from Governors - Gordon Crowe and Tracy Branson.
- 1.2 Apologies were received from College staff - Kathryn Holmes and John Bexson.

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 25 September 2014 and any matters arising

- 3.1 The minutes were agreed as a true and correct record and will be signed and circulated following designation of Stephen Hillyard as being 'in attendance'.
- 3.2 There were no matters arising not otherwise on the agenda.
- 3.3 Members noted the action points arising from the minutes.

4. Determination of Any Other Business

- 4.1 The Chair confirmed that the nomination process will shortly commence for the vacancy for Staff Governor following the completion of Stephen Hillyard's term of office on 31 July 2014. The outcome of the process will be reported to the Corporation for its meeting of 9 December 2014.
- 4.2 The Principal informed members that the Deputy Principal was currently on sick leave until 22 November 2014. The Principal will be making interim leadership arrangements.
- 4.3 The Principal presented details of a proposed students' trip to Belgium for March 2015 from the School of Health and Public Services for approval by the Corporation.

RESOLVED [C 81/14]

The Corporation approved the proposed student trip to Belgium for 7 – 9 March 2015.

- 4.4 The Chair proposed the recognition of two long serving Members of the Corporation by a framed address to be presented at the Annual Awards Evening on 28 November 2014. Members supported this approach.

5. Strategic Objectives Monitoring Report 2014/15

- 5.1 The Principal presented the updated Key Performance Indicators report, including RAG ratings.

RESOLVED [C 82/14]

The Corporation noted the updated Key Performance Indicators and the progress towards the achievement of the Corporation's strategic objectives.

6. Daventry Campus Progress Report

- 6.1 Matthew Hirst from Fusion presented an update on progress to date regarding Daventry Campus. The main points highlighted were as follows:-
 - The first meeting has taken place today with Alliance Planning on the strategy for the disposal of Badby Road West.
 - Discussion was taking place regarding the release of funds from SEMLEP for the capital project
 - Discussion is taking place with Daventry District Council regarding the release of S106 monies and the actual amounts that will be paid. Clarification is being sought on these matters with DDC and the Northamptonshire County Council.

RESOLVED [C 83/14]

The Corporation resolved to note the progress report from Fusion for October 2014.

(Matthew Hirst left the meeting at 7.05 pm)

7. Estates Annual Report

- 7.1 The Director of Estates presented the annual report and highlighted the major work carried out during the academic year 2013/14. The College received £500,000 from the SFA College Condition Fund which has been used to refurbish Oak Building at Booth Lane. This refurbishment includes the creation of a logistics and manufacturing centre, a unit dedicated to teaching life skills for Supported Learning to include a flat, sensory room and general teaching space with IT provision.
- 7.2 Members expressed concern regarding the reported increase in abuse incidents and the vandalism to the lifts in E and F blocks.

(Gary Brough left the meeting at 7.10 pm)

RESOLVED [C 84/14]

The Corporation noted the contents of the Estates Annual Report for 2013/14.

8. Responsiveness Strategy

- 8.1 The Principal presented the written report which addressed the College's response to labour market intelligence, external stakeholder information, government policy and College management information on student profiling, competitor analysis, and student and employer demand.
- 8.2 The Principal accepted that more labour market intelligence was needed to inform the Responsiveness Strategy. She believed the new Assistant Principal (Business Development) would be an important contributor to the formation and delivery of the Responsiveness Strategy in future. The Principal explained that the College management 'Policy and Strategy Group' would have responsibility for monitoring the key performance indicators underpinning the strategy.
- 8.3 The Principal informed that College awareness of and response to local stakeholder intelligence will be increasingly tested during Ofsted inspections.
- 8.4 Members queried the nature of the intelligence provided by employers rather than agencies and organisations. Members believed that information technology, digital media, programming and technology should have a higher priority in the strategy.

RESOLVED [C 85/14]

The Corporation approved the Responsiveness Strategy.

9. Human Resources Annual Report 2013/14

- 9.1 The Human Resources Officer presented the Human Resources Annual Report to the Corporation and highlighted the following areas:
 - The organisational and structural changes that had been made in thirteen areas within the College.
 - Changes to terms and conditions for employees within the College's catering function
 - The restructure of the College's Business Centre
 - Changes to the teaching contract of employment to increase contracted teaching hours from 810 to 855 for the start of the academic year in September 2014.
 - Staff development has continued on the delivery of the curriculum, Health and Safety and Legislation.
- 9.2 Members asked for clarification regarding the *actual* number of staff redundancies and it was agreed that this information would be checked and Governors would be notified.

RESOLVED [C 86/14]

The Corporation noted the Human Resources Annual Report 2013/14.

10. Equality and Diversity Report

- 10.1 The Human Resources Officer presented the Equality and Diversity Report which included diversity data for the employee population, employee relations, staff induction training, community cohesion.
- 10.2 Members asked for further details of the College's response to the potential sexual exploitation of students at risk and the Principal reported that a College post has been created specifically to work in this area.
- 10.3 The Principal also informed the Board that a member of staff recently attended a conference on 'radicalisation' and that this was an important aspect of the College's work with students in the coming period. The Principal was asked to include specific reference to identifying and addressing radicalisation in the equality and diversity plans for the College in future.

RESOLVED [C 87/14]

The Corporation noted the Bi-Annual Equality and Diversity Report.

(Sally Bamford left the meeting at 7.20pm)

11.Learner Voice Survey

- 11.1 The Principal presented the written report and explained that the College uses a number of methods to collect learner satisfaction data. The data in the survey was provided by FE Choices and was available publicly. Members considered the comparative position of the College with other colleges locally.
- 11.2 Members queried how the survey is completed by students. It was noted that the report as presented did not give response rates.

RESOLVED [C 88/14]

The Corporation noted the latest F.E. Choices survey data.

12.Management Accounts and Commentary for the two months to 30 September 2014

- 12.1 The Director of Finance and Corporate Affairs presented the management accounts and highlighted the following items:
- Income is currently up by 1% against the budget;
 - Pay costs are forecast to be in line with budget at 62%;
 - Non pay costs are £200k higher than the original budget which is due to buildings maintenance funded by the SFA College Condition Fund grant which was not included in the estimates of income and expenditure for the year to 31 July 2015;
 - Cash balances stand at £7.8m which gives 97 days cash in hand. This will decrease monthly in line with reductions in EFA/SFA profiled payments and should reach £4.5m by March 2015
 - Year-end cash balances are forecast to be £5.2m;
 - Lloyds Bank covenants are expected to be met at 31 July 2015.
- 12.2 The Key Performance Indicators report currently shows all areas as rated 'green'.

RESOLVED [C 89/14]

The Corporation noted the management accounts and commentary for the period to 30 September 2014

13.Student Enrolment Numbers

- 13.1 The Director of Finance and Corporate Affairs presented the written report and informed that total full time student recruitment currently stands at 4247 which is 88% of the business plan targets. All except two schools are within 10% of achieving their targets and students are still being recruited. There is currently a shortfall in 19+ full time recruitment for Hair and Beauty and Public Services have also seen a reduction in student recruitment at 80% of target.
- 13.2 16-18 student full time recruitment is currently 13% ahead of target at 3412. The 16-18 full time and part time student recruitment stands at 3497 against a target of 3590 i.e. 97% of target.
- 13.3 24+ recruitment stands at 287 of which 230 are receiving adult loans.
- 13.4 545 Apprentices are currently enrolled with around 80 vacancies. A drop-in facility has been set up at Lower Mounts and a apprenticeship marketing campaign is ongoing.

13.5 Members thanked the Director of Finance and Corporate Affairs for the report and asked whether there was any flexibility on budgets relating to Access and A Levels. The Director informed that staffing would be recruited if required.

13.6 Members queried the GradIreland Fair and the Principal confirmed that this fair was, in the light of further information, not attended. There are two further events in Ireland in February and June 2015 and the College is planning to attend both of these. The Principal also reported that an email communication was being sent to over 6000 recipients regarding College staffing vacancies in English, maths, engineering and IT.

RESOLVED [C 90/14]

The Corporation noted the student enrolment report.

14. Daventry Task and Finish Group – Appointment of Chair

14.1 The Clerk to the Corporation proposed that the membership of this Task and Finish Group would be Roger Morris, Annella Mochan, Ellen Buttler and Robert Davey.

RESOLVED [C 91/14]

The Corporation resolved

- (a) to confirm the membership of Roger Morris, Annella Mochan, Ellen Buttler and Rob Davey;***
- (b) to confirm the Chair of the Task and Finish Group (Daventry) to be Annella Mochan in the first instance***

15. Recruitment and Selection of Clerk to the Corporation

15.1 The Clerk presented the written report regarding the recruitment and selection of the substantive Clerk to the Corporation

15.2 With regards to the membership of the Selection Panel (Clerk to the Corporation), the Chair of the Corporation and the Principal would be included and further expressions of interest were requested from Members.

RESOLVED [C 92/14]

The Corporation resolved

- a) to approve the job description and person specification;***
- b) to approve the proposed timetable for the recruitment and selection process;***
- c) to request expressions of interest from Members to serve on the Selection Panel to be forwarded to the Clerk to the Corporation.***

16. Appointment of a Safeguarding Governor for the period to 31 July 2015

16.1 The Clerk to the Corporation informed Members that Geraldine Schofield had expressed an interest in taking on this role. This role will be undertaken until 31 July 2015 in the first instance.

16.2 The Clerk to the Corporation asked Governors to consider a combined role for Special Educational Needs and Disabilities and Safeguarding. This will be returned to for the Corporation on 9 December 2015.

RESOLVED [C 93/14]

The Corporation resolved to approve the appointment of Geraldine Schofield as the Nominated Governor (Safeguarding) until 31 July 2015 in the first instance.

17. Date and Time of Next Meeting

18.1 The next meeting of the Corporation will be held on Tuesday 9 December 2014 at 6.15 pm in the Boardroom at Booth Lane.

The meeting closed at 8.35 pm.

Ron Hill
Clerk to the Corporation
Northampton College

Signed by the Chair:	
Date:	