

## MINUTES OF THE CORPORATION MEETING

**HELD ON TUESDAY 25 FEBRUARY 2020**

**Present:**

Pat	Brennan Barrett	Principal	✓
Sharon	Bunker	Staff Governor	✓
Ellen	Buttler	Governor	Apologies
Bill	Chalker	Governor	✓
Shane	Crouch	Student Governor	
Robert	Davey	Governor	Apologies
Tracey	Griffiths	Governor	Apologies
Philip	Hilton	Governor (Chair)	✓
Gabriele	Makaraite	Student Governor	
Mark	Robbins	Governor	Apologies
Geraldine	Schofield	Governor	✓
Helen	Scott	Governor	✓
David	Smith	Governor	Apologies

The quorum for the meeting was six Members.

**In attendance:**

Steve Rankine	Deputy Principal - Finance and Corporate Affairs
Patrick Leavey	Deputy Principal
Phil O'Hara	Vice Principal
Jan Hutt	Director Human Resources
Jenny Thorpe	Assistant Principal, Teaching Learning and Quality
Bev Davies	Assistant Principal, ESOL Foundation and Supported Learning,
Thomas Goodridge	Support Manager, SEND and Learning Support
Julie Brasier	Clerk to the Corporation

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

1		Welcome and Apologies	Action
	1.1	Apologies were received from Tracey Griffiths, Rob Davey, Ellen Buttler, David Smith and Mark Robbins.  In the Chair's absence Philip Hilton, the Vice Chair, chaired the meeting.	
2		Coronavirus Update	
	2.1	The Principal gave a verbal update on the measures being taken in College to protect staff and students and also the business continuity measures in place and planned. The College was following the advice of Public Health England (which was being updated at least daily) and it was for this reason that some	

		Governors were unable to attend the meeting due to countries recently visited. A cautious approach was being taken in all matters and advice sought via the NHS 111 helpline as necessary.	
<b>3</b>		<b>Declarations of Interest</b>	
	3.1	The Chair reminded Members to declare their interests as and when necessary on the agenda.	
<b>4</b>		<b>Minutes of the Corporation Meeting held on 10 December 2019 and any matters arising</b>	
	4.1	The minutes of the meeting held on 10 December 2019 were agreed as a correct record and signed by the Chair.	
	4.2	<b>Matters Arising</b> <b>Minute 7.1 Self Assessment Report and Quality Improvement Plan</b> – the ongoing BRAG process to monitor student achievement and progress provides staff with the opportunity to ensure rapid intervention where it is needed and that stretch and challenge is happening. <b>Minute 10.1 – Management Accounts to October 2019</b> – The Deputy Principal, Finance and Corporate Affairs, confirmed that cash at the year end is higher. <b>Minute 12.1 – Audit Committee Report</b> – the response to the ESFA letter would be reported to the next Audit Committee meeting.	
<b>5</b>		<b>Determination of Any Other Business</b>	
	5.1	There were no any other business items.	
<b>6</b>		<b>SEND Report/High Needs</b>	
	6.1	The Assistant Principal, ESOL Foundation and Supported Learning and the Support Manager, SEND and Learning Support presented their reports. Information was given showing the range of student needs supported by the College. Many High Needs students were fully integrated into mainstream programmes. High Needs provision in the College was judged outstanding in the last Ofsted. Achievement rates stood at 93.9%.	
	6.2	Not all of the learning support given qualified for additional funding, but wide ranging support was still provided in line with need. Most financial support came from Northamptonshire County Council but the College was working with other local authorities as well.	
	6.3	The provision for students on supported learning study programmes was outlined. Programmes ranged from Entry 2 to Level 1, and are based on a suite of life and employability qualifications alongside input accredited through Recognising and Recording Achievement and Progress processes. A main focus was to provide transition from discreet provision to main qualifications.	
	6.4	Achievement was 100% for 2018/19. Staff were working hard to sustain this. The national Preparation for Adulthood agenda was the basis for course delivery, moving SEND students towards paid employment, independent living, housing options, good health, friendships, relationships and community inclusion. The College works with students and their families to encourage these aims and aspirations. Students were started at the appropriate level following assessment.	
	6.5	The College ran a dual pathway with in house qualifications as well at diploma and award levels. Progress was reviewed and the College developed softer targets from the EHCP targets. Work experience was a real strength of the College's provision.	

	6.6	<p>The College was working with the local authority on supported internships. These needed to happen at the right time for each student.</p> <p><i>Is demand growing?</i></p> <p>Discreet provision is stable but the type of demand was changing. There was an increase in across College provision</p> <p><i>Is funding stable?</i></p> <p>The College has a good working relationship with the Local Authority and the strength of the College's offer and provision is acknowledged. Staff worked continuously to secure the best funding outcomes.</p> <p><b>RESOLVED C[1/20] The Corporation resolved to note the SEND/High Needs Report.</b></p> <p><i>The Assistant Principal, ESOL Foundation and Supported Learning and the Support Manager, SEND and Learning Support were thanked for their reports and left the meeting.</i></p>	
<b>7</b>		<b>Principal's College Overview Report</b>	
	7.1	<p>The Principal presented the College Overview Report. The following points were noted:</p> <ul style="list-style-type: none"> <li>• The report showed the progress of the College's 3 strategic objectives</li> <li>• English and Maths were RAG rated red. This was because of the changes to Functional Skills qualifications. This was a national issue. The College continued to keep under review the most appropriate courses to meet students' needs and the choice of English and Maths qualification in terms of its application to the main qualification being followed.</li> <li>• Very high numbers of students will be sitting Maths and English GCSE exams in the summer. This was a major logistical exercise, both in terms of the total number of students and all the individual exam concessions needed to support students</li> <li>• 2.4 – Maximise operational efficiency was now shown as green. College systems on course file, retention and student numbers were strong</li> <li>• Staffing continued to be a focus</li> </ul> <p><b>RESOLVED C[2/20] The Corporation resolved to note the Principal's College Overview Report</b></p>	
<b>8</b>		<b>Learner Data Monitoring</b>	
	8.1	<p>The Deputy Principal presented his report. Retention was ahead of the same period last year and also ahead on the internal target set. It was also significantly above the national average for 2018/19. Attendance was also above that for 2018/19. Staff continued to put a lot of work into this on a daily basis and attendance was broken down separately for English and Maths.</p>	
	8.2	<p>Progress was measured at the 5 key assessment points throughout the year enabling interventions needed to be quickly identified and put in place. Pass rates were strong, the focus now was on continuing to improve these. Progress data was broken down by groups, illustrating that disadvantaged cohorts were being supported well to make expected progress.</p> <p><b>RESOLVED C[3/20] that the Corporation note the update on Retention, Attendance and Progress for 2019/20.</b></p>	

9		<b>Management Accounts to January 2020</b>	
	9.1	The Deputy Principal - Finance and Corporate Affairs presented the Management Accounts up to 31 January 2020. Income was ahead of budget. Pay costs were belong controlled in line with the budget. With a higher number of 16 -18 students, there would be higher non-pay costs. Additional learning support assistant costs for High Needs students were likely to be recouped from the relevant local authorities.	
	9.2	The EBITDA measure for the College was good. <i>Interest costs are higher?</i> This is just how the quarters fall – there has been no increase. The cash position was strong, as was solvency looking at assets against liabilities. The paper on performance measures would be recirculated.	<b>Deputy Principal - Finance and Corporate Affairs</b>
	9.3	<i>What is the trend on funding?</i> Allocations for 2020/21 should be available in March. There would be an increase in the 16 -18 funding, but employer contributions into the Teachers' Pension Scheme were also increasing. There was a subsidy from the DfE for this but it was not known how long it would last. <b>RESOLVED C[4/20] The Corporation resolved to note the Management accounts up to 31 January 2020.</b>	
10		<b>Student Recruitment 2019 - 20</b>	
	10.1	The Deputy Principal - Finance and Corporate Affairs presented his report. All-age enrolment was up by 6%. Full time 16 -18 numbers, Adult Learning Loans HE enrolments and Apprenticeships were all ahead of last year. The report set out the trends across different areas of provision. It was noted that with Apprenticeships, the College cannot exceed its contract numbers. <b>RESOLVED C[5/20] The Corporation resolved to note the Student Recruitment Report</b>	
11		<b>Integrated Financial Model for Colleges (IFMC)</b>	
	11.1	The Deputy Principal - Finance and Corporate Affairs presented his report. The ESFA now required all colleges to submit extensive financial data via a complex spreadsheet. This system was still being developed this month with the deadline for submission being 29 February 2020. Not all information, such as allocations for 2020/21 was available, so data submitted will in these situations be estimates. Compilation of the data was a significant task. The College would continue to produce 3-year forecasts at the end of the financial year as these were beneficial to the college's financial planning. The Corporation are required to approve the submission to ESFA. Work was continuing to get the submission completed. A summary report and the spreadsheet would be circulated to all governors for approval. <b>RESOLVED C[6/20] The Corporation resolved to note the report on Integrated Financial Model for Colleges</b>	<b>Deputy Principal - Finance and Corporate Affairs</b>
12		<b>Updated DfE Insolvency Guidance</b>	
	12.1	The Clerk circulated the updated DfE guidance on insolvency in FE Colleges.  <b>RESOLVED C[7/20] The Corporation resolved to note the report the updated DfE Insolvency Guidance.</b>	
13		<b>Quality, Teaching, Learning and Assessment Committee</b>	

13.1	<p>The minutes of the meeting of the Committee held on 10 December had been circulated with the agenda. The Committee had met immediately before the Corporation meeting. The Chair of that Committee gave an update on the Committee's discussions as follows:</p> <ul style="list-style-type: none"> <li>• Maths - the work with Harlow College, national trials on Maths techniques with Nottingham University, disseminating good practice and getting student feedback on what had helped them. The Committee had also looked at the logistics of organising Maths public examinations for high student numbers</li> <li>• HE Update – this covered retention, applications for 2020, external examiners reports, the new teaching qualification and support for SEND students to move from Level 3 to HE courses</li> <li>• QIP progress – the update covered the detailed evaluation of steps taken. There was confidence in the work done in Apprenticeship provision</li> <li>• Effective teaching observations</li> <li>• Committee effectiveness – the one area to be considered in more detail was stakeholder feedback. Opportunities for wider stakeholder feedback would be taken where there are situations in which it would be appropriate to seek it</li> <li>• Updates on regulatory frameworks would be given to the Committee as and when needed.</li> </ul> <p><b><i>RESOLVED C[8/20] The Corporation resolved to note the Quality, Teaching, Learning and Assessment Committee Report.</i></b></p>	
14	<b>Dr Geraldine Schofield</b>	
14.1	<p>Dr Schofield was unable to be present at the last meeting. The Chair formally presented her with a small gift to thank her for her hard work and commitment in her 4 years as Chair.</p> <p>Dr Schofield thanked the Corporation for the gift and for all the support she had received as Chair from both staff and Governors. She had enjoyed her time as Chair and was pleased to still be a member of the Corporation</p>	
15	<b>Date and Time of Next meeting</b>	
	<p>The next meeting would be held on Tuesday 28 April 2020 at 6.00pm in the Board Room at Booth Lane.</p> <p>The meeting finished at 7.50pm.</p>	

Julie Brasier  
Clerk to the Corporation  
Northampton College

Signed by the Chair:	
Date:	