

**MINUTES OF THE CORPORATION MEETING**

**HELD ON TUESDAY 19 JUNE 2018**

**Present:**

Pat	Brennan-Barrett	Principal	✓
Ellen	Buttler	Governor	✓
Bill	Chalker	Governor	Apologies
Robert	Davey	Governor	✓
Henrietta	Farrugia	Student Governor	✓
Tracey	Griffiths	Governor	Apologies
Mark	Hall	Governor	✓
Julia	Harley	Governor	Apologies
Philip	Hilton	Governor	✓
Martin	James	Staff Governor	✓
Geraldine	Schofield	Governor(Chair)	✓
Helen	Scott	Governor	✓
David	Smith	Governor	✓
Adam	Stone	Student Governor	✓

The quorum for the meeting was six Members.

**In attendance:**

Patrick Leavey	Deputy Principal
Steve Rankine	Director of Finance and Corporate Affairs
Mark Owen	Head of Student Services
Gary Brough	Director of Estates
Julie Brasier	Clerk to the Corporation

<b>1</b>		<b>Welcome and Apologies</b>	<b>Action</b>
	1.1	Apologies were received from David Smith, Tracey Griffiths, Bill Chalker and Julia Harley	
<b>2</b>		<b>Declarations of Interest</b>	
	2.1	The Chair reminded Members to declare their interests as and when necessary on the agenda.	
<b>3</b>		<b>Minutes and Matters Arising</b>	

	3.1	The minutes of the meeting held on 1 May 2018 were agreed as a correct record and signed by the Chair.	
	3.2	Matters Arising – 1 May 2018  Minute 3.2 – Student Recruitment 2 + 2 for HE students. A meeting had been arranged.  Minute 5 – Ofsted Update <i>When is the next inspection likely to occur?</i> This could be next term – the Principal would follow this up.  Minute 15.2 – Governance Committee The actions from the priorities for Governors were still to be circulated.	<b>Principal</b>  <b>Clerk</b>
<b>4</b>		<b>Determination of Any Other Business</b> (urgent and necessary only)	
	4.1	There were overseas visits to be approved – Minute 19 refers	
<b>5</b>		<b>Safeguarding and PREVENT</b>	
	5.1	The Head of Student Services presented his report. It reflected the end of year position and data for the previous year was given for comparison purposes. The number of students requiring support was similar but the categories of support varied from the previous year.	
	5.2	The highest area was suicide/self harm as previously reported. Staff continued to develop their skills in this area and good relationships with external bodies had been developed. There were more students facing homelessness. This could be for financial reasons or because of a breakdown in relationships.	
	5.3	There had been an increase in the PREVENT referrals. Quite a few arose out monitoring internet use and were mostly for far right groups. The College continued to work closely with the police and College staff had been elected onto the LA Board for PREVENT. In response to concerns in the Nursery, the College had trained and developed its own safeguarding officer.	
	5.4	The report gave a breakdown of how many students were in which category of need and the type of need. The proportion of students in care was also given. This year there had been better monitoring of the help for young carers.	
	5.5	The report set out the training for staff. Going forward the biggest areas of concern were self harm and suicidal thoughts. Staff were being equipped to provide support.	
	5.6	Gangs and youth violence was a national concern. It was not high for the College but more work would be done on this area. <i>Is the web monitoring based on the use of College computers?</i> Yes – there are reports on PREVENT areas and open groups. <i>Do we monitor wifi use?</i> Yes  <i>Is gang involvement under reported?</i> Whilst there may be students who may be connected to gangs, this is not brought into College  <i>Do we know do why PREVENT referrals have gone up?</i>	

		<p>It could be more use of social media by political groups.</p> <p><i>In terms of staff investigations are there any trends?</i> No – it was just behaviour not suitable to the organisation</p> <p><b>RESOLVED C[31/18] that the Safeguarding and PREVENT report be noted.</b></p> <p><i>Mark Owen left the meeting.</i></p>	
<b>6</b>		<b>DfE Visit – FE Commissioner Diagnostic Assessment</b>	
	6.1	<p>The Principal verbally reported on the recent Commissioner’s 2 day visit. The visit had gone well, with the following aspects being noted:</p> <ul style="list-style-type: none"> <li>• There was significant assurance regarding finance</li> <li>• Staff were passionate and enthusiastic</li> <li>• Data on performance and finance was strong</li> <li>• There was a lot of positivity about the quality agenda</li> <li>• There had been rapid improvement since the Ofsted inspection</li> <li>• Teams and leaders were cohesive</li> <li>• The work of the Corporation was good</li> <li>• There was recognition of what was required to improve</li> <li>• Employers were impressed with the work done and support given by the College</li> <li>• Pro Solution would be a positive development</li> <li>• The campus was excellent</li> </ul>	
	6.2	<p>Areas for development were attendance and the implementation of Pro monitor. The focus on progress needed to continue. There were no formal recommendations from the visit, just that the College should continue with its current plan and focus on quality.</p> <p><i>What did the assessment consist of?</i> A financial assessment, an Ofsted style review of quality and a review of Corporation papers and minutes.</p> <p>The next stage of development for the College would be the focus for the Strategy Day in July.</p> <p>It was noted that several Colleges had continued as single institutions following area reviews.</p> <p>There would be a letter summarising the visit, which the Principal would circulate.</p> <p><b>RESOLVED C[32/18] that the update on the DfE Visit be noted</b></p>	<b>Principal</b>
<b>7</b>		<b>Electricity Procurement Contract</b>	
	7.1	<p>The Director of Estates presented his report. The College currently used a framework to purchase gas and electricity. Contract renewal was due in 2019 and 2021 respectively. The supplier had run a tender process for its new supplier. The only aspect of costs that were negotiable was the management</p>	

		charge. The Government encourages the use of a purchasing organisation. Alternative providers could be looked at but the current contractor had performed well and electricity costs for Booth Lane had dropped over a 5 year period.	
	7.2	<p><i>What is the proportion of the managements charge?</i></p> <p>Approximately 1%. Reductions in energy costs are secured for members of the consortium.</p> <p><i>If a framework is used, pre appointment checks will have been completed, so this price should be competitive.</i></p> <p>The supplier has a good track record with excellent customer service</p> <p><b>RESOLVED C[33/18]</b></p> <p><b><i>That the Corporation approve the renewal of the Electricity contract, as outlined in the Director of Estates' Report.</i></b></p>	
<b>8</b>		<b>Learner Data Monitoring</b>	
	8.1	<p>The Deputy Principal presented his report.</p> <p>Retention currently stood at 93.4%, which was an increase on 2016/17. It was anticipated that this figure would be maintained following the data check for 2017/18. All measures save those for LAC students had increased. For LAC students the figure stood at 86%. It was noted that approximately 50% of LAC students were unaccompanied asylum seekers. The LAC figure may change as some students left before 42 days and would be removed from the data.</p>	
	8.2	Reasons for students leaving before the completion of their programme were analysed.	
	8.3	Attendance had been a major focus for the entire academic year. It currently stood at 88% overall, it was lower for English and Maths. It was noted that colleges measured attendance differently – the metrics used by the College would be reviewed in the light of practice elsewhere.	
	8.4	<p>Progress data showed 62% of students RAG rated at blue/green at key Assessment point 5. Concise progress reports went to the Curriculum Managers on a weekly basis to secure the maximum pass rate. Staff reviewed pass grades to see if a student not only passed but also met their target grade.</p> <p><i>Can we validate initial targets to show Stretch and Challenge?</i></p> <p>For Level 3 qualifications, ALPs are used to set targets – this is a national model. All other targets are set in relation to attainment on entry.</p> <p><i>Are the targets objective?</i></p> <p>Yes – teams make a judgement on BRAG related targets</p> <p><b>RESOLVED C[34/18]</b></p> <p><b><i>That the Corporation note the Report on Learner Data Monitoring</i></b></p> <p><i>Adam Stone left during this item</i></p>	
<b>9</b>		<b>Principal's College Overview Report</b>	
	9.1	<p>The Principal presented her report. It was noted that some data would not be available until October.</p> <p><i>Red for 2.1 – 'College Financial Plan' this seems harsh?</i></p> <p>The financial environment for FE Colleges is both challenging and complex.</p> <p><i>Why has 3.2 'deliver a skilled workforce' gone from green to amber?</i></p> <p>It is hard to recruit in some areas and that impacts on the numbers of apprenticeships the College can support.</p>	

		<p><i>Is that a limiter on the number of apprentices?</i> Yes, there are waiting lists for some programmes.</p> <p><b>RESOLVED C[35/18]</b> <b><i>That the Corporation note the Principal's College Overview Report</i></b></p>	
<b>10</b>		<b>Student Recruitment and Enrolment (latest 2017/18)</b>	
	10.1	The Director of Finance and Corporate Affairs presented his report. The position was similar to that previously reported, with recruitment overall 1% ahead of 2016/17. The report identified areas increasing or decreasing by more than 10%.	
	10.2	Adult numbers were affected by the withdrawal of bursaries for some access courses and other changes to qualifications. The Adult budget would reduce in 2019/20.	
	10.3	Apprenticeships were similar to last year. More recruitment was in the pipeline – the Business Centre were working very hard on this. HE recruitment in FE had been squeezed by the removal of the cap on recruitment for universities. Recruitment into HE for Engineering was increasing.	
	10.4	<p><i>If recruitment to the ACE Centre hits target in the first year what will the income be?</i> £4,000 per 16/17 year old, but because funding is lagged this will not be received until 2019/20. Recruitment for Sport for 2018/19 had gone well and extra groups would be put on. Again funding would be received in 2019/20.</p> <p><b>RESOLVED C[36/18]</b> <b><i>That the Corporation note the report on Student Recruitment and Enrolment.</i></b></p>	
<b>11</b>		<b>Management Accounts up to 31 May 2018</b>	
	11.1	The Director of Finance and Corporate Affairs presented his report. Income was behind budget. Higher levels of staff illness over the winter months had led to increased staffing costs.	
	11.2	Administrative costs had increased due to the additional support put into the Business Centre for Apprenticeships and the ESF programme. Viability and sufficiency of programmes would be kept under review together with the level of administrative support required, taking account of the new systems being introduced. An allowance had been made for the cost of any changes as these could arise in the current financial year.	
	11.3	Staffing had been reduced over the course of the year as not all vacancies were filled. However the focus on quality remained. This had given rise to some increases in staffing, together with resource to implement Pro Solution. In the case of the latter, that was anticipated to generate savings when fully operational.	
	11.4	<p>The new measure of EBITDA was noted; the cash position remains strong. The EBITDA measure to be outstanding was 8%. The College stood at 6%. <i>The College's depreciation measure is high because of new buildings.</i></p> <p><i>Is the level of cash remaining for June and July sufficient, bearing in mind expenditure in May?</i></p>	

		<p>Yes – June and July are quiet months for expenditure.</p> <p><i>How is loan repayment and capital investment reflected?</i> The drop comes in the repayment figures. Capital declines until March 2019.</p> <p><i>Bank Covenants show as red?</i> Covenants will not be broken, they are shown as red because of the year to date figure.</p> <p><b>RESOLVED C[37/18]</b> <b><i>That the Corporation note the Management Accounts up to 31 May 2018.</i></b></p>	
<b>12</b>		<b>Audit Committee</b>	
	12.1	<p>The minutes of the meeting held on 7 June 2018 had been circulated with the agenda. The Internal Audit Service had given substantial assurance in relation to the College's IT systems for disaster recovery. It was noted that tests had not been done with all servers being taken down. The Committee had also considered the draft External Audit Plan.</p> <p><b>RESOLVED C[38/18]</b> <b><i>That the Corporation note the minutes of the Audit Committee held on 7 June 2018.</i></b></p>	
<b>13</b>		<b>Quality of Learning, Teaching and Assessment Committee</b>	
	13.1	<p>The Committee had met immediately prior to the Corporation meeting. The Chair of the Committee gave a verbal update on the matters discussed. This included Apprenticeships. Actions had been put in place with the focus on timely achievement. Tracking was in place, Smart Assessor was being used and there was further software to support SEN students. Impact to date indicated timely achievement was 9.3% ahead of last year. There was increased confidence that apprenticeship provision was improving.</p> <p><b>RESOLVED C39/18]</b> <b><i>That the Corporation note update from the Quality of Learning, Teaching and Assessment Committee.</i></b></p>	
<b>14</b>		<b>Governance Committee</b>	
	14.1	<p>The minutes of the meeting held on 1 May 2018 were circulated with the agenda.</p> <p><b>RESOLVED C[40/18]</b> <b><i>That the Corporation note the minutes of the Governance Committee held on 1 May 2018.</i></b></p>	
<b>15</b>		<b>Appointment of Mark Hall as a Co opted Member of Audit Committee</b>	
	15.1	<p>It was agreed that MH remain in the meeting.</p> <p>MH's term of office would end on 31 July 2018. He was willing to continue as member of the Audit Committee. Other commitments meant he could not continue as a Member of the Corporation.</p> <p><b>RESOLVED C[41/18]</b></p>	

		<i>That the Corporation appoint Mark Hall as a Co Opted member of Audit Committee with effect from 1 August 2018 for a 4 year term.</i>	
<b>16</b>		<b>Student Union Constitution</b>	
	16.1	The latest version of the Student's Union Constitution was circulated with the agenda <b>RESOLVED C[42/18]</b> <i>That the Corporation approve the Students Union Constitution.</i>	
<b>17</b>		<b>Corporation Calendar</b>	
	17.1	The dates for the Autumn term 2019 were circulated.  <b>RESOLVED C[43/18]</b> <i>That the Corporation approve the calendar for the Autumn Term 2019</i>	
<b>18</b>		<b>Election of Vice Chair</b>	
	18.1	Philip Hilton had been nominated as Vice Chair. It was agreed that he did not need to leave the meeting.  <b>RESOLVED C[44/18]</b> <i>That the Corporation agree to elect Philip Hilton as Vice Chair for a 2 year term from 1 August 2018.</i>	
<b>19</b>		<b>Overseas Visit</b>	
	19.1	The Deputy Principal circulated details of two overseas trips for the Travel and Tourism 2. Only one option would be pursued depending on price and availability.  <b>RESOLVED C[45/18]</b> <i>That the Corporation approve both overseas visits, subject to the appropriate risk assessments being satisfactorily completed.</i>	
<b>20</b>		<b>Date and Time of Next Corporation Meeting:</b>	
	20.1	<b>Corporation Meeting – 9 October 2018 at 6pm</b>  <i>The meeting finished at 8.30pm</i>	

Julie Brasier  
Clerk to the Corporation  
Northampton College

Signed by the Chair:	
Date:	