

**MINUTES OF THE CORPORATION MEETING**

**HELD ON TUESDAY 25 APRIL 2017**

**Present:**

Tracey Branson	Governor
Pat Brennan-Barrett	Governor (Principal)
Ellen Buttler	Governor
Bill Chalker	Co Opted member of Audit Committee
Rob Davey	Governor
Mark Hall	Governor
Julia Harley	Governor
Philip Hilton	Governor
Martin James	Governor
Roger Morris	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
Julie Brasier	Clerk to the Corporation

The meeting was held in the Boardroom and started at 6.00pm. There was an adjournment due to the Ofsted Inspection taking place at the same time. The Principal was present for items 7 and 8 only. The Corporation acknowledged the hard work of all those involved in the Ofsted Inspection and wished to record its appreciation for this.

*Text in italics indicates questions from Governors*

<b>1</b>		<b>Welcome and Apologies</b>	<b>Action</b>
	1.1	Apologies were received from Henry Osborne.	
<b>2</b>		<b>Declarations of Interest</b>	
	2.1	The Chair reminded Members to declare their interests as and when necessary on the agenda.	
<b>3</b>		<b>Minutes</b>	
	3.1	The Minutes of the meeting held on 21 February 2017 were agreed as a true and correct record and signed by the Chair, subject to the amendment that Tracey Branson had sent her apologies.	

	3.2	The Corporation noted the action points and agreed to carry forward to the next meeting the variance in numbers for Sports Courses.	<b>Director of Finance and Corporate Affairs</b>
<b>4</b>		<b>Daventry Project Update</b>	
	4.1	The Director of Estates advised the Corporation that the Developer had applied to change the planning permission. This would mean changes to the S106 agreement. The Corporation would need to be a party to this agreement and its seal would need to be applied. The Developer was meeting all the costs of the agreement and indemnifying the College.	
	4.2	The works still outstanding were: <ul style="list-style-type: none"> <li>• Ground ventilation chambers (snagging)</li> <li>• S104 works – drainage – Anglian Water Authority required more information</li> <li>• S278 works – front entrance – highway. These were planned for the end of May</li> <li>• S38 works – highway – the Developer was due to complete the top surface. There were points to be resolved with the highway authority.</li> </ul>	
	4.3	Chemical testing was taking place on the remaining tranche of land to be sold to the Developer. Any delays were unlikely to lead to an increased charge to the Developer.	
	4.4	The project was predicted to come in £120,000 under budget.  <b>RESOLVED C[17/17]</b>  <b><i>That the Corporation note the update on the Daventry Project.</i></b>	
<b>5</b>		<b>Application of Corporation Seal – Daventry Land Sale</b>	
	5.1	The Director of Finance and Corporate Affairs submitted his report. As mentioned in Minute 4.1, the Corporation Seal would be applied to the transfer of the second tranche of the land sale and minute approval had already been given for this.	
	5.2	The revised s106 agreement would need to be under seal. When the legal agreements in relation to drainage and highway aspects of the Daventry project were completed, these may also be under seal if the Corporation is required to be a party to these.  <b>RESOLVED C[18/17]</b>  <b><i>That the Corporation agree:</i></b>  <b><i>1. That it be confirmed that the Corporation Seal be applied to the second Transfer of land at Daventry in the presence of the Chair or the Chair of Audit Committee and any other Corporation Member;</i></b> <b><i>2. That the Corporation Seal be affixed to the s106 agreement for Daventry in the presence of the Chair or the Chair of Audit Committee and any other Corporation Member</i></b>	

		<p><b>3. That the Corporation Seal be affixed to the highways and drainage agreements for Daventry in the presence of the Chair or the Chair of Audit Committee and any other Corporation Member should this be required.</b></p> <p><i>Gary Brough left the meeting after this item.</i></p>	
<b>6</b>		<b>Principal's Overview Report</b>	
	6.1	<p>The Principal's overview report was circulated prior to the meeting.</p> <p><i>Why is English and Maths shown as red in item 1.4b?</i> The Principal would be asked for an update on this.</p> <p><i>Will there be an update after the end of the academic year on the accuracy of the forecasting in the overview report?</i></p> <p><b>RESOLVED C[19/17]</b></p> <p><b><i>That the Corporation note the progress in the Principal's Overview Report.</i></b></p>	<p><b>Principal</b></p> <p><b>Principal</b></p>
<b>7</b>		<b>Multi Academy Trust (MAT) Proposals</b>	
	7.1	<p>The Corporation reviewed the report circulated with the agenda. The advantages of the Corporation being involved in a MAT were noted which would include enhanced links with the local community and schools.</p>	
	7.2	<p>An application had been submitted and there was funding available to start a MAT. The Corporation wanted more information of the governance of a MAT, its legal structure and how these aspects would be linked with the College. The Corporation needed to be secure in its understanding of the levels of control and influence it would have of a MAT. It also needed more information of the legal framework of a MAT. These details were critical to the consideration of any specific projects.</p> <p>It was noted that a MAT was a company limited guarantee and an exempt charity. The College's position would be covered in the funding agreement with the Secretary of State for Education to operate a MAT and the company's Articles of Association.</p> <p><i>The Principal joined the meeting.</i></p>	
	7.3	<p><i>Will there be benefits and can staff cope with the extra work?</i> The College needed to consider being involved in a MAT; it could mean working with primary schools and/or a potential technical College. If the College were to proceed, a more detailed report would be brought to the Corporation which would need to include a full analysis of the impact of a MAT on the College and particularly the governance arrangements so that the College's position in that governance was secure. There was also a concern that the creation of a MAT could risk distraction away from the College's main focus.</p> <p><b>RESOLVED C[20/17]</b></p>	

		<b><i>That the Corporation agree in principle to the application to become a MAT sponsor and that a further report be submitted in due course.</i></b>	
<b>8</b>		<b>Ofsted</b>	
	8.1	<p>The Ofsted inspection had started on 24 April 2017. One of the Inspectors had just interviewed several Governors. The Governors interviewed, and the Principal, gave an update on the feedback given by the inspection team so far.</p> <p><b>RESOLVED C[21/17]</b></p> <p><b><i>That the Corporation note the Ofsted feedback given so far.</i></b></p> <p><i>The Principal left the meeting.</i></p>	
<b>9</b>		<b>Curriculum Development Paper STEM</b>	
	9.1	<p>The Director of Finance and Corporate Affairs presented the Deputy Principal's report. There was a focus on higher-level skills (this was also a recommendation from the Area Based Review) and the proposals in the paper were consistent with this. The College could grow and expand in this area.</p> <p><b>RESOLVED C[22/17]</b></p> <p><b><i>That the Corporation approve the proposals for STEM in the Curriculum Development paper and that there be a feasibility report on the proposals at the next meeting.</i></b></p>	<b>Agenda Deputy Principal</b>
<b>10</b>		<b>Safeguarding and PREVENT</b>	
	10.1	<p>This report would be held over until the next meeting.</p> <p><i>How often is the Single Central Record checked?</i></p>	<b>Agenda</b>
<b>11</b>		<b>Progress of Students</b>	
	11.1	<p>The Director of Finance and Corporate Affairs presented the Deputy Principal's report. The report showed how the College's tracking system worked. There would be a continued push on interventions for appropriate students into the summer term.</p> <p><b>RESOLVED C[23/17]</b></p> <p><b><i>That the Corporation note the Progress of Students' report.</i></b></p>	
<b>12</b>		<b>Franchising/Subcontracting</b>	
	12.1	<p>The Director of Finance and Corporate Affairs presented his report. The College has the opportunity to enter into partnership arrangements with The Learning Curve (TLC) as a subcontracting partner. TLC are specialists in distance learning provision. The Care sector is a priority sector for Northamptonshire and working with TLC will help the College develop its own provision for the sector</p>	

		locally. Appropriate due diligence checks had been completed with a low risk outcome.	
	12.2	The College had been successful in being awarded an ESF bid to deliver support for Employers and individuals to increase the number of apprentices in SMEs. A consortium of local colleges would deliver the project. The consortium was looking at other partners. To date NITAL had expressed an interest. The College already works with NITAL and due diligence checks would take place.	
	12.3	<p><i>Do we have a grade profile of the proposed partners?</i></p> <p>The College was looking at pre apprenticeship training, not apprenticeship delivery.</p> <p><i>There is concern that Tresham, one of the proposed partners is a grade 4 College.</i></p> <p>Monitoring would be happening and the College would be contracting with the merged Tresham and Bedford College.</p> <p><b>RESOLVED C[24/17]</b></p> <p><b><i>That the Corporation approve the matters set out below, subject to the necessary due diligence being satisfactorily completed and quality assurance measures being in place:</i></b></p> <ol style="list-style-type: none"> <li><b><i>1. the partnership opportunities through franchising;</i></b></li> <li><b><i>2. The Learning Curve (JAA) Limited as a subcontract partner;</i></b></li> <li><b><i>3. The ESF College Consortium as subcontract partners (including NITAL); and</i></b></li> <li><b><i>4. The updated Supply Chain Fees and Charges Policy.</i></b></li> </ol>	
<b>13</b>		<b>Management Accounts and Commentary for the period to 31 March 2017</b>	
	13.1	<p>The Director of Finance and Corporate Affairs presented the Management Accounts for the period up to 31 March 2017.</p> <p><b>RESOLVED C[25/17]</b></p> <p><b><i>That the Corporation note the Management Accounts for the period up to 31 March 2017.</i></b></p>	
<b>14</b>		<b>Student Recruitment and Enrolment (latest) 2016/17</b>	
	14.1	<p>The Director of Finance and Corporate Affairs presented the latest recruitment and enrolment information.</p> <p><b>RESOLVED C[26/17]</b></p> <p><b><i>That the Corporation note the latest student recruitment and enrolment information.</i></b></p>	
<b>15</b>		<b>Allocations 2017 - 2018</b>	
	15.1	The Director of Finance and Corporate Affairs presented the allocation for 2017 -18 from the Education Funding Agency and the Skills Funding Agency. Most	

		<p>funding streams had reduced. The Apprenticeship Levy had now superceded apprenticeship funding.</p> <p><b>RESOLVED C[27/17]</b></p> <p><b><i>That the Corporation note Allocations for 2017 – 18.</i></b></p>	
<b>16</b>		<b>Audit Committee</b>	
	16.1	<p>The draft minutes of the meeting held on 9 March 2017 were circulated with the agenda. The Committee had reviewed the College’s Financial Regulations and had recommended that the Corporation approve the proposed amendments.</p> <p><b>RESOLVED C[28/17]</b></p> <p><b><i>That the Corporation note the minutes of the Audit Committee held on 9 March 2017 and approve the amendments to the College’s Financial Regulations.</i></b></p>	
<b>17</b>		<b>Quality Teaching and Learning Committee</b>	
	17.1	<p>The draft minutes of the meeting held on 14 March 2017 were circulated with the agenda. There were proposed changes to the draft minutes.</p> <p><b>RESOLVED C[29/17]</b></p> <p><b><i>That the Corporation note the draft minutes of the Quality, Teaching and Learning Committee held on 14 March 2017.</i></b></p>	
<b>18</b>		<b>Governance Committee</b>	
	18.1	<p>The draft minutes of the meeting held on 14 March 2017 were circulated with the agenda. The Committee recommended that the Corporation approve two appointments.</p> <p><b>RESOLVED C[30/17]</b></p> <p><b><i>That the Corporation note the minutes of Governance Committee held on 14 March 2017 and approve the following:</i></b></p> <ol style="list-style-type: none"> <li><b><i>1. The re appointment of Tracey Branson as a Governor for a further term of four years from 1 August 2017 and</i></b></li> <li><b><i>2. The appointment of Bill Chalker as a Governor for a four year term from 1 August 2017.</i></b></li> </ol>	
<b>19</b>		<b>Overseas Visit Approval</b>	
	19.1	<p>The Deputy Principal had circulated details of the proposed overseas visit to Los Angeles with the agenda. The Corporation asked that future reports on overseas visit requests contain details on the cost to the College in terms of staffing. The Corporation also asked about the staff student ratio.</p>	

		<p><b>RESOLVED C[31/17]</b></p> <p><i>That the Corporation approve the overseas visit to Los Angeles subject to the cost to the College being appropriate.</i></p>	
20		Roger Morris	
	20.1	<p>Roger Morris' current term of office as a governor would end on 31 July 2017 and he did not wish to be reappointed having served four terms. The Corporation wished to acknowledge its sincere thanks for all Roger's hard work and huge contribution to the College during his time as a Governor.</p> <p><b>RESOLVED C[32/17]</b></p> <p><i>That the Corporation records its sincere appreciation for Roger Morris' work and commitment as a Governor at the College.</i></p>	
21		Date and Time of Next Meeting	
	21.1	<p>The next meeting would be held on 13 June 2017 at 6pm in the Boardroom at Booth Lane.</p> <p><i>The meeting finished at 8.30pm</i></p>	

Julie Brasier  
Clerk to the Corporation  
Northampton College

Signed by the Chair:	
Date:	