

**MINUTES OF THE CORPORATION MEETING**

**HELD ON TUESDAY 5 MARCH 2019**

**Present:**

Pat	Brennan-Barrett	Principal	✓
Sharon	Bunker	Staff Governor	✓
Ellen	Buttler	Governor	Apologies
Bill	Chalker	Governor	✓
Robert	Davey	Governor	✓
Tracey	Griffiths	Governor	✓
Julia	Harley	Governor	✓
Philip	Hilton	Governor	✓
Rebekah	Potter	Student Governor	✓
Geraldine	Schofield	Governor (Chair)	✓
Helen	Scott	Governor	✓
Brook	Smith	Student Governor	✓
David	Smith	Governor	✓

The quorum for the meeting was six Members.

**In attendance:**

Patrick Leavey	Deputy Principal
Steve Rankine	Director of Finance and Corporate Affairs
Thomas Goodridge	Support Manager
Beverley Davies	Head of School
Mark Owen	Head of Student Services
Julie Brasier	Clerk to the Corporation

<b>1</b>		<b>Welcome and Apologies</b>	<b>Action</b>
	1.1	Apologies were received from Ellen Buttler.  It was noted that Dean Griffin had now resigned as a Student Governor. The Chair welcomed Brooke Smith to her first meeting as the new student governor.	
<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 and Matters Arising</b>	
	3.1	The minutes of the meeting held on 11 December 2018 were agreed as a correct record and signed by the Chair	
	3.2	<p>Matters Arising</p> <p><b>Minute 3.2</b> – these actions were complete</p> <p><b>Minute 10</b> – it was noted that in the published Financial Statements for 2018/19, the Principal’s remuneration was incorrectly stated to be higher than it actually was.</p> <p><b>Minute 12.3</b> – RP had drawn attention to the cuts to bus routes, making it difficult for some students to access College. Staff had followed up on this. 25 students were affected and support had been put in place. The matter had also been pursued with the bus companies.</p> <p><b>RESOLVED C[1/19]</b></p> <p><b><i>That the Corporation agree to amend the Financial Statements for 2018/19 be amended to show the correct remuneration for the Principal</i></b></p>	SR
	3.3	<p>The minutes of the meeting held on 17 January 2019 were agreed as a correct record and signed by the Chair.</p> <p><b>Minute 3.1.</b> – the Corporation were pleased to the welcome the Chair back to the meeting. The acting Vice Chair arrangements were discussed.</p> <p><b>RESOLVED C[2/19]</b></p> <p><b><i>That the Corporation agree that Rob Davey continue as acting Vice Chair until 31 December 2019.</i></b></p>	
<b>4</b>		<b>Determination of Any Other Business</b> (urgent and necessary only)	
	4.1	Franchise arrangements – item 11 refers	
<b>5</b>		<b>SEN Report/High Needs</b>	
	5.1	The Head of Support and Head of School presented their report. The College was in a very positive position in terms of the support given to SEN and High Needs students.	
	5.2	The report gave a breakdown of the numbers of SEN and High Needs students. 230 students had Educational Health Care Plans (EHC) and 145 were integrated into Study programmes. There were 231 High Needs students, 4 of whom were part of the Adult Education Budget, the remaining ones being 16 -19. 135 High Needs students were integrated into study programmes. There was a small overlap between EHC and High Needs students.	
	5.3	1145 students received some form of additional learning support.	
	5.4	EHC plans were explained. They could last up until a student was 25. Where students joined the College without an EHC plan but needed one, the College worked with the relevant LA to get assessments done. A service level agreement was in place with the Educational Psychology Team.	
	5.5	Students had aspirations beyond 19. There were transition needs at 16 and 19. Very detailed work was done to evidence the progress EHC and High Needs students made. The College worked continually with LAs to ensure that funding was sustained for these students.	
	5.6	A large proportion of students were integrated; the College was inclusive. It was noted that when some students joined the College, they had previously been home educated and in some cases ‘off rolled’. Students joined the College at a range of levels.	

5.7	The College was currently working with 4 LAs. It had managed to secure an additional £220,000 in funding because of what it was able to demonstrate it could deliver. Further funding would be sought at the end of the academic year. The High Needs and EHC funding was difficult to secure – the College pushed very hard on this. It was noted that some colleges had had to resort to Judicial Review to get the funding they needed.	
5.8	The College was under a duty to provide Work Experience that helps students cope with adulthood. This could involve community work as well as employment. The College was creative in its approach and all EHC and High Needs students, both those on integrated study programmes and those in supported learning, had work experience. This might be internal to the College working within a particular department, or in nurseries, cafés or charity shops for example. It helped students understand what they wanted to do, how they could build adult lives and contribute in employment settings. Students had been successful in moving into traineeships. The College worked with MENCAP.	
5.9	Up to 1,000 students needed special exam arrangements. <b>RESOLVED C[3/19]</b> <b><i>That the Corporation note the SEN/High Needs report and congratulate staff on the quality of the provision in the College and for securing additional funding.</i></b>  <i>The Support Manager and Head of School left the meeting.</i>	
<b>6</b>	<b>Safeguarding</b>	
6.1	The Head of Student Services presented his report. The report gave details of how safeguarding was carried out in the College. This included training for staff and the different areas of need for students. The report also included information regarding the points made by Ofsted, and in particular how much information employers have regarding PREVENT.	
6.2	Internal referrals had increased. Reporting across the College was good. The key areas of need remained the same. There was an increase in cases of neglect. Any workplace concerns were being monitored. This could be a health and safety matter or, for example, employer conduct. The extent of these was minor but the College gave support and dealt with them.	
6.3	External referrals had also increased. 2 work place concerns had gone to the LADO. The increase in respect of gang related issues was small.	
6.4	In terms of vulnerable students, the numbers of looked after students and those entitled to free meals were the same as last year. There was an increase in young carers and those leaving the care system and support was tailored to meet this.	
6.5	Staff training remained a priority and was closely monitored by the HR team. The data for staff training was included in the report.	
6.6	Continued risks and emerging issues within Northamptonshire were: <ul style="list-style-type: none"> <li>• Gangs and organised crime. The College worked hard to be resilient to this and worked closely with the Police. The Work of the College had been cited as an example of good practice.</li> <li>• Extremism and radicalisation – the number of overall referrals had remained the same but interest in far right groups was a concern</li> <li>• Suicide/self harm/mental health – this continued to be an area of training of staff. There was a good mental health team within the College</li> </ul>	

		<ul style="list-style-type: none"> <li>Homelessness – there had been a slight rise in the adults becoming homeless.</li> </ul>	
6.7		<p>Actions going forward identified through the annual section 11 audit and the 2018 Ofsted inspection were:</p> <ul style="list-style-type: none"> <li>The PREVENT agenda within the context of industry and apprenticeship providers and apprentices</li> <li>Student understanding of the PREVENT agenda in their local area</li> <li>Develop curriculum opportunities to aid understanding of the consequences of gang involvement, violent behaviour and online safety</li> <li>Continue to provide training opportunities for staff to develop skills around mental health first aid for young people.</li> </ul>	
6.8		<p><i>Has there been an increase in security in College at the start of the day?</i> Yes, this was to be more visible</p> <p><i>What is meant in the Ofsted report by students not understanding dangers specific to their subject from those holding extremist views?</i> This was how the area of work linked to PREVENT so it could be internet work or dealings with customers for example.</p> <p><i>Is there training for staff on mental health?</i> Yes, it is offered by the University as part of a national event. The training is excellent.</p> <p><i>Can we have more information on 'other' in terms of referrals?</i> The number of categories has been increased from the last report, but more examples will be given in the next report.</p> <p><b>RESOLVED C[4/19]</b> <b><i>That the Corporation note the mid year safeguarding report.</i></b></p> <p><i>The Head of Student Services was thanked for his report and left the meeting.</i></p>	
<b>7</b>		<b>Principal's College Overview Report</b>	
7.1		The Report was circulated with the agenda.	
7.2		<p><i>Which subjects are being referred to in 3.1?</i> In the Business Plan for next year, the College was looking at progression routes beyond level 3, what could be offered at level 4 and level 5. This will include:</p> <ul style="list-style-type: none"> <li>Construction engineering subjects</li> <li>Arts subjects</li> <li>Business and IT subjects</li> </ul> <p><i>What about Health and Social Care?</i> This has been tried but volume of interest too low and therefore not viable.</p>	
7.3		<p><i>Should 3.2 be green?</i> Yes, because currently there is a full complement of staff in Maths and Engineering. Open events had been held for potential staff. These had been well attended and there had been recruitment through that. Succession planning was also being looked at, including recruitment from industry which would be helpful to existing staff.</p> <p><i>Perhaps the statement needs to capture succession planning more.</i> There are risks for the future.</p> <p><i>Do we need to include this?</i> It is covered in the Risk Register.</p>	

7.4	<p><i>What are we doing to get to the target outcomes in 1.5?</i></p> <p>Many students join the College without English and Maths at Grade 4 or above. There has been an over recruitment of staff in these subjects to better support students. The strategy followed by the College also looked at making sure students were on the right course and challenging the Government's approach to these subjects and the tight links to conditions of funding. Progress in English and Maths was reported to every management meeting. It is a condition of funding that English and/or Maths are taken if the student does not have a grade 4 in this subject. The national average for FE colleges securing grade 4 and above in these subjects was 20%.</p> <p>Colleges were lobbying for more choice on courses for English and Maths and stepping stone qualifications.</p> <p><i>Will strategies need to change to move 1.5 from amber?</i></p> <p>This area has to be amber because of concerns.</p> <p><i>Can we incentivise students to attend revision sessions run during the holidays?</i></p> <p>Flyers were put up and students were encouraged to attend.</p> <p>RP advised that Stage coach bus passes run out during school holidays.</p> <p>The Principal would look into this.</p> <p><b>RESOLVED C[5/19]</b>  <b><i>That the Corporation note the Principal's Overview Report.</i></b></p>	Principal
8	<b>Learner Data Monitoring</b>	
8.1	<p>The Deputy Principal presented his report. The retention target was 94.5%, higher than last year. Currently retention stood at 97.2%. Data was being cleansed and retention was expected to be below this figure. Students were being supported to stay on courses. Retentions was better compared to this time last year.</p>	
8.2	<p>Attendance data was similar to last year. A lot of work was needed to secure the target of 90% attendance.</p>	
8.3	<p>The data for progress at Key Assessment point 3 was set out in the report. Appropriate progress was being made. Disadvantaged students were making better progress which was an indication of the support given by the College.</p> <p><i>There are less students BRAG rated Blue – what does that mean in terms of Stretch and Challenge?</i></p> <p>It could correlate with Stretch and Challenge but staff are also getting more used to the criteria as the system was in its second year. BRAG ratings would be reviewed further following the summer results. The BRAG system was used to motivate, not demoralise. There were fewer underperforming subjects this year.</p> <p><b>RESOLVED C[6/19] that the Learner Data Monitoring Report be noted.</b></p>	
9	<b>Student Recruitment 2018 -19</b>	
9.1	<p>The Director of Finance and Corporate Affairs presented his report. There was a 1% reduction in the number of full-time students, with recruitment for 16 -18 year olds being behind allocation. This would impact on 2019/20 funding, details of which should be available soon.</p>	
9.2	<p>There had been good recruitment onto Access courses. There would be a shortfall on the Adult Budget. It was recommended that this was addressed through increasing current franchise arrangements – item 11 refers, which</p>	

		would preserve the budget. Apprenticeships were ahead of budget, as were HE numbers.	
	9.3	<p>The report gave a breakdown of recruitment at Daventry. There was a slight increase in the number of full-time students. The open day had been very busy and another one was being organised. It was hoped that this would mean a further increase in student numbers.</p> <p><i>It is surprising to see IT numbers dropping.</i></p> <p>Schools are also running this course. The College were looking at refreshing its offer. Numbers on Games and Media courses had increased.</p> <p>There was a downward trend in Catering and Hairdressing</p> <p><b>RESOLVED C[7/19] the Corporation resolved to note the report on recruitment.</b></p>	
<b>10</b>		<b>Management Accounts</b>	
	10.1	The Director of Finance and Corporate Affairs presented the Management Accounts up to the end of January 2019. Income was 1% ahead of budget. The figures in the report do not account for the increase in franchise arrangements (Item 11) refers. Tuition fees were ahead of budget. Income was still being received for the ESF project. As mentioned in item 11, increased High Needs funding has been negotiated with the LA.	
	10.2	Pay costs were below budget. There would be some restructuring costs, although benefits were expected to be seen in year. Agency costs were ahead of budget. This had been due to staff illness. The cover rota had been reworked so that there was less reliance on agency staff. There had been increased non pay costs, but in several instances costs were offset by additional income. Overall the relevant EBITDA measure would be satisfactorily met.	
	10.3	<p>The loan break cost was included, depreciation was shown as an estimate. The cash position was positive and loans had been paid down.</p> <p><i>Is there further to come on the SEMLEP grant?</i></p> <p>Most of this has been received now. The cash position dips in July but this is when the final payments for the capital project are made.</p> <p><b>RESOLVED C[8/19]</b> <b>That the Corporation note the Management Accounts up to 31 January 2019</b></p>	
<b>11</b>		<b>Franchise Contract 2019</b>	
	11.1	<p>The Director of Finance and Corporate Affairs presented his report. As mentioned there was a shortfall in adult funding. By increasing franchising arrangements, the budgets would be protected. The existing franchise contract was worth £500,000. It was proposed that franchise with The Learning Curve be increased to £800,000</p> <p><b>RESOLVED C[9/19]</b> <b>That the Corporation approve the increase in the subcontracting arrangements with The Learning Curve to £800,000.</b></p>	
<b>12</b>		<b>Insolvency Report</b>	
	12.1	<p>The Clerk presented a summary of the insolvency provisions that would now apply to FE Colleges and the particular responsibilities for Governors. The ESFA and the FE Commissioner had increased powers of intervention to prevent insolvency occurring</p> <p><b>RESOLVED C[10/19]</b></p>	

		<b><i>That the Corporation note the report and the new arrangements for insolvency with regard to FE Colleges.</i></b>	
<b>13</b>		<b>Office for Students</b>	
	13.1	<p>The Clerk presented an overview of the role of the Office for Students. The College would need to successfully register with the Office for Students so that it could continue to provide HE courses.</p> <p>The level of personal data regarding Governors required by the Office for Students would be checked.</p> <p><b><i>RESOLVED C[11/19]</i></b> <b><i>That the Corporation note the report regarding the Office for Students.</i></b></p>	<b>Director of Finance and Corporate Affairs</b>
<b>14</b>		<b>Quality of Learning, Teaching and Assessment Committee</b>	
	14.1	The minutes of the meeting held on 11 December 2018 had been circulated. A verbal report had been given to the previous Corporation meeting.	
	14.2	<p>The Committee had met again before the Corporation meeting. Helen Scott had chaired the meeting and gave a verbal update as follows:</p> <ul style="list-style-type: none"> <li>• The Post Ofsted action plan and QIP had been reviewed</li> <li>• Student progress to target was considered</li> <li>• The creation of the Maths Hub was discussed</li> <li>• The staff development report included information on CPD, coaching and peer observation in learning walks</li> <li>• There had been a good report looking at underperforming areas</li> <li>• Student survey information had been shared and there would be further evaluation of this</li> <li>• The apprenticeship update indicated progress was being made</li> <li>• New staff were in place in the Business Centre</li> <li>• Running electrical installation courses was crucial.</li> </ul> <p><b><i>RESOLVED C[12/19] that the Corporation note report from the Quality, Teaching Learning and Assessment Committee.</i></b></p>	
<b>15</b>		<b>Governance Committee</b>	
	15.1	David Smith gave a verbal report on the Governance Committee meeting held before the Corporation meeting.	
	15.2	The Committee had looked at the extent to which the priorities agreed for governors had been discussed in meetings. There was a gap in respect of Student voice, but that had been picked up in the Quality of Learning Teaching and Assessment Committee meeting held today. There would be a further discussion on data as part of the Strategy Day. This would look at the business planning data as well as data on the quality of provision and outcomes.	
	15.3	The advert to recruit additional governors had been published. The Corporation was looking for governors with financial and legal expertise. Publication had been via the College, the AOC and employers working with the College.	
	15.4	<p>The Committee had looked the scope of the specific governor roles covering safeguarding, SEN and careers. There would be a further review of the governance documents for the College.</p> <p><b><i>RESOLVED C[13/19]</i></b> <b><i>That the Corporation note the verbal report of the Governance Committee</i></b></p>	

<b>16</b>		<b>Date and Time of Next Corporation Meeting:</b>	
	16.1	<b>Corporation Meeting – 14 May 2019 at 6pm</b> <i>The meeting finished at 8.00pm</i>	

Julie Brasier  
Clerk to the Corporation  
Northampton College

Signed by the Chair:	
Date:	