

## CORPORATION

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Minutes of the meeting of the Corporation held on Wednesday 30<sup>th</sup> August 2017 commencing at 5.00pm in the Chadacre Room, Otley Campus, Otley, Suffolk

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### **Present**

S Bendall	<b>SB</b>	Independent Member
L Butcher	<b>LB</b>	Independent Member (Attendance via video link)
S Coby	<b>SC</b>	Independent Member
M Coleman	<b>MC</b>	Independent Member
B Feltwell	<b>BF</b>	Independent Member
C Hard	<b>CH</b>	Independent Member
D Nunn	<b>DN</b>	Staff Governor
M Pendlington	<b>MP</b>	Independent Member and Chair
G Pilcher	<b>GP</b>	Independent Member
D Redhead	<b>DR</b>	Independent Member
P Thirkettle	<b>PT</b>	Independent Member and Vice Chair
J Whyman	<b>JW</b>	Independent Member

### **In Attendance**

A Daniels	<b>AD</b>	Director of HR
R Goodman	<b>RG</b>	Deputy Principal
C Nix	<b>CN</b>	Acting Vice Principal/Director of Estates
R Robson	<b>RR</b>	Director of Governance
J Townsend	<b>JT</b>	Interim Principal
M Wilkinson	<b>MW</b>	Acting Vice Principal/Director of Finance

### **Action**

#### **1. PRELIMINARY PROCEDURAL MATTERS**

##### **1.1 Welcome and Apologies for Absence**

Apologies were received from Sandra Dineen, Philip Richardson, Robert Sheasby and Ellie Sweetman.

##### **Timing of Agenda and items of Urgent Business**

**1.2** The Agenda was accepted and no additional items were received.

##### **1.3 Declarations of Interest**

The following declarations of interest were declared:

- 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 19<sup>th</sup> July 2017 were **confirmed** (subject to correction of typographical errors) as a true record of the meeting for signature by the Chair.

#### **1.5 Actions and Matters Arising**

Action 1 – 3 ongoing.

Action 4 – **agreed** complete

Action 5 – ongoing and now being undertaken by CN.

Actions 6- 8- ongoing

Action 9 – RR provided members with an update, offers made for 17/18 were at 81% of applications made, a 10% increase on the previous year.

Enrolments are now underway (details see below). Action **agreed** complete.

Action 10- ongoing

The Chair raised the following points from the minutes of the previous meeting:

Para 3.1 – clarity required on the ‘concerns around Sport and Countryside provision’. JT advised that a number of leavers had not completed all required assignments by the date that the students were scheduled to finish the summer term, staff worked with those students to get those assignments completed and submitted post the finish date. The data for those assignments/courses would be included in the overall College data.

Further detail was sought on reference to predictions for enrolment and better conversion. JT confirmed enrolment to date stood at 1378 with two further scheduled enrolment days to go and further late enrolments likely next week. She estimated that a realistic conversion rate, against offers made, for a land based college was 80 to 83%. Last year the College achieved 75% and this year the rate stands at 69%. A member asked for details of numbers for HE. JT confirmed that HE enrolment has not yet started. The member asked what the proportion of students given conditional offers for HE courses had achieved their entry grades following the recent A level results. JT confirmed that she did not have this information but would ascertain what information was available and revert to the Board on this point. A member asked if the 75% conversion rate achieved in 16/17 was achievable in 17/18. JT advised that it was likely to be below that figured, she confirmed that the Ofsted grade was a relevant factor but that it was important to understand why students were choosing not to enrol at the College. RG noted that GCSE results locally were either good or bad, with little middle ground; there was therefore a potential to enrol those who did not gain the grades that had hoped for on level 1 and 2 courses. RG advised members that students completing a post-enrolment survey were strongly agreeing that they had been placed on the right course at the right level. A member raised the issue of the financial implications of enrolment being below that predicted. JT agreed that if there was a shortfall in student numbers then the level of savings required would have to increase; those savings would be identified post enrolment when the impact of the numbers could be seen. RG confirmed that he would be meeting CQMs on 1<sup>st</sup> September to identify courses which could be reduced; if courses are removed the College would endeavour to move the student to an

**JT**

**MW/R  
G/JT**

alternative course or, if necessary, help that student move to an alternative provider.

Para 3.2 – the Chair asked if the student satisfaction survey had been revised. JT confirmed that it had and that she would bring a paper to the Board on this.

Para 3.3 – the Chair asked if students and employers were consulted on courses being developed. JT confirmed that this was essential and would be done as it is part of the HE validation process. The Chair asked if 2 year degree programmes were being progressed. JT agreed to ascertain the current position and report back.

Para 4.1 – The Chair asked if the Comms Strategy referred to was being progressed. JT confirmed that this was covered in the College Recovery Strategy (CRS).

Para 4.3 – The Chair asked if the staff appraisals target was now 100% and had this been achieved. AD advised that appraisals completed now stood at 96%, 100% would not be achievable due to the impact of long term sickness and maternity leave. AD further advised that training for managers was now taking place and that a revised performance management regime was being taken to the staff consultation group, this is evidenced in the CRS.

JT

JT

## **2. GOVERNANCE**

### **2.1 Search Committee 12.7.17**

The minutes from the meeting were received and noted. All recommendations were dealt with by the Corporation at the meeting on 19<sup>th</sup> July.

### **2.2 Audit Committee 5.7.17**

The minutes from the meeting were received and noted. There were no recommendations for Corporation to consider.

## **3. PERSONAL DEVELOPMENT OF STAFF AND STUDENTS**

### **3.1 College Recovery Strategy (CRS)**

JT confirmed that the expectation was that governors had read the paper prior to the start of the meeting. She confirmed that the cover sheet highlighted the key information.

JT advised that the CRS Group (formerly the 'POP' Group) had met 2 weeks prior to the Corporation meeting to scrutinise this version of the strategy. The feedback from the group, any further governor feedback and progress to date would now be used to update the plan and produce version 9. She requested that any member with queries/comments address those to her via email by noon on Monday 4<sup>th</sup> September. The CRS group will continue to meet between Corporation meetings.

Govs

JT reiterated that the CRS was the document that was the key to driving forward all required improvements, it had already been shared with the ESFA and would be shared with the FEC and Ofsted.

JT drew members' attention to the governance section, she advised that this would need to be revisited in light of the initial FEC visit and the Ofsted outcome. This work will be done initially by RR and JT for Board review.

**JT/RR**

### **3.2 College Residential Action Plan**

CN circulated an updated action plan in hard copy to members. He advised that the RAG rating had been reviewed and revised to now make an accurate reference to the progress made against the completion of each action. CN confirmed that evidence will be available to show that the College will be compliant in all areas against National Minimum Care Standards (NMS). A member asked if an action is RAG rated green but also shows that it is still to be completed can members be confident that the target date referred to will be met. CN confirmed that he was confident that all target dates referred to would be met. A member asked if reference to 'QIP' was relevant now that the College is using the CRS. JT confirmed that all areas have a 'QIP' that sits under the main CRS. A member challenged the assertion that all areas of the NMS would be met by 1<sup>st</sup> September as stated in the action plan. CN advised that he believed that this would be achieved and that evidence to support the claim was being collated. JT advised that she anticipated that Ofsted may choose to re-inspect to ensure all actions are complete.

**CN**

### **3.3 GCSE Results**

RG presented the paper to members, he noted the revised exams specifications used this year and the change in grading. The Chair queried why some students did not attend the examinations. RG explained that he would like to examine the reasons in further detail but noted that there are no sanctions if a student does not attend, students who feel that they have done badly in one paper may choose not to sit the other and that entries were made in February so consequently some students entered may have left the College by the time of the exams. RG accepted that the results were not a good starting point but that the English and maths strategies were being reviewed. JT confirmed that changes were in place already. A member asked how the results compared to predictions, JT confirmed that they were broadly in line. A member queried the reference to all grades 1 to 9 as a 'pass'. RG commented that although the A\* to C grades were disappointing the important factor was to be able to show that students were making progress. JT noted that the College data would not compare well to the likely national averages.

### **3.4 Interim Achievement Report**

RG emphasised to members that the data report was an interim report only as 511 results are still awaited, the Board will receive an updated report when all results are known. At worst the report confirmed that the decline shown in the last 3 years has been stemmed. When all data is known 15/16 outcomes could be improved upon. RG highlighted that the data for 19+ was significantly lower than he would hope to see, he noted that 19+ had been identified by Ofsted as an area that the College must address and he confirmed that the 19+ provision was under review. A member queried

**RG**

whether appeals were usual and at the level quoted in the report. RG confirmed that appealing grades was usual across the sector, grade boundaries were first reviewed in order to consider whether an appeal was appropriate. JT drew members' attention back to the 19+ provision, she advised that the poor results at this level would lead to a notification of improvement letter being issued later in the academic year when sector results were published. The possible impact of this, if improvement cannot be shown, could be that the College has the right to offer 19+ provision withdrawn. JT confirmed that improvement in this area is being targeted as evidenced in the CRS.

**4. AOB**

A member expressed concern at the possibility of closing economically unviable courses with reference to consumer law and the need for CMA compliance referencing the need for compliance with HE courses. JT advised that the rules do not apply in the same way to FE, additionally she noted that the College would want to honour all courses offered to students who have embarked on 2 year courses.

The Chair confirmed that SB was resigning from the Board and that this was her last meeting, he thanked SB for all that she had done for the College.

**5. Date of the next Meeting**

The next meeting was confirmed as Wednesday 14<sup>th</sup> September 2017 at the Otley campus with an 8.00am start time.

The Chair closed the non-confidential meeting at 5.53pm