

MINUTES OF THE CORPORATION MEETING**HELD ON TUESDAY 3 JUNE 2014**

Present:	T Branson	Governor
	P Brennan-Barrett	Governor (Principal)
	S Cooper	Governor
	G Crowe	Governor
	P Hilton	Governor
	S Hillyard	Governor (Staff)
	A Mochan	Governor
	R Morris (Chair)	Governor
	A Rajguru	Governor (arrived at 6.30)
	G Schofield	Governor
	R Smart	Governor

The quorum for the meeting was six Members.

In attendance:	J Bexson	Deputy Principal
	G Brough	Director of Estates (for items 1 – 6, 12)
	S Rankine	Director of Finance & Corporate Affairs
	R Hill	Clerk to the Corporation
	J Margrave	Minute Taker

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

1. Apologies

- 1.1 Apologies for late arrival were received from Abhai Rajguru. No other apologies were received.

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 29 April 2014 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 There were no matters arising not otherwise on the agenda.
- 3.3 Members noted the action points listing status.

4. Determination of Any Other Business

- 4.1 None raised.

5. Strategic Objectives Monitoring Report 2013/14

- 5.1 The Principal presented the written report and informed the Members that the College's new School of English and Maths Skills had now been initiated as of 2 June 2014. The Principal emphasised the importance of this new school for improving learner performance in English and maths.

- 5.2 The Deputy Principal explained that teachers of English and maths be managed within the new school rather than individual curriculum areas. This will ensure more structured and effective monitoring of learners pursuing English and maths.

The Principal informed Members that the attainment level of English and maths in Northampton generally is low which carries further implications for the College. Members queried how this county-wide issue was being addressed. The Principal explained that the Area Improvement Board was taking a leading role and the Northamptonshire Enterprise Partnership had highlighted the challenges within their Strategic Plan. The Principal offered to circulate further information to Governors on the statistics for Northamptonshire.

A Rajguru joined the meeting at 6.30 pm.

- 5.3 Members questioned the numbers relating to apprentices in item 1.4 and asked whether the figures were improved compared to the same time in 2013. The Principal confirmed that numbers are currently higher in this area and accepted that further trend data would assist Members.
- 5.4 The Principal anticipated that the College's main funding targets will be met for the year ending 31 July 2014. However a relatively small claw back in apprenticeship funding is expected. She considered the College to be in a positive position and was not expecting any claw back from the main Adult Skills Budget.
- 5.5 A new College business planning process has been implemented which aims to ensure senior managers have closer involvement with key business decision making. This process is being rolled out across all managers following a pilot phase.
- 5.6 The Head of MIS is trialling new data learner dashboards. A presentation has been given to key staff and the project is ongoing.
- 5.7 The new College business support structure is now into the third phase. The first phase was to realign the business support teams which resulted in redundancies. The second phase realigned the curriculum. The third phase is looking at the Business Centre and commenced with a review in March 2014 by an external consultant. This review has highlighted the need for a more senior post to lead this area. An advert for the post of Assistant Principal (Business Development) will be organised in due course.
- 5.8 Members requested clarification regarding the Enterprise Hub partnership with the University and it was confirmed that this is currently operated as a 'networking and social club'. This programme will develop more comprehensively next year with the Hub being introduced through study programmes.
- 5.9 The Cradle to Career partnership with local schools is moving forward and will inform pupils of the opportunities that are available to them in Northampton on completion of their secondary education at 16 years. Interviews are taking place on 4 June 2014 for a Project Co-ordinator.
- 5.10 A Member informed that a report will be available during July/August 2014 regarding a further 35,000 homes which are planned for Northamptonshire. The Director of Estates reported that the local demographic profile is currently tracked and he would be attending a meeting on this subject in July 2014.

RESOLVED [C 34/14]

The Corporation resolved to note the Principal's report.

6. Daventry – Strategy for Development

- 6.1 The Director of Finance and Corporate Affairs reported that work with Fusion regarding the development of proposals for the College's property in Daventry was gaining momentum with modelling costs, land sales and the lease arrangements being assessed.

- 6.2 Fusion are working with the Architects to look at the procurement methodology and disposal of site. Fusion will be reporting to the Corporation meeting on 24 June 2014.
- 6.3 A meeting was held at the site on 3 June 2014 with Daventry District Council, Fusion and the College to consider the merits and limitations of the site. This meeting will inform the planning process. Fusion will meet with Daventry District Council again regarding the road and costs involved. The Director of Estates reported that the Henry Boot development has highlighted concerns regarding the location of the supporting road. The Highways Agency supports this viewpoint and a proposal will be prepared for the Principal to take to the meeting with Daventry District Council on 5 June 2014.
- 6.4 Members asked whether any assistance was required from the Corporation and The Principal suggested a Task and Finish Group be put in place until the end of July to look at the outline proposal.

RESOLVED [C 35/14]

The Corporation resolved to

- (a) note the progress towards the achievement of the Daventry project and to await the visit of Fusion to the Corporation Meeting on 24 June 2014.***
- (b) form the relevant Task and Finish Group of R Morris, S Cooper, A Mochan and B Smart to review Daventry proposals and produce a recommend to the Corporation.***

7. Minutes of the Search and Governance Committee meetings held on 29 April 2014

- 7.1 The minutes of the meeting held on 29 April 2014 were noted.

RESOLVED [C 36/14]

The Corporation resolved to note the minutes from the Search and Governance Committee held on 29 April 2014.

8. Governance Review – Proposals by the Clerk to the Corporation

- 8.1 The Clerk to the Corporation commented that he had based the report on the five key assumptions outlined at the top of the paper. These assumptions take into account the Board Members responsibilities as set out in the Articles of Government, the expectations from the Principal, the Regulator and Ofsted.

The purpose of the paper is to draw out discussion and feedback on how Members can use governor time differently to allow for greater contribution and more developmental opportunities.

- 8.2 Prior to the meeting a Member had circulated a paper for discussion relating to a committee which would focus on HR development. The Clerk to the Corporation advised against expanding the committee system in the way described. Following discussion, Board Members agreed that HR strategy would be included on the agenda work plan as a key component for next year.
- 8.3 The Clerk to the Corporation agreed to produce a report for the Board which demonstrates the work plan for the Corporation linking to risk, strategy and monitoring performance on the basis of e.g. eight Corporation meetings with committee meetings taking place on different days to the Corporation meetings in order that minutes can be produced and circulated. The start time of the main Corporation meeting was discussed but the preference was to maintain this at 6.15 pm.
- 8.4 Reporting styles were discussed and requests were made by Members for a move to more of a commentary style reporting supported by data. Data presentation was requested to be given some consideration by senior staff, including data dashboard style.

RESOLVED [C 37/14]

The Corporation resolved to request that the Clerk to produces a planning governance timetable/work plan for the forthcoming academic year (2014/15) based on 8 Corporation meetings, in readiness for the next meeting of the Corporation

9. Vice Chairs of the Corporation

- 9.1 The Clerk to the Corporation reported that nominations have been received for Vice Chairs to the Corporation and that any further nominations could be received until 12.00 noon on Tuesday 10 June 2014.

RESOLVED [C 38/14]

The Corporation resolved to forward nominations prior to the deadline.

10. Management Accounts and Commentary for the Period to 30 April 2014

- 10.1 The Director of Finance and Corporate Affairs advised that the College currently has a forecast year end surplus of £462k.
- 10.2 College income is currently 2.3% ahead of budget due to the release of the £99k 2012/13 funding provision together with a higher level of fee income, standing at £420k more than budget.
- 10.3 Staff costs are currently £180k under budget which is primarily due to the lower staffing headcount which is offset by redundancy costs and other cost savings. Year-end pay costs are forecast to be 2% below budget.
- 10.4 The Director of Finance and Corporate Affairs confirmed that the College was expected to meet its bank covenants for 2013/14 by the year end. The operating cash flow for the year is forecast to be £988K.
- 10.5 The Director of Finance and Corporate Affairs reported that budget planning for next year was ongoing with EFA funding for 16-18 anticipated to be up by 10% compared to this year. This represents an increase of £1.3m lagged funding. There will however be a 10% cut in SFA funding which will be a reduction of £0.5m.
- 10.6 Provision will be made in the budget to allow for refreshing the IT infrastructure and property maintenance.
- 10.7 Overall adult apprenticeships are down 10% compared to budget even though offers made are currently higher. The College is likely to incur a reduction from the SFA in this area if the College does not fulfil its adult apprenticeship allocation.
- 10.8 One Member raised the reporting in relation to the Management Account and it was agreed that more prose and analytical opinion would be included along with an annotated box explaining the numbers.

RESOLVED [C 39/14]

The Corporation resolved to note the management accounts and commentary for the period to 30 April 2014 and requested, in future financial reports,
(a) more prose and analytical opinion

(b) the possible use of annotated boxes to explain any key features within the management accounts

11. Value for Money

- 11.1 The Director of Finance and Corporate Affairs tabled a report highlighting the key points in relation to staff costs including restructuring, new contracts, control of new posts which have all improved productivity.
- 11.2 The Director of Finance and Corporate Affairs reported that all courses are assessed for viability.
- 11.3 Procurement using purchasing consortia has proved effective; a Rates review will be conducted by DTZ and a VAT review will be carried out by Davies Mayer.
- 11.4 The Director of Finance and Corporate Affairs commented that looking forward to 2014/15, 'Academic Coaches' have been employed who will work with students to ensure they stay on programme and achieve success. This is a pilot scheme and reports will be given to Corporation at a later date once the impact has been assessed. The Deputy Principal also reported that a workplace facilitator post is being created and that a work placement report would be available next year.

RESOLVED [C 40/14]

The Corporation resolved to thank the Director of Finance and Corporate Affairs for his report on value for money initiatives.

12. Lettings Report

- 12.1 The Director of Estates reported that letting income has exceeded the expected budget by £18k and that the current initiative to promote the College as a venue of choice has enhanced the reputation, with positive feedback being received regarding Booth Lane.

RESOLVED [C 41/14]

The Corporation resolved to note the report and thanked the Director of Estates and his team for their work in this area.

13. Date and Time of Next Corporation Meeting

- 13.1 The next meeting of the Corporation will be held on Tuesday 24 June 2014 at 6.15 pm in the Boardroom at Booth Lane.

The meeting closed at 8.45 pm.

Ron Hill
Clerk to the Corporation
Northampton College