

MINUTES OF THE CORPORATION MEETING**HELD ON TUESDAY 7 JULY 2015****Present:**

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| Pat Brennan-Barrett | Governor (Principal) |
| Ellen Buttler | Governor |
| Rob Davey | Governor |
| Mark Hall | Governor |
| Philip Hilton (Vice Chair) | Governor |
| Roger Morris (Chair) | Governor |
| Geraldine Schofield | Governor |
| David Smith | Governor |

The quorum for the meeting was six Members.

In attendance:

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| Steve Rankine | Director of Finance & Corporate Affairs |
| Patrick Leavey | Deputy Principal |
| Ron Hill | Clerk to the Corporation |
| Jan Hutt | Head of Human Resources (part) |

The Chair welcomed David Smith to his first Corporation Board meeting.

The Chair confirmed that Abhai Rajguru had resigned from membership of the Board with effect from 1 August 2015. A letter of thanks would be sent to Abhai Rajguru by the Chair on the behalf of the Corporation.

As both Student Governors (Harriot Sumnall and Katy Holmes) had concluded their studies at Northampton College, a letter of thanks would be sent by the Chair of the Corporation.

The meeting was held in the Boardroom and started at 6.45pm.

Prior to the meeting, Members had attended and participated in a Strategic Planning event. Members had been asked to consider aspects of the proposed strategic framework and responded as follows:-

- i. College in the Community : *Supported as proposed* (with the amendment at 2.3 to read 'Building entrepreneurship and self-employment')
- ii. A Theatre of Learning : *Supported as proposed* (emphasis to be on responsiveness and proactivity, new programme development, potential of e-learning)
- iii. Financial Sustainability : *Supported as proposed*
- iv. Targets to Meet Strategic Priorities : *Supported as proposed*

The Principal thanked Members for their contribution to the developing strategic plan. She encouraged any further thinking by Members to be forwarded to her asap.

1. Apologies

1.1 Apologies were received from Tracey Branson, Annella Mochan, Abhai Rajguru, Harriot Sumnall and Katy Holmes.

1.2 Apologies were also received from Julie Brasier.

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 9 June 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.

RESOLVED [C 39/15]

The Corporation, to meet the requirements of the current Instrument of Government, confirmed the appointment of Geraldine Schofield as Chair of the Corporation for the two year period starting from 1 August 2015.

4. Determination of Any Other Business

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

5. (c) Bi-Annual Equality and Diversity Report

5.1 The Director of HR presented the written report which provided details of employee profile data, staff induction and training in relation to equality and diversity, employee relations, teaching/learning and assessment, community cohesion, promotional activities, and estates enhancements. The Director of HR referred to the progress achieved in the Equality and Diversity Action Plan 2014/16.

5.2 Members queried the linkage between the Equality and Diversity Policy (and action plan) and the Board's corporate strategy. The Principal explained that the Equality and Diversity Policy would help deliver the Board's corporate strategy. The Principal added that the Equality and Diversity action plan would be updated to reflect the new corporate strategy, when approved.

RESOLVED [C 40/15]

The Corporation Board noted the progress reported in the Equality and Diversity Action Plan 2014/16.

5. (d) Human Resources Report

5.3 The Director of HR presented the written report which included organisational/structural changes, casework, sickness absence, pensions, recruitment, staff development. Members requested further details of the role of 'academic coaches'. The Director of HR explained that the prime role was to support student attendance and retention, thus enabling academic staff to focus on the academic requirements of teaching and learning.

RESOLVED [C 41/15]

The Corporation Board resolved to note the Human Resources Annual Report 2014/15.

(Jan Hutt left the meeting at 7.12pm)

5. (a) Corporation Report : Progress of Strategic Objectives 2014/15

5.4 The Principal presented the written report which included a commentary in relation to each strategic aim.

5.5 Members requested actual financial performance achieved for 2.4 i.e. how much alternative income had been achieved. The Principal agreed to provide this additional information to Members.

5.6 Members requested clarification regarding 'F.E. Choices' as a data source. The Principal explained that F.E. Choices was operated by the Skills Funding Agency and was available on-line for potential users of colleges and other providers of skills.

RESOLVED [C 42/15]

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

5. (b) Notes of Daventry Task and Finish Group : 9 June 2015.

5.7 Members requested the inclusion of Stuart Markham from Fusion Ltd as an attendee. These notes had been reported verbally to the Corporation meeting held on 9 June 2015.

5.8 Rob Davey, as Acting Chair of the meeting of the **Daventry Task and Finish Group meeting held on 7 July 2015**, reported the following key points

- Planning permission has been granted by Daventry District Council and is now subject to Secretary of State approval;
- Sport England has lodged an objection, which will require a response from Daventry District Council;
- The Environment Agency, contrary to other technical advice, has suggested that the drainage of the site is inadequate and this leads to further cost implications;
- The S106 funding contribution by the College is being managed effectively; SEMLEP funding has been received as expected;
- The plan, on the assumption of progress, is to offer the Daventry site for 130 housing units in August 2015, leading to the appointment of a developer in September 2015.

RESOLVED [C 43/15]

The Corporation resolved to note the progress regarding the Corporation's Daventry campus.

6. (a) Management Accounts for the 10 Months to 31 May 2015

6.1 The Director of Finance and Corporate Affairs presented the written report which included key performance indicators, the income and expenditure account, balance sheet and cash flow report. He advised Members that the anticipated operating surplus forecast for the year to 31 July 2015 is £998k before pension scheme adjustments.

RESOLVED [C 44/15]

The Corporation resolved to note the management accounts and commentary for the ten month period to 31 May 2015.

6. (b) Financial Plan 2015/17

6.2 The Director of Finance and Corporate Affairs presented the written report which included a sensitivity analysis, financial objectives for the two year period to 31 July 2017, income and expenditure accounts, balance sheets, cash flow and ratio analysis. Members noted that the automated and self-assessed financial health grade for the period was given as 'outstanding'. Members noted the projected operating surplus for the year to 31 July 2016 was £77k and the year to 31 July 2017 was £3,861k.

6.3 Members queried the likely achievement of assumed cost reductions within the period. The Director of Finance believed that the efficiency estimates were reasonable. Members questioned whether there should be more ambition to achieve a greater diversification of income source, noting that 86% of the College's funding was predicted to come from SFA/EFA (thus, vulnerable to Government policy changes).

6.4 The Principal considered that the financial plan as presented was prudent and achievable. There would, in any case, be the desire to address the key risks within the financial plan, including diversifying the income sources to Northampton College.

RESOLVED [C 45/15]

The Corporation resolved

(a) to approve the estimates of income and expenditure for the year to 31 July 2016;

(b) to approve the financial plan for the two years to 31 July 2017.

7. (a) Minutes of the Audit Committee meeting held on 9 June 2015

7.1 The minutes had previously been reported verbally to the meeting.

RESOLVED [C 46/15]

The Corporation resolved to approve the financial statements audit plan for the year to 31 July 2015 at a fee of £19,250 plus VAT.

7. (b) Review of Chairing and Membership of Committees 2015/16

RESOLVED [C 47/15]

The Corporation resolved to delegate the review and determination of Chairing and Membership of Committees 2015/16 to the new 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.

7. (c) Governance Action Plan & Governor/Chair One to Ones

7.2 The Chair was asked to identify key themes emerging from the One to Ones which could guide the focus of the emerging Governance Action Plan. The Chair suggested the following themes:-

- recognition of an improved financial position for the College
- continuing development of data projects to support College improvement
- the increasing expectation of an OfSTED inspection

- the perceived necessity to diversify income
- the need to ensure a cost effective and relevant curriculum delivery

7.3 The Principal informed that the College has moved forward with several data projects and the forthcoming self-assessment of College performance 2014/15 would demonstrate improvements to date. The Principal believed that the quality of the College's marketing and publicity was very effective. The Principal described the processes used to review, determine and manage the College's curriculum.

7.4 Members discussed the potential usefulness of reviewing a contribution analysis to appreciate the pattern of income and expenditure by programme area. The Director of Finance and Corporate Affairs explained the relevant details within the management accounts.

RESOLVED [C 48/15]

The Corporation resolved

- (a) to note the emerging themes from the One to Ones for possible inclusion with the Governance Action Plan;***
- (b) to defer consideration of the Governance Action Plan to the next meeting of the Search and Governance Committee (15 September 2015).***

7. (d) Governance Meetings Calendar 2015/16

7.5 Members requested the following amendments:-

- The addition of a November 2015 meeting for the Audit Committee
- Movement of the October 2015 carousel and curriculum visit to 10 November 2015
- Re-consider the proposed meeting of the Corporation on 12 July 2016 (bring forward by one week) if necessary

8. Any Other Business

8.1 The Principal informed that the College's Day Nursery had attained a 'Good' grade in its recent OfSTED inspection. Members requested that the Corporation's congratulations be sent to the Manager and staff of the Day Nursery.

9. Concluding Comments & Date and Time of Next Meeting

9.1 The Chair, on behalf of the Corporation, thanked Ron Hill for his service as Clerk to the Corporation which will conclude on 31 July 2015.

9.2 The Vice Chair, on behalf of the Corporation, thanked Roger Morris for his considerable service, commitment and experience as Chair of the Corporation which will conclude on 31 July 2015.

9.3 The next meeting of the Corporation will be held on Tuesday 29 September 2015 at 6.15 pm in the Boardroom at Booth Lane.

The meeting closed at 8.15pm.

Ron Hill
Clerk to the Corporation
Northampton College

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| Signed by the Chair: | G Scholfield |
| Date: | 29 September 2015 |