

MINUTES OF THE CORPORATION MEETING**HELD ON TUESDAY 11 OCTOBER 2016****Present:**

Henrietta Appiah	Student Governor
Tracey Branson	Governor
Pat Brennan-Barrett	Governor (Principal)
Bill Chalker	Co Opted member of Audit Committee
Rob Davey	Governor
Mark Hall	Governor
Julia Harley	Governor
Philip Hilton (Vice Chair)	Governor
Martin James	Governor
Roger Morris	Governor
Henry Osborne	Student Governor
Geraldine Schofield (Chair)	Governor
David Smith	Governor

The quorum for the meeting was six Members.

In attendance:

Steve Rankine	Director of Finance and Corporate Affairs
Patrick Leavey	Deputy Principal
Gary Brough	Director of Estates
James Whybrow	Assistant Principal Employer Engagement
Victoria Cornwell-Lyon	Assistant Principal. Teaching, Learning and Quality
Mark Owen	Head of Student Services
Stuart Markham	Fusion Project Management
Julie Brasier	Clerk to the Corporation

The meeting was held in the Boardroom and started at 6.00pm.

At the start of the meeting the Corporation received a presentation from the Assistant Principal, Employer Engagement. The presentation was to update Governors recent developments regarding the delivery of apprenticeships. More information was expected in the Government's Autumn Statement.

Colleges were seeking clarity on apprenticeship qualifications; frameworks were being replaced by standards and these were more in tune with employer needs. Accreditation was no longer required.

From April 2017 there would be no funding contract for colleges. The College would need to agree rates with employers but there would be risks over the level of pricing. There would no longer be security of income. Maximum price levels would be set and there would be banding. The College was preparing for this change, taking account of end point assessments and what the lack of accreditation would mean.

The funding ratio was 9:1 with the Government paying £9 and the employer paying £1. There would be an on line account and colleges would be paid via a voucher system. The College needed an offer that would stand out. Changes to payment arrangements would require different systems in the College and would provide challenges in terms of cashflow. Service level agreements would need review. The College could become an end point assessment centre which would mean it would test other apprentices nationally. Details for becoming an assessment centre were awaited.

The Assistant Principal gave a worked funding example. Looking at the current College offer 15 areas would gain and 15 would lose. Questions for the College would include whether it only pursued higher value apprenticeships or whether it also took accounts of areas of local need such as Health and Social Care. The first plan of the proposed offer would be available by December.

At present there was no suggestion that the new apprenticeship arrangements would be delayed by the recent changes within the Government. Current apprenticeship qualifications would continue until 2019. The Government target was still three million apprenticeships by 2020

The Assistant Principal, Employer Engagement left the meeting at 6.25

1	Welcome and Apologies	Action
1.1	The Chair welcomed the Student Governors to the meeting.	
1.2	Apologies were received from Ellen Buttler. Julia Harley would be arriving later.	
2	Declarations of Interest	
2.1	Mark Hall declared an interest in item 18. It was agreed that he did not need to leave the meeting. The Chair reminded Members to declare their interests as and when necessary on the agenda.	
3	Minutes of the Corporation Meeting held on 5 July 2016 and any matters arising from the meeting held on 14 June 2016	
3.1	The minutes of the meeting held on 5 July 2016 were agreed as a correct record and signed by the Chair.	
3.2	<p>Matters Arising/Action points– 14 June 2016 Minute 6 – Equality and Diversity Report</p> <p>The Director of Human Resources advised in a written response to the Corporation that the College’s practice towards DBS checks had been reviewed by a HMI Inspector and found to be in order. The requirements in the Government’s Statutory Guidance were exceeded. There was no evidence to support more regular rechecks. Nursery staff rechecks happened in line with statutory requirements.</p>	
3.3	<p>Minute 14 – Estimates of Income and Expenditure for 2016/17 – Breakage Costs</p> <p>The Director of Finance and Corporate Affairs submitted a breakdown of the loan costs and breakage costs. The current loans ran until March 2019 with a fixed interest rate. Informal discussions with the bank had taken place to look at what potential interest rates might look like. Based on those discussions, leaving the current arrangements early would not produce a saving. Any savings would depend on the margin that could be negotiated.</p>	

	3.4	<p>The land sale at Daventry would enable part of the loans to be repaid and the remaining balances refinanced at that time. Other factors such as the area reviews could trigger a renegotiation of the loans.</p> <p>The College was not in a position to change the loans until March 2019. Any breakage costs had to be paid in one go. An interest rate swap may be a possibility The matter would be looked at further in Audit Committee.</p>	Audit Committee
	3.5	<p>Minute 15 Management Accounts and Commentary for the period to 31 May 2016</p> <p>The Director of Finance and Corporate Affairs circulated a breakdown of management costs. These had increased slightly. It was noted that curriculum management (Heads of School, Curriculum Managers and the Principal) amounted to 57% of management costs and student support a further 7%. 23% of managements costs was down to business support costs. Most of the management costs could be ascribed to front line delivery. The budget position would be similar for this year as there was more investment in Curriculum Managers this academic year.</p>	
4		Determination of Any Other Business	
	4.1	Item 24 refers.	
5		PREVENT Update	
	5.1	The Head of Student Services presented his report. The College had covered a lot in its journey to implement the Government's PREVENT strategy. A key area was developing links with other agencies. The College had good links with the local police force. There was a termly meeting between the three Northamptonshire colleges and the police PREVENT coordinator which kept staff up to date with concerns.	
	5.2	The College staff had been trained by the police and updated as necessary. 70 WRAP training sessions had been held with staff briefed to the appropriate level. Students did an E Learning PREVENT course and 27 other colleges were now using the College's E Learning model.	
	5.3	Key messages for students were very visible in the College. There were a lot of materials available in addition to notice boards. Seven referrals had been made in 2015/16 and many of these had come from students concerned about other students.	
	5.4	Courses for students included work based students and this had led to an interesting dialogue with employers. The College had produced a pack for employers to help with their understanding. Referrals had been made by employers.	
	5.5	<p>All policies had been reviewed in the light of PREVENT and changes made as necessary. The College had also introduced a Guest Speakers and Fundraising policy to ensure College values within PREVENT were upheld.</p> <p><i>Julia Harvey arrived at 6.35pm</i></p>	
	5.6	IT monitoring was critical. The Head of Student Services received regular reports on searches against key words to access particular websites. Social Media was also considered.	

5.7	<p>The College had also developed lockdown procedures and staff had been trained for this eventuality. The College had taken a lot of positive actions in relation to PREVENT and the strategy was changing all the time.</p> <p><i>What about this year's students?</i></p> <p>There is a compulsory tutorial programme. Safeguarding which includes PREVENT was covered in session 3. This had been delivered in the lecture theatre at Booth Lane with 2,000 students attending to date. It was also delivered at the other sites. These sessions had prompted lots of questions from students. Students wanted to talk to staff about this area.</p> <p><i>Any responses from students?</i></p> <p>A group of photography students have initiated a project looking at the messages given about safeguarding and how they are perceived.</p> <p><i>How are the Governors doing?</i></p> <p>It was felt that Governors were developing a good knowledge of the College's approach to implementing the PREVENT strategy.</p> <p>RESOLVED C[42/16]</p> <p><i>The Corporation resolved to note the report from the Head of Student Services.</i></p> <p><i>The Head of Student Services was thanked for his report and left the meeting at 6.40pm</i></p>	
6	Staff Development Report	
6.1	<p>The Assistant Principal, Teaching Learning and Quality presented her report of the staff development opportunities offered to staff in 2015/16. The staff development strategy for 2015/16 identified 10 staff development priorities for 2015/16 and these were set out in the report. These included mandatory training to cover areas such as Safeguarding, PREVENT and Equality and Diversity.</p>	
6.2	<p>The analysis of staff training needs following the appraisal cycle was mapped against the College's strategic objectives. This fed into a college wide themed staff development plan for both curriculum and business support areas. Particular training covered:</p> <ul style="list-style-type: none"> • The introduction of individualised teacher development programmes for all staff on the College's top 10 TLA priorities known as 'Top Priority Training' • 4 week intensive support packages for underperforming teaching staff • 2 cross college staff development days for all academic and business support areas • The use of external specialist consultants and trainers to support quality improvement • Significant investment in the training and development of managers and leaders within the College 	

		<ul style="list-style-type: none"> • The development of E – Learning through differentiated and innovative staff development activities • Significant investment in the training of Maths and English Teachers • Investment in higher level training to support the development needs of HE staff 	
	6.3	The report outlined the impact of the different staff development activities. It was felt that these had been successful in 8 out of 10 of the priority areas. There were high satisfaction rates from staff who found the programme useful, relevant and accessible.	
	6.4	Impact was measured in relation to student outcomes and their quality of experience. Attendance rates had seen an improvement of 5%, retention stood at 93% and the pass rate was 95%. Level 3 achievement rates improved by 7.1%. There were improvements in A level performance as well as English and Maths. In these two subjects 96% of lessons were judged to be good or outstanding which was an improvement on the previous year. The College had just received its ALPS scores (the value added measure for A levels) and was expecting to see an improvement.	
	6.5	The report also included an analysis of student satisfaction rates from the different surveys done.	
	6.6	<p><i>How many staff hold teaching qualifications?</i></p> <p>This would be checked.</p> <p><i>Was the work with the HMI successful?</i></p> <p>Staff had responded positively to this and there would be a repeat visit in November.</p> <p><i>Why is the staff satisfaction rate lower on some training days?</i></p> <p>This was generally the case for courses where attendance was compulsory because an individual's teaching was not yet good. For 2016/17 staff would have more ownership over the courses attended. They could choose a maximum of 3 areas on a CPD day which would take place before graded observations.</p> <p><i>Is underperformance being tackled differently?</i></p> <p>Yes – there would be unannounced learning walks. Heads of School would conduct these once a month and issues would be picked up that way.</p> <p>RESOLVED C[43/16]</p> <p><i>The Corporation resolved to note the Staff Development report.</i></p> <p><i>The Assistant Principal, Teaching Learning and Quality was thanked for her report and left the meeting at 6.50pm</i></p>	VCL
7		Daventry Update	
	7.1	Stuart Markham submitted his report. The first tranche of the land sale had been completed on 30 September.	

	7.2	There had been a development in relation to the Sellers Infrastructure works. These were works that would benefit both the College and Avant Homes, the Developer. The Water Authority records had not been accurate, and the drainage originally proposed could not now be installed. The works now proposed would require a road closure. The scheme had been redesigned and a programme was being developed as well as a contingency option to allow the building to open on time. Technical approvals were now in place for the proposed highway works.	
	7.3	An application for the removal of one the planning permission conditions relating to offsite highway works for the housing development had been submitted. The Officer recommendation was to refuse the application.	
	7.4	Further information would be submitted regarding the discharge of planning permission conditions for the College development which would be considered over the course of the next week.	
	7.5	The construction contract was on programme. Reference was made to the utility service connections. There were no issues with gas. For water there had been problems with the offsite supply but this should now be connected within the original timescale. There was a generator on site to supply electricity. Connection was due on 18/19 October – the situation would be closely monitored. There was a contingency in place for the electricity connection. The generator represented a cost and who paid would depend on the reasons for delay. The costs would not be excessive and related to the cost of diesel.	
	7.6	Completion and occupation were due on 18 November and a detailed relocation programme was in place. Classes should be being taught in the new building from the end of November.	
	7.7	All budgets had been reviewed by Pick Everard. There had been a change to the value engineering section; all value engineering measures had now been achieved. There was a forecast underspend of £24,500 but the costs of redesigning the drainage were unknown. The application for additional fees had been concluded and reflected in the underspend. This risk had now been cleared.	
	7.8	The commissioning and snagging process had now started. The snagging process did not prevent the building being operational as snagging items could be addressed during the Christmas holidays. RESOLVED C[44/16] <i>The Corporation resolved to note the update on the Daventry project.</i> <i>Stuart Markham was thanked for his report and left the meeting at 7.05pm</i>	
8		Health and Safety Annual Report	
	8.1	The Director of Estates presented the annual Health and Safety Report. The Advisory Arrangements remained the same following a tender process and would be in place until December 2016. The tender process was being repeated. It was noted that the external adviser used the ROSPA Audit when assessing the College's three sites; he was not able to select areas for inspection.	
	8.2	The same external adviser had been used by the College for several years. It was noted that each appointment had followed a tender process but the Corporation did have concerns regarding the independence of the current arrangements as they were longstanding. The external adviser was highly	

		experienced in the education sector. The concerns of the Corporation would be considered in the current tender process.	
	8.3	The report set out the accident statistics for 2015/16. <i>The number of accidents/incidents appear to have increased?</i> Some of the incidents noted were medical rather than accidents and the statistics could be broken down further. As the accident statistics included medical incidents there was an element of double counting. The number of accidents was below the national average figure of 400.	
	8.4	The role and remit of the Safety Committee had been revised to ensure the legislative consultative requirements were satisfied. The Committee had moved away from looking at detailed issues and was now more productive and efficient in its working. It was proving difficult to recruit employee representatives to the committee.	
	8.5	Defibrillators were now installed on each site and staff had been trained in their use. RESOLVED C[45/16] <i>The Corporation resolved to note the Annual Health and Safety Report.</i>	
9		Estates Annual Report	
	9.1	The Director of Estates presented the Estates Annual Report. The College's sites ran well and there were positives comments about their general condition. Current maintenance had been achieved for less than the budget set. The Booth Lane site would begin to deteriorate and a budget for repairs and maintenance would therefore now start to be required.	
	9.2	With the Daventry Campus being rebuilt, there would be no maintenance costs for this site in the coming year.	
	9.3	Price increases were expected for electricity and the outcome of the rates review was awaited. The five year contracts for gas and electricity continue to be beneficial. Energy was used in the most cost effective with supplies being shut down as needed to achieve this. Shut downs did not impact on the functioning of the College.	
	9.4	The in house maintenance team continued to cover a lot of work and this also kept costs down.	
	9.5	There had been an increase in cycle thefts and these were being investigated. Students reported more incidents but the College's policy on hats and hoodies had led to reduction in the number of incidents. FE students were not allowed hats and hoodies without permission; HE students were allowed to wear these items. Where students persistently did not adhere to the College's policy this would be raised as a disciplinary issue.	
	9.6	A card access system was being installed at Lower Mounts and this would be going live shortly. Governors noted that the open access at Lower Mounts had been raised during the student carousels and it was good that this had been addressed.	
	9.7	High risk areas, such as IT, were closely monitored. RESOLVED C[46/16] <i>The Corporation resolved to note the Annual Estates Report.</i>	

		<i>The Director of Estates was thanked for his reports and left the meeting.</i>	
10		Area Review Update	
	10.1	The Area Review Task and Finish Group had met immediately before the meeting. The Area Review for the College would start formally on 6 December as part of phase 5. The FE Commissioner would be visiting the College on 12 December and would be meeting with the Chair during the site visit.	
	10.2	The College had commissioned advice and reports of potential review outcomes and these were shared with Corporation members at the Strategy Day.	
	10.3	An additional Corporation Meeting would be held on 8 November 2016 when more information would be available.	
11		Key Performance indicators for the Strategic Plan 2016/17	
	11.1	The Principal circulated the Key Performance Indicator Report for the current year. The report indicated intended outcomes for the end of the academic year and the current position for each objective. Red indicated that there was risk and amber that the College was some of the way towards achieving the objective	
	11.2	<p>The Principal commented specifically on the following:</p> <ul style="list-style-type: none"> • 1.3 – (stretch challenge and inspire students) – this was covered in the Deputy Principal’s report at item 12 • 1.4a – (build knowledge, skills character and resilience) – new qualification frameworks were being implemented • 2.3 – (use data, research and information effectively) – the various projects to improve the quality of data in the College had been successful; staff now had good and reliable data to work with and it was coming through quickly such that the Self Assessment Report(SAR) was nearly complete. • 2.4 – (Develop an entrepreneurial culture and alternative income streams to reduce reliance on government funding) - a fresh ESF bid had been submitted – the previous one had been unsuccessful • 2.5 (maximise operational efficiency) – there was some concern regarding HE provision <p>Overall the report showed more ‘greens’.</p> <p><i>What was covered by ‘respond to the changing landscape’ 2.8? (student Governor question)</i></p> <p>This covered the Area Review process, the Ofsted Framework and the new qualification specifications.</p> <p>RESOLVED C[47/16]</p> <p><i>The Corporation resolved to note the update on progress towards the key strategic objectives for 2016/17.</i></p>	
12		Learner Data Monitoring – Update on Current Outcomes Including English and Maths	

12.1	The Deputy Principal presented his report. The College had received nearly all the results for 2015/16. The SAR was in draft form. Curriculum SARs were ongoing with moderation and grade profiles then being determined.		
12.2	Terminology had been changed for this year which meant that what was the success rate was now known as the achievement rate and what was the achievement rate was now known as the pass rate. The new achievement rate was an amalgam of the pass rate and the retention rate. Overall across the College the achievement rate had increased by 2% over the previous year. The target for retention had been 93%, the actual was 92.9%.		
12.3	There had been a significant improvement in level 3 results generally, with particularly striking increases in AS students outcomes. Level 1 and 2 results were stable but there were pockets of concern.		
12.4	For GCSE in English and Maths, more students had achieved grade C and above than the previous year, with larger cohorts. Papers were being remarked where a student was within 3% of Grade C. (60 students) So far 12 students had been regraded at C. 100 students were within 10% of a grade C. The College was looking at what it could do to improve attendance to further enhance achievement.		
12.5	Functional skills results were improving, but were not yet good enough. The stepping stone qualifications had been successful but as they were no longer permitted for funding, so would not be offered this year. The only options permitted were Functional Skills or GCSEs		
12.6	A level results were very pleasing. A2 results were up by 6%; AS results were up by 16%. These were the best results the College had received in a long time. The College's A level offer had been reviewed in the light of the results. 12 subjects would continue to be offered. Business Studies results were judged to be outstanding. In the last Ofsted inspection, this subject area was identified as needing improvement.		
12.7	Apprenticeship attainment was static.		
12.8	Areas of concern would be covered in the Quality Improvement Plan. Some areas would be the same as for 2015/16 in that strategies had been started but the required level of improvement had not yet been achieved, for example AAT programmes.		
12.9	<p>There was now much more confidence than was previously the case in the outcomes achieved meant the College was now a robust grade 2. The target for retention had been achieved. There were significant changes to assessment due in 2016/17. A high volume of students were studying English and Maths. The new GCSEs would be graded 1 - 9 with grade thresholds increasing. The national average overall achievement rate was 82%. The achievement rate for the college was still aiming for 88%.</p> <p><i>What is the position for Health and Social Care?</i></p> <p>Exams were now taken at the end of the course and could only be taken twice. A lot of work had been done in teaching and learning for this subject but it was not yet a secure grade 2.</p> <p><i>Is this a cause of concern?</i></p> <p>There was a new Curriculum Manager and there was confidence that outcomes would improve with the solutions proposed. There had been some unique</p>		

		<p>problems for the subject in 2015/16 and the structure of courses had changed. Pass rates are very high.</p> <p><i>How many GCSE scripts were being remarked?</i></p> <p>There were 60 scripts within 3 marks of the grade boundary and these had all been submitted for a remark.</p> <p><i>Do we have national averages for English and Maths GCSE?</i></p> <p>These were not yet available but last years were 23% and 26%. It is expected they will drop this year. When looking at national averages it was important to look at the averages for 17 and 18 year olds (resit candidates, not the school averages published for the end of year 11.</p> <p>RESOLVED C[48/16]</p> <p><i>The Corporation resolved to note the current data for learner outcomes for 2015/16</i></p>	
13		High Needs – Education Health Care Plans - funding	
	13.1	<p>The Principal verbally updated the Corporation on the current funding position for High Needs students. There were a 1000 students in the College with learning difficulties. 160 of these were high needs students and the College received extra funding for these students from the Local Authority. This funding was not ring fenced. The framework had changed; to get funding for high needs students the College had to make a case for an Educational Health Care Plan for each student. Northamptonshire had a poor track record for this. Where funding was not secured, the College had to apply to the Skills Funding Agency.</p>	
	13.2	<p>16 students had been refused Education Health Care Plans. The College was funding their support at a cost of £150,000. The College was continuing to lobby and press the Local Authority. There was a possibility of some movement in that 4 students may now be given Educational Health Care Plans. The College was pushing for a meeting with the Local Authority.</p> <p>RESOLVED C[49/16]</p> <p><i>The Corporation resolved to note the position regarding High Needs Funding</i></p>	
14		Year End Accounting Changes and Pension Charges	
	14.1	<p>The Director of Finance and Corporate Affairs presented his report. Accounting changes to comply with the new Financial Reporting Standard 102 will require the restating of the College’s balance sheet. In particular Deferred Capital Grants have to be stated as liabilities (Creditors). This would significantly reduce the net asset figure. Also the College has to accrue holiday pay owed at 31 July in any year. This would further increase liabilities and reduce net assets.</p>	
	4.2	<p>In addition, revised ways of presenting income and liabilities for the Local Government Pension Scheme had resulted in significantly larger net interest charges being set against surplus compared to the position previously. The report set out the revised balance sheet. In 2014/15 £191,000 had been charges against surplus under the previous system; in 2015/16, under FRS102</p>	

		this would be £700,000. It was possible to challenge the actuarial calculations used to arrive at this figure and this was being considered. It was noted that the revised calculation method had not been raised on the pensions committee where Roger Morris was the College's representative.	
	14.3	Land assets had been revalued which overall had meant an increase in value. The Bank had been alerted to the balance sheet changes. The revised figures would feature in the Area Review and would also be considered by the Audit Committee RESOLVED C[50/16] <i>The Corporation resolved to note the report on Accounting Changes and Pension Charges.</i> <i>Henry Osborne left during this item.</i>	Audit Committee
15		Management Accounts and Commentary for the period to 31 July 2016	
	15.1	The Director of Finance and Corporate Affairs presented his report. The College was forecast to have an operating surplus of £1,098,000. Against this there would be a charge of £700,000 for the Local Government Pension Scheme and £345,000 for Daventry. The latter would be offset by SEMLEP funding of £589,000. The result was a net operating surplus of £642,000.	
	15.2	Both pay and non pay costs were less than the approved budget, although there had been an overspend in some non pay areas. Skills Funding Agency funding had been cut at the start of the year by £324,000 and income on fees was below budget with most of this being fees for HE courses.	
	15.4	It was being considered whether the figures should also show the position without pension adjustments to give a clearer picture on actual performance. It was noted that the estates budget was underspent and this was a strong contributor towards the operating surplus, it was asked whether this was sustainable in the long term. The Corporation noted the strong financial performance of the College. RESOLVED C[51/16] <i>The Corporation resolved to note the Management Accounts and Commentary to 31 July 2016</i>	
16		Management Accounts and commentary for the period to 30 September 2016.	
	16.1	The Director of Finance and Corporate Affairs advised that Management Accounts for the current year were not yet available and would be reported to the next meeting.	
17		Student Recruitment and Enrolment (latest) 2016/17	
	17.1	The Director of Finance and Corporate Affairs presented his report. Currently recruitment was down against coursefile targets, but these were optimistic. Full time recruitment was down compared to the same time in 2015/16. The report indicated where recruitment had exceeded the coursefile targets and where it was below with a RAG system being used.	

	17.2	There were less access students and a reduced A level cohort. ESOL was down but this was expected to increase on a weekly basis. For 16 -18 year olds, some withdrawal was expected. Recruitment of 3231 students was required to ensure next year's funding was not reduced (which was on a lagged basis).	
	17.3	For 19+ students, numbers were below budget due to lower Access numbers and 19+full time students not accessing adult learning loans. The position for apprenticeships and adult recruitment would be clearer when RO2 was submitted. Apprenticeships were expected to hit target. HE students were yet to enrol.	
	17.4	EFA funding was fixed on a lagged basis but the increased retention rate for 2015/16 would help. If 19 -24 year olds with learning needs were not successful in securing Educational Health Care Plans, the Skills Funding Agency funding was fixed, but there was flexibility within the Adult Skills budget. The Director of Finance and Corporate Affairs would review areas where recruitment was below the coursefile target to ensure that resources matched the number of students.	
	17.5	Overall recruitment was up 1% on last year. RESOLVED C[52/16] <i>The Corporation resolved to note the Student Recruitment and Retention Report.</i>	
18		Validation of HND Programmes	
	18.1	The Director of Finance and Corporate Affairs presented his report. The HND programme was run as a franchise and this could make fee setting for a course problematic. The College was looking to move to a validation arrangement. This would mean that the College would advertise, recruit and set the fee for a course. Processes were already in place in the College to administer this through the Pearson HND Programme. Students would still get loans if the College was validating the HND programme. The Executive was looking to start negotiations to move to a validation arrangement. <i>Should we be looking at partnerships with other institutions?</i> The Principal confirmed that the College was already working with Warwick university – it was not a big enough College to work with many other institutions. There were opportunities to do more work with Northampton University. RESOLVED C[53/16] <i>The Corporation resolved to approve the College moving to a validation arrangement for HND Programmes.</i> <i>Henrietta Appiah left the meeting during this item.</i>	
19		Governance Committee	
	19.1	The Chair of the Committee gave a verbal report from the meeting held before the Corporation meeting. The committee had asked that the Expenses Policy for Corporation members be reviewed. The Committee had looked at the final	

		report of Governor activity against the agreed priorities for 2015/16. This would be circulated to all Corporation Members	Clerk
	19.2	The Committee had reviewed the suggested priorities for 2016/17. Students recruitment had been discussed but it was felt this was covered under the general finance heading. English and Maths continued to be a priority and as mentioned above, the course was changing for GCSE. The Committee had approved the priorities for Governors and these would also be circulated	Clerk
	19.3	The completed Skills Analysis had been considered. The lowest score areas related to links with the community and local businesses. Safeguarding had also received a lower score but it was felt that this may be more due to confidence. With the Area Review about to start it was felt that it was better to keep the Corporation membership stable at the current time but the skills analysis had indicated areas for Governor Recruitment to focus upon.	
	19.4	<p>The Chair had attended the meeting to give feedback on the 1:1 meetings held with some of the Governors, being part of the self review process already agreed. Some of the comments given indicated that there was a wish for more time to look at finance and High Needs. The workload of the Quality, Teaching Learning and Assessment Committee had been highlighted and this would be kept under review as would attendance at that Committee.</p> <p>Corporation Members signed the Eversheds Code of Conduct which it had been agreed previously to adopt.</p> <p>RESOLVED C[54/16]</p> <p><i>The Corporation resolved to note the verbal report of the Governance Committee.</i></p>	
20		Audit Committee	
	20.1	The minutes of the meeting of the Audit Committee held on 9 June 2016 had been circulated and were noted. The Chair of the Committee reported that the Committee had received three internal audit reports covering areas of significant expenditure and the highest level of assurance had been given. This was very pleasing and staff were to be congratulated for this.	
	20.2	<p>The External Audit plan had been reviewed together with the Internal Audit Strategy. Some aspects of the Internal Audit strategy had been queried.</p> <p>RESOLVED C[55/16]</p> <p><i>The Corporation resolved to note the minutes of the Audit Committee meeting held on 9 June 2016.</i></p>	
21		Quality, Teaching Learning and Assessment Committee	
	21.1	<p>The minutes of the meeting of the Quality, Teaching, Learning and Assessment Committee held on 28 April 2016 were circulated. The Chair of the Committee was unable to attend the Corporation Meeting but had emailed to indicate that the minutes were an accurate reflection of the meeting.</p> <p>RESOLVED C[56/16]</p>	

		<i>The Corporation resolved to note the minutes of the Quality, teaching Learning and Assessment Committee meeting held on 28 April 2016.</i>	
22		Revisions to Instrument of Government and Articles and Standing Orders	
	22.1	The Clerk presented her report. The Corporation had previously approved changes to the Instrument of Government and Articles. Amendments had been made and checked by the College's solicitors. The updated version of the Instrument of Government and Articles was circulated. Minor changes were made to reflect the changes made in the responsibilities of Government departments made in the summer	
	22.2	Standing Orders had been amended to reflect the changes in the Instrument of Government and Articles. These had been submitted to the College's solicitors for comment. <i>RESOLVED C[57/16]</i> <i>The Corporation resolved to approve the changes to the Instrument of Government and Articles and Standing Orders. The Clerk would report back as appropriate on any legal advice given on the revised Standing Orders.</i>	
23		Committee Chairs and Membership	
	23.1	Committee Chair and membership details were circulated. <i>RESOLVED C[58/16]</i> <i>The Corporation resolved to approve the Committee Chairs and membership for 2016/17.</i>	
24		Overseas Trip	
	24.1	Details of the proposed overseas visit to Bruges for level 3 Travel and Tourism students had been circulated. The trip would meet the requirements of the course. <i>RESOLVED C[59/16]</i> <i>The Corporation resolved to approve the overseas trip to Bruges in March 2017</i>	
20		Date and Time of Next meeting	
	20.1	The next meeting would be held on Tuesday 6 December 2016 at 6.00pm in the Board Room at Booth Lane. The meeting finished at 9.00pm.	

Julie Brasier
Clerk to the Corporation
Northampton College

Signed by the Chair:	
Date:	