

**MINUTES OF THE CORPORATION MEETING**

**HELD ON TUESDAY 9 OCTOBER 2018**

**Present:**

Pat	Brennan-Barrett	Principal	✓
Sharon	Bunker	Student Governor	✓
Ellen	Buttler	Governor	✓
Bill	Chalker	Governor	Apologies
Robert	Davey	Governor	✓
Dean	Griffin	Student Governor	✓
Tracey	Griffiths	Governor	✓
Julia	Harley	Governor	Apologies
Philip	Hilton	Governor	✓
Rebekah	Potter	Student Governor	✓
Geraldine	Schofield	Governor(Chair)	✓
Helen	Scott	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
Jason Lancaster	Interim Vice Principal Teaching Learning Quality of Improvement and Employer Engagement
Gary Brough	Director of Estates
Julie Brasier	Clerk to the Corporation

<b>1</b>		<b>Welcome and Apologies</b>	<b>Action</b>
	1.1	Apologies were received Bill Chalker and Julia Harley.  The Chair welcomed Rebekah Potter, Dean Griffin and Sharon Bunker to their first Corporation meeting.	
<b>2</b>		<b>Declarations of Interest</b>	
	2.1	Being the first meeting of the year, all Governors were asked to complete the pecuniary interest form. All Governors were also asked to complete the Charity Commission form to confirm that they were not disqualified from being a	

		Trustee and would advise the College immediately should this become the case.  The Clerk would circulate the relevant forms for completion to Governors not present.  The Chair reminded Members to declare their interests as and when necessary on the agenda.	<b>Clerk</b>
<b>3</b>		<b>Minutes and Matters Arising</b>	
	3.1	The minutes of the meeting held on 19 June 2018 were agreed as a correct record and signed by the Chair.	
	3.2	Matters Arising  Minute 3.2 – Student Recruitment 2 + 2 for HE students. A meeting had been held with the Deputy Principal and ideas around possible provision were discussed. These would be followed up.  Minute 6.2 – DfE Visit The Principal had circulated the report.	
<b>4</b>		<b>Determination of Any Other Business</b> (urgent and necessary only)	
	4.1	There were overseas visits to be approved – Minute 22 refers	
<b>5</b>		<b>Principal’s College Overview Report</b>	
	5.1	The Principal presented her report. This linked to the strategy for the College. In the first section, quality covered areas for improvement, with teaching and learning focussing on the consistency of practice. The College was very effective with High Needs students and those needing extra support.	
	5.2	The College continued to develop and strengthen its approach to stretch and challenge. Student progress was looking stronger and high grades were improving.	
	5.3	English and Maths would always be challenging. The College’s performance was however credible compared to other FE providers.	
	5.4	Business planning was sound. The introduction of Pro monitor was bringing efficiencies.	
	5.5	Being the College in the community was about meeting local needs. There were some areas where it was difficult to recruit staff. 95% of students had had work experience in 2017/18, with 78% having directly relevant work experience. The College was piloting T Levels, work placements	
	5.6	The College had been criticised in the press regarding its decision to discontinue A levels. It was the right decision to take and had been explained to the DfE and Funding Bodies.	
	5.7	The College had moved up 178 places over the last 4 years in the NART tables.  <i>Is there any college that is a national centre of excellence for Maths?</i>	

		<p>Yes. The College has bid to become a Maths Centre of Excellence jointly with 3 other colleges and has just been informed that the bid has been successful</p> <p><i>Why is 3.3 (College reputation) amber?</i> The College will continue to work to develop its reputation.</p>	
	5.8	<p><i>There was mention previously that recruiting engineering staff to support apprenticeships was difficult. Has this been resolved?</i> This is improving – the College is now working with a company to support this. 2 staff had been recruited.</p> <p><i>Are we restricted in the number of apprenticeships we can offer?</i> Not at the moment and a new group of apprentices had been started.</p> <p><b>RESOLVED C[51/18]</b> <b>That the Corporation note the Principal's College Overview Report</b></p>	
<b>6</b>		<b>Health and Safety Annual Report 2017 - 18</b>	
	6.1	<p>The Director of Estates presented his report. Two years ago, the Corporation had asked the Executive Team to look at changing the external consultant due to the length of time that contract had lasted. A new external consultant had now been appointed. The audit and inspection process was ongoing.</p>	
	6.2	<p>The College's Health and Safety Officer followed up all issues with Curriculum Leaders; the culture had changed significantly. Students were proactive in enforcing health and safety systems.</p> <p><i>What is the position on lone working?</i> Members of staff are paired up and phone in if they are working outside the College.</p> <p><i>What is the position for staff inside the College?</i> They contact the Estates Office – the communications strategy for this would be reviewed. The building is thoroughly checked.</p> <p>The lone working arrangements would be an agenda item for the next meeting.</p> <p><i>Will the Health and Safety Audit be reported to the Audit Committee in March?</i> Yes.</p> <p><i>Have fire drills been repeated?</i> Yes and the response is improving.</p> <p><b>RESOLVED C[52/18] that the Corporation note the Annual Health and Safety report for 2017 -18 and approve the signing by the Chair of the Health and Safety Statement.</b></p>	<p><b>Director of Estates</b></p> <p><b>Agenda</b></p>
<b>7</b>		<b>Annual Estates Report 2017 - 2018</b>	
	7.1	<p>The Director of Estates presented his report. It had been a good year despite tight budgetary control. The buildings remained of a high standard. The gas contract had been renegotiated and a better deal obtained.</p>	

	7.2	<p>There were some outstanding legal issues for the Daventry Campus relating to road and drainage works. Behaviour had been good last year. There had been some challenges at the start of this year but these were being addressed.</p> <p><i>Is it more difficult at the start of term because of open days, new id cards etc?</i> That is getting better and tighter with systems improving and being developed.</p> <p><i>Do the reported incidents relate to the number of people?</i> No – it is the number of incidents</p> <p><i>If disturbances occur, where are they?</i> They will be in corridors, teachers manage classes well.</p> <p><b>RESOLVED C[53/18]</b> <b>That the Corporation note the Annual Estates Report for 2017 -18</b></p>	
<b>8</b>		<b>Ofsted</b>	
	8.1	<p>The next inspection was due. The SAR had been completed.</p> <p><i>Should High Needs be judged a grade 1 by the College?</i> The SAR would look at provision across the College. High Needs students were going on to work and university. The judgements in the SAR would come to Corporation for approval.</p>	
<b>9</b>		<b>Learner Data Monitoring – Update on Current Outcomes including English and Maths</b>	
	9.1	<p>The Deputy Principal presented his report. The report gave the data headlines and more information on results would be coming shortly. The outcomes data supported the position of continuing improvement for the College with some outstanding results.</p>	
	9.2	<p>The achievement rate for 2017 – 18 stood at 89% overall. The gap between 16 - 18 year olds and Adults was closing indicating greater consistency across the College. GCSE remarks had been submitted. There was a 4 year improvement in achievement and improved value added. For 16 -18 year olds, achievement was above the national average. The College was aiming to become one of the top ten colleges nationally.</p>	
	9.3	<p>High performing curriculum areas with an achievement rate of 90% or more include: Health and Social Care, ICT Users and Practitioners, Hospitality and Catering, travel and Tourism, Art and Design, Performing Arts, Media, Foundation Learning, Preparation for work, Business and Administration, ESOL, Access to HE and High Needs.</p>	
	9.4	<p>High Grade outcomes and value added measures had yet to be fully quantified and confirmed, but from the target setting work done last year, stretch had increased.</p>	
	9.5	<p>There had been a marginal decline in level 2 for 16 -18 year olds. A Level results had been strong.</p> <p><i>Where students are sitting a second subject, will that affect data?</i> It was not thought so. With the cancellation of new A Level courses, the College was doing all it could to support the students affected by that. 50% had taken places in schools and 46% were in the College.</p>	
	9.6	<p>The English and Maths GCSE results were set out in the report. The number of high grades was lower than in 2017 but a direct comparison was difficult as the</p>	

		cohort last year was a mixture of legacy courses and the new GCSE. The grade boundary had also gone up by 23 points in Maths in 2018. The College was above the national average for the FE sector. Had the grade boundary remained the same, 49% of students would have gained grade 4 or above.	
	9.7	Students taking GCSEs tended to have low prior attainment and KS4 outcomes were an issue for Northamptonshire. The Corporation discussed the context of students in FE taking English and Maths GCSEs. Each year approximately 1000 students in the College sat English and Maths GCSEs. There had only been a small number of students not attending the exams, but there was anxiety. The College worked hard to support students. Becoming a centre of Excellence for Maths will give more capacity to look at different approaches.	
	9.8	Functional skills results were still coming in. Retention in Functional Skills was higher. Significant improvement had been seen.	
	9.9	Achievement for High Needs students was 95.5%. 50% of the cohort was in cross college provision.  <i>What was the attendance rate for the College in 2017 -18?</i> 88% - work continued on this.  <i>What about identified low performing areas?</i> Improvements had been seen in Public Services and Sport. Hairdressing Level 2 needed to improve further. Full details would be in the SAR.  <b>RESOLVED C[54/18]</b> <b><i>That the Corporation note the update on current outcomes.</i></b>	
<b>10</b>		<b>Student Recruitment and Enrolment (Latest) 2018 -19</b>	
	10.1	The Director of Finance and Corporate Affairs presented his report. Numbers could change at the start of the year as withdrawals within 42 days did not count. Since the report had been published, overall recruitment had increased. The report detailed recruitment by area compared to last year.	
	10.2	Recruitment for 16 -18 year olds was 3% of allocation. The demographic in this age range was still declining. Recruitment to Access courses was better. HE should achieve its allocation. <i>Why is recruitment to hair reducing?</i> In the past, quite a lot of adults have been recruited onto these courses. Now adults had to pay for the course and this could have affected recruitment.  <b>RESOLVED C[55/18]</b> <b><i>That the Corporation note the report on Student Recruitment and Enrolment.</i></b>	
<b>11</b>		<b>Management Accounts up to 31 July 2018</b>	
	11.1	The Director of Finance and Corporate Affairs presented his report. The final report would be produced next week. There was some variance against budget. ESF work had distorted the income figure. Control over costs had been maintained. The introduction of Pro Solution would reduce staffing costs.  <i>The students support figure is higher?</i> This is funded.	

		<b>RESOLVED C[56/18]</b> <b>That the Corporation note the Management Accounts up to 31 July 2018.</b>	
<b>12</b>		<b>Tuition Fees and Charges Policy</b>	
	12.1	<p>The revised policy had been circulated. The Director of Finance and Corporate Affairs advised that there had been no significant changes from the previous year. The approach to refunds was set out in the policy.</p> <p><i>Are adult loans included?</i> Adult Loans are subject to separate rules determined by the ESFA and Student Loans Company</p> <p><i>Are refunds discretionary?</i> Yes, refunds are discretionary. They were not usually given but individual circumstances were taken into account.</p> <p><b>RESOLVED C[57/18]</b> <b>That the Corporation approve the Tuition Fees and Charges Policy.</b></p>	
<b>13</b>		<b>Subcontracting 2018 -19</b>	
	13.1	<p>The Director of Finance and Corporate Affairs presented his report, which recommended that existing subcontracting arrangements continue. The details of each arrangement were set out in the report. Due diligence had been done for each arrangement.</p> <p><b>That the Corporation approved the continuation of the current subcontracting arrangements for 2018 -19, namely:</b></p> <ol style="list-style-type: none"> <li><b>1. Adult Budget: Learning Curve - £300k</b></li> <li><b>2. Apprenticeships: NHS up to £100k</b></li> <li><b>3. ESF: Construction Skills People, Goodwill Training, Lokman Training, Bucks College Group (ongoing contract)</b></li> </ol>	
<b>14</b>		<b>Financial Regulations</b>	
	14.1	<p>The Director of Finance and Corporate Affairs presented the updated Finance Regulations for approval. The changes covered job role titles, changes to OJEU limits and the current financial delegation limits. Items and contracts in excess of £250,000 required the approval of the Corporation.</p> <p><b>RESOLVED C[59/18]</b> <b>That the Corporation approve and adopt the Financial Regulations</b></p>	
<b>15</b>		<b>Anti Fraud Policy and Response Plan</b>	
	15.1	<p>It was noted that there were responsibilities for the Board in relation to procedures to protect against fraud and bribery. The policy and the plan set out roles and responsibilities and that all staff were responsible for safeguarding the Corporation's assets.</p> <p><b>RESOLVED C[60/18]</b> <b>That the Corporation approve the Anti Fraud Policy and Response Plan, subject to the removal of the reference to the Learning Skills Council</b></p>	<b>Director of Finance and Corporate Affairs</b>
<b>16</b>		<b>Quality, Teaching, Learning and Assessment Committee Report</b>	
	16.1	The Corporation received a verbal report of the meeting on 19 June 2018 at its last meeting. The minutes had now been circulated.	

		<b>RESOLVED C[61/18]</b> <b><i>That the Corporation note the minutes of the Quality, Teaching, Learning and Assessment Committee</i></b>	
<b>17</b>		<b>Governance Committee Report</b>	
	17.1	<p>The Governance Committee had met before the Corporation meeting. The Chair gave a verbal update as follows:</p> <ul style="list-style-type: none"> <li>• Activity against the Governor Priorities for 2017 -18 had been circulated</li> <li>• Governor Priorities for 2018 – 2019 were reviewed. The committee recommended that Strategy and Hairdressing were added</li> <li>• Succession planning – interviews were held for two vacancies but no appointments were recommended yet. There would be a further advert. The skill set and experience being sought was finance, legal or manufacturing.</li> <li>• Careers Guidance – the statutory guidance had been revised in 2018 and it was recommended that there was a governor linked to this area. Currently the Corporation had a governor linked to Safeguarding and SEN. The Committee recommended that David Smith be the governor linked to careers and that Tracey Griffiths continue as the Safeguarding and SEN governor. More structure would be put in place to support these roles</li> <li>• Governor appraisals were in hand. The Appraisal form had been revised to reflect the feedback to the 360 degree reviews</li> <li>• The Committee had looked at the arrangements for the Strategy Day on 17 January. There would be a planning session for Governors on 4 December. The dates would be circulated.</li> </ul> <p><b>RESOLVED C[62/18]</b> <b><i>That the Corporation</i></b></p> <ol style="list-style-type: none"> <li><b><i>1. Note the report of the Governance Committee</i></b></li> <li><b><i>2. Approve the Governor Priorities for 2018 -19 as amended by the Committee</i></b></li> <li><b><i>3. Appoint David Smith as the Careers link Governor</i></b></li> <li><b><i>4. Appoint Tracey Griffiths as the Safeguarding and SEN Governor</i></b></li> </ol>	Principal/ Clerk  Clerk
<b>18</b>		<b>Staff Governor Election</b>	
	18.1	<p>Sharon Bunker had been elected as Staff Governor. The Instrument and Government and Articles required that her appointment was formally confirmed.</p> <p><b>RESOLVED C[63/18]</b> <b><i>That the Corporation confirm the appoint of Sharon Bunker as Staff Governor for a 4 year term from 1 August 2018</i></b></p>	
<b>19</b>		<b>Committee Membership and Chairs</b>	
	19.1	<p>The Clerk circulated the current Committee Membership and Chairs.</p> <p><b>RESOLVED C[64/18]</b> <b><i>That the Corporation approve the Committee Membership.</i></b></p>	

<b>20</b>		<b>Remuneration Committee</b>	
	20.1	The terms of reference were circulated with the agenda. <b>RESOLVED C[65/18]</b>  <b><i>That the Corporation approve the Terms of Reference for the Remuneration Committee.</i></b>	
<b>21</b>		<b>Corporate Seal Signatories</b>	
	21.1	The Corporation must give clear instructions as to who can be signatories for the use of the Corporate Seal. With Mark Hall no longer a governor, but possibly continuing as the Chair of Audit Committee, the current authorised signatories needed to be reviewed. The seal itself had already been approved and adopted by the Corporation.  <b>RESOLVED C[66/18] that the Chair or the Vice Chair and any other Corporation member be authorised to authenticate the application of the Seal.</b>	
<b>22</b>		<b>Overseas Trips</b>	
	22.1	Details of two proposed Overseas trips had been circulated with the agenda papers.  <b>RESOLVED C[67/18] that the Corporation approve the Overseas visits to the Berlin Film Festival and Disney Land Paris for the HND in Digital Film Production, Commercial Creative Photography students and the Media Studies students respectively.</b>	
<b>23</b>		<b>Date and Time of Next Corporation Meeting:</b>	
	23.1	<b>Corporation Meeting – 11 December 2018 at 6pm</b>  <i>The meeting finished at 8.00pm</i>	

Julie Brasier  
Clerk to the Corporation  
Northampton College

Signed by the Chair:	
Date:	