

## MINUTES OF THE CORPORATION MEETING

**HELD ON TUESDAY 16 JUNE 2020**

**Present:**

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

The quorum for the meeting was six Members.

**In attendance:**

Steve Rankine  
Patrick Leavey  
Phil O'Hara  
Jan Hutt  
Gary Brough  
Julie Brasier

Deputy Principal - Finance and Corporate Affairs  
Deputy Principal  
Vice Principal – Curriculum and Student Progress  
Vice Principal – HR and Student Services  
Vice Principal (Resources)  
Clerk to the Corporation

The meeting was held via Microsoft Teams and started at 5.00pm.

1		<b>Welcome and Apologies</b>	<b>Action</b>
	1.1	<p>Apologies were received from Tracey Griffiths and Geraldine Schofield.</p> <p>The Chair welcomed everyone to the meeting to be conducted via Teams. It was agreed that in the event that the Clerk was unable to be part of the meeting for technical reasons, the meeting would be recorded.</p> <p>It was also agreed that microphones would be muted unless a person wished to speak.</p>	
2		<b>Declarations of Interest</b>	
	2.1	The Chair reminded Members to declare their interests as and when necessary on the agenda.	
3		<b>Minutes of the Corporation Meeting held on 28 April 2020 and any matters arising</b>	
	3.1	The minutes of the meeting held on 28 April 2020 were agreed as a correct record and would be signed by the Chair.	

	3.2	<b>Matters Arising</b> <i>The Corporation has approved a range of special measures for decisions to be taken during the current pandemic. Have any decisions been made using these arrangements?</i> No - if any decisions are taken under these circumstances all Corporation Members will be advised accordingly.	
4		<b>Determination of Any Other Business</b>	
	4.1	There would be an additional confidential item.	
5		<b>College Response/Principal's Overview</b>	
	5.1	The Principal presented her report. This is a rolling report and signposts to other documents which go into more detail on specific areas. The College continued to pursue its 3 core strategies of: <ul style="list-style-type: none"> <li>• Quality of provision</li> <li>• College in the Community</li> <li>• Financial strength</li> </ul>	
	5.2	The report showed the impact of the pandemic on the College's strategic aims. Outcomes for English and Maths were rag rated as red. This had been changed to take account of the impact of the pandemic. The College has followed all Government guidance, but would need to wait for the results which would be published in August. The red rag rating reflected the uncertainty due to the pandemic and the changes to the functional skills qualification.	
	5.3	<i>There has been an increase in costs – will the College get additional funding?</i> The budget report at item 10 covers this. There is an increase in funding for 16-18 provision. The Principal has chaired the AOC group working with the Government on the impact of Covid. The AOC has asked for funding for English and Maths and to support catch up learning. A decision is awaited. There is currently a tolerance of 5% for English and Maths; the AOC has asked that this is increased to 20% and that this increase goes ahead as soon as possible.	
	5.4	The AOC has also requested that capital funding awarded for redevelopment can be used to pay for IT equipment and adaptations to support remote teaching and learning. <i>Ellen Buttler joined the meeting during this item.</i>	
	5.5	<i>In section 3 there is a theme in the operating model around change, in terms of digital remote as opposed to physical learning – is that being pulled together?</i> The College has accelerated its work on this since lockdown. It is aiming to achieve 50% remote learning if the pandemic continues. <b>RESOLVED C[19/20] The Corporation resolved to note the report on the College's response to Covid 19 and the Principal's overview.</b>	
6		<b>Curriculum Update</b>	
	6.1	The Deputy Principal presented his report which covered the following areas: <ul style="list-style-type: none"> <li>• Teaching and Learning during lockdown</li> <li>• Awarding body arrangements</li> <li>• Retention plus related data</li> </ul>	
	6.2	The College has moved quickly to remote teaching and learning, with a particular focus on how to keep students engaged. This was tracked daily with weekly reports to managers. Where there is insufficient engagement, staff contact the students concerned to address that. Awarding bodies announcing that work post 20 March 2020 would not count had had a demotivating effect for some students and staff were working to reverse that; there were excellent examples of engagement.	

	6.3	<p>Following lockdown the Ofqual consultation led to a regulatory framework for enabling qualifications to be awarded for 2020 with 3 options:</p> <ol style="list-style-type: none"> <li>1) Teacher led calculated grades</li> <li>2) Adapted assessments to cover qualification scope</li> <li>3) Delayed assessments where Health and Safety critical or licence to practice elements are intrinsic to qualification.</li> </ol>	
	6.4	The process was challenging and some systems may adversely affect some students. A lot of work had been done prior to lockdown by staff to get students as secure as possible in their qualifications.	
	6.5	<p>Retention had increased compared to last year, performance data was still to be moderated, but data submitted to the Awarding Bodies was consistent with the previous 3 year trends.</p> <p><i>What is the impact on apprenticeships – are apprentices being made redundant?</i></p> <p>Some apprentices have been furloughed, very few have been made redundant. End Point Assessments have been delayed.</p> <p><b>RESOLVED C[20/20] The Corporation resolved to note the Curriculum report .</b></p>	
<b>7</b>		<b>Safeguarding</b>	
	7.1	The Vice Principal – HR and Student Services, presented her report on the work being done in College to support students and staff during the pandemic. The focus was on the prevention of Covid 19 coming into the College, so anyone with symptoms is being advised not to come into College. The R rate for the county is being closely monitored and if it rises, transport arrangements will be discussed with the LA.	
	7.2	A triage process is in place so no one comes on site without going through that. This means that numbers on site can be managed. Staff surveys were done to ascertain the risk for each member of staff and more information was coming out regarding risks based on ethnicity and pre existing health conditions. The robust approach taken to date would continue. There was a new Code of Conduct in place for all staff and students.	
	7.3	The report included the statistics on safeguarding cases and referrals. Governors found these statistics helpful and they would continue to be included in the report.	
	7.4	<p>The position was being constantly evaluated, taking into the guidance issued. The College was working closely with the unions to plan effectively for September.</p> <p><b>RESOLVED C[21/20] The Corporation resolved to note the Safeguarding report</b></p>	
<b>8</b>		<b>Finance Report</b>	
	8.1	The Deputy Principal - Finance and Corporate Affairs presented his report. The report covered the impact of Covid 19 and the management accounts up to 30 April 2020. The FE sector had been shielded to an extent in terms of Covid 19. Due to lagged funding, funding for 16 -18 provision was known for 2019/20 and as there would be no clawback of Adult funding, this was also secure, Apprenticeship, fee and high needs income may see some reduction. There were additional costs for PPE and cleaning	
	8.2	An allowance had been made for 2019/20 and 2020/21 to cover the impact of the pandemic. Pay costs were in line with the budget. Next year there would be provision for increased staffing if needed, although at present planning was being done on the basis of the curriculum being covered by the current	

		<p>staffing resource. Additional IT expenditure was planned and extra tools were being purchased to minimise sharing.</p> <p><i>What is the overall impact?</i></p> <p>There will be cost savings in some areas</p>	
	8.3	<p>The Management Accounts had been circulated with the agenda and changes against budget were shown. Franchise costs had increased. The EBITDA performance measure continued to be Good (as defined by the ESFA as 6-8% of operating income.)</p> <p><i>The adult funding budget seems to vary in the last quarter?</i></p> <p>This is to do with phasing of the budget, not the amount received.</p> <p><i>Is the LGPS valuation known?</i></p> <p>The figure in the Management Accounts is illustrative. The balance sheet is based on the asset value on 31 July, not the triennial valuation.</p> <p><i>Are additional Covid costs shown in the management accounts?</i></p> <p>Some of the costs will be capital costs. Discussions were being held with External Audit on this.</p> <p><i>What is the balance sheet position?</i></p> <p>The estimate is that there will be a strong cash balance at the end of the current financial year.</p> <p><b>RESOLVED C[22/20] The Corporation resolved to note the Finance report including the Management Accounts up to 30 April 2020.</b></p>	
<b>9</b>		<b>Student Enrolment 2019/20</b>	
	9.1	<p>The Deputy Principal - Finance and Corporate Affairs advised that there had been no significant changes since the last report. Recruitment for September 2020 had not yet started.</p>	
<b>10</b>		<b>Estimates of Income and Expenditure to 31 July 2021 - Approval</b>	
	10.1	<p>The Deputy Principal - Finance and Corporate Affairs presented the draft budget for 2020/21, with the commentary and financial plan. The 3 year financial plan was no longer an ESFA requirement, but still a useful for Governors and as a planning tool</p>	
	10.2	<p>There would be an increase in funding for 16 -18 year olds. This was due to additional government funding and an increase in student numbers in 2019/20.</p> <p><i>What else contributes to the increase?</i></p> <p>Student numbers are calculated in bandings. Funding for 2020/21 is based on 2019/20 student numbers. Income for 16 -18 provision is known as notification of these allocations has already been received.</p>	
	10.3	<p>Funding for the Teacher's Pension scheme increase would continue until March 2021. It was not known if it would continue beyond then.</p> <p>Apprenticeship income may reduce as the economy deteriorates.. HE funding was expected to remain stable. Pay costs included a salary increase for all staff and the creation of new posts to better support the quality and relevance of provision and mitigate the impact of Covid. An increase in contributions to the LGPS was also included.</p>	
	10.4	<p>An increase in non pay costs was included in the proposed budget to cover additional equipment. Franchise costs would be lower in 2020/21. The EBITDA measure remained good. The Balance Sheet would reflect the additional provision made for Covid and the capitalisation where appropriate of costs that support remote learning.</p> <p><i>Will there be any compensation for the increase in the LGPS pension scheme?</i></p> <p>No</p>	

		<p><i>What is the position on premises costs?</i></p> <p>Energy costs are expected to remain the same but there will be an increase in cleaning and security costs due to the lengthening of the working day.</p>	
	10.5	<p>The 3 year Financial Plan was discussed and the impact of FRS102 in terms of LGPS pension costs was shown. This was based on the deficit being the same as the current figure. The deficit will always have a negative impact.</p> <p><i>Is there a risk to the College because of the LGPS?</i></p> <p>Employer Pension contributions rates have increased so that the deficit is removed over a shorter period of time. These increased rates are included in the Financial Plan. Colleges are not in a position to generate additional income to offset the notional additional pension costs that are added in the Financial statements as a result of FRS102 (£1.327m in 2019). These are notional costs and are not paid. It is difficult to forecast the size of the LGPS deficit and additional notional costs. However, this is acknowledged by the DfE in that their preferred performance measure is EBITDA, which excludes notional pension costs, and shows the financial score for the College as Good.</p>	
	10.6	<p>The reports set out the ratios for a range of costs in proportion to income including gearing for loans and staff costs. The solvency ratio was above the benchmark and there was no risk of breach of the bank covenants.</p> <p><b>RESOLVED C[23/20] The Corporation resolved to approve the budget for 2020/21</b></p>	
<b>11</b>		<b>Fees and Charging Policy 2020/21</b>	
	11.1	<p>The Fees and Charging Policy for 2020/21 was circulated with the agenda.</p> <p><b>RESOLVED C[24/20] The Corporation resolved to approve the Fees and Charging Policy for 2020/21 with the appropriate amendments to reflect IBIS</b></p>	
<b>12</b>		<b>Subcontracting Policy</b>	
	12.1	<p>The Subcontracting Policy for 2020/21 was circulated with the agenda.</p> <p><b>RESOLVED C[25/20] The Corporation resolved to approve the Subcontracting Policy for 2020/21 with the appropriate amendments to reflect IBIS</b></p>	
<b>13</b>		<b>Audit Committee Report</b>	
	13.1	<p>The minutes of the meeting held on 9 June 2020 had been circulated. The Vice Chair gave an update as follows:</p> <ul style="list-style-type: none"> <li>• The committee had received the report of the external Health and Safety consultant, which covered risk assessments, housekeeping and COSH. There would be a follow up report on actions taken</li> <li>• The committee had reviewed the risk register in the context of Covid 19 – a lot of work was being done to mitigate risk and maintain provision for students</li> <li>• Reports from the Internal Audit service gave substantial assurance</li> <li>• The Internal Audit plan for next year had been reviewed</li> <li>• The placing of funds on short term deposits would be reviewed</li> </ul> <p><b>RESOLVED C[26/20] The Corporation resolved to note the Audit Committee Report</b></p>	
<b>14</b>		<b>Reappointment of Governors</b>	
	14.1	<p>The terms of office for Philip Hilton and David Smith were due to come to an end on 31 July 2020. The Corporation agreed that they did not need to leave the meeting whilst their reappointment was discussed.</p>	

		<b><i>RESOLVED C[27/20] The Corporation resolved to reappoint Philip Hilton and David Smith as Governors of the Corporation from 1 August 2020 for a 4 year term</i></b>	
15		<b>Quality of Learning Teaching and Assessment Committee Report</b>	
	15.1	<p>The Committee had met on 15 June 2020 and the minutes of the meeting held on 25 February 2020 had been circulated with the Agenda. Helen Scott, Chair of the Committee, gave a verbal report of the meeting held on 15 June 2020 as follows:</p> <ul style="list-style-type: none"> <li>• The continued delivery of the curriculum, adapted in response to Covid 19, was reassuring. The situation was very challenging for staff and the Committee recorded its thanks for all the hard work done, particularly with regard to the additional work needed for exam assessments – Centre Assessment Grades. These had meant that staff workloads had been greater than would normally be the case over the exam period.</li> <li>• There had been good tracking of students, with good engagement and creativity of approach from staff</li> <li>• Staff were maximising the use of external networks</li> <li>• HE award boards were discussed</li> <li>• Plans for September were reviewed</li> <li>• Teaching observations would include ensuring that staff have the skills needed for a blended learning approach</li> <li>• Feedback was being obtained from staff and students on the current arrangements</li> <li>• Some students have seen more success than expected through the remote learning model</li> <li>• The Committee received an update on the QIP</li> <li>• Work on Maths with the College as a Centre for Excellence continued</li> </ul> <p><b><i>RESOLVED C[28/20] The Corporation resolved to note the report of the Quality Learning Teaching and Assessment Report.</i></b></p>	
16		<b>Corporation Calendar 2020/21</b>	
	16.1	<p>The proposed calendar of meetings for the next academic year was circulated with the agenda. Governors were asked for their feedback on the use of Microsoft Teams</p> <p><b><i>RESOLVED C[29/20] The Corporation resolved to approve the Corporation Calendar for 2020/21</i></b></p>	
17		<b>‘Over the Rainbow’</b>	
	17.1	<p>The Music students’ video recording of Over the Rainbow had gone viral on social media. The Corporation congratulated the students and thanked the Head of Marketing for promoting it.</p>	
18		<b>Date and Time of Next meeting</b>	
		<p>The next meeting would be held on Tuesday 13 October 2020 at 5.00pm The meeting finished at 7.45pm. <i>David Smith left the meeting at 7.06pm.</i></p>	

Julie Brasier  
Clerk to the Corporation  
Northampton College

Corporation 16 June 2020

Signed by the Chair:	
Date:	