



Minutes of the meeting of the Northampton College Corporation held at 1700 hrs 9 March 2023.

<b>Present</b>	Mim Ansell	Becky Bradshaw	Pat Brennan Barrett (Principal)	David Bailey
	Sharon Bunker	Anne-Marie Kilday	Philip Hilton	Paul Nutter
	Molly Pic	Mark Robbins	Helen Scott (Chair)	Michael Watkins
	Rod Wood			
<b>In Attendance</b>	Ralph Devereux (Clerk)	Thomas Goodridge (AP(SAVS))(to30/22 only)	Jan Hutt (VP(P&OD))	Patrick Leavey (DP)
	Julian Wood (DP(FCA))			
<b>Apologies</b>	Geraldine Schofield	David Smith		

## 27/22 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.
- Geraldine Schofield had resigned the Chair for personal reasons, Philip Hilton had been acting Chair throughout the necessary electronic election, which had confirmed Helen Scott as Chair, effective immediately. **(Action 1RD)**
- Anne-Marie Kilday had been recommended for membership of the Corporation and that had been unanimously and electronically accepted; she was welcomed by all present. **(Action 2RD)**

**The information was received.**

**Actions had been identified.** (See Register 37/22 below.)

## 28/22 MINUTES

- re 20/22 The final sentence was amended to read...."2 x Merit (not moderated) and the minutes of the meeting held on 15 December 2022 were then confirmed for electronic signature, Clerk to Action. **(Action 3RD)**
- 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
<b>Action 1</b>	13/22. PH to Chair the meeting.	<b>Complete</b>
<b>Action 2</b>	14/22a. Last minutes (06.10.22) confirmed.	
<b>Action 3</b>	15/22a. AV recommendations valid.	
<b>Action 4</b>	16/22b. 16 January to be a full Corporation event,	
<b>Action 5</b>	18/19/22. SAR & QIP approved.	
<b>Action 6</b>	21/22b. AFS & associated documents approved.	
<b>Action 7</b>	24/22a. QTLA TORs approved.	
<b>Action 8</b>	24/22b. Robert Turner (prov) appointed to Corporation.	<b>Progressing</b>
<b>Action 9</b>	25/22. Link Governors and College visits to be restored.	<b>Complete</b>

- d. Urgent Business. Agenda Item 5 would be considered as a reserved Part Two issue as the final agenda item. **(Action 4RD)**

**The information was received.**

**Actions had been identified.** (See Register 37/22 below.)

## 29/22 COMMITTEE MINUTES

The unconfirmed Committee Minutes were then considered, received and recommendations noted.

- a. Search Committee (SC) re 10/22d, (actioned at 27/22c ); **(Action 5RD)**
- b. Quality of Teaching Learning and Assurance (QTLA). The unconfirmed minutes of the last QTLA meeting were explained by the Committee Chair, of particular note was: the 1.4% increase in student attendance compared with the similar time last year; the high numbers of entries for the summer exams; the increasing and welcome liaison with the University of Northampton (UON); and the outcomes for apprentices. The unconfirmed minutes were noted and received;
- c. Governance Committee. The Committee Chair explained the outcome of the meeting held earlier that day and explained that:
- (i) the circulated on-line mandatory training for Safeguarding and Prevent, which had been circulated in February please required all to complete and evidence by the end of this month; **(Action 6RW)**
  - (ii) Link Governors had now been confirmed and members were reminded of the following:

Governor	Linked to
a. Philip Hilton	Careers
b. Mike Watkin	Skills
c. Becky Bradshaw	Green Agenda
d. Paul Nutter	Safeguarding (inc SEND)
  - (iii) Members had been suggested for committee membership according to their particular skills and they would be contacted by the Governance Committee Chair to discuss the issue; **(Action 7RW)**; and
  - (iv) A Scheme of Delegation (SoD) and Governance Self-Assessment Report (SAR) had been considered and had been provisionally recommended to the Corporation, they would be on the May Agenda. **(Action 8RD)**

**The information was received.**

**Actions had been identified.** (See Register 37/22 below.)

## 30/22 SPECIAL EDUCATIONAL NEEDS & DISABILITIES (SEND) & HIGH NEEDS

The comprehensive Report from the School of Academic & Vocational Support (SAVS) was considered and discussed: the detail had been gathered into 6 elements, summarised below.

- a. SEND Provision update. The meeting recalled that the College was included in the Association of Colleges and the Association of National Specialist Colleges (AoC & NATSPEC) collaboration to improve benefit for post 16 young people with SEND. The SAVS provided assessment, guidance and specialist services to support Special Educational Needs (SEN) and SEND students including:
- (i) autistic spectrum condition;
  - (ii) literacy, numeracy and where English is not the first language;
  - (iii) sensory impairment, physical disability and medical support;
  - (iv) specific learning difficulty (SpLD); and
  - (v) wellbeing and mental health.

- b. Pandemic recovery and missed learning. The College 16 -19 Tuition Fund (catch-up) Allocation use was used to regain the missed learning during the pandemic. Data shows that 91.1% (2652) of the targeted cohort had now been assessed. Full detail had been tabulated by strand, activity, responsibility and numbers and were discussed. The results were available to respective teachers who had now been trained on appropriate intervention. Regular updates were delivered to Academic Coach and Curriculum Manager meetings.
- c. SEND & High Needs. There were 675 students in receipt of SEND support including 232 students with an Education, Health and Care Plan (EHCP) and 252 with High Needs, involving 5 Local Authorities in necessary funding, each detailed in the Report. Detailed numbers for all categories of high needs cross-college (Supported Learning and wider cross college support) provision had been tabulated and were discussed.
- d. Service Developments, Projects and Future challenges. Detail related to these elements was explained and discussed.
- e. Other issues discussed included the following: the cross-college dispersed delivery of English and Maths (EAM) was prudently assessed as showing some positive indicators and had prompted some interesting student responses, for example a group including English/Maths/Art students had constructed a "Pi" Tower which would show interesting achievement detail. Some sample questions on the general information, which had arisen were:

<b>Q</b>	<i>An excellent comprehensive report TY, does this continue to be a strength it certainly sounds as though it should be?</i>
<b>A</b>	Yes, it is one of the College's "outstanding" areas and is very relevant to future plans.
	<i>Looking at the staffing levels in this demanding environment, is it a challenge to keep a full complement?</i>
	Yes it is, applications for support roles have stalled however a recent initiative, well attended produced 12 Learning Support Assistants (LSA) a further event is planned for 16 March.
	<i>Do you practise "continuous improvement" in provision?</i>
	Yes. we work with Weston College (a Centre for Excellence) as a critical friend and to inform our CPD.

The information was noted and received.

### 31/22 PRINCIPAL'S UPDATE

To inform new members the reporting process was briefly explained as linked to the Strategic Plan and led to a full and detailed analysis at year end. The Report was then considered, informed by a verbal update with reference to a progressive colour coded table Blue, Red, Amber, Green (BRAG) leading to the expected outcome at year end; blue coding was Covid related. The majority of gradings were Green however exceptions included the English and Maths (EAM) Amber assessment which had motivated the comprehensive refocus to a (previously discussed) dispersed and contextualised EAM delivery process. Finance also remained Amber although the outcome was likely to be more positive than expected, which would be considered more closely in Item 6. There was nothing further to bring to the meeting's attention but during general discussion It was suggested that the UON and the College should develop a closer relationship on mental health issues and some EAM matters, for example use of undergraduates as mentors; that suggestion was welcomed, and full Disclosure and Barring (DBS) process would be necessary.

The information was received.

### 32/22 COVID

The Covid environment continued to improve, with only 14 cases emerging during this half term. However, the present high influenza infection rate was becoming a concern, particularly true for the IT and Estates departments.

Q.	<i>Is there still a Covid testing programme?</i>
A.	Teaching staff are tested twice each week Students are self-testing out of College.

The information was received.

### 33/22 FINANCE REPORT

Management Accounts. The management accounts up to January 2023 (R06) were then fully explained and discussed; the comprehensive document comprised a narrative informed by graphical and tabulated detail. The overall picture had improved since the last report and the EBITDA (earnings before interest, taxes, depreciation and amortization) at 7.4% resulting in an operating surplus of £151k above budget, largely as the result of a late notice in-year £670K grant for student growth. Key Performance indicators (KPI) had been tabulated and variances were explained, the continuing prudent approach to potential energy costs was noted. Income was above budget and pay cost £250k below year to date. Increases to the National Minimum wage and LGPS pension rates from April, and the effect of potential changes to holiday entitlement and pay (Brazell v Harpur) not yet being finally resolved at national level meant that consequently the pay forecast remained unchanged. The current operating surplus at £1186k was £151k above budget and the Financial Health Grade remained "Outstanding".

Q	<i>Are we changing our pension arrangements?</i>
A	The recent move of FE Colleges into the public sector may result in a re-alignment of regulations for LGPS to those considerably more favourable that apply to Academies. The Government however did not appear to be treating this as urgent.
	Is the current Adult Education Budget (AEB) sufficient for our needs and to attract suitable candidates for the particular provision?
	The DfE has announced a 2.2% increase in the funding, aimed at 20% increase in 6 "vital" areas for 22/23 and 23/24. Adult recruitment is driven by assessment potential.

The information was received and noted.

### 34/22 LEARNER DATA MONITORING

The Learner Data Monitoring information comprised 4 comprehensive data tables considering Retention and Attendance rates and BRAG rated comparison tables. Data was collected 5 times throughout the year and had been tabulated by school and by level. The information had been clearly explained in the notes accompanying the data. Comparisons with past performance had been realistically based on data from 2021/22 and were generally positive. For example, current overall retention stood at 97.22% broadly similar to the previous year and was expected to be c95% at year-end (2021/22 94.2%) Attendance, had improved on the previous year with English and Maths particularly heartening, up by c5% each. The countdown to the summer exams was underway with 1,400 entries for maths and 1,050 for English. It was difficult to compare with the previous year's results and the 4 most important limitations had been fully detailed in the narrative. This was a clear and informative Report and thanks were recorded.

The information was received and noted.

### 35/22 GOVERNANCE

There were 3 Governance items for consideration;

- a. three members were approaching the ends of their terms of office:
  - (i) Mark Robbins (13.05.23), Mark indicated a wish to continue, and he was appointed for a further term; and
  - (ii) Geraldine Schofield and Sharon Bunker (31.07.23), these would be considered at the next meeting, however, for information GS had previously indicated a wish to continue, but that would be confirmed before 11 May 2023 and SB had indicated that she would not seek re-election.
- b. Anne Marie Kilday had been appointed to the Corporation.(27/22c).

- c. The Corporation Business Plan 2022/23 was on-track and was confirmed for the remainder of the year.

**The information was received and noted.**

**Actions had been identified (Register at 37/22 below)**

**36/22 URGENT BUSINESS AND NEXT MEETING**

- a. Urgent Business. Urgent Business would ne considered in Part 2.
- b. The next Corporation meeting would be “live attendance” where possible at 1700 on 11 May 2023.

**The information was received.**

**37/22 ACTION REGISTER**

See referenced minute for full action.		<b>Resp</b>	<b>By</b>
<b>Action 1</b>	27/22b. HS unanimously elected as Corporation Chair.	<b>Clerk</b>	<b>wie</b>
<b>Action 2</b>	27/22c. A-MK unanimously appointed to Board.		
<b>Action 3</b>	28/22a. Last minutes (15.12.22) confirmed.		
<b>Action 4</b>	28/22d. Agenda Item 5 to be a Part 2 meeting.		
<b>Action 5</b>	29/22a. SC Recommendation completed. (27/22c)		
<b>Action 6</b>	29/22c(i). Members to complete on-line training.	<b>RW</b>	<b>01.04.23</b>
<b>Action 7</b>	29/22c(iii). Potential Cttee members contact.		<b>wie</b>
<b>Action 8</b>	29/22(iv). SofD & SAR on May agenda.	<b>Clerk</b>	<b>11.05.23</b>