

**MINUTES OF THE CORPORATION MEETING****HELD ON TUESDAY 29 SEPTEMBER 2015**

<b>Present:</b>	Emmanuela Boakye	Student Governor
	Pat Brennan-Barrett	Governor (Principal)
	Ellen Buttler	Governor
	Rob Davey	Governor
	Mark Hall	Governor
	Philip Hilton (Vice Chair)	Governor
	Martin James	Governor
	Geraldine Schofield (Chair)	Governor
	David Smith	Governor
	Lucy Wright	Student Governor

The quorum for the meeting was six Members.

<b>In attendance:</b>	Steve Rankine	Director of Finance and Corporate Affairs
	Patrick Leavey	Deputy Principal
	Gary Brough	Director of Estates
	Victoria Cornwell-Lyon	Assistant Principal, Teaching Learning and Quality
	Julie Brasier	Clerk to the Corporation

The Chair welcomed Emmanuela Boayke and Lucy Wright to their first Corporation Board meeting.

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

**1. Apologies**

1.1 Apologies were received from Tracey Branson and Roger Morris.

**2. Declarations of Interest**

2.1 The Chair reminded Members to declare their interests as and when necessary on the agenda. Members were also asked to complete their written declarations of interest.

**3. Minutes of the Corporation Meeting held on 7 July 2015 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 Members noted the action points arising from the minutes.

3.3 Members asked about the Equality and Diversity Action Plan (Item 5). The Principal confirmed that this would be updated during the autumn term.

#### **4. Determination of Any Other Business**

- 4.1 There was one item of 'any other business', staff pay review, which would be considered under item 15 – Student enrolment.

#### **5. Post 16 Review**

- 5.1 The Principal gave a presentation on the programme for Post 16 reviews announced by the Government in July. This was a very significant development for all FE colleges. The reviews were part of the Government's strategy to raise productivity and economic growth which included securing three million apprenticeships.
- 5.2 FE colleges would be reviewed in areas in phases. The purpose of the review was to retain institutions which are financially viable, sustainable, resilient and efficient and would deliver maximum value for public investment. Providers would reflect an area's economic and educational needs. They would have a strong reputation and greater specialisation. Institutions emerging from the review would deliver high quality and relevant education and training for all.
- 5.3 One feature of the reviews would be the creation of Institutes of Technology. There was an emphasis on technical education with providers likely to cover qualifications from level 3 through to level 6, and the offer would be shaped by known future requirements and demographics
- 5.4 The Government would decide the number of colleges to be included in each review. These would take account of Local Enterprise Partnerships. The College belonged to two of these: one for Northamptonshire and one for south east Midlands. It was considered at this stage that the colleges within SEMLEP would all be in the same review
- 5.5 The Principal had been involved in several meetings with other colleges since the announcement of the Review, and with the Chair, had met with the other colleges in Northamptonshire.
- 5.6 The role of the Corporation was very important. It involved both steering the process and determining whether to accept any recommendations resulting from the review. There may be funding implications for a college not following the area review recommendations.
- 5.7 The work led by the Principal meant that the College was in a strong position financially which was one of the key criteria for the review. It was now rigorously pursuing continuing improvements in quality. This was reflected in both the changes to the procedures and processes within the College and the recruitment strategy being followed.
- 5.8 Schools with sixth forms were not included within the review although they could take part on a voluntary basis.
- 5.9 The area reviews would offer a lot of opportunities for the College as well as some challenges

#### ***RESOLVED [C 49/15]***

***The Corporation Board noted the process for area reviews.***

#### **6 Staff Development (Agenda paper 9)**

- 6.1 The Assistant Principal for Teaching Learning and Quality presented her report on staff development. The report gave a summary and evaluation of staff development activity for the academic year 2014/15, as well as outlining a new staff development strategy to be implemented in 2015/16. This included the priorities for this period and how they would be addressed. Members noted that for Ofsted, value added and distance travelled, were key measures.
- 6.2 The report referred to the 'embedding' of English and Maths. The Assistant Principal explained that the progress of learners was central to the Ofsted Framework. There were many natural opportunities to enhance English and Maths across the curriculum and it was important that staff both identified these as they occurred and took opportunities to extend this where appropriate. It was noted that there was a subsidised ETF programme to support staff teaching vocational subjects to deliver English and Maths.

6.3 Further questions were asked as follows:

*How was the College picking up the British Values and the Prevent strategies?*

There had been full staff training on Prevent. For the delivery of British Values, it was confirmed that this was included as part the Respect facet of the College's Mission, Vision and Values

*How were the professional teaching standards taken into account?*

This had been discussed with the relevant professional associations for teachers and would be included as part of the lesson observation process.

*How many staff held higher education qualifications?*

This information was collected. Grants of up to £1,000 were available to staff pursuing relevant Masters and PhD qualifications.

*How was the college approaching on line learning?*

The college was looking at the FELTAG recommendations. An ELearning Manager had been recruited and there was a technical working group in college with an innovation budget.

*How was best practice shared?*

Best practice was shared across and within schools. Examples of good practice were shared weekly.

*How was value added measured?*

Students were given a challenge grade. For level 3 subjects this would be done by reference to ALPS. For qualifications with a pass or fail measure, the College was looking at a pass plus criterion. The college needed to demonstrate the distance travelled by learners. Every learner was assessed on entry in line with their existing qualifications and individual targets had been set against this baseline measurement. Each Learner was reviewed every six weeks and their progress RAG rated. These assessments would show the value added in year. Account was also taken of the feedback given on the quality and value of courses.

*What support was there for staff with English and Maths?*

The College was providing support for staff when delivering English and Maths across the curriculum. There was also an ETF self evaluation tool.

## **RESOLVED [C 50/15]**

### ***The Corporation Board resolved to note the Staff Development Report***

*(Victoria Cornwell-Lyon left the meeting at 6.55pm)*

## **7 Daventry (Project Update) Task and Finish Group: 29 September 2015**

7.1 Rob Davey gave a verbal update of the meeting of the Task and Finish Group on 29 September as follows:

- Daventry District Council had approved the residential development. The application had been called in due to an objection from Sport England. This objection was not accepted. Planning permission would be issued for both the college and the residential schemes, following the signing of a s106 agreement. The conclusion of the agreement was being strongly pursued.
- The costs of the planning obligations would reduce the net value that would be received from the sale of the land. 7 tenders had been received and 4 had been shortlisted.
- The contractor selected for the college redevelopment would shortly submit final costings, including the Guaranteed Maximum Price (GMP), this is expected by 12 October.
- Expenditure needed to match the allocations agreed by SEMLEP in each of their financial years.
- The risk register included the discharge of planning conditions which needed to be completed before work could start on site for the redevelopment of the college. It was hoped work would start on 23 November 2015.
- The group had considered the impact of the post 16 area reviews referred to above. The College had raised this with SEMLEP who agreed that the strategic rationale for re-

developing the College remained unchanged and that the project should proceed. The project would rationalise the space available which had also been designed to be flexible so that it could reflect changes in curriculum demand.

- The group asked the Corporation to approve a delegation to 3 members to give final approval to the scheme once the land tenders had been evaluated and the final contract price was known.

#### **RESOLVED [C 51/15]**

***The Corporation resolved to note the verbal report of the Task and Finish Group and agreed to delegate the final approval of the project to the Chair, the Principal and Mark Hill, a member of the Audit Committee.***

#### **8 Health and Safety Policy Statement 2015/16 (paper 14)**

8.1 The Director of Estates submitted the Health and Safety Policy Statement 2015/16.

#### **RESOLVED [C 52/15]**

***The Corporation resolved to accept the Health and Safety Policy Statement for 2015/16 and it was signed by the Chair.***

#### **9 Estates Annual Report (paper 16)**

- 9.1 The Director of Estates submitted the Estates Annual Report. Investment had focussed on the improvement of accommodation, services and facilities where there was a long term benefit. Savings had been secured.
- 9.2 Planned maintenance continued. Savings were being achieved by increased training for staff, meaning more tasks could be completed by in house staff. Maintenance costs for Booth Lane were likely to increase as the building was now 3 years old and would need redecoration as appropriate due to usage.
- 9.3 The report also included statistics for physical and verbal abuse, theft and vandalism. It was noted that incidents were now more likely to be reported than perhaps in the past as a greater emphasis was being placed on the accurate recording of these matters. The Principal confirmed that there was a zero tolerance approach to abuse and two students had been excluded. These issues were carefully and thoroughly investigated.
- 9.4 Vandalism and theft incidents tended to be of a minor nature. Staff were aware of where the incidents tended to occur and were addressing these.
- 9.5 The Director of Estates was thanked for his report.

#### **RESOLVED [C 53/15]**

***The Corporation resolved to receive the Estates Annual Report for 2014/15***

*(Gary Brough left the meeting at 7.20pm)*

#### **10 Strategic Monitoring Report - Key Performance Indicators 2015 -16 (paper 7)**

- 10.1 The Principal presented the first written report for the academic year regarding progress towards the achievement of the Corporation Board's strategic objectives for 2015/16, based on the Strategic Plan approved at the last meeting. Progress was RAG rated.

- 10.2 Members asked about the development of English and Maths competencies, currently rated red. The rating was based on success rates. All students were assessed on entry to determine the appropriate qualification they should pursue where this was not already prescribed and the level of support and intervention they would require was being ascertained. Oversight of achievement in this area was led by the English and Maths Strategy Group within the College.
- 10.3 The Corporation had received a report last academic year regarding the programme for improving data systems in the College. Progress was being made and work was continuing to establish more comprehensive systems for tracking achievement, both in terms of data and internal procedures. It was agreed that a presentation to the next Corporation meeting on data and its application would be helpful.
- 10.4 Members asked about the development of alternative funding streams. The Principal reported that the college was developing the HE offer and had a growth in apprenticeship delivery. The Business team were pursuing a range of initiatives in this area. The core income stream for the College was the EFA funding for 16 -18 year olds and staff resource had to prioritise the delivery of a high quality offer in this area.
- 10.5 The curriculum offer was developing positively. The curriculum map had been reviewed. The recruitment target for apprenticeships was 1,100, so far the total was 900. Both the range and level of apprenticeships were being expanded. Much of the funding for apprenticeships was aimed at employers.

**RESOLVED [C 54/15]**

***The Corporation resolved to note the progress towards the Strategic Objectives 2015/16***

**11 Update on current outcomes including English and Maths (paper 8)**

- 11.1 The Vice Principal reported on the information available to date on achievement for 2014/15. This was also an example of how data systems were improving in the College.
- 11.2 For English and Maths there was an improvement in nearly all areas other than level 2 functional skills. Some results were still awaited so further increase was still expected. Where results were below national averages, staff were working hard to address this. It was pleasing to see the increase of over 20% in 2013/14 for higher grade GCSEs, this is well above the national average for the current year there would be 1300 GCSE English students and 1100 for maths. When comparing against achievement nationally, results for 17 -19 year old were used.
- 11.3 The successful strategies from last year would be applied again. There were now stepping stone qualifications which, together with the input of the strategy group in College, would aid progression towards GCSEs in English and Maths
- 11.4 The start of the year had been purposeful, with a careful and guided approach to enrolment to ensure that students were on the appropriate courses for them.
- 11.5 Full details of achievement and success rates for all curriculum areas would be reported to the next Corporation meeting as part of the SAR process.

**RESOLVED [C 55/15]**

***The Corporation resolved to note the information currently available on results for 2014/15***

**12 Revision of AAT Management and Development of Programme (Paper 10)**

- 12.1 The Director of Finance and Corporate Affairs submitted a report on AAT Provision. This qualification was important for the local community and economy and was valued by employers. It was both a qualification in its own right and provided a progression route to further professional qualifications. Demand for the course was increasing.

- 12.2 Because the quality of provision was unsatisfactory it was proposed that the College developed a partnership with FMBS for the delivery of this qualification. College staff assisting with the delivery of the programme would be seconded; there were no TUPE issues. The arrangement would not be a franchise.
- 12.3 As FMBS were a subsidiary of the College's internal auditors, a clear record would be kept showing the reasons for contracting with FMBS

**RESOLVED [56/15]**

***The Corporation resolved to approve the partnership arrangements with FMBS to deliver the AAT qualification.***

**13 Management Accounts and Commentary for the period to 31 July 2015 (pre audit) (paper 11)**

- 13.1 The Director of Finance and Corporate Affairs presented the written report which indicated a Year end operating surplus in excess of the budget.
- 13.2 Operating income for the year was 4% higher than budget.
- 13.3 Total pay costs were in line with budget. Pay costs excluding restructuring costs were 60.1% of operating income. Permanent staff numbers at July 2015 are 5 FTEs lower than budget.
- 13.4 Non pay costs at £7.13M were £126K higher than the original budget. This was largely due to buildings maintenance funded by the SFA College Condition Fund grants (£329K), not in the budget. There was a corresponding positive variance on SFA other income for the College Condition Fund expenditure.
- 13.5 Cash balances include LEP grants received for the Daventry redevelopment, building work on which will not start until 2015/16.
- 13.6 In terms of the surplus, treasury management would be an item for the next Corporation Meeting
- 13.7 The Finance team were congratulated on the financial position achieved for 2014/15

**RESOLVED [57/15]**

***The Corporation resolved to note the Management Accounts and Commentary for the period to 31 July 2015.***

**14 Estimates of Income and Expenditure Adjustment (paper 12)**

- 14.1 The Director of Finance and Corporate Affairs submitted a revised Financial Plan for 2015/16.
- 14.2 On 20 July 2015 the College received a revised funding letter from the SFA. This reduced the College's SFA Adult budget for 2015-16 by £343k. Due to the College budget not allocating the full original allocation, the College budget has to be reduced by £234k.
- 14.3 SFA Income has been reduced by £234k, reducing the budget income to Workplace Learning, ESOL, Adult Basic Education and Professional programmes.
- 14.4 In addition the Business Centre has increased its forecast for Apprenticeships and the Apprenticeship budgets have been increased by £234k. This is above the SFA allocation
- 14.5 Appropriate adjustments in the Pay budgets in these areas have also been made
- 14.6 The Director of Finance and Corporate Affairs advised that income targets were considered to be achievable.

**RESOLVED [58/15]**

***The Corporation resolved to approve the adjustments to the College Budget and Financial Plan for 2015/16***

## **15 Student Enrolment 2015/16 (paper 13)**

- 15.1 The Director of Finance and Corporate Affairs circulated the latest enrolment figures for 2015/16
- 15.2 Overall recruitment was at a similar level compared to this time last year. Enrolments would continue until the end of October. There would be further fluctuation in numbers to reflecting ongoing recruitment, transfers between courses and withdrawals. Full time 16-18 recruitment numbers only count after the six week qualifying period.
- 15.3 The recruitment to some courses was lower than expected. For some, such as music, the offer would be revised for next year. Other courses were being relaunched. Staff deployment into other areas would be looked at where appropriate.
- 15.4 Recruitment of 16 -18 year olds was ahead of target.
- 15.5 Bearing in mind the level of enrolment to date and the pre audit budget surplus for 2014/15, it was recommended that staff receive a 1% increase with effect from 1 August 2015. This has been built into the 2015-16 pay budgets.

### ***RESOLVED [59/15]***

***The Corporation resolved to note the student enrolment figures to date and to approve the 1% pay increase for staff with effect from 1 August 2015.***

Emmanuela Boayke and Lucy Wright left the meeting at 8.15pm

## **16 Receipt of Audit Reports (papers 17)**

- 16.1 The Director of Finance submitted the following Internal Audit reports which had been discussed in details with some Members as part of planning for the Audit committee in November:
1. Effectiveness of Revised Model of Governance
  2. Learner Records and Training
  3. Follow Up of Recommendations
  4. Internal Audit Strategy 2015-16
- 16.2 The report on Effectiveness of Revised Model of Governance gave of a judgement of substantial assurance. There were some inaccuracies in the report around timing of events happening. Members asked that these be corrected and that the Chair have authority to then accept the report.
- 16.3 The report on Learner Records and Funding indicated a potential lagged funding risk for students not taking English and Maths. The College had taken advice from Internal Audit on the particular circumstances of the students concerned and the reasons why it was felt the students were exempt from the requirement to take English and Maths qualifications. In the light of that advice it was considered that the risk to the lagged funding was not significant.

### ***RESOLVED [C 60/15]***

***The Corporation resolved to accept the Internal Audit reports, with the report on Effectiveness of Revised Model of Governance being corrected as agreed with the Chair.***

*Mark Hall left at 8.20pm*

## **17 Revisions to the Instrument of Government and Articles (paper 18)**

17.1 The Clerk submitted a report outlining proposed changes to the Instrument of Government and Articles taking account of changes in legislation and advice from Eversheds.

17.2 The Corporation agreed to changes that would allow alternatives to Corporation meetings.

17.3 The Corporation supported the principle that a member should serve a maximum of 2 terms of 4 years ( 8 years in total) and that a Chair should serve a maximum of 2 terms of 2 years ( 4 years in total). However it was agreed that there should be some flexibility to allow a longer term of office in either case if there were specific and reasonable grounds for this.

### **RESOLVED [C 61/15]**

***The Corporation resolved to approve the revisions to the Instrument of Government and Articles, including the ability to have alternatives to Corporation Meetings. The revisions would allow some flexibility over the total number of terms of office served if there were specific and reasonable grounds for this.***

## **18 Committee Structure (paper 19)**

18.1 The committee structure had been reviewed by the Chair and the Principal. It was proposed that there be a Quality, Teaching Learning and Assessment Committee and that this be trialled for one year.

18.2 It was also proposed that the Search and Governance committee be altered so that it becomes a Governance committee.

18.3 Terms of reference for both committees were circulated.

18.4 Current membership of committees was also circulated and discussed.

### **RESOLVED [C 62/15]**

***The Corporation resolved to approve the terms of reference for the Quality, Teaching Learning and Assessment and Governance Committees and to continue with the delegation of deciding the membership of Committees 2015/16 to the Chair of the Corporation (Geraldine Schofield) and the remaining Vice Chair of the Corporation (Philip Hilton) who will consult Members regarding the proposed membership arrangements.***

## **19 Corporation Meetings and Development Calendar**

19.1 Members agreed the revisions to the Corporation and Development Calendar

## **20. Date and Time of Next Meeting**

20.1 The next meeting of the Corporation will be held on Tuesday 10 November 2015 at 6.15 pm in the Boardroom at Booth Lane.

The meeting closed at 8.45pm.

Julie Brasier  
Clerk to the Corporation  
Northampton College

Signed by the Chair:	
Date:	