

**MINUTES OF THE CORPORATION MEETING****HELD ON THURSDAY 25 SEPTEMBER 2014**

<b>Present:</b>	T Branson	Governor
	P Brennan-Barrett	Governor (Principal)
	E Buttler	Governor
	R Davey	Governor
	M Hall	Governor
	P Hilton	Governor
	K Holmes	Governor (Student)
	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.

<b>In attendance:</b>	J Bexson	Deputy Principal
	S Rankine	Director of Finance & Corporate Affairs
	G Brough	Director of Estates (part)
	S Hillyard	Staff Member
	J Hutt	Director of Human Resources (part)
	R Hill	Clerk to the Corporation
	S Lewis	Director of Marketing
	J Margrave	Principal's Secretary
	S Markham	Fusion (part)

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

The Chair welcomed the new Members of the Corporation (Ellen Buttler, Mark Hall and Rob Davey) to the meeting.

The Chair also welcomed two Student Governors – Kathryn Holmes and Harriott Sumnall

The Head of School of Maths and English, Ann Newark, gave a presentation to the Board. The main points are:

- All 16 – 18 students are now required to work towards the equivalent of a grade C in Maths and English as a condition of funding. Students who do not achieve this grade at school and enrol on a college course will also need to have maths and/or English included in their study programme.
- There are 2500 students studying Maths and English (of whom 700 are adults studying 'Essential Skills')
- There are ten full time staff plus a number of part time and hourly paid staff.

On behalf of Members, the Chair thanked the Head of School for her presentation.

*(Philip Hilton joined the meeting at 6.30 pm).*

**1. Apologies**

- 1.1 Apologies were received from Gordon Crowe.

**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 23 July 2014 and any matters arising

- 3.1 The minutes were agreed as a true and correct record and will be signed and circulated following the additions of T Branson and G Schofield to the attendees list.
- 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

#### a. Student Governors

#### **RESOLVED [C 66/14]**

***The Corporation resolved to appoint Harriott Sumnall and Kathryn Holmes as Student Governors with effect from 25 September 2014 until 31 July 2015 in the first instance.***

#### b. Recruitment Fair : Dublin

- 4.1 The Principal explained to Members the current issues regarding recruiting good English and maths teachers. Recent campaigns are proving to be less successful than desired and the Principal proposed attending a Recruitment Fair in Dublin on 8 October 2014. The fair would cost approximately £3,000 for a stand and targeted emails to be sent out. Further costs would be for 3-4 members of staff for 2 nights and flights. The College would also be able to target engineering graduates as this is priority recruitment area.

#### **RESOLVED [C 67/14]**

***The Corporation resolved,***

- (a) to approve attendance and the expenditure for the Dublin Recruitment Fair on 8 October 2014 and***
- (b) to authorise participation in similar fairs during 2014/15 if and when necessary***

#### c. Replacement of College I.T. servers

- 4.2 The Director of Finance and Corporate Affairs requested permission to seek tenders, via the University consortium, for the replacement of the College's I.T. servers. The expenditure is anticipated to be in the region of £350,000. The College is using a Southern Universities Purchasing Consortium framework which complies with OJEU requirements.

#### **RESOLVED [C 68/14]**

***The Corporation resolved***

- a) to give permission to go out for tenders for the replacement of the servers and***
- b) to delegate authority to the Chair and Vice Chairs in the event that a decision is required regarding the outcome of tendering prior to the next Corporation meeting.***

### 5. Strategic Objectives Monitoring Report 2013/14 (Final)

- 5.1 The Principal reminded Members that this monitoring report is linked to the Strategic Development Plan for 2013/15.
- 5.2 The Principal raised the following concerns:-
  - Re Item 1.3 (regarding English and maths development), it had been hoped that this would have met the Amber target but had been moved to Red following receipt of the examination results.
  - Re Item 2.1 (regarding meeting funding targets), this was expected to be Amber at the end of the year but has been moved to Green as the surplus is better than expected.

- 5.3 The Principal commented on the positive response from College staff regarding restraints on budgets to date but also reported that difficult budgetary challenges are still ahead. Members questioned whether communication with staff regarding the College's financial health was ongoing and the Principal confirmed that this practice is continuing. She was currently waiting for the audited outturn financial statements for the year to 31 July 2014.
- 5.4 Members raised the following points regarding the report:-
- Re Item 1.1 – The Principal was asked to check the reported figure of the graded observations as it was lower than reported at the last meeting (321/329). The Principal explained that this data will be checked and confirmed to Members by email.
  - Re Items 2.4 (developing alternative income) and 3.3 (serving the local and business community), the Principal explained that this would be measured by better positioning of the College, improved influence in local plans for training and enterprise, and a more responsive College business centre. The new Assistant Principal (Business Development) will propose strategic objectives for business improvement by Northampton College.
- 5.5 The process for deciding the Key Performance Indicators for 2014/15 has begun and are detailed in Annex B of the paper. The Principal reported that the target for Maths and English had been set at 40% for the high grade GCSEs (grade C and above) and the overall success rate target for all subjects was set at 85% (an increase of 2% on the year to 31 July 2013). Members noted that the proposed targets are demanding but realistic.

#### **RESOLVED [C 69/14]**

##### ***The Corporation resolved***

- a) to commend the final Strategic Objectives Monitoring Report and the Principal's commentary for the year to 31 July 2014;***
- b) to approve the Key Performance Indicators for the year to 31 July 2015 as set out in Annex B***

#### **6. Strategic Plan 2014/15 and Objectives for 2014/15**

This item was covered under item 5.

#### **7. Marketing and Reputation**

##### **7.1 Reputation**

The Director of Marketing reported that the College remains mindful of the impact of its reputation in the market place and on the ability to achieve the recruitment targets, attract partners and high quality staff. The student feedback is positive. Staff morale will be informed by survey feedback later in 2014/15.

The Director of Marketing believed the College continues to have good relationships with stakeholders and the community. Members commented that there was a lack of visibility in the town centre compared to the University profile. The Director of Marketing commented that outdoor media was expensive but the College would have visibility at appropriate local events. The College is receiving regular exposure on local BBC programmes.

The Director of Marketing informed Members of the negative press and issues relating to the proposed new build in Daventry.

##### **7.2 Marketing**

The Director of Marketing confirmed that the College is seeing strong numbers recruited in the 16-18 age range. However there appears to be a gap in parental understanding of the 16+ options available to their children locally. There are currently a number of vacancies for Apprenticeships and a marketing campaign is ongoing to recruit on to the programmes. Adult courses are being tailored to the needs of the community. The Business Centre is continuing to develop new markets and has secured contracts previously delivered by other colleges.

The College website redesign is ongoing and will provide the College with more measurable 'hits' and activity.

Members questioned the use of social media and whether the College could be sharper with its marketing. The Director of Marketing reminded of the necessity to be mindful of College relationships with local secondary schools. The Principal reported that NEP are looking to spend £100k on Careers Ambassadors who will go into the secondary schools to inform the students of the options available to them. The local Cradle to Career group is also looking at 'Industry Days'.

**RESOLVED [C 70/14]**

***The Corporation resolved to note the report on College Reputation and Marketing.***

**8. Daventry**

**8a Daventry – Strategic Development**

Stuart Markham (Fusion) presented a report which highlighted the recent activities, key issues, professional team appointments and future activities.

Recent activities :

- The establishment of a detailed plan of action which is reviewed weekly
- Creation of a project risk register
- Appointment of the Site Disposal team
- Establishment process for the new site
- Discussions with SEMLEP, the Department of Business, Innovation & Skills and Daventry District Council

Key Issues:

- Discussions with SEMLEP suggest the profile of the grant payment will be slower than envisaged
- Lack of clarity regarding the S106 monies
- Community concerns in relation to the sale of the existing Daventry site
- Uncertainties regarding Moulton College's accommodation requirements
- Progress pressures are tight due

Professional Team Appointments:

- The Badby Road West disposal team procurement has taken place with which will see Lambert Smith Hampton acting as disposal agents and Alliance Planning will lead on the submission of the outline planning application.
- The review of the new build design team procurement has taken place and Fusion recommends that Pick Everard should be appointed.

Key Activities:

- Response from Daventry District Council expected week beginning 29 September 2014 regarding the agreement of the heads of terms
- Paper for the strategy for the disposal of Badby Road West
- Working with the Land Agents to maximise the value of the brownfield site.

The Chair raised his concerns regarding the public planning and financial elements of this process and a request was forthcoming from a Member for a table format with responsibilities to be included with the next report along with a cash flow forecast which will show the potential impact.

**RESOLVED [C 71/14]**

***The Corporation resolved***

- a) to note the contents of the paper***
- b) to accept the recommendation to appoint Pick Everard as the new build design team via the NHS Shared Business Services Framework and***
- c) to add the table format and cash flow information in future reporting to the Corporation.***

(Stuart Markham and Gary Brough left the meeting at 7.15 pm)

#### 8b. **Daventry Curriculum Planning**

The Deputy Principal presented an updated report outlining the proposed areas for developing Apprenticeships. The new site will be a Skills Centre Hub and will become part of the 'Daventry Learning Village'. As the campus will be small, the designers will be looking at the provision of a library, refectory, and public spaces as part of the design process and these are not confirmed at this time. The projection for student numbers going forward will see a reduction over the next two years with numbers then rising from 2016 onwards. The projected learner numbers document will be forwarded to Members following the meeting.

The Principal commented that it was the College's intention to work with local schools in Daventry. Negotiations are ongoing with the University Technical College regarding BTECS and shared services along with further discussions with Moulton College regarding their accommodation requirements.

The Deputy Principal stressed the growth in the part time provision, apprenticeship routes and the flexible learning environment that will be provided by the new Daventry campus.

#### **RESOLVED [C 72/14]**

***The Corporation resolved to endorse the rationale for the curriculum for the Daventry Campus***

#### 8c. **Task and Finish Group – Terms of Reference**

The Clerk to the Corporation presented the proposed Terms of Reference for the new Task and Finish Group (Daventry). Members are asked to let the Clerk to the Corporation know by Friday 3 October if they would be interested in joining the group.

#### **RESOLVED [C 73/14]**

***The Corporation resolved to approve the Terms of Reference as presented.***

### **9. Human Resources Update**

9.1 The Director of Human Resources presented updated information regarding the following Corporation policies:-

- o Grievance
- o Discipline
- o Whistleblowing

The purpose of the updates was to simplify the procedure, to include any necessary changes in legislation and to reflect the ACAS Code of Practice (for the Grievance and Disciplinary Procedures).

#### **RESOLVED [C 74/14]**

***The Corporation resolved to adopt the recommended policy changes.***

### **10. Management Accounts for the 12 Months to 31 July 2014**

10.1 The Director of Finance and Corporate Affairs presented the written report that showed that there had been no significant change since the Corporation meeting (23 July 2014) with forecasts being met and highlighted the following points:

- o Year-end operating surplus of £1,154k (4.4%) before LGPS scheme adjustments of -£274k
- o Year-end operating income is £26.1m - £746k (3%) higher than budget.
- o Total Pay costs £480k (3%) less than budget. Pay costs (excluding restructure costs of £311k) are 62% of operating income.
- o Non-pay costs at £6.8m are £19k higher than original budget.

- o Current cash balances are £5m (70 days cash in hand).
- o All Lloyds Bank covenants are forecast to be met at the year end.

10.2 The Director of Finance and Corporate Affairs commented on the KPI sheet and highlighted the following areas:

- o 16-18 students over recruited against target
- o 16-18 Apprentices were down slightly ('Red')
- o Non-pay costs have moved to 'Amber'
- o Gearing ratio has moved to 'Red' as £700k was drawn down at preferential rates
- o Financial health remains at 'outstanding'

Members commented on a good set of papers and the College's financial performance for the year to 31 July 2014. Members requested that the KPI paperwork shows the year-to-date for the previous year for comparison.

**RESOLVED [C 75/14]**

***The Corporation resolved to note the latest management accounts and commentary for the period to 31 July 2014.***

*(Kathryn Holmes left the meeting at 8.10pm)*

**11.Student Data Audit 2013/14**

11.1 The Director of Finance and Corporate Affairs informed the Corporation that he awaited a report from the Skills Funding Agency audit team. The audit was carried out by SFA auditors and the College was one of eighty colleges chosen for the audit as a random sample. The auditors looked at 80 EFA and 80 SFA learner files, 30 adult files and 60 apprentices files. The Director provided a brief overview of the experience of the audit and two particular areas of focus.

11.2 The report and action plan will be presented to the Audit Committee once received.

**RESOLVED [C 76/14]**

***The Corporation resolved to note the verbal report from the Director of Finance and Corporate Affairs***

**12.Student Enrolment (latest) 2014/15**

12.1 The Deputy Principal tabled a document detailing the student enrolment numbers at 24 September and confirmed that recruitment was still ongoing. There is a focus on matching the students who have contacted the College to a course and the College is running Late Advice and Guidance sessions for those students who are looking for an alternative to school sixth form. A further report will be presented at the next Corporation meeting.

**RESOLVED [C 77/14]**

***The Corporation resolved to note the information presented.***

**13.Information Technology Strategy – ILT**

This item will be tabled at the Corporation meeting in February 2015.

**14.Health, Safety and Welfare Policy and Action Plan 2014/15**

This item will be tabled at the Corporation meeting in February 2015.

**15.Internal Audit Service Plan 2014/15**

- 15.1 The Director of Finance and Corporate Affairs presented an update to the Internal Audit Strategy that had previously been approved at the meeting of the Audit Committee on 24 June 2014. The updated plan shows a revision to the scheduling of work. There is also a change to the ALS and Disadvantage Funding audit which has been split into two advisory days followed by 2 days assurance. The total internal audit days remains at 35.

**RESOLVED [C 78/14]**

***The Corporation resolved to approve the updated Internal Audit Service Plan for 2014/15.***

**16. Composite Governance Action Plan 2014/15**

- 16.1 The Principal asked Members to note that the achievement of 'Outstanding' status should be preceded by the achievement of 'Good with Outstanding' features by the next OfSTED visit (assuming a normal inspection timetable for Northampton College).
- 16.2 The appointment of the new Clerk to the Corporation to be on the agenda for the meeting on 21 October 2014.

**RESOLVED [C 79/14]**

***The Corporation resolved***

- (a) to accept the objective of achieving 'Good with Outstanding Features' for the next OfSTED inspection***
- (b) to consider the timetable and process for the recruitment and selection of the substantive Clerk to the Corporation at the Corporation meeting of 21 October 2014***

**17. Governance Meetings and Development Calendar 2014/15**

- 17.1 The Clerk to the Corporation presented the proposed calendar for the year 2014/15.

**RESOLVED [C 80/14]**

***The Corporation resolved to agree the dates and events presented in the schedule.***

**18. Date and Time of Next Meeting**

- 18.1 The next meeting of the Corporation will be held on Tuesday 21 October 2014 at 6.15 pm in the Boardroom at Booth Lane.

The meeting closed at 8.20 pm.

Ron Hill  
Clerk to the Corporation  
Northampton College

Signed by the Chair:	
Date:	