

MINUTES OF THE CORPORATION MEETING**HELD ON TUESDAY 12 MAY 2015**

Present:	T Branson	Governor
	P Brennan-Barrett	Governor (Principal)
	E Butler	Governor
	R Davey	Governor
	M Hall	Governor
	P Hilton (Vice Chair)	Governor
	K Holmes	Governor (Student)
	M James	Governor (Staff)
	A Mochan	Governor
	R Morris (Chair)	Governor
	G Schofield	Governor

The quorum for the meeting was six Members.

In attendance:

S Rankine	Director of Finance & Corporate Affairs
P Leavey	Deputy Principal
M Owen	Student Services Manager
V Murphy	Marketing Account Manager
R Hill	Clerk to the Corporation
J Brasier	Clerk Designate

Members observed the recent deaths of Daniel Stannard and Harrold Chapman with a period of silence and reflection.

The Chair welcomed Julie Brasier, Clerk Designate to her first Corporation Board meeting.

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

The meeting was prefaced with a presentation from Victoria Murphy, Marketing Account Manager, on the new college website.

Victoria Murphy left the meeting at 6.35pm.

1. Apologies

- 1.1 Apologies were received from Abhai Rajguru and Harriot Sumnall.

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 17 March 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.

4. Determination of Any Other Business

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

5. Strategic Monitoring Report (May 2015)

5.1 The Principal presented the written report which included progress towards the achievement of the Corporation Board's strategic objectives for 2014/15. The Board discussed the implications of the report and the following points were raised:

- The number of lessons judged to be good or outstanding had risen to 83% from 75%. The target was 85%. Lesson observations had focussed on differentiation and personalised learning. The quality of teaching linked to student outcomes. Members asked about the criteria for judging lessons and how judgements were quality assured and moderated. The Principal explained that the Ofsted Framework set out criteria for the quality of teaching and those observing lessons were both experienced and monitored via dual observations. External moderation happened and this would be increased next year. The Executive Management Team were confident in the lesson judgements given. Grades for lessons were still considered necessary and it was important that the lesson observation written commentary and the grade awarded were consistent.
- Members asked about the number of grade three judgements for the teaching of English and Maths. Additional resource was being applied to both subjects, including work to support the management of behaviour. Attainment in these subjects was still a cause of concern.
- Members asked whether good practice was being shared between staff. This was happening but needed to be pushed further.
- Work on the data protocols continued: the RAG rating for this still showed amber but it was a significant piece of work.
- Members asked what happened for the alternative income activity to move from yellow to green. It was explained that there had been diversification into other funding streams. This has included the development of apprenticeships and new HND qualifications. It was an optimistic judgement but initiatives were in place.

RESOLVED [C 18/15]

The Corporation Board resolved to note the positive progress towards the achievement of the strategic objectives for 2014/15.

6. Daventry Project Update/Task and Finish Group (12 May 2015)

- 6.1 The Chair of the Task and Finish Group referred to the Task and Finish Group meeting which had taken place prior to the Corporation Board. The Group had received a useful update and discussed the progress of the redevelopment project and the land disposal.
- 6.2 The planning application for the redevelopment of the Daventry College site would be submitted shortly demonstrating the commitment to this project.
- 6.3 Progression routes from the courses on the Daventry site to courses on the Northampton sites would need to be considered, together with transport requirements.

6.4 The Group had recommended a name for the redeveloped site: Daventry Campus, Northampton College.

6.5 Interviews for the contractor for the redevelopment of the Daventry college site were taking place on 9 June. AM and RM would be on the interview panel. The panel would recommend the contractor to be appointed. The Group requested that AM and RM have delegated powers to agree the panel's recommendation and appoint the Contractor on behalf of the Corporation Board. It was important for both operational and funding reasons that the redevelopment project proceeded promptly.

RESOLVED [C 19/15]

The Corporation resolved:

- ***to note the progress relating to this project***
- ***to approve the name of the site as Daventry Campus, Northampton College and***
- ***that Annella Mochan and Roger Morris have delegated powers to act on behalf of the Corporation Board to agree the recommendation of the interview panel and appoint the contractor for the redevelopment of the Daventry site.***

7. Northampton College Prevent Strategy

7.1 The Student Services Manager presented the proposed Prevent Strategy for the College. This was a Government counter terrorism initiative. In preparing the Strategy, staff had looked at what was already in place, and the further actions required to take account of the changes in legislation and the Ofsted Framework.

7.2 The Strategy was broken down into four areas: Leadership and Values, Teaching and Learning, Student Support and Managing Risks and Responding to Events. The Strategy had been launched to College managers with the team co-ordinating this work being trained by the police. It would now be rolled out to all staff.

7.3 Further Education Colleges needed to have a good understanding of terrorism and radicalisation and any related activities in its area. There had been one low level incident in College.

7.4 The action plan accompanying the Strategy was circulated. There would be on line training for Members. Members who had not completed the Safeguarding training were reminded to do so.

7.5 The Board would receive further reports to enable them to monitor the implementation of the Strategy.

RESOLVED [C 20/15]

The Corporation approved the Prevent Strategy and noted that further monitoring would be required. A safeguarding training session would be arranged for those Members who had not completed this

Mark Owen was only present for this item.

8(a) Learner Data Monitoring (retention)

8.1(a) The current retention statistics were circulated. Overall the retention rate stood at 91.8%. The target was 92%. Movement in this figure was expected once the relevant data is cleansed. Intervention work continued to bring students back into college.

8.2(a) An achievement rate of 92% looked possible on the current trend data. Monitoring meetings were held each term for each curriculum area with a strong focus on predictions and actual achievement. Confidence in data was being rebuilt and this would be further supported by an external consultant.

8.3(a) On line assessments for Functional Skills Examinations were being looked at for August.

8.4(a) The learner outcomes would inform next year's assessment planning.

8(b) Curriculum Development

8.1(b) The Board received a report on recent developments to the curriculum including the new courses to be offered and the remodelling of some existing ones. Members asked that future reports included the potential student numbers and income for new courses.

8.2(b) Numbers in Arts and Engineering were strong and employers had requested that the HNC Engineering Course be linked to the Higher Apprenticeship Course.

8.3(b) The College was working closely with the University of Northampton to develop infrastructure and staff resource for certain courses. It was an exciting development to have a Higher Education Portfolio.

8.4(b) A continued strong focus for English and Maths was required, particularly in light of the emphasis on these subjects nationally.

8.5(b) A close review of A level subjects to be offered had taken place. 18 were proposed via the A level Academy which would be different and distinct from the offer in local schools.

RESOLVED [C 21/15]

The Corporation noted the Retention data for Learners and the Curriculum Development report.

9. New Data Projects

9.1 The Director of Finance and Corporate Affairs presented a report on the project to develop a suite of key data reports to enable the efficient running of the College.

9.2 The writing of the first reports was nearly finished and this would be followed by a process of user testing and refinement with the aim that the reports are in use on a regular basis by the start of the academic year 2015 – 16.

RESOLVED [C 22/15]

The Corporation resolved to note the progress of the new data projects.

10. Business Centre Performance Report

10.1 The Director of Finance and Corporate Affairs presented the written report which included summarising the key performance headlines for the Business Centre and how they had been achieved.

10.2 The Director of Finance and Corporate Affairs reported that adult apprenticeships has exceeded allocation by £150K.

10.3 Members asked that future reports contained actual numbers as well as percentages. They would also contain more information on learner destinations and placements.

RESOLVED [C 23/15]

The Corporation resolved to note the contents of the Business Centre report.

11. Management Accounts and Commentary for the eight month period to 31 March 2015

11.1 The Director of Finance and Corporate Affairs presented the written report which indicated a year end operating surplus of £1,080K before the deduction of pension adjustments and redevelopment costs for Daventry. This would leave a budgeted surplus of £775K

11.2 There were no major changes from the previous report.

11.3 Pay as a percentage of income was close to the Board target of 62% and would be kept under review.

11.4 key decisions on the redevelopment project at Daventry were dependent on the granting of planning permission for the residential scheme.

RESOLVED [C 24/15]

The Corporation resolved to note the Management Accounts and Commentary for the eight month period to 31 March 2015.

12. Cost savings Exercises – New Management Structures

12.1 The Principal circulated current and proposed Management Structures. The proposed structure was designed to improve the quality of provision.

12.2 There would be further investment in the English and Maths Curriculum, with the Quality Unit managed by Patrick Leavey, Deputy Principal. There would be eight schools.

12.3 Reductions in income from the SFA and the EFA combined would amount to £1.05m. Additional pension and National Insurance contributions would amount to 300k.

12.4 Additional income would amount to £700k. Savings of £200k would be secured from non staff costs, £250K would come from staff reductions and £250K from unfilled vacancies meaning that next year's budget, on work done to date, was showing a target surplus of £500k.

RESOLVED [C 25/15]

The Corporation Board resolved to note the new management structures

13 (a) Minutes of the Search and Governance Committee held on 21 April 2015

The Board received the minutes and the recommendations of the Search and Governance Committee.

RESOLVED [C 26/15]

The Corporation Board resolved

1. To appoint David Smith for the period of one year as a member
2. To reappoint Geraldine Schofield for a further four year term
3. To approve the terms of reference for the Remuneration Committee and
4. To note the remit of the Nominated Governor (Safeguarding) role.

13 (b) Minutes of the Audit Committee held on 17 March 2015

The Board received the minutes of the Audit Committee held on 17 March 2015.

14 One to Ones (Chair of Governors)

RESOLVED [C 27/15]

The Corporation Board resolved that this report would be considered at the next meeting.

15 Chair of the Corporation

15.1 It was noted that two candidates for chair had been nominated and members felt it would be helpful to have agreement on what information, if any, should be circulated by the candidates before the election took place.

RESOLVED [C 28/15]

The Corporation Board resolved that each candidate produce a brief statement (two sides of A4 maximum) outlining their approach to the office and role of Chair of the Corporation for the period 2015/17 to enable Members to appreciate their suitability. The statements would be circulated in advance of the meeting.

16. Date and Time of Next Meeting

16.1 The next meeting of the Corporation will be held on Tuesday 9 June 2015 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:	