



CORPORATION

Minutes of the meeting of the Corporation held on Wednesday 27th September 2017 commencing at 7.30pm in the Room SC108, Easton Campus, Norwich, Norfolk

Present

L Butcher	LB	Independent Member
S Coby	SC	Independent Member
M Coleman	MC	Independent Member
S Dinneen	SD	Independent Member
B Feltwell	BF	Independent Member
C Hard	CH	Staff Member
M Pendlington	MP	Independent Member and Chair
G Pilcher	GP	Independent Member
D Redhead	DR	Independent Member
R Sheasby	RS	Independent Member
J Townsend	JT	Acting Principal
P Thirkettle	PT	Independent Member and Vice Chair
J Whyman	JW	Independent Member

In Attendance

A Daniels	AD	Director of HR
R Goodman	RG	Deputy Principal
C Nix	CN	Acting Vice Principal/Director of Estates
R Robson	RR	Director of Governance
M Wilkinson	MW	Acting Vice Principal/Director of Finance

Action

Before the meeting members received a training session from JT and RG on a college SAR and the OFSTED inspection process. Members were taken through and received copies of the Common Inspection Framework and the Further Education and Skills Inspection handbook.

Prior to the commencement of the main agenda a closed session took place with the FE Commissioner. This is recorded under separate confidential minutes for that session.

The main meeting commenced at 7.30pm.

1. PRELIMINARY PROCEDURAL MATTERS

1.1 Welcome and Apologies for Absence

The Chair apologised for the late start of the Non-Confidential Agenda following the closed session with the FE Commissioner. Apologies were received from Philip Richardson, David Nunn 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:

- GP in relation to RNAA
- DR in relation to Text Holdings Ltd
- MP in relation to University of Suffolk

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 14th September 2017 were **confirmed** as a true record of the meeting for signature by the Chair.

1.5 Actions and Matters Arising

Actions 2,7,8,10, and 12 to 15 – **agreed** complete

Action 1 – ongoing

Action 3 – JT confirmed that she was investigating the possibility of adding this as a KPI. If this is not possible then regular reports will be submitted as previously suggested - action ongoing

Action 4 – action ongoing

Action 5 – action ongoing. Governors were asked to advise the Director of Governance when visit bookings were made

Action 6 – action ongoing

Action 9 – JT confirmed that she had spoken on this matter with the UEA who had advised that they do not provide for two year degree courses but that they are aware of government's support for this and were open to discussion. She confirmed that she would pick this up with them when she meets. Action **agreed** complete

Action 11 – ongoing

Action 16 – ongoing

2. STRATEGIC PLANNING

2.1 Strategy on the page 17/18

JT presented the revised strategy for 2017/18. She confirmed that the strategy canvas has been simplified to focus upon the four key areas for recovery. This has effectively created a short term strategy rather than a medium to long term strategy. The key areas of focus are quality recovery, financial recovery, outcomes and Safeguarding. The document also confirms the vision and mission of the College; these are carried forward. This paper was noted.

2.2 KPI's

JT confirmed that the KPI Report was presented to this meeting in a partially complete form as minimal data was available due to this being very early in the new academic year.

RG highlighted the current retention data. Withdrawals to date were noted. He confirmed that this data would become more meaningful after the census

date as would have a direct impact on funding for 2018/19. Students seeking to withdraw were being sign posted to the Re-engagement Team. He further advised that to date no formal observations had been carried out but learning walks had been undertaken, with immediate feedback being given to staff.

JT highlighted the inclusion of the new off-the-job training KPI for apprenticeships, noting that this had been a particular issue at the OFSTED inspection and was therefore included as a new metric.

A member raised a query in relation to the HE retention figure highlighted on page 24. He sought clarification as to whether or not this was the appropriate target as HE retention is recorded differently to FE retention. JT confirmed that she would report to the CRS Committee on this.

A member asked if the college analyses why students withdraw from courses. RG confirmed that such analysis was undertaken and re-affirmed that students were re-directed to the Re-engagement Team to ensure that they could be retained and engaged on other programs.

A member sought confirmation of the definition of "HASP". JT confirmed that this related to the necessary Health and Safety Pre-placement checks that were carried out on employers that would be working with students.

A member sought clarity on the vacant positions KPI, he asked for clarity as to whether the data reported on the graph was correct. AD confirmed he would provide better clarity in the next KPI report.

[Action – JT to report to CRS on the recording and reporting of HE retention]

3. QUALITY RECOVERY

3.1 CRS Version 10

JT confirmed that it is intended that the CRS is reviewed by the CRS Committee between Corporation Meetings but noted that on this occasion only two weeks had elapsed since the previous meeting. Updates previously agreed with the CRS Committee have now been included.

She confirmed that the point previously raised by a member as to where reports will come has been added for clarity. She directed members to this and suggested that if they were not content with the reporting suggestions could they advise her accordingly.

She highlighted that the CRS Committee will meet in two weeks and will review further.

3.2 Student Surveys 2017/18

The paper set out the intended student survey reports to be undertaken at FE, HE and in work based learning for 17/18. RG advised that the questions and survey process has been reviewed and amended to ensure that useful data is collected in a timely fashion to enable this to be used appropriately. It was noted that National Surveys were being undertaken. A member queried why an HE survey would only take place at the end of the year and not mid-year. JT and RG agreed that this should be re-considered as the College could undertake its own mid-year survey. They confirmed that all surveys undertaken would be reported to the Corporation.

[Action – JT/RG to consider implementing an in-year HE student survey]

3.3 Report on Utilisation of Landex Support

JT reminded members that ten days of support have been allocated the College over the coming academic year to support the post inspection action plan. Those dates and activities have now been agreed with Landex as set out in the paper reviewed

4. FINANCIAL RECOVERY

4.1 Management Accounts for August

MW took members through the Management Accounts for August; no material items to report in the current month other than income changes due to student numbers which necessitate achieving with further savings. He confirmed that the savings previously identified were either complete or ongoing only due to the necessity of consultation periods. He directed members' attention to the contribution rates set out on page 55; highlighting that the target contribution rate for each curriculum area was 50%.

The Chair sought confirmation of the current position on HR implications of the planned savings. AD confirmed that consultation processes were in progress. Those currently in progress should be complete with staff leaving by the end of October. The Chair asked if there was union involvement. AD confirmed that UCU and UNISON were the two recognised unions in the College and that they were involved in the meeting schedules.

4.2 Curriculum Reviews Staffing and Marketing

RG confirmed decisions had been taken as to whether courses could continue. Savings shown in the report were the result of that process. Courses that have achieved poor recruitment and poor outcomes had been withdrawn. He noted that following the withdrawal of the level 3 arboriculture course at the Otley Campus, those students that needed to complete their second year had all relocated to the Easton Campus in order to complete their program of study.

The Chair noted the marketing information contained within the report and asked if it was possible to consider the impact of marketing on recruitment.

[Action – RG to provide a report on the impact of marketing on recruitment]

4.3 Annual Health & Safety Report 2016/17

The report was presented by CN. He highlighted that there had been two RIDDOR incidents at the College during the 16/17 year. The nature of those was noted. He then confirmed to members that there had been a year on year reduction in non-RIDDOR incidents from the previous year. He confirmed to members that there was a good reporting culture within the college; that staff had no concerns in reporting incidents and that the incidents reported allowed any trends to be identified and for strategies to mitigate further incidents to be out in place.

CN confirmed details of staff training during the year in respect of risk assessments and completion of HASPs. He also advised that the College's Health & Safety Co-Ordinator continued to audit work areas.

The Chair queried the regularity of the Health & Safety reports to the corporation. Members discussed the regularity of Health & Safety reporting that they would like. It was **agreed** that every Corporation meeting would receive a report detailing the number of RIDDOR and non-RIDDOR incidents that had occurred since the previous meeting. In addition the Corporation asked for termly reports confirming details of trends, actions undertaken to mitigate and staff training updates.

4.4 Health & Safety Annual Review 2017/18

The Corporation reviewed the policy distributed with the papers.

A member queried whether the lock-down procedure referred to in the policy complies with the procedure required by OFSTED in the Care Standard visit. CN confirmed that this covered the practice required. A member enquired whether there were defibrillators at the College as this was not referred to in the policy. Both CN and AD confirmed that staff were appraised of the existence and the use of defibrillators via the induction process.

Resolved: to approve the Health & Safety Policy 2017/18 **Unanimously agreed by all**

4.5 Report on Insurance Cover

CN directed members' attention to the report contained in the papers. This year being the second year of the three year undertaking with the NFU Mutual following the most recent mini-tender through the CPC framework. He took members through the cover referred to in the report. A member queried the applicable excesses. CN confirmed that at renewal, in order to reduce premium costs, increased voluntary excesses had been agreed in all areas. A member queries the details of the excess. CN confirmed the current excesses that would be payable.

5. OUTCOMES

5.1 Update on FE Outcomes

RG confirmed that the final report on outcomes would come to the Corporation in November but in the meantime he advised that work to reduce the number of unknown outcomes was continuing and provided members with an update.

5.2 HE

RG took members through the results of the HE National Student survey data. It was noted that the overall student satisfaction was 1% above sector benchmark but there was a drop of student satisfaction from the previous year. He noted that a like for like comparison with previous years was difficult as new questions had been introduced. The survey data highlighted areas for improvement and also areas where students are satisfied. He confirmed to the Corporation that Vicky Cummings the new CQM for HE had identified the areas to be improved that as set out on in the paper. A member asked for clarification as to whether HE is covered by the Commons Inspection Framework. RG confirmed that whilst it was not the same standards would apply in terms of TLA, and that the inspection for HE was carried out by QAA.

A member asked whether the survey relates to any specific subject areas or whether it covered all of HE. RG confirmed that this covered all of HE and was not course specific. The member sought clarification as to whether it was possible to extract information in relation to any particular course. RG confirmed that the College were looking to extract that information in year.

Members reviewed the HE outcomes paper.

6. SAFEGUARDING

6.1 Updated Care Standards Action Plan

CN took members through the updated action plan. He confirmed that progress had been made on actions not previously complete. On action NMS320.10 he advised that this had now moved from 95% to 96.75%, and that only staff on long term sick or maternity leave had not yet completed training. He confirmed that the FE Commissioners team had been updated on the action plan during their visit and were satisfied that the College was now compliant in all areas.

The Chair queried the use of the RAG rating; not all areas RAG rated as green appeared totally complete. He suggested that it would be more appropriate to say that an action was as progressed as it could be at this point in the year and that it could not be completed until the end of the year, for example the Learner Voice Action would not be able to be completed until the end of the year but that did not imply that the College was not compliant.

A member enquired whether the lock-down process had been tested and how successful this had been. CN confirmed that this had been tested both in the residential block at Easton and also in the wider College campus over both sites. CN advised that, whilst a few changes to the procedure would need to be put in place, students had reported that they felt safe and knew what to do.



He noted that a second klaxon may be required to ensure that the process was more effective.

The Chair reported that he had been on site at the Otley Campus when a lock-down procedure test had taken place. He noted it had been interesting and pleasing that people had guided other to places of safety and that the feedback from discussions had been that this had been an effective process. CN highlighted that the process had been useful in highlighting further discussion with students on Prevent and understanding the elements of the Prevent agenda. He confirmed that there would be a further lock-down test in the near future. The staff governor confirmed that following the lock-down test positive discussions had taken place in tutorials with students on the process and the wider implications of the Prevent agenda.

6.2 Annual Safeguarding Report 2016/17

CN took members through the main aspects of the report. It was noted that there was a 6% increase in the previous year in overall concerns raised. It was further noted that mental health issues constituted the highest number of concerns on both Campus'. Members received a full break down of the data.

6.3 Annual Review of the Safeguarding Policy

CN confirmed that it had been necessary to re-write the policy rather than update the previous policy. The policy has been modelled on good practice at other institutions and had been peer reviewed externally. The policy now meets all requirements and addresses the concerns raised by OFSTED in the care standard visit in the summer term. The deficits highlighted by OFSTED in the previous policy have been reviewed and corrected.

Resolved: to approve the Safeguarding Policy 2017/18 **Unanimously agreed by all**

6.4 Update on the visit to Wymondham College

CN confirmed that he had undertaken a useful visit to Wymondham College and met with the Head of Safeguarding and the sixth form boarding house. It was noted that they have a similar ratio of issues and that the Safeguarding issues raised were of a similar nature. Both institutions were experiencing problems with external support and referrals. He noted that Wymondham College had invested heavily in internal support. They were also using the "My Concern" system for reporting. They had seen an immediate increase in reports and engagement of the staff body. CN noted that the number of reports had doubled at Easton and Otley in the first four weeks of term.

He advised the College that Wymondham College had been signposted by the Police to speak to the Easton & Otley College re the lock-down procedure. This had therefore been shared.

He reflected that it was hoped by both institutions to continue the relationship as this was valuable from both perspectives.



6.5 Update from Safeguarding Link Governor

LB confirmed that she had met with Marie Pacey and CN during the last week. She had been updated on the introduction of the "My Concern" software and had been advised that it was easier to report. Students were also able to click on the "My Concern" button on the visual learning environment, concerns are prioritised according to the nature of the report. LB confirmed that she can also log on to "My Concern" and can directly see the nature of the reports being made. She reported that the trends so far this academic year reflected those made in the 2016/17 year. LB confirmed that during her next visit she would be looking at the targeting of intervention.

LB further advised that earlier on in the evening she had been able to speak to Teresa Kelly from the FE Commissioners team who had given her some very positive feedback on the investigations she had been doing in Safeguarding during the course of the FE Commissioners visit.

LB was able to confirm that the drug dogs had now been booked and would soon be visiting both Campus'.

A Governor suggested that the College should engage with the Norfolk Children/Adults Safeguarding Board who would be able to advise how resources could be diverted to benefit the College.

LB suggested that it may be appropriate to consider links with Eaton Hall in addition to Wymondham College to establish a further exchange of best practice.

7. AOB

RR highlighted to members that Mike Snell, the consultant carrying out the Governance Review, had circulated questionnaires to all for completion and return. She request that these been returned to him by the date requested, this being Friday, 6th October.

8. Date of the next Meeting

The next meeting was confirmed as being Wednesday 1st November 2017 at the Otley campus with a 5.00pm start time.

The Chair closed the non-confidential meeting at 20.48