

MINUTES OF THE CORPORATION MEETING**HELD ON TUESDAY 9 DECEMBER 2014**

Present:	T Branson	Governor
	P Brennan-Barrett	Governor (Principal)
	E Buttler	Governor
	R Davey	Governor
	M Hall	Governor
	P Hilton (Vice Chair)	Governor
	K Holmes	Governor (Student)
	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
	M Harwood	Interim Deputy Principal
	J Whybrow	Assistant Principal Employer Engagement (Part)
	R Hill	Clerk to the Corporation
	J Margrave	Principal's Secretary

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

The Chair welcomed Mike Harwood, Interim Deputy Principal and James Whybrow, Assistant Principal, Employer Engagement and Enterprise to the meeting.

The agenda was preceded by a presentation by James Whybrow, Assistant Principal for Employer Engagement and Enterprise at Northampton College.

1. Apologies

- 1.1 Apologies were received from Gordon Crowe. The Chair also informed Members regarding the reasons behind Gordon Crowe's absence. Our best wishes at this difficult time are sent to his family.

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 21 October 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 was one matter arising in relation to the election of a new Staff Governor. The Clerk to the Corporation reported that four members of staff had been proposed and following a ballot, Martin James received the highest number of votes.
- 3.3 It was noted that Annella Mochan offered to be involved in the recruitment of the new Clerk to the Corporation.
- 3.4 Members noted the action points arising from the minutes.

RESOLVED [C 94/14]

The Corporation resolved

- (a) To appoint Martin James as the new Staff Governor with effect from 10 December 2014 until 31 July 2018***
- (b) To thank Stephen Hillyard, as outgoing Staff Governor, for his service and dedication to the Corporation.***

4. Determination of Any Other Business

- 4.1 There were no items of 'any other business requested'.

5. Strategic Objectives Monitoring Report 2014/15

- 5.1 The Principal presented the updated Key Performance Indicators report and highlighted two areas coded as 'red'.
 - Item 1.3 (English and Maths) continues to cause concern regarding significant learner volume and difficulties in achieving learner progress.
 - Item 1.5 (Improving success rates to 85% for long courses) has been moved from 'amber' to 'red' and is being monitored.

RESOLVED [C 95/14]

The Corporation resolved to note the updated Key Performance Indicators and the progress towards the achievement of the Corporation's strategic objectives 2014/15.

6. Daventry Project Update/Task and Finish Group (9 December 2014)

- 6.1 The Chair of the Task and Finish Group gave a verbal update regarding the latest developments on this project. The Task and Finish Group proposed that the College maintains its Badby Road West site, Daventry, rather than moving to Ashby Road. The reasoning behind this proposal is due to associated costs for the building of a road and the limitations of the Ashby Road site. Overall this option is expected to reduce the costs of the capital build project.
- 6.2 An updated project plan, cash flow and risk register will be available for the next meeting of the Corporation. This proposal for Badby Road West will include the construction of a new College building on the existing site.
- 6.3 Members questioned the proposed change of plans away from Ashby Road. The Principal explained that a closer look at the merits of Badby Road West and emerging issues with Ashby

Road altered earlier assumptions. The Principal confirmed the support of Daventry District Council for the continued development in Daventry by Northampton College through the provision of a guarantee for Section 106 funding.

- 6.4 The Chair of the Task and Finish Group commended the reporting of Matthew Hirst of Fusion, advisers to Northampton College.

RESOLVED [C 96/14]

The Corporation resolved

- (a) To note the progress relating to this project and***
(b) To endorse the recommendation of the Task and Finish Group to remain at the Badby Road West site

7. Self-Assessment Report 2013/14 and Quality Improvement Plan

- 7.1 The Interim Deputy Principal explained to Members that the Self-Assessment Report (SAR) is intended to present a reflection of the activity of the College during 2013/14. The SAR is continuing to be formed prior to being uploaded to the OfSTED portal on 19 December 2014. Members comments would be welcomed on the draft document to date.
- 7.2 Course reviews, data interrogation, achievement, attendance, along with teaching and learning observations have all been used to inform the SAR and the action plan. Individual curriculum area SARs and action plans have also been used to draw information to the College SAR.
- 7.3 The Interim Deputy Principal expressed his confidence that the process that had been undertaken with necessary rigour and that the resulting judgements were sound. The SAR process will continue to be developed and the process will be revised for the SAR 2014/15, including the participation of Governors.
- 7.4 Achievements for students are high in comparison with national averages and have improved on 2012/13. Student retention has dipped and is being investigated as this has impacted on the College student success rate.
- 7.5 The key actions emerging from the SAR are as follows:-
- Review the student enrolment processes
 - Review the monitoring of student attendance and success
 - Review teaching and learning observations processes
 - Provide targeted College wide CPD for staff
 - Continued focus on Maths and English across Northamptonshire
- 7.6 A Member requested that an improved process is devised to consider the SAR 2014/15 in detail.

RESOLVED [C 97/14]

The Corporation resolved

- (a) To note the opportunity to contribute to the SAR 2013/14 prior to 17 December 2014***
(b) To authorise the Chair of the Corporation to sign off the SAR 2013/14 on behalf of the Corporation

8. Deputy Principal Recruitment

- 8.1 The Principal reported that the recent advertisement for a Deputy Principal had returned 17 applications and from these applications, five prospective applicants were shortlisted.
- 8.2 The Principal confirmed that Patrick Leavey had been selected for appointment.
- 8.3 The Principal circulated the current Interim College Management Structure and informed Members that the plan going forward would be to replace the three Interim Assistant Principals for Curriculum and Quality with one post for Curriculum and Quality in this role.

RESOLVED [C 98/14]

The Corporation resolved

- (a) To note the appointment of Patrick Leavey as the Deputy Principal and***
(b) To note the proposed new role for an Assistant Principal, Curriculum and Quality

9. Management Accounts and Commentary for the three months to 31 October 2014

- 9.1 The Director of Finance and Corporate Affairs presented the management accounts for the three months to 31 October 2014 and highlighted the following items:
- A predicted year-end operating surplus of £940k (3.5%) before LGPS pension scheme adjustments of £350k. Budget surplus £775k (2.9%).
 - Operating income is £26.7m - £365k (1%) higher than budget.
 - Pay costs forecast to be in line with budget. Pay costs (excluding restructure costs of £225k) are forecast to be 62% of operating income.
 - Non-pay costs at £7.2m are £200k higher than the original budget. This is due to buildings maintenance funded by the SFA College Condition Fund grant (£200k), not in the budget.
 - Current cash balances are £8.0m (102 days cash in hand) at October 2014. This forecast to decrease monthly, in line with reductions in EFA/SFA profiled payments, to a low point of £5.1m in March 2015. Year-end cash balances are forecast to be £5.2m (72 cash days in hand).
 - Lloyds Bank covenants are expected to be met at the year-end.
- 9.2 The Director of Finance and Corporate Affairs received a request from Members to include an extra line on the KPI sheet to include a wider range of income sources. A paper will also be produced to show an analysis of all funding streams for 2013/14.

RESOLVED [C 99/14]

The Corporation resolved to note the management accounts and commentary for the three month period to 31 October 2014.

10. Student Enrolment Funding/Skills Funding Agency Funding Audit (September 2014)

- 10.1 The Director of Finance and Corporate Affairs informed Members that the current forecast for 16-18 year old recruitment would be around 6% less than the allocation. Funding will be maintained as long as the bulk of the 16-18 year old students remain in the top funding band. Recruitment against the adult budget is in line with expectation. However funding reports from the SFA have not yet been received.

- 10.2 Recruitment of Apprentices is higher than 2013/14 and the adult apprenticeship allocation is likely to be exceeded.
- 10.3 The Principal reported that a new College strategy group will be chaired by the Director of Finance and Corporate Affairs to oversee student enrolment.
- 10.4 The Director of Finance and Corporate Affairs reported that the findings of the SFA Funding Audit, which was undertaken in September 2014, had identified some errors which had occurred in the recording of 16-18 year old Apprenticeships and classroom learning. In some cases, a technical error had occurred whereby the adjustment for prior learning had been put into the wrong field. These errors will not have an impact on any funding.

RESOLVED [C 100/14]

The Corporation resolved

- (a) To note the student enrolment funding report and***
(b) To note the findings of the SFA Funding Audit (September 2014)

11. Audit Committee Annual Report 2013/14

- 11.1 The Chair of the Audit Committee reported that the business of the Audit Committee had gone very smoothly and there were no specific matters the Audit Committee wished to raise with the Corporation.

RESOLVED [C 101/14]

The Corporation resolved to approve the Audit Committee Annual Report for 2013/14.

12. Letter of Representation, Audit Findings & Financial Statements Approval for the Year to 31 July 2014

- 12.1 Members enquired whether there should be a management response to the item on page 10 of the report (fixed asset register). The Director of Finance and Corporate Affairs advised that no further action is required.

RESOLVED [C 102/14]

The Corporation resolved

- (a) To approve the Letter of Representation, Audit Findings & Financial Statements Approval for the Year to 31 July 2014;***
(b) To delegate authority to the Chair of the Corporation to sign these documents as necessary.

13. Minutes of the meeting of the Audit Committee held on 11 November 2014

- 13.1 The minutes of the meeting of the Audit Committee which was held on 11 November 2014 were presented to the Corporation.

RESOLVED [C 103/14]

The Corporation resolved to note the approved draft minutes.

14. Minutes of the meeting of the Search and Governance Committee held on 11 November 2014

14.1 The minutes of the meeting of the Search and Governance Committee which was held on 11 November 2014 were presented to the Corporation.

RESOLVED [C 104/14]

The Corporation resolved to note the approved draft minutes.

15. Financial Regulations : Amendments

15.1 The meeting of the Audit Committee, at its meeting on 11 November 2014, recommend for approval the proposed amendments to the Financial Regulations as detailed in the written report.

RESOLVED [C 105/14]

The Corporation resolved to approve the amendments made to the Financial Regulations with effect from 10 December 2014.

16. Date and Time of Next Meeting

16.1 The next meeting of the Corporation will be held on Tuesday 3 February 2015 at 6.15 pm in the Boardroom at Booth Lane.

The meeting closed at 8.15 pm.

Ron Hill
Clerk to the Corporation
Northampton College

Signed by the Chair:	
Date:	