

Minutes of the meeting of the Northampton College Corporation held at 1700 hrs 6 October 2022.

Present	David Bailey	Becky Bradshaw	Pat Brennan Barrett (Principal)	Sharon Bunker
	Philip Hilton	Paul Nutter	Molly Pick	Mim Ansell
	Mark Robbins	Geraldine Schofield (Chair)	David Smith	Michael Watkin
	Rod Wood			
In Attendance	Gary Brough (VP (Res))(91-06/22 only)	Ralph Devereux (Clerk)	Jan Hutt (VP (P&OD))	Patrick Leavey (DP)
	Mark Poole (HOE) (91-06/22 only)	Julian Wood (DP (FCA))		
Apologies	Helen Scott	Tracey Griffiths		

Bite Sized Briefing

Before the meeting opened, Quality Development Managers (QDM) Kirsty Coogan (Maths) & Angie Lenton (English) delivered an electronic presentation on the (diagnostically assessed) data evidenced linkage between students' reading ages and English and Maths (EAM) performance. It was an excellent, interactive and well received briefing and Members took comfort from the content; the Chair thanked Kirsty and Angie who then left.

01/22 OPENING

The apologies were accepted. No notice had been received of any Member becoming ineligible to hold office, the meeting was quorate and there were no agenda related interests declared. The Chair welcomed all to the first meeting of the academic year particularly the new student members, together with David Bailey, Paul Nutter and Michael Watkin, who had all been recommended for Corporation membership by the Interview Panel; that was unanimously approved. **(Action 1 RD)** Some agenda items would be taken out of order for convenience of those presenting.

The information was received.

Actions had been identified. (See Register 12/22 below.)

02/22 STANDING ITEMS

- re 60/21c wording changed toeach 1% increase would cost **c£200k**...the minutes of the last meeting (23.06.22) were then confirmed for electronic signature **(Action 2 RD)**
- Matters Arising. There were no matters arising.
- Outstanding Actions. Actions from the previous meeting had been completed or were in progress.

See referenced minute for full action.		Status
Action 1	54/21b. PH to Chair meeting.	complete
Action 2	54/21b. Agenda changes noted.	
Action 3	55/21. Annual Safeguarding Report approved.	

Action 4	56/21a. Last Minutes confirmed for signature.	
Action 5	57/21a. Ext Audit Plan and fee approved.	
Action 6	60/21b. Budget & Financial Plan approved.(inc Action 7)	
Action 7	60/21c. Budgeted Pay increase to be 4%.	
Action 8	62/21a. Governance Business Plan approved.	
Action 9	62/21c. SB term of office extended until next term.	
Action 10	62/21c. RD&MH appointed a further term of office.	
Action 11	62/21c. RW completed term and thanked for service.	
Action 12	64/21. Members to advise on attendance at meetings.	

d. Urgent Business. There were no requests for Urgent Business.

The information was received.

Actions had been identified. (See Register 12/22 below.)

03/22 HEALTH AND SAFETY

- a. Annual Report. The Annual HAS Report 2020/21 was considered and discussed, the detail clearly showed the College was well served in this area; comprehensive detail over the year was a digest of the required and necessary measures and responses, which had been regularly brought to Members' attention through reports. There was a comprehensive training regime. The Risk Assessment process continued to be developed and Members were assured that residual risks continued to be considered. The reassuring Report was received and welcomed.
- b. Policy Statement. The HAS Policy, supported by specific HAS risk assessments. Control procedures and safety management procedures had been reviewed for immediate implementation, the document was discussed and approved for the Chair's signature.
(Action 3 GS)

Question. <i>The low accident/incident rate is commendable, what was the cause of the single RIDDOR reportable incident?</i>
Answer. A colleague (from the HAS team) stood on a chair to work at height, he fell and fractured a rib; he has since received refresher training.
Q. <i>It would be helpful to have comparative numbers against percentages to provide perspective?</i>
A. The number of people on site during most weeks is 10k+; the low number and nature of incidents can reassure Members that this is a safe environment,

The information was received.

Actions had been identified. (See Register 12/22 below.)

PRINCIPALS REPORT

To inform those attending their first Corporation, meeting the Principal explained how her report was formed and how it should be interpreted. The information in the table related to 2022.23 and information on the final 2021.22 results would be completed in the coming week. The current Report included a verbal update on current issues together with a progressive colour coded table Blue, Red, Amber, Green (BRAG); blue coding was Covid related. The "actual outcome" column had not been populated but elements of performance had again improved over the last report. As had been notified at the last meeting and considered before the start of this meeting, the dispersed and contextualised EAM delivery was now fully functional. Financial issues were raised and would be included in the Finance Report.

Q. <i>What happens to students who fail to achieve a positive result from the exams?</i>
All non-achievers are followed up and supported personally to seek the best possible individual solution until the start of the next academic year if necessary.
Q. <i>Do we focus on necessary locally required skills?</i>
Certainly. Evidenced by the specialised academies and focussed logistical provision and those skills additionally lead to qualifications.

The information was received.

Actions had been identified. (See Register 12/22 below.)

04/22 UPDATES

- a. Covid. The Covid rate was easing and precautions were being reduced accordingly, staff continued with daily testing but students' doses had now ceased. A prudent and cautious approach continued, with full attention given to the regular national advice updates.
- b. Awarding Body Requirements. The CAG/TAG related disruption of the Covid era were over and all examination arrangements had resumed as normal; results for 2022.23 would be announced on 24 July 2023.

The information was received.

05/22 LEARNER DATA MONITORING (LDM)

The LDM Report focused on provisional EAM outcomes for 2021.22. Data had been tabulated by percentages - age, achievement and pass rate and compared over the last 4 years; the last year of examination was 2018.19. The information was almost complete but the final Individual Learning Records (ILR) detail was still unavailable, as was a small number of results. The detail showed a 1% reduction over the 2018.19 result; that was a positive outcome, the deficit had been expected to be larger, and the 16-18 pass rate had been welcomed. The final detail would be closely scrutinised and a full gap analysis (current performance v expectations) would inform the College Self-Assessment Report (SAR), The full and final set of data would also be passed to Ofsted.

<i>Q. How is the achievement rate actually determined?</i>
Achievement is the product of "retention" and "pass rate" in each subject. It was previously named "success rate"
<i>Q. Are there any comparators to inform on national placings?</i>
National "benchmarks" had been on hold for the 2 disrupted years however the 2018.19 NART outcomes had ranked NN at 7 th nationally for 16-18 provision.
<i>Q. Does that rating hold good for 2021.11?</i>
A confident expectation is for NN to be in the top decile.

The information was received.

06/22 ESTATES

The annual report on the Estate 2021/22 was considered and discussed; the comprehensive document was presented as a written narrative supplemented by photographic and tabulated detail. That detail would inform Members of work completed during the year and inform on the maintenance programme, management of utilities and security, accidents and update on ICT. Also included were details of the changed Covid arrangements throughout the year. The written report was supplemented by a full verbal briefing, with detail on progress with cyber-security and the strong focus on energy related matters including the availability of the bio-mass boiler and the importance of heating the person in preference to the building. The report, was well received and discussed.

<i>Q. The strong emphasis on energy saving was welcome are economies understood and welcomed by colleagues.</i>
Use of practical examples, such as the cost of keeping computers on standby and actual numbers for example that a fan heater would currently cost £25 a day has been successful.
<i>Q Is the bio-mass option viable.</i>
A useful brief is at https://innasol.com/advantages-disadvantages-biomass-boilers/

The information was received.

The VP (Res) and the Head of Estates left the meeting.

07/22 FINANCE REPORT

- a. Management Accounts. The Management Accounts to the end of July referencing the unaudited year-end position comprised a narrative informed by graphical and tabulated detail. The accounts, showed an EBITDA of c£3,367k (budget £1, 850) resulting an annual surplus of c£2.160 (budget £612k). The represented a £515k reduction over that reported at the last meeting, through reduced adult income of (£340k) and £270k increased energy costs. Income, at c£296k above budget had been supported by several additional funds; all were listed in the accompanying paper. Pay costs had been favourable by c£796k all variances were explained. Non-pay costs had also been favourable by c£456k several contributory reasons were all fully detailed in the paper. The Balance Sheet showed Salix loan at 6% of operating income and cash available had increased by c£2.8m. The 2 red Key Position Indicators (KPI) were explained and noted. In short the Period 12 position showed:
- (i) EBITDA 11.4% v 8% target; and
 - (ii) straight staff costs at 63.4% and adjusted to remove sub-contracted 64.3% both below the target of 65%.

The financial health assessment, remained as "Outstanding." A summary projection of the 2021.22 position had been tabulated and was discussed. The Actuarial report on the Local Government Pension Scheme (LGPS) was explained and noted The Estates presentation had highlighted the uncertain energy cost implications and this was particularly discussed, these had been assessed as an increase of c£700k, which would halve the forecast surplus of c£1.4m. The report clearly showed a strong financial position, which reflected well on all staff.

<i>Q. Will the college require a loan and would Santander provide it?</i>
The College does not require any loans and generally Banks are reluctant to offer such arrangements to FE Colleges.
<i>Q, Are there plans to replace older energy hungry equipment with more efficient up to date versions.</i>
Any such plan would depend on the Board's view of its effectiveness.
<i>Q. Will the recent Harpur Brazell ruling affect the staff pay budget line?</i>
This will be considered in the VP(P&OD) report.

- b. Sub-Contract Policy. The College Sub-Contract Policy required Corporation approval. The attached Policy explained the reasons for sub-contracting, together with the procurement and charging processes. The Education and Skills Funding Agency (ESFA) had substantially strengthened the requirements for 2022.23 and the changes had all been incorporated and now also included the previously separate Supply Chain Fees and Charges Policy. After approval the formal procurement process, for the budgeted £750k (23% of adult provision) would be completed. The Policy was considered and unanimously approved. **(Action 4 GS)**

The information was received and noted.

Actions had been identified. (See Register 12/22 below.)

08/22 ENROLMENT

Enrolment details were discussed. The total number of enrolments was 4286, up by 340 (9%) against the same point in the previous year. This gave rise to cautious optimism that the planned increases would be met, although all were reminded that withdrawals would continue up to the end of the qualifying period.

The information was received and noted

9/22 EQUALTY AND DIVERSITY (E&D)

- a. Annual Report. The E&D Annual Report had inadvertently not been included in the circulated papers and had been electronically passed to all Members. The comprehensive report scrutinised and evidenced full compliance with all statutory requirements. The detail was arranged in specific analyses on:
- (i) Student experience;

- (ii) Estates; and
- (iii) Diversity data;

Demographically, Northamptonshire had a 91.5% white population which clearly presented challenges with meeting diversity targets, particularly in the executive; the current whole staff Black and Minority Ethnic (BAME) proportion was 7.7% and steadily increasing, however the student population was currently a welcome 36% and the attainment gap had narrowed in all categories. The progress was noted and welcomed.

Q. Are there direct implications to the College from the recent the Harpur Brazell ruling re holiday entitlement for part time workers. (question raised at 07/22)

The full judgement is here <https://www.supremecourt.uk/cases/docs/uksc-2019-0209-judgment.pdf> and it means that all part time (PT) staff are entitled to the same leave requirements as full time (FT) employees. Yes there are clear implications but the extent has not yet been fully evaluated,

- b. Policy Statement. The full Dignity, Diversity and Equality Statement was considered, discussed and approved for the Principal's signature. **(Action 5 PBB)**

The information was received and noted.

Actions had been identified. (See Register 12/22 below.)

10/22 GOVERNANCE

- a. Governance Committee. (GC)(06.10.22) The GC had met earlier that day and the newly elected Chair (Rod Wood) presented a summary of the outcome. An induction training programme for the new members would be determined **(Action 6PBB)** and requirement for Continuous Professional Development (CPD) for individual Members was currently under review.
- b. Committee Membership. New members would be invited to discuss individual committee preferences with the Chair/Principal and the membership schedule would be updated.
- c. Regulatory Documents. The Corporation approved the Regulatory Documents each year; there had been no significant amendments to the particular attention of members and the Documents were approved. **(Action 7RD)**

The information was received and noted.

Actions had been identified. (See Register 12/22 below.)

11/22 URGENT BUSINESS AND NEXT MEETING

- a. There had been no urgent business requested.
- b. The next meeting would be hybrid attendance at 1700 on 15 December 2022. Members were urged to attend personally if the Covid environment allowed. **(Action 8 All)**

The information was received.

Actions had been identified. (See Register 12/22 below.)

12/22 ACTION REGISTER

See referenced minute for full action.		Resp	By
Action 1	01/22. DB, PN & MW unanimously appointed as Members.	Clerk	wie
Action 2	02/22. Last minutes (23.06.22) confirmed for signature.		
Action 3	03/22b. HAS Policy approved for signature.	Chair	
Action 4	07/22b. Sub-Contract Policy approved for signature.		
Action 5	09/22b. DD&E Policy approved for signature.	PBB	
Action 6	10/22a. Induction programme for new members tbd.		
Action 7	10/22c. Regulatory Documents approved.	Clerk	
Action 8	11/22b. Next meeting in person if possible.	All	

ApprovedMinutes.15.12.22







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Final Audit Report

2022-12-18

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