

**Minutes of the Meeting of the Board of the Corporation
held on Wednesday 15 March 2017, in Room 04.E03, College Green Campus
6:00pm - 8:30 pm**

Committee Members: Peter Rilett (Chair)
Geoff Channon
Richard Gaunt
Daniel Howarth
Paul Jacobs
Lee Probert (Principal)
Letisha Christopher

Also in Attendance: Becky Edwards, Executive Director Finance
Cliff Shaw, Deputy Principal
Stephen Davies, Clerk to the Corporation

Min. No.		ACTION by whom	DATE by when
27	<u>APOLOGIES FOR ABSENCE</u> 27.1 Apologies were received from Lis Anderson and Keith Hutton.		
28	<u>DECLARATION OF INTERESTS IN ANY OF THE ITEMS ON THE AGENDA</u> 28.1 The Chair reminded members of the Committee to declare at the start of the meeting interests held in any matters to be discussed. 28.2 No interests were declared.		
29	<u>MINUTES</u> <u>Minutes of the meeting held on 14 December 2016</u> 29.1 The minutes of the meeting held on 14 December 2016 were confirmed as an accurate record and signed by the Chair.		
30	<u>MATTERS ARISING</u> A. <u>SUMMARY REPORT OF ACTIONS</u> 30.1 Governors NOTED the summary of actions and progress made regarding a procedure for updating the strategic risks as contained within the accountability framework.		
31	<u>PRINCIPAL'S REPORT</u> 31.1 The item is recorded as a confidential minute.		

Min.
No.

ACTION by whom	DATE by when
-------------------	-----------------

32 **MANAGEMENT ACCOUNTS (JANUARY 2017)**

32.1 The Executive Director of Finance presented the management accounts noting:

- The overall position for the year to January, before revaluation reserve transfer, was a £246k surplus ahead of the budgeted deficit to January of £33k. This gave a favourable variance of £279k to date. However £220k of this variance was due to a larger-than-forecast receipt from the sale of Brunel House.
- The latest reforecast end of year-outturn gave a forecast surplus (after FRS102 pension charges) of £1.049m.
- Income was £618k (3.3%) behind budget for the year to date.

32.2 In discussing income it was confirmed that:

- The 16-19 EFA funding income had an adverse variance of £146k to date.
- Adult Classroom funding income had an adverse variance of £495k to date.
- ALS funding was £304k ahead of budget.
- Higher Education Tuition fees were £361k (21%) behind budget for the year to date.

32.3 It was confirmed that Payroll costs were £660k better than budget for the year to date with a favourable variance for administrative staff of £357k and for teaching staff £435k. It was noted that hourly paid teaching staff an adverse variance of £124k.

32.4 Governors were informed of the non-pay costs and the work planned to reduce printing costs by introducing limitations on internal printing.

32.5 In discussing the February position it was confirmed that the restructuring costings would be included within the management accounts.

32.6 Governors discussed the Soundwell receipts, the receipt timing, and the impact on the banking covenant. Section 106 arrangements were discussed and the lower sales receipts as a result were confirmed. The delay in the sale would see an improvement in the accounts for 2017-18 but a substantial deterioration of “bottom line” performance in 2016/17.

32.7 The Board **APPROVED** the College Self-Assessment.

33 **REVIEW OF COVERNANTS AND CASH FOLW**

Min.
No.

ACTION
by whom

DATE
by when

33.1 The Executive Director of Finance discussed the cash flow and covenant issues facing the college for the year. It was confirmed that the position reported was based on prudent income forecasts. It was noted, however, that the forecast does not yet take account of any additional restructuring costs. The steps taken to manage cashflow were highlighted including the flexing of payment of suppliers and discussions with other credit providers.

33.2 The Board **NOTED** the report.

34 **ACCOUNTABILITY FRAMEWORK**

34.1 The Deputy Principal highlighted the strategic risks noting the changes in risk ratings and actions. In discussing Strategic (risk 2), Governors highlighted the financial constraints and lack of flexibility in relation to the BIS loan repayments which reduced the college's room to manoeuvre and capability to invest in student facilities.

34.2 Governors discussed the issues relating to student recruitment, (risk 4). It was confirmed that whilst the numbers were ahead of the same point the previous year, there were considerable uncertainties surrounding solidifying the enrolment numbers. Governors questioned the lack of information available on other providers and it was confirmed that the information was not available.

34.3 In considering risk 6 (workforce management) Governors discussed the sickness levels. It was also confirmed that the risks associated with deployment of teachers were now reduced. Staff morale was discussed as an ongoing issue and the risks associated with highly regarded staff leaving were also raised.

34.4 Apprenticeships risks were highlighted and it was noted that the team were working well to address the issues.

34.5 It was confirmed that the notice of concern for financial control had been lifted.

34.6 Governors were provided with as description of the progress of the KPIs and **NOTED** the figures for retention and attendance which was higher than the previous year. The Board **NOTED** the report.

35 **STUDENT PROGRESS REPORT**

35.1 The Deputy Principal highlighted a new report that for the first time enabled management oversight of student progress as

**Min.
No.**

well as identifying students at risk of not meeting their targets. Governors questioned the availability of comparative data from previous years. It was confirmed that the data was not available but the predicted pass rates would be similar to the previous year based on the initial progress indicators and RAG ratings but this set of data now allows for those students at risk to be targeted. A number of these students i.e. at risk of not achieving have good attendance so with intervention will achieve to help the College achieve its KPIs.

35.2 Governors discussed the retention and attendance rates regarding each area and it was noted that the confidence levels were higher regarding the intervention and the use of pro monitor by teachers had increased also. The monitoring mechanisms and compliance were much improved from the previous year.

35.3 The role of the Study Coach within the process was discussed and it was confirmed that the structure and reporting arrangements would be further enhanced in the new academic year.

35.4 The Chair of the Curriculum and Quality Committee discussed the HMI presentation and the need to have oversight of assessment practice; the Ofsted judgement is for teaching, learning and assessment. It was confirmed that there was a significant amount of work being carried out within the college, which included work scrutiny during learning walks and greater confidence from EQA visits.

35.5 The Board **AGREED** that a report be written highlighting the college's position.

DP June 2016

35.6 Governors discussed the format of the progress report. It was **AGREED** that the format for the GCSE tables be altered to include a column of 'D' grade students.

DP June 2016

35.7 The Board **NOTED** the report and were pleased with the improved position in comparison with previous years.

36 GOVERNANCE

36.1 The Chair confirmed that Zahid Gill had been interviewed by the Search and Governance Committee on the 24 February 2017 and had been recommended as the Staff Governor. The Board **APPROVED** Zahid Gill as a Staff Governor starting from 16 March 2017.

**Min.
No.**

**ACTION
by whom** **DATE
by when**

36.2 The Committee Chairs highlighted the work of their Committees as highlighted in the draft Committee Minutes. The Board **NOTED** the updates.

37 ANNUAL SAFEGUARDING REPORT

37.1 The Deputy Principal provided some updates with regard to refresher training, appointment of a new safeguarding lead and a new safeguarding reporting system. Governors discussed the lack of detail regarding the promotion of British values within the report. Governors requested a short note on the actions and progress made regarding the safeguarding, British values and prevent agenda.

DP ASAP

37.2 The Chair requested a volunteer for the Safeguarding Governor role. It was agreed that an email reminder would be sent ASAP.

Clerk ASAP

38 ANNUAL HEALTH, SAFETY AND WELLBEING REPORT

38.1 It was noted that the Annual Report had been considered by the Business Services Committee. The Board **APPROVED** the Report.

39 CONFIDENTIAL:2017-18 BUDGET PRINCIPLES PRESENTATION

39.1 This discussion is recorded as a confidential minute.

**40 AOB
Critical Response Procedure**

40.1 The Critical response procedure was noted.

41 CLOSE

41.1 There being no further business, the Chair thanked Members for their attendance and closed the meeting at 8:15pm.

S Davies
Clerk to the Corporation

Signed as a correct record on (Date)

..... (Chair)