

Minutes of the Meeting of the Board of the Corporation
held on Wednesday 14 December 2016, in Room 04.E03, College Green Campus
6:00pm - 8:30 pm

Committee Members: Jo Matthews (Chair)
 Ian Bassett
 Ruth Campbell
 Geoff Channon
 Richard Gaunt
 Keith Hutton (from minute 18)
 Daniel Howarth
 Lee Probert (Principal)
 Brian Price
 Peter Rilett

Also in Attendance: Paul Partridge, Head of Finance
 Mike Rowley, KPMG
 Cliff Shaw
 Stephen Davies, Clerk to the Corporation

Min. No.		ACTION by whom	DATE by when
14	<u>APOLOGIES FOR ABSENCE</u> 14.1 Apologies were received from Paul Jacobs and Becky Edwards.		
15	<u>DECLARATION OF INTERESTS IN ANY OF THE ITEMS ON THE AGENDA</u> 15.1 The Chair reminded members of the Committee to declare at the start of the meeting interests held in any matters to be discussed. 15.2 No interests were declared.		
16	<u>MINUTES</u> <u>Minutes of the meeting held on 19 September 2016</u> 16.1 The minutes of the meeting held on 19 September 2016 were confirmed as an accurate record and signed by the Chair.		
17	<u>MATTERS ARISING</u> A. <u>SUMMARY REPORT OF ACTIONS</u> 17.1 Governors NOTED the summary of actions and progress made.		

B. GOVERNOR RECRUITMENT

17.2 The Chair highlighted that Ian Bassett would be resigning as full governor following the meeting and had requested to be a Co-opted Governor on the BS Committee from September 2017. The Board **AGREED** that Ian Bassett would be appointed as a Co-opted Governor of the BS Committee from September 2017.

17.3 The Chair highlighted the recommendations of the Search and Governance Committee to appoint Keith Hutton and Letisha Christopher (Student) as Governors from the 16 December 2016. The Board **APPROVED** the appointments.

17.4 The vacancy for Safeguarding Governor was highlighted.

18 DRAFT MEMBERS' REPORT AND FINANCIAL STATEMENTS FOR 2015-2016

18.1 The Head of Finance highlighted the minor changes that would occur to the going concern wording, confirming that there would be a clean opinion, that there was no emphasis of matter and that the BIS Loan repayments were subject to the completion of the Soundwell sale.

18.2 Mr Rowley, KPMG, thanked Paul Partridge, Head of Finance and Becky Edwards, Executive Director Finance for their effective planning of the Audit and that the accounts would be signed off once information from the SFA had been received. Governors discussed the process of finalising the Financial Statements and it was confirmed that the signoff would be completed by the end of December.

18.3 Governors questioned the position of the Banking covenants and it was confirmed that the college had met the covenants. Management had also held a positive meeting with the bank who were encouraged with the progress made during the year.

18.4 The Principal highlighted the main achievements in the year including the significant transformation of the finances, the restructure, the clean audit opinion, the completion of the Financial Statements on time and the potential lifting of the SFA's notice of concern for Financial Control. Governors agreed that significant improvements had occurred in the year.

18.5 Governors discussed the Strategic Implementation Group and it was confirmed that the objectives of the proposed group may be discharged in a different manner.

18.6 The Board **APPROVED** the Members' Report and Financial Statements for 2015-16 to be signed by the Chair and the Accounting Officer

19 **COLLEGE SAR**

19.1 The Deputy Principal highlighted the key elements of the SAR noting its alignment to the OFSTED inspection report findings. Governors' attention was drawn to the in year work activity including lesson observations and learning walks. The monitoring visit feedback was noted as an external mechanism for testing progress of the PIAP.

19.2 Governors discussed monitoring visit four and it was highlighted that there would be additional testing on progress and that apprenticeships will be a focus. In terms of outcomes it was confirmed that the declining trend had been eliminated and that timely success rates had improved. The apprenticeship indicative target rates were discussed and it was noted that additional information was required regarding high needs and apprenticeship destinations.

19.3 The role of the PIAP was discussed and it was confirmed that it was the principal document for quality improvement, and that C&Q Committee was monitoring progress. The audience for the SAR was discussed and it was confirmed that SLT, Governors and Ofsted were the primary audience. Themes within the SAR would be communicated to staff as appropriate in a manner that would ensure that issues were clearly understood.

19.4 Governors discussed the Ofsted Framework. It was confirmed that the framework was unlikely to change in the cycle and would be what the college will be inspected on. Issues relating to Prevent, the capture of outcomes for disadvantaged students, behaviours and the English and Maths agenda were discussed.

19.5 Governors emphasised the importance of the self-assessment process being dynamic and it was confirmed that it was. The inclusion of in-year assessment activity had also improved the process for the current year. Governors questioned the alignment of the PIAP to the self-assessment themes and it was confirmed that the actions contained within the PIAP were relevant and addressed the key issues facing the college.

19.6 Governors questioned the sufficiency of the apprenticeship targets. The balance between realistic target setting and aspirational target setting was discussed. It was confirmed that the targets were sufficient to ensure that the timely success data would improve.

- 19.7 Governors questioned what it would take for the college to get to a good. It was confirmed that the data in relation to in year retention, attendance, in year success etc. would need to be ahead of profile. In addition, the assessment of students' progress would also provide evidence for a good rating. The need for improved forecasting was also discussed.
- 19.8 The role and activity of the C&Q Committee was summarised and the need for a revised sharper PIAP was highlighted. Governors questioned how reliable the current data was and whether the activity in year would see improvements. The performance management system was highlighted and the observation process and interventions were described.
- 19.9 The impact of the college restructuring on quality was discussed. It was confirmed that the impact on the pool of talent was mixed and that there had been success in gaining voluntary redundancies.
- 19.10 Governors questioned whether the staff assessments were correlated with student performance which was confirmed by the Deputy Principal. Weaker areas were prioritised with interventions. Governors discussed the attendance levels that were slightly higher (approximately 2%) than the previous year and the differences between adult and 16-18 year old attendance was also highlighted. The Principal summarised the current intervention to address poor attendance that would result in the exclusion of poor attendees. It was also emphasised that care and due diligence processes had taken place to ensure that individual circumstances were fully considered. It was also highlighted that in the New Year additional student inductions would be taking place and attendance would be emphasised. It was also confirmed that the college would be looking to improve parental engagement with this issue and that a call centre solution was being investigated.
- 19.11 In relation to attendance issues regarding maths and English, it was noted there had been improvement.
- 19.12 The Board **APPROVED** the College Self-Assessment.

20 **STUDENT EXPERIENCE STRATEGY**

- 20.1 The Chair praised the presentation received from a HE student regarding their experience of the college, noting that there was a need for the college to understand better the needs and experiences of all its students.
- 20.2 It was noted that the strategy had been considered by the

C&Q Committee and the chair had requested that the item be considered by the Board also. Governors were informed that the delivery structures were in place and that the college was engaging with students. The work was progressing.

20.3 Governors discussed the monitoring process and questioned whether the actions had been incorporated within the PIAP. It was confirmed that some actions were within the PIAP and there was no specific action plan for the strategy. Issues relating to the use of student views within the curriculum planning process were discussed, in addition to the college's position regarding student satisfaction.

20.4 Governors emphasised the need for more specific wording regarding the actions on safeguarding and prevent. In addition the monitoring arrangements were highlighted.

20.5 In highlighting the improvement of recording of student progression, Governors were informed that the involvement of the Study Coaches would be a key driver in improving the collection of the data. The Board **NOTED** the report.

21 MANAGEMENT ACCOUNTS (OCTOBER)

21.1 The Head of Finance highlighted the management Accounts for the month ending 31 October 2016 and drew the Board's attention to the pay bill, noting the sickness absence profiling work that was being undertaken. The orders non-pay controls were also highlighted.

21.2 The budgetary issues relating to student numbers were discussed and it was highlighted that the revenue line was challenging and the college was making readjustments.

21.3 Governors questioned the forecasting regarding the achievement payments it was noted that the previous year's rates were in the low 90's.

21.4 Governors sought assurances surrounding the banking covenants. It was confirmed that at present the college would meet its commitments. Governors commented that it would be useful for the cash-flow summary to emphasis the college's position regarding banking covenants.

21.5 Governors queried the current levels of exposure. It was confirmed that the revenue position would solidify in January and that staff planning would occur in Feb-March with the intention of any pay and non-pay changes being effective from 1st August.

21.6 The Board **NOTED** the Management Accounts.

22 ACCOUNTABILITY FRAMEWORK

- 22.1 The Deputy Principal highlighted the Accountability Framework and the feedback from Committees was provided.
- 22.2 Governors questioned the process in undertaking the framework and reminded the Deputy Principal for the need to view a written description of the process. Comments were also raised as to the timeliness of KPI reporting.
- 22.3 The Committee **NOTED** the report and were pleased with the improved position in comparison with previous years.

BE

ASAP

23 AREA REVIEW RESPONSE

- 23.1 In highlighting the response the Principal noted the background to the area review recommendations and the outcome of the strategic planning day. Governors were content with the Area Review response and questioned the outcome of the other area review recommendations. It was noted that the college was required to produce a biannual report with outcomes that would be available to governors.
- 23.2 The Board **NOTED** the report.

24 EQUALITIES ANNUAL REPORT

- 24.1 The Deputy Principal highlighted the report and the intention to publish it online. Governors commended on the proportion of non-white students at the college in comparison with the general population and discussed the implications including Board composition.
- 24.2 The Committee **APPROVED** the Equalities Annual Report.

25 GOVERNANCE

Election of Corporation Chair

- 25.1 The Board **APPROVED** the election of Peter Rilett as Chair of the Corporation, replacing Jo Matthews. All responsibilities would be transferred to Peter Rilett following the end of the Corporation meeting on the 14 December 2016.

Amendments to the instrument and articles

- 25.2 The Board resolved that the following amendments be made:
1. “2 (e) at least ~~two~~ **one** and not more than three members who are students at the institution and have been appointed under rules made by the Corporation (“student

- members”). “*
2. *TORs it was agreed that they be amended to be 40% of the current membership to allow for additional flexibility*

25.3 The difficulties in relation to Committees with a full membership of three were discussed.

Retirements and Resignations

25.4 The Chair confirmed that Helen Styles (Staff Governor) had resigned from the college and the Board of Governors and that Andrew Riddington had also resigned. In addition Ruth Campbell was stepping down as full Governor and would be continuing as a Co-opted Governor on the Audit Committee. The Chair thanked the Governors for their contributions.

26 **CLOSE**

26.1 There being no further business, the Chair thanked Members for their attendance and closed the meeting at 8:00pm.

S Davies
Clerk to the Corporation

Signed as a correct record on (Date)

..... (Chair)