

**MINUTES OF THE CORPORATION MEETING****HELD ON TUESDAY 17 MARCH 2015**

<b>Present:</b>	T Branson	Governor
	P Brennan-Barrett	Governor (Principal)
	R Davey	Governor
	M Hall	Governor
	P Hilton (Vice Chair)	Governor
	M James	Governor (Staff)
	A Mochan	Governor
	R Morris (Chair)	Governor
	A Rajguru (Vice 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
R Hill	Clerk to the Corporation

Members observed the recent death of Gordon Crowe with a period of silence and reflection.

The Chair welcomed Patrick Leavey, Deputy Principal, to his 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 Sian Margetts, Head of the School of Supported Learning regarding the new Special Educational Needs and Disabilities Code of Practice.

Sian Margetts left the meeting at 6.35pm.

**1. Apologies**

- 1.1 Apologies were received from Ellen Buttler, Harriot Sumnall and Katy Holmes.

**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 3 February 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. The Principal referred to the recent success of the College Industry Day.

#### **8. Quality Improvement Plan : Monitoring**

8.1 Three Assistant Principals (A. Barnett, T. Nobles, J.Teckman) with responsibility for curriculum and quality presented their verbal account of College improvement in relation to aspects of the Quality Improvement Plan.

8.2 The Principal informed that a written report detailing progress in relation to improvement targets would be presented to the next Corporation Board meeting.

#### ***RESOLVED [C 11/15]***

***The Corporation Board noted the Quality Improvement Plan presentation.***

#### **5. Strategic Monitoring Report (March 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. Two objectives were identified as showing some potential for falling short of the target :-

- to implement the English and Maths strategy to improve English and Maths learner success rates;
- to develop data protocols and processes to ensure accurate information and audit requirements

5.2 The Principal highlighted concern regarding future funding for further and higher education following the General Election.

#### ***RESOLVED [C 12/15]***

***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 (17 March 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. She considered the meeting to be very useful and included progress towards the sale of the College's land in Daventry, financial profiling and anticipated cashflow and community response to the College's proposals.

#### ***RESOLVED [C 13/15]***

***The Corporation resolved to note the progress relating to this project.***

#### **7. Learner Data Monitoring (Retention)**

7.1 The Deputy Principal presented the written report which provided a comprehensive learner retention report and showed an overall College learner retention total of 93.94% compared to a target of 92% for long courses for 2014/15. The Principal explained that the live learner data now available within College permitted a much more active response to learner retention issues. The

Principal informed that this type of learner data would be presented to every Corporation Board meeting.

**RESOLVED [C 14/15]**

***The Corporation noted the encouraging learner retention data for the period to March 2015.***

**9. Management Accounts and Commentary for the seven months to 28 February 2015**

9.1 The Director of Finance presented the written report which informed that the operating surplus for the year to 31 July 2015 was anticipated to be £1,010k (before pension scheme adjustments and Daventry redevelopment costs).

9.2 Members reviewed the key performance indicators for the year to 31 July 2015, noting the RAG profile.

**RESOLVED [C 15/15]**

***The Corporation resolved to note the management accounts and commentary for the seven month period to 28 February 2015.***

**10. Financial Report**

10.1 The Director of Finance presented the written report which included correspondence from the Skills Funding Agency confirming the College's 'outstanding' financial health category.

10.2 The Director of Finance highlighted explained the anticipated funding reductions for 2015/16. The Director informed that the higher education funding allocation for 2015/16 was likely to known by 26 March 2015.

10.3 Members discussed the financial health of the further education sector and its potential consequences.

10.4 In order to maximise the utilisation of Skills Funding Agency funding for 2014/15, the Director of Finance proposed the forming of a sub-contractor relationship with Templegate Training. Templegate Training provides short courses for unemployed people with the aim of securing employment in the security and stewarding employment sector.

10.5 Members queried when the development work in relation to the College's Business Centre come to fruition. The Principal believed the external relations and business development work was already beginning to make an impact on the College's relations. She cited the recent Industry Day as an example of the relations formed with Northampton College. The Principal confirmed that in preparing the estimates of income and expenditure for the year to 31 July 2016, the contribution and performance of each programme area will be taken into account.

**RESOLVED [C 16/15]**

***The Corporation resolved to note the contents of the report regarding learner enrolment and to approve the formation of a sub-contracting relationship with Templegate Training until 31 July 2015 for a value of £250k.***

**11. Minutes of the Meeting of the Audit Committee held on 17 March 2015**

11.1 The Chair of the Audit Committee provided a verbal account of the meeting which had taken place prior to the Corporation Board meeting. He informed that the Audit Committee had met with the internal audit service in advance of the meeting. There were no specific matters to report to the Corporation board arising from this meeting. The Chair of the Audit Committee informed that the Committee would be undertaking an assurance mapping exercise in order to inform the agenda for the Audit Committee and the Corporation Board for the coming period.

## 12. Governance Self Assessment

12.1 The Clerk to the Corporation presented the written report which included a summary of responses from ten Governors to the self-assessment questions in December 2013 and March 2015 together with a version as a model with indicative evidence. Members believed that the model version would be helpful in future acting a checklist / prompts of suitable and available evidence.

12.2 The Clerk to the Corporation raised the timing for the determination of the Chair of the Corporation for the period 1 August 2015 until 31 July 2017. He reminded Members of three Corporation Board meetings scheduled for the period to 31 July 2015. The Clerk suggested that there may be benefits, particularly in the light of the arrival of the new Clerk to the Corporation from 1 May 2015, from setting the procedure for determination at the next Corporation Board meeting i.e 12 May 2015.

### **RESOLVED [C 17/15]**

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

- (a) to note the progress demonstrated by the comparative summaries of governance self-assessment***
- (b) to request the arrangements be established for the determination of the Chair of the Corporation for the period from 1 August 2015 to be decided at the Corporation Board meeting of 12 May 2015.***

## 13. Date and Time of Next Meeting

13.1 The next meeting of the Corporation will be held on Tuesday 12 May 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:	