

CORPORATION

Minutes of the meeting of the Corporation held on Wednesday 26th April 2017
commencing at 5.00pm in the Room T13, Otley Campus, Otley, Suffolk

Present

S Bendall	SB	Independent Member & Chair
D Henley	DH	Principal
F Baugh	FB	Independent Member
B Feltwell	BF	Independent member
M Coleman	MC	Independent Member
C Hard	CH	Staff Governor
D Nunn	DN	Independent Member
G Pilcher	GP	Independent Member
D Redhead	DR	Independent Member
P Richardson	PR	Independent Member
R Sheasby	RS	Independent Member
P Thirkettle	PT	Independent Member
J Whyman	JW	Independent Member

In Attendance

C Dyble	CD	Director of Enterprise and Marketing
D McAuley	DM	Director of HE
C Nix	CN	Director of Estates
M Pacey	MP	Director of Student Services and Support
R Robson	RR	Director of Governance
R Storer	RSt	Director for Services to Business
J Townsend	JT	Curriculum Improvement Consultant
J West	JWe	Director of Funding, Reporting Services and IT
M Wilkinson	MW	Director of Finance
L Wilson	LW	Assistant Principal

Action

Prior to the commencement of the agenda the Corporation received two presentations.

The first was a training session to provide members with an insight on Equality & Diversity within the College by Marie Pacey (copy of the slides is in the minute book).

The second presentation given by David Henley gave members a deeper insight into Curriculum Business Planning and the impact of this.

1. PRELIMINARY PROCEDURAL MATTERS

1.1 Welcome and Apologies for Absence

SB welcomed all to the meeting and introduced Jane Townsend to members. Apologies were received from Sandra Dineen, Daniel Noble, Mark Pendlington, Deanna Provis and Ellie Sweetman.

1.2 Timing of Agenda and items of Urgent Business

The Agenda was accepted and no additional items were received.

1.3 Declarations of Interest

The following declarations of interest were declared:

- PR in relation to Morley
- GP in relation to RNAA
- DR in relation to Tex Holdings Ltd

No other declarations were received in relation to items on this Agenda.

1.4 Minutes of the previous Meeting

The minutes of the meeting held on 29th March 2017 were **confirmed** as a true record of the meeting for signature by the Chair.

1.5 Actions and Matters Arising

Action 1 – will be presented at the next Corporation meeting, action **agreed** to be ongoing.

Actions 2 to 4 were **agreed** to be complete.

In relation to action 4 the Chair invited members of the QIP group to update members on their meeting with LW. PT confirmed that the group had met with LW prior to the Corporation meeting and reviewed a more succinct, RAG rated draft Impact Report reporting progress against the QIP. The group have suggested amendments to the initial draft to ensure that the Report will be a whole College document including all aspects relevant to the student experience. The group felt that a by exception report on the actions that remain red/amber is required, with links to the full QIP to enable a deeper drilldown where necessary. MC confirmed that the group have asked for the actions to be 'smarter', when actions become 'green' they should be viewed once, agreed complete and then be removed. The report will therefore be a live document, continually updated in order to show current progress.

There were no matters arising not otherwise covered by the agenda for this meeting.

2. GOVERNANCE BUSINESS

2.1 Link Governor Reports

The Reports of visits undertaken since the last meeting were received. DH advised that staff feedback on the Link Governor visits was very positive, staff were pleased with the time taken and attention given by those governors. He thanked those governors on behalf of the staff.

2.2 Updated Meeting Dates 2016/17

The updated meeting dates to the end of term were noted,

3. STRATEGIC PLANNING

3.1 Monthly KPI Report for March 2017

DH highlighted that the KPIs were now RAG rated as requested by members. Performance is continuing on the trend seen in previous months. DH noted that retention data was now included in the report and would continue to be included in future reports. Governors' attention was drawn to the progress KPI, DH noted the various reasons around the validity of that KPI at this time (new qualifications and assessments).

The KPI in respect of staff appraisals was considered. DH advised that problems were still being experienced with iTrent in reporting appraisals but that staff were still being asked to progress the appraisals themselves. SB reflected that she had not been successful in using the system when she and PT had undertaken DH's appraisal. A member asked for clarity on the percentage of appraisals undertaken. DH advised that due to the problems with the software package he couldn't confirm. JW advised that at the audit planning meeting that afternoon an audit in this area had been agreed. The member asked that the HR team ensures that the appraisals are undertaken and that paper records are kept until the issues with the software can be resolved. DH advised that a new approach was required and that HR were looking at this issue. Members expressed concerns that problems in the appraisals system were reoccurring.

A member queried the appropriateness of the employer engagement KPI target and asked if this should be adjusted due to the number of visits recorded. CD confirmed that this was due to the impact of input from Golly Slater and the effect of the Levy. DH commented that the Levy had come into being after the KPI was set.

A member queried the attendance rate of residential students and asked where those students were if not attending. CN confirmed that students may choose to board for part of a week only and so were still travelling in on some days so not on site. MP confirmed that residential students were required to text in if they were going to be absent from lessons and that any absences were followed up by the residential accommodation wardens.

The steps being taken to fill the two vacancies in the school engagement team and the reason for the high turnover in that role were queried by a member. CD confirmed that one was out to advert and a student was being trained to take the other vacancy. DH advised that these roles tended to be taken by young people who choose to move on and progress their careers after two to three years.

A member queried the comments in the KPI on attendance for 19+ and asked if there was a correlation between stretch and challenge and attendance. LW advised that reasons for 19+ attendance were being considered.

BJ

A member queried the effectiveness of the three stage staff absence process and the significance of the costs reported. DH confirmed he would seek clarity from HR around benchmarking data.

3.2 Monthly KPI Report for HE March 2017

DM presented the Report to the Board. He advised that the level reported against the student satisfaction KPI had been due to an issue raised by students taking Agriculture at level 5, intervention had been put in place to tackle the reasons behind this. DM advised that the actual percentage showing on the validation KPI was due to achieving validation on three out of the four planned new programmes and some outstanding conditions on one of those approved. A member noted that neither the HE or Apprenticeship KPI Report contained the financial KPIs. DH confirmed that these would be added.

DM gave members a verbal update on the recently completed QAA inspection. The outcome of the grading was not known, the draft report should be received on 12th May.

3.3 Monthly KPI Report for Apprenticeships March 2017

RSt took members through the report. He highlighted the growth in March (confirming that this had been College generated not via Golley Slater), the increase in efficiency and new leads coming through. Governors were advised of the number of new standards now coming on stream. DH updated members on the closure of 'EDGE' and the possible impact for the College. A member queried the impact of the new standards. RSt explained the price banding and relevance of that. A member asked if the development of the new standard for agriculture would get that to a breakeven point. RSt confirmed yes, he also highlighted the potential impact on starting students at level 3 rather than level 2. PR commented on his recent Link Governor visit and staff looking to develop additional short courses; these will self-generate work.

4. ENSURE CONTINUED FINANCIAL VIABILITY OF THE COLLEGE

4.1 Management Accounts March 2017

MW took members through the March Accounts. The impact of the current forecast was highlighted. Members were updated on the ongoing discussions with the banks.

A member raised the value of the potential cost to the College in not gaining validation for the additional degree course, he enquired how validation had been missed and whether it was possible to secure validation for 2017 start. DM advised that it had been necessary to deal with the RCVS for the first time, they only meet three times in each year to validate and all meetings for this academic year have now taken place. The Chair noted that lessons must be learnt and validation gained as soon as possible to ensure that the course was on line for 2018 starts.

4.2 Letter from ESFA Chief Executive to the sector

The Board noted the letter to the sector from the outgoing CEO of the ESFA, together with the context paper provided.

4.3 Feedback from Audit Committee

JW, Chair of the Audit Committee, gave members an overview of the recent Audit Committee meeting. He confirmed the value of the changes to the Committee membership in 2016/17 and the increased curriculum knowledge.

Members were updated on the audit planning meeting that had taken place earlier in the day.

5. PERSONAL DEVELOPMENT OF STAFF AND STUDENTS

5.1 HE – Report on Student Destinations

DM shared the HE destination data for 2015/16 graduates. A member asked if it was possible to increase the robustness of the tracking of those students who did not respond. DM confirmed that various different methods were now being employed including social media groups, establishing an alumni and encouraging students to sign up to LinkedIn whilst still at College.

6. AREA REVIEW

6. Outcomes of Final Steering Group Meeting

DH confirmed that he and SB had attended the final Steering Group meeting and confirmed the Corporation's approval of the recommendation for the College. In addition the Report would confirm the College commitment to developing the HE centre with CCN, to working collaboratively with SNC in curriculum development and responding to LEP and local authority priorities jointly with other local colleges.

7. AOB
None.

8. Date of the next Meeting

The next meeting was confirmed as Wednesday 24th May 2017 at the Easton campus with a 9.30am start time.

The Chair closed the non-confidential agenda at 6.50pm