

MINUTES OF THE CORPORATION MEETING**HELD ON TUESDAY 3 FEBRUARY 2015**

Present:	T Branson	Governor
	P Brennan-Barrett	Governor (Principal)
	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
	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
	G Brough	Director of Estates (part)
	A Douglas	Head of Teaching and Learning (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.

1. Apologies

- 1.1 Apologies were received from Ellen Buttler.

2. Declarations of Interest

- 2.1 The Chair reminded Members to declare their interests as and when necessary on the agenda.

(Martin James joined the meeting at 6.23pm; The Chair welcomed Martin James to his first meeting of the Corporation Board as Staff Governor).

3. Minutes of the Corporation Meeting held on 9 December 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 Members noted the action points arising from the minutes.

4. Determination of Any Other Business

- 4.1 Following the recruitment campaign for a Clerk to the Corporation a new Clerk to the Corporation has been identified by the Selection Panel for recommendation to the Corporation.

RESOLVED [C 01/15]

The Corporation resolved

- (a) To appoint Julie Brasier as Clerk to the Corporation with effect from 1 May 2015;***
(b) To establish an annual review of performance in March each year, starting in March 2016;
(c) To provide full financial support for Julie Brasier to undertake the Certificate in F.E. Governance (Level 5) as soon as possible;

- 4.2 The Clerk to the Corporation informed Governors that the carousel event scheduled to take place on Tuesday 24 February will be postponed until a later date when the new Deputy Principal will be in post.
- 4.3 The two Student Governors informed Members that they had attended the FE Student Governor Forum in Manchester on Wednesday 28 January 2015. The Students Governors found this event very useful in developing their understanding of the governance reports and questioning techniques for meetings.
- 4.4 There were no other items of 'any other business' requested.

5. Lesson Observations – Interim Report

- 5.1 The Head of Teaching and Learning presented an interim Teaching, Learning and Assessment report to the Corporation and reported that lessons graded at level 1 or 2 had dropped slightly to 73.5% and the number of grade 3 lessons had increased, both movements due to a more rigorous lesson observation process .
- 5.2 The Head of Teaching and Learning commented that more rigorous follow ups after lesson observations are being made in 2014/15. Grade 3/4 observations will be followed up by subject specialist Walkthroughs and will be tracked. Further Walkthroughs will be carried out as required. Members requested assurance that teachers with Grade 3/4 observations were in receipt of appropriate support and guidance.
- 5.3 Standardisation of grading of lesson observation has been carried out by an Associate Ofsted Inspector. 75% of all teacher observations are co-observed with observation reports being moderated to check feedback is matched to the grade. Paired feedback is taking place this year and observation team meetings are also undertaken.
- 5.4 A Student Voice survey was undertaken during the Autumn Term 2014 with 93% of the students taking the survey responding positively to questions regarding receiving help and support to help them to make progress.
- 5.5 The Head of Teaching and Learning confirmed that the priorities for the rest of the year to 31 July 2015 would include training in differentiation and questioning techniques, audit of assessment, training in observation and assessing levels of learning along with a review of the graded observation process.
- 5.6 Members suggested working with other organisations for best equality and diversity practice.
- 5.7 Members discussed the potential of ungraded lesson observations in future. The Principal advised that the College was not yet ready to consider this option.

RESOLVED [C 07/15]

The Corporation noted the contents of the interim Teaching, Learning and Assessment Report and wished to encourage the achievement of a higher proportion of Grade 1 and Grade 2 observations.

(Anne Douglas left the meeting at 6.45pm)

6. Daventry Project Update/Task and Finish Group (3 February 2015)

- 6.1 The Director of Finance and Corporate Affairs reported that the section 106 monies of £2.9m pledged from Daventry District Council as part of the funding appears to be a significant issue now that the draft terms have been received. The Director of Finance and Corporate Affairs will be working with Daventry District Council as a matter of urgency in order to resolve the issue.
- 6.2 The Director of Finance and Corporate Affairs updated Members regarding the consultation events that had been held at the Daventry Campus on Friday 30 January and Saturday 31 January. Approximately 140 people visited the event with a split of around 50/50 in support and those with some concerns about aspects of the plans. Key issues were increased traffic in the locality and the new housing proposals, including proximity to existing housing. The College's design team is preparing a new design for Northampton College (Daventry Campus) which will be available within four to six weeks.
- 6.3 The Chair of Task and Finish Group (Daventry) confirmed the report and informed that the Group will meet at a date to be decided over the coming two to three weeks, in advance of the next Corporation Board meeting.

RESOLVED [C 04/15]

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

7. Health and Safety Annual Update 2013/2014

- 7.1 The Director of Estates presented the results of the recent Health and Safety Audit which shows a 'consolidated' position for Health and Safety. The Safety Management System was described as 'robust and compliant'. The report does however highlight that the oversight and consultation arrangements are not strong enough and the Director of Estates confirmed that a reformed College Health and Safety Committee would be put in place to ensure that actions required are carried out. The group will consist of five members of College management, three Union Representatives and two Safety Representatives and will meet three times per year to audit actions.
- 7.2 Running alongside the main College Audit, Health and Safety Audits have been conducted in each of the College's Schools; positive outcomes were reported for all audits.
- 7.3 Accident rates are down for 2014/14 along with the number of claims for compensation. Members discussed the issues emerging from insurance and compensation. It was noted that there were two RIDDOR Health and Safety Executive reported accidents in 2013/14.
- 7.4 Members queried the added value from the College's Health and Safety Consultant. The Director of Estates endorsed the use of the consultant as an education specialist and his audit methodology based on RoSPA standards.

- 7.5 Members asked the Head of Estates to clarify the meaning of the Graph 1 – School Audit Results. The Head of Estates noted the presentation difficulties within the graph format.

RESOLVED [C 05/15]

The Corporation approved the Health and Safety Annual Update 2013/2014.

(Gary Brough left the meeting at 7.02pm)

8. Strategic Objectives Monitoring Report 2014/15

- 8.1 The Principal presented the updated Key Performance Indicators report and highlighted the following areas:
- Item 1.1 (Outstanding experience of teaching and learning) will remain at amber until the process is completed i.e. by 31 July 2015.
 - Item 1.3 (English and Maths) continues to cause concern regarding the significant learner volumes for English and Maths. The College will be visiting Ireland on 11 March 2015 to explore the teacher recruitment market for English and Maths.
 - Item 1.5 (Improving success rates to 85% for long courses) remains red. Four areas (Science, Maths and English, Motor Vehicle Engineering, Professional Programmes) are currently being monitored closely.
- 8.2 A Student Governor suggested that more should be done to find out about students' attitude to English and Maths study.

RESOLVED [C 02/15]

The Corporation noted the latest Key Performance Indicators and the progress towards the achievement of the Corporation's strategic objectives 2014/15.

9. Responsiveness Strategy Update

- 9.1 The Principal presented the written report which included an environmental analysis including
- Labour market intelligence
 - External stakeholder information
 - Government policy
 - College management information
 - Competitor analysis
 - Student and employer demand
 - Business planning (College)
 - New management information data projects (College)
 - Quality strategies to address grade four areas
- 9.2 The Principal emphasised that improving learner retention and learner success rates are the main targets that all College staff are working towards for the year to 31 July 2015. The Principal reminded Members that the aspiration is to be 'A Good College with Outstanding Features'.

RESOLVED [C 03/15]

The Corporation resolved to endorse the updated Responsiveness Strategy for 2013/15.

10. Safeguarding

- 10.1 The Chair raised the recent Safeguarding Training for Governors held on 13 January 2015 noting that attendance was RM, AM, GS and RD. The Chair reiterated that all external Governors are expected to undertake Safeguarding training each year and this will be arranged with the Student Services Manager.
- 10.2 'Prevent' training was also discussed and the Clerk to the Corporation reported that guidance is being prepared for college governing bodies.
- 10.3 Further discussions took place regarding SEND training and Equality and Diversity courses. The Clerk to the Corporation is currently considering the potential of online training for Governors in all of these areas and will report back.

RESOLVED [C 06/15]

The Corporation resolved to support the principle of compulsory training for all Governors in safeguarding, the 'prevent agenda' and equality and diversity.

11. Management Accounts and Commentary for the five months to 31 December 2014 and College Income Streams (for the year to 31 July 2014)

- 11.1 The Director of Finance and Corporate Affairs presented the management accounts for the five months to 31 December 2014 and highlighted the following items:
 - Year end operating surplus forecast to be £940k (3.5%) before LGPS pension scheme adjustments of £350K and Daventry redevelopment costs of £165k. The budgeted surplus is £775k (2.9%).
 - Operating income for the year is expected to be £26.7m i.e. £368k (1%) higher than budget.
 - Pay costs are forecast to be in line with budget. Pay costs (excluding restructure costs of £225k) are forecast to be 62% of operating income. Permanent staff numbers at December 2014 are 11 FTEs under budget.
 - Forecast non pay costs at £7.2m are £203k higher than the original budget for the year to 31 July 2015. This is due to buildings maintenance funded by the SFA College Condition Fund grant (£200K), not in the budget. There is a corresponding positive variance on SFA other income.
 - Cash balances are £7.3m (95 days cash in hand) at December 2014. Year end cash balances are forecast to be £5.4m (74 cash days in hand).
 - All bank covenants are expected to be met at the year end.
- 11.2 Corporation Members requested further information relating to the income streams available to the College at the meeting held on 9 December 2014. The Director of Finance and Corporate Affairs explained that 86% of income is from Government funding with 8% coming from fees and 6% from other areas e.g. catering, nurseries and exam fees.

RESOLVED [C 08/15]

The Corporation resolved

- (a) to note the management accounts and commentary for the five month period to 31 December 2014 and the associated income stream documentation;**
- (b) to encourage income diversification to reduce dependency on the Skills Funding Agency and Education Funding Agency.**

12.Learner Enrolment and Funding

- 12.1 The Director of Finance and Corporate Affairs informed Members that the College currently has more students in the full time bracket however the R05 shows that the College is about 4% below the College target for 16-18 recruitment. This gap will shrink slightly with future part time enrolments.
- 12.2 The R05 shows that the College is currently behind its adult skills allocation. The College has received an additional ring fenced allocation of £292k for mandated ESOL programmes and to date £99k of this funding has been used. The College is working to maximise ESOL and other part time provision to ensure the allocation is met.
- 12.3 Apprenticeship recruitment is higher than 2013/14 and the adult apprenticeship allocation is likely to be exceeded. There may be an opportunity for the College to bid for additional funding to support this higher recruitment.

RESOLVED [C 09/15]

The Corporation resolved to note the contents of the report regarding learner enrolment and funding.

13.Self Assessment of the Corporation/Improvement Planning

- 13.1 The Clerk to the Corporation suggested to Members that a Self Assessment questionnaire would be circulated to all Governors prior to the next meeting on 17 March 2015 for completion before the event. The Clerk asked that particular attention should be paid to the evidence column when completing the questionnaire.

RESOLVED [C 10/15]

The Corporation resolved to support the use of a governance self-assessment questionnaire and requested a report to be presented to the next meeting of the Corporation Board

15. Date and Time of Next Meeting

- 15.1 The next meeting of the Corporation will be held on Tuesday 17 March 2015 at 6.15 pm in the Boardroom at Booth Lane.

The meeting closed at 7.50 pm.

Ron Hill
 Clerk to the Corporation
 Northampton College

Signed by the Chair:	

Date:	
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