

MINUTES OF THE CORPORATION MEETING

HELD ON TUESDAY 10 OCTOBER 2017

Present:

Tracey	Branson	Governor	✓
Pat	Brennan-Barrett	Principal	✓
Ellen	Buttler	Governor	Apologies
Bill	Chalker	Governor	✓
Robert	Davey	Governor	Apologies
Henrietta	Farrugia	Student Governor	✓
Mark	Hall	Governor	✓
Julia	Harley	Governor	✓
Philip	Hilton	Governor	✓
Martin	James	Staff Governor	✓
Geraldine	Schofield	Governor(Chair)	✓
David	Smith	Governor	Apologies
Adam	Stone	Student Governor	✓

The quorum for the meeting was six Members.

In attendance:	Patrick Leavey	Deputy Principal
	Steve Rankine	Director of Finance and Corporate Affairs
	Gary Brough	Director of Estates
	Jan Hutt	Director of HR
	Stuart Markham	Fusion
	Jason Lancaster	Interim Vice Principal
	Ruth Exelby	Interim Head of Apprenticeships/Business Centre
	Julie Brasier	Clerk to the Corporation

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

Text in italics indicates questions from Governors

1		Welcome and Apologies	Action
	1.1	Apologies were received from Ellen Buttler, Robert Davey and David Smith.	
2		Declarations of Interest	
	2.1	The Chair reminded Members to declare their interests as and when necessary on the agenda.	

		Members present completed the register of interests for the coming year. The Clerk would circulate the register to Governors not present for completion	Clerk
3		Minutes and Matters Arising	
	3.1	Revised minutes from the meeting held on 25 April 2017 were circulated and were approved and signed as a correct record by the Chair.	
	3.2	The minutes of the meeting held on 13 June 2017 were agreed as a correct record and signed by the Chair.	
	3.4	Matters Arising – 13 June 2017 – Item 5 <i>Is there more information about the development of the garden area?</i> This is still a garden area but has been developed so that students have been able to grow vegetables. There was disabled access.	
4		Determination of Any Other Business (urgent and necessary only)	
	4.1	There were two overseas visits to be approved, Minute 21 refers.	
5		Daventry Project Update	
	5.1	The Director of Estates and Stuart Markham presented the report which covered the post project review. The Contractor had largely completed on site and the second tranche of the land sale had also been completed. Snagging issues were being addressed.	
	5.2	The drainage amendment works had now been completed and the s104 agreement was in place. The highways works had been done and were due to be certificated this week. The access road work, which would be subject to a S.38 agreement would be completed by the Developer. There were some concerns on this from the local authority over the construction of the access road so far. There was a retention from the land sale for these works. The contractor was investigating the local authority's concerns and would shortly be reporting on this.	
	5.3	There was a retention from the construction contract that matched the retention from the land sale. The retention on the construction contract would not be released until the access road works were completed and accepted. If there were issues with the construction of the access road, this would be the Contractor's responsibility to put this right.	
	5.4	The project review followed the SEMLEP format. Initially the project had been drawn up differently; the review compared what was approved to what was delivered. The scheme constructed was cheaper than the one initially planned due to land costs. The cost of the project now stands at £13.338million. RESOLVED C[52/17] <i>That the report on the Daventry project be noted.</i> <i>SM left the meeting.</i>	

6		Health and Safety Annual Report	
	6.1	<p>The Director of Estates presented the Annual Health and Safety Report. The College had a new Health and Safety Officer and good working relationships with Heads of Schools had been established. This had led to an improvement with how quickly items were being picked up.</p> <p><i>Are you getting cooperation from the Head of School and Assistant Principals?</i> Yes, outstanding items are addressed in conversations and there was a spreadsheet supporting this process. Progress, or lack of progress was reported to the Health and Safety Committee and then to Policy and Strategy Committee if necessary.</p>	
	6.2	<p>The College's Health and Safety Committee was more proactive in approach. The report contained an update on claims against the College – some of these were over a six year period.</p> <p><i>How many members does the Health and Safety Committee have?</i> 4 members, 2 union representatives and 2 employee representatives.</p>	
	6.3	<p>It was proposed to phase out the current consultancy arrangements which had been a matter raised by the Corporation. The current provider would assist in the procurement of a new consultant.</p>	
	6.4	<p>The report contained brief details of the health and safety incidents over the course of the year.</p> <p><i>There has been an accident with a knife/</i> This was during practical work and procedures had now been changed to minimise the risks of this happening again.</p> <p><i>What about further action in terms of behaviour?</i> Action had been taken to set the expectations of work behaviour and respect for others.</p> <p>RESOLVED C[53/17]</p> <p><i>That the Corporation note the Annual Health and Safety Report and approve the Health and Safety Statement which would be signed by the Chair.</i></p>	
7		Estates Report	
	7.1	<p>The Director of Estates submitted the Annual Estates Report. The year had been steady and the Corporation noted that the security statistics were good. The Estates Team worked with the different cohorts of students and were very visible around the site. The had been an increase in lettings.</p> <p>RESOLVED C[54/17] <i>That the Corporation note the Annual Estates Report.</i></p> <p><i>GB left the meeting</i></p>	

8		HR Policies	
	8.1	The Director of Human Resources presented her report and described how HR policies were developed. The Disciplinary, capability and Grievance policies were circulated with the agenda. Statutory requirements had not changed. The College's policies were based on the ACAS Code of Practice, which was an accepted measure in the event that the policies were reviewed at Tribunal level.	
	8.2	<p>The policies had been reviewed and revised in terms of the language used so that there was clarity, particularly in relation to process and procedures. There would be consultation with unions as appropriate. Should any significant changes be put forward as a result, these would come back to the Corporation.</p> <p>RESOLVED C[55/17] <i>That the Corporation approve the Disciplinary, Grievance and Capability policies.</i></p> <p><i>JH left the meeting.</i></p>	Director of Human Resources
9		Apprenticeships	
	9.1	<p>The Interim Vice Principal and the Interim Head of Apprenticeships gave a presentation covering:</p> <ul style="list-style-type: none"> • The current position of the College • Outcomes from the Corporation Strategy Day • Actions being implemented • The expected impact of those actions 	
	9.2	The College was experiencing a period of growth in apprenticeships with 360 starts in 2016/17. There had been a decline in timely achievement (where an apprenticeship was completed within the given timescale, as opposed to completions overall). Timely achievement was a key FE measure; for 16/17 the College may be below national averages. Actions were in place to improve the timely completion rate. The focus from Ofsted had changed to timely achievement.	
	9.3	The College had excellent links with employers, the sector and regional bodies. It was the provider of choice for key organisations due to the skills and expertise of staff. The College was participating in a range of initiatives including some upon which it was leading. There were opportunities through linking employers with expertise within the College to deliver professional upskilling.	
	9.4	Employers valued the College's community focus. A leading car manufacturer had recently visited the College and was very impressed by the facilities available, the attitude of the learners and the excellent contribution from tutors. This would now lead to work experience opportunities as well as visits to the manufacture's' premises. Another employer had donated an HGV rig that would be used as a teaching resource.	
	9.5	Staff skills were strong and growing, building quality, meaning that the College could deliver the full apprenticeship framework. It was becoming a specialist rail centre as well as developing professional programmes for upskilling in management and HR qualification's for example.	

9.6	The key priorities emerging from the Corporation's strategy day in September were to stabilise recruitment and focus on the quality of the College's apprenticeship offer. Working with SMEs was very important as they reflected a large part of the local economy. The College was building standard policies and procedures which would enhance quality and also aid efficiency given the tight financial guidelines for apprenticeships.	
9.7	<p>In terms of the actions being taken, these included:</p> <ul style="list-style-type: none"> • A new management team • A rigorous tracking procedure that closely managed performance and gave transparency to stakeholders • Developing staff skills so that there was a stronger focus on timely achievement, coaching and knowledge transfer and CPD. 	
9.8	This would mean that the College would know the position of all students and any given point. Smart Assessor software would in place from January which would mean there was an on line portfolio for every apprentice so assessors could seek the work that had been done making a more efficient use of the assessors' time. The portfolio could also be accessed by the employer. The systems were new to staff and it was important that they understood these and the financial framework for apprenticeships.	
9.9	There was now a key process file and greater integration between the systems for the College and apprenticeships. Apprenticeships were changing from a framework to Standards. A lot of the Standards were not available yet. The first task was to improve outcomes and accurate tracking was critical to that. The College needed to move from Quality Assurance to Quality Improvement.	
9.10	<p>The expected impact was that there would be improvement next year; it was noted that some programmes were 4 years. It was felt that the recent Ofsted judgement for Apprenticeships was correct but the College was very close to 'good' for this area. The College was keen to develop higher level skills. The Apprenticeship programme would continue to be reviewed in line with the College's offer and local priorities.</p> <p><i>What does align mean in this context?</i> Bringing together the College's offer with local priorities. STEM was an example of this.</p> <p><i>What is the impact of achievement on funding?</i> If apprenticeships were not completed so as to meet the timely achievement measure, 20% of the funding for that student would be lost. Funding was based on recruitment within given bands. The funding rules were being simplified.</p> <p><i>Are there areas where timely achievement is of concern?</i> Some areas are looking at how their programme is delivered and it was important to make sure that functional skills are completed. Programmes were being reviewed because of the risk to funding.</p> <p>RESOLVED C[56/17] That the Corporation note the Apprenticeship presentation.</p> <p><i>The Interim Head of Apprenticeships left the meeting.</i></p>	

10		Principal's College Overview Report	
	10.1	The Principal presented her report. Following discussion at the Governance Committee the content of the report would be revised and tracking would be removed.	
	10.2	Focussing on the areas that are RAG rated as red, it was noted that English and Maths would remain red because so many students were required to take these subjects. It was felt that the results in these two subjects for 2017 would be very credible.	
	10.3	<p>The College was now registered as an approved apprenticeship provider.</p> <p><i>How do you implement changes to respond to the changing landscape?</i> The demographics had dropped but would increase again in 2020. The dip in the number of students had impacted on recruitment and the curriculum offered. The College had reviewed what it could do to mitigate this. Its response had been to pursue high achievement and have clear curriculum pathways and guidance.</p> <p>RESOLVED C[57/17] That the Corporation note the Principal's College Overview Report.</p>	
11		Updated Organisational Changes	
	11.1	<p>The Principal presented the revised staffing model focussing on the delivery of quality and apprenticeships. Heads of School had now become Assistant Principals. IT was now under the remit of the Director of Estates to give the Director of Finance and Corporate Affairs more capacity.</p> <p>RESOLVED C[58/17] That the Corporation note the revised organisational structure.</p>	
12		Learner Data Monitoring – Update on Current Outcomes including English and Maths	
	12.1	The Deputy Principal presented his report. The data was provisional at this stage. Overall retention had increased as had the pass rate. With increases in both these measures, the achievement rate could reach 87%. Some late results were due from GCSE remarks and external verification.	
	12.2	<p>Areas of concern were AAT and Public Services. It was hoped that these would move from their previous grade.</p> <p><i>Why did Ofsted give the College a grade 3</i> This is based on value added outcomes and some unreasonable assumptions – outcomes in Vocational subjects and English and Maths are being moderated at the moment.</p> <p>Sports Provision had dipped from last year. The ILR would show performance by group, this should be through in the next few days.</p>	
	12.3	GCSE outcomes were the most secure and the pass rates had increased. Looking at the higher grades, prior to remarks, this was sitting at 43% for English; so far 25% of the remarked scripts have been upgraded. Maths was at 31% and remarks were awaited.	

		<p><i>How are we doing against the sector average?</i></p> <p>It is expected that there will be a decline in Maths but that English will stay the same. The national averages were likely to be around 20%. The College results were strong and would show significant value added.</p>	
	12.4	<p>For Functional Skills in English, the achievement rate had gone up for all 3 levels compared to last year; this was also the case for Maths. Less students were taking level 2 courses because they took GCSE courses instead.</p> <p><i>How do we compare with the sector?</i></p> <p>Our position is improving.</p>	
	12.5	<p>The A2 results were pleasing and there had been an increase in the higher grades, going from 17.1% to 39.5%. 74% of students had got C or better. AS results had dipped – this could be due to linear schemes and would be closely monitored</p> <p><i>Why the spectacular increase?</i></p> <p>There had been a real focus on the quality of A level provision by making it an academy and providing other support such as dedicated library space. There was a tight focus on tracking and the Value Added looks much improved.</p> <p>RESOLVED C[59/17] That the Corporation note the update on results.</p>	
13		TEF Year 2 Award	
	13.1	<p>All Higher Education providers had been assessed for Teaching and Learning. The College had got silver for this which was very pleasing and showed the dedication of staff.</p> <p>RESOLVED C[60/17] That the Corporation note the TEF Year 2 Award</p>	
14		Management Accounts and Commentary for the period to 31 July 2017	
	14.1	<p>Income was 2% down due to the underachievement of the Adult Skills Budget. There had been a reduced number of access students and adult loans were also behind budget as loans had not been taken up. Full cost fees had increased but were behind budget.</p>	
	14.2	<p>Pay costs were within budget, but because income had dropped, the percentage had now risen to 66%. Non pay costs had increased because of the use of franchises and partnership arrangements. Depreciation was below budget. Compared to the sector, the College was expected to continue to be in a strong position.</p>	
	14.3	<p>The land sale receipts were noted and these would be included in the Annual Accounts.</p> <p><i>Teaching and Teacher Support costs have doubles against budget?</i></p>	

		<p>These costs include the franchise costs and the partnership arrangements and there was an element of overspend. ESOL fees had been reduced but recruitment increased. Only essential spending was allowed now.</p> <p><i>There is pressure on income and costs?</i></p> <p>Spending is being held down so that the surplus can be increased.</p> <p>RESOLVED C[60/17] <i>That the Corporation note the report on the Management Accounts up to the 31 July 2017.</i></p>	
15		Student Recruitment 2017 -18	
	15.1	The Director of Finance and Corporate Affairs presented his report. This showed recruitment up to the end of September. Recruitment continued through October with Advice and Guidance evenings being available to prospective students.	
	15.2	<p>All age full time recruitment was down compared to last year, although 16 -18 fulltime enrolments were 9% ahead of the ESFA allocation. The College were looking to minimise withdrawals. The largest curriculum areas for full time subjects were:</p> <ul style="list-style-type: none"> • Art and Design • Media • Business • Health and Social Care • ICT <p>New courses had recruited additional students.</p> <p>The reputation of the College needed to be boosted at Daventry to improve recruitment although numbers had increased by 16%.</p>	
	15.3	<p>Recruitment to HE courses was happening now. The College was reviewing how its offer was promoted. The position would be clearer following RO2.</p> <p>RESOLVED C[61/17] <i>That the Corporation note the report on the Student Recruitment.</i></p>	
16		Management Accounts and Commentary for the period to 31 September 2017	
	16.1	The Director of Finance and Corporate Affairs gave a verbal update. Funding for 16 -18 was on a lagged basis. There was some concern about the Adult Education budget but ESOL was higher. HE income was expected to be down.	
	16.2	<p>The College needing to look at community funding and apprenticeships needed to consolidate. Many employers were still deciding on their approach to the Apprenticeship Levy. In 2019/20 demographics would increase, but cost pressures were increasing too.</p> <p>RESOLVED C[62/17] <i>That the Corporation note the update on the Management Accounts up to the 30 September 2017</i></p>	

17		Governance Committee	
	17.1	<p>The Chair of the Governance Committee gave a verbal update following their earlier meeting. The Committee had reviewed the Governor Priorities for the current year and recommended that the following were added:</p> <ul style="list-style-type: none"> • Attendance • Sport • Apprenticeships • Stretch and Challenge 	
	17.2	<p>The Committee had discussed recruitment and succession planning. Some terms of office were ending this year. The skills assessment had also been reviewed following Roger Morris' term of office coming to an end. The areas for recruitment were:</p> <ul style="list-style-type: none"> • Quality • Legal • Finance • Audit <p>The Principal was pursuing contacts and there would be a mail shot to the employers using the College, which had now had a stronger profile in the community.</p>	
	17.3	<p>The Chair had attended the Committee meeting to give feedback on the Governor Appraisals and the Principal had responded to the points raised. This discussion would be reflected in the Governance Committee minutes.</p>	Clerk
	17.4	<p>The areas for discussion for the Strategic Event in January were already identified. Link Governor events would be classroom based and would be organised for the Spring term.</p>	
	17.5	<p>360 degree reviews for the Corporation were discussed and these could be done through survey monkey on an anonymous basis. Colourworks was another tool that could be used.</p> <p>RESOLVED C[63/17] That the Corporation</p> <ol style="list-style-type: none"> 1. note the verbal report from the Governance Committee and 2. approve the Governor priorities as amended. 	
18		Audit Committee	
	18.1	<p>The minutes of the meeting held on 26 June 2017 had been circulated and were noted. The committee had discussed the following:</p> <ul style="list-style-type: none"> • Reserves • Health and Safety • Cladding on buildings • Data Protection Regulations • Two Internal Audit reports giving reasonable and substantial assurance • Internal Audit Plan • External Audit Plan • Risk Register 	

		RESOLVED C[64/17] <i>That the Corporation note the report of the Audit Committee</i>	
19		Quality Teaching and Learning Committee	
	19.1	The minutes of the meeting held on 13 June 2017 had been circulated and noted. The Chair of the Committee was not present but had seen and approved the minutes. It was noted that the SAR process was twofold – the curriculum and the overall position of the College. Ofsted were of the view that the SAR had not sufficiently identified weaknesses.	
	19.2	There was mention in the minutes regarding aspirations. The Clerk would seek clarification of this. RESOLVED C[65/17] <i>That the Corporation note the report of the Quality Teaching and Learning Committee</i>	Clerk
20		Committee Chairs and Membership	
	20.1	The Corporation considered the Committee membership and Chairs of Committees. Tracey Branson offered to join the Audit Committee RESOLVED C[66/17] <i>That the Corporation agree the committee membership and chairs, with Tracey Branson becoming a member of Audit Committee.</i>	
21		Overseas Trips	
	21.1	The Corporation considered the details for two overseas trips. RESOLVED C[67/17] <i>That the Corporation agree following overseas visits:</i> <i>1. Visit to France for Hospitality and Catering Students in March 2018</i> <i>2. Visit to Disneyland Paris for Travel and Tourism in March 2018</i>	
22		Date and Time of Next Corporation Meeting:	
		<ul style="list-style-type: none"> • Corporation Meeting – 5 December 2017 at 6pm • Awards Ceremony – 23 November at 6.45pm 	

Julie Brasier
Clerk to the Corporation
Northampton College

Signed by the Chair:	
Date:	