

EASTON&OTLEYCOLLEGE CORPORATION

Minutes of the meeting of the Corporation held on 6th December 2017
commencing at 6.00pm in room SC110 at the Easton Campus Easton Norfolk

Present

S Coby	SC	Independent Member
M Coleman	MC	Independent Member
S Dineen	SD	Independent Member
B Feltwell	BF	Independent Member
C Hard	CH	Staff Member
D Nunn	DN	Independent Member
M Pendlington	MP	Independent Member and Chair
G Pilcher	GP	Independent Member
D Redhead	DR	Independent Member
P Richardson	PR	Independent Member
R Sheasby	RS	Independent Member
E Sweetman	ES	Staff Member
J Townsend	JT	Acting Principal
P Thirkettle	PT	Independent Member
J Whyman	JW	Independent Member

In Attendance

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

Observer

Mike Snell	Governance Review Consultant
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1	<u>PRELIMINARY PROCEDURAL MATTERS</u>
1.1	<p><u>Welcome and Apologies for Absence</u></p> <p>The Chair welcomed all to the meeting. Apologies were received from Toby Blackburn, Louisa Butcher, Christopher Easton and Ray Goodman</p> <p>The Chair advised members that this would be Ellie Sweetman's last meeting as she has accepted a new role outside the College. MP congratulated ES on her new post and thanked her for contribution to the Corporation and to the College.</p>
1.2	<p><u>Timing of Agenda and Urgent Items of Business</u></p> <p>The Agenda was accepted and no additional items were received</p>
1.3	<p><u>Declarations of Interest</u></p> <p>The following declarations of interest were received:-</p>

- GP in relation to RNAA
- DR in relation to Tex Holdings Ltd
- MP in relation to University of Suffolk
- PR in relation Morley

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 1st November 2017 were **confirmed** as a true record of the meeting for signature by the Chair.

1.5 **Actions and Matters Arising**

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| 1.11.17 Action 2 | Update on marking - Report to Board 24.1.18 |
| 1.11.17 Action 5 | Farm Accounts - To Board Feb/March 2018 |
| 1.11.17 Action 10 | Applications are down, being reviewed. Marketing report to Board in early 2018 |
| 6.12.17 Action 1 | Details of student withdrawals before census - agreed complete |
| 6.12.17 Action 2 | Highlight relevant KPIs within report - agreed complete |
| 6.12.17 Action 3 | To include number of learning walks and DSR when reporting - agreed complete |
| 6.12.17 Action 4 | Report on monitoring of off the job training – JT confirmed that she had reviewed the data behind the KPI and was confident this is being accurately reported - agreed complete |
| 6.12.17 Action 5 | Add a CRS meeting in December - agreed complete. |
| 6.12.17 Action 6 | Review RAG rating on CRS – agreed complete. |
| 6.12.17 Action 7 | JT confirmed that the process of reporting H&S and Safeguarding issues to the Board has been reviewed. RR to be advised to ensure that a confidential update by email can be sent to all governors. JT will directly advise the Chair and Safeguarding Link Governor – agreed complete |
| 6.12.17 Action 8 | Circulate response to Minister – agreed complete |

2. **GOVERNANCE**

2.1 **Receive Link Governor Reports.**

Link Governor Reports were received and reviewed. A member asked that all link governors are updated on issues relevant to their areas prior to visits. The relevance of link governor visits/reports and the reporting process were considered. Governors were reminded that issues that arise on visits that are considered significant should be reported to JT as soon as practical. RR confirmed that the Link Governor Scheme would be reviewed and refreshed as part of the ongoing review of governance in the Spring/Summer terms.

2.2 **Search Committee Feedback**

MP confirmed that the Committee had received and reviewed a good range of applications and recommendations for potential new members, with four being asked to attend for interview in January.

Amendments to I&As were reviewed. It was noted that the increase in Board size was an interim measure to allow the recruitment of new members in the immediate future, the eventual direction of travel would be to reduce the overall Board size.

Resolved: to agree amendments to I&As **Unanimously agreed by all.**

2.3

Self-Assessment Report

Responses to the annual self-assessment were reviewed. RR confirmed that outcomes would be considered in the ongoing review of governance.

3.

STRATEGIC PLANNING

3.1

Monthly KPI Report

JT presented the KPI Report to members, noting the changes in the overall content in the report since the last meeting.

Attendance - Clarification on the overall attendance (88%) was noted.

HASPS – a member asked for confirmation of the target number/timescale to complete/impact on student experience. JT confirmed the aim is to complete in 6 weeks. Must be in place before a student can claim the hours in the placement. Was noted that these hours form part of the Study Programme.

A member asked for a destination report, JT confirmed that she would check when this will be available to the Board but would expect early in 2018.

[Action: JT - destination data report to come to the Board]

Lesson Observations – JT confirmed that she would check the target line. ES noted the positive impact of the newly appointed coaches. A member noted that initially weaker staff had been observed and asked where the focus was now. JT confirmed that staff were now being observed by area, current focus on 19+. Staff governors reflected on the need for timely and thorough feedback, a staff self-assessment process may be beneficial. JT confirmed that she and RG were considering how to encourage staff to be more reflective.

HE attendance – a member noted that if a small number of students are significantly impacting the data it would be helpful to see the data with those students taken out.

HE applications – a member requested that this be reported before January in future as January was when the main application period ended.

The overall usefulness and impact of data to inform governors' decision making was considered.

Staff appraisals – members expressed concern on the numbers completed, the impact and the reasons behind this. AD confirmed this was a new process for 17/18 and that training had been given to managers. The Chair noted the deep concern of the Board on this issue and asked for a plan as to how 100% completion would be achieved to be brought to the Board.

[Action: AD to bring a report to the Board on staff appraisals, to include a plan on achieving 100% completion]

3.2

Principal's Report

JT requested feedback on the style and content of the report going forward. A member suggested that the report would be better scheduled on the agenda prior to the KPI report to enable key aspects to be highlighted/referenced.

4.

QUALITY RECOVERY

4.1

CRS Committee

PT gave members feedback from the previous two meetings of the Committee:

- continued progress against the targets in the CRS
- slippage was still happening in some areas.
- Committee had looked in detail at 19+ provision.
- external scrutiny of progress in the form of an Ofsted monitoring visit was needed urgently.
- need to focus on curriculum business planning was noted. It was further noted that a consultant, Malcolm Cooper, would now be working with the College on this.

4.2

Review of CRS Version 13

JT took the Corporation through the up dated CRS.

4.3

College SAR

The SAR was reviewed. JT noted that the grades for 16/17 reflected the Ofsted report and, in the case of leadership and management, the FEC report. She requested that governors provide any further feedback by the end of the week. Subject to that members agreed to approve the SAR for external publication.

Resolved: to approve the SAR for external publication. **Unanimously agreed by all.**

4.4

HE Annual Report and HEFCE Assurance Statement

The paper, previously circulated via email, was considered.

4.5

Confirmation of Written Resolution taken on HEFCE Assurance

Members noted that 13 members responded in favour of the **written resolution**;

- to note and approve the HE Self-Assessment Report and Evaluation (to be discussed at the meeting on 6th December) and to confirm that the Annual Assessment Assurance Statement to HEFCE can be given

as a consequence, the written resolution was **passed**.

5.

FINANCIAL RECOVERY

5.1

Strategic Finance Committee

GP took members through the main points of the recent SFC meeting.

A member noted the discussion on contribution rates and emphasised the need to reduce staff costs in sport to reflect the number of students recruited.

5.2

Audit Committee Feedback

5.2.1

Audit Committee Minutes

JW highlighted the main points of discussion at the meeting; the need to now progress effective risk management, the Emphasis of Matter paragraph and the recommendation from the Committee to roll over the appointment of both existing EAs (KMPG) and IAs (RSM) for a further year.

Resolved: to agree to rollover the contracts with existing EAs and IAs for an additional

5.2.2	<p>year. Unanimously agreed by all</p> <p><u>Audit Committee Report to Corporation</u></p> <p>JW took members through the Committee's Report.</p>
5.2.3	<p><u>Audit Highlights Memorandum and Management Letter</u></p> <p>JW confirmed review by the Committee and recommendation to Corporation for approval.</p>
5.2.4	<p>Resolved: to approve the Audit Highlights Memorandum and Management Letter</p> <p>Unanimously agreed by all</p>
5.3	<p><u>Management Representation Letter</u></p> <p>JW confirmed review by the Committee and recommendation to Corporation for approval.</p>
5.4	<p>Resolved: to agree to rollover the contracts with existing EAs and IAs for an additional year. Unanimously agreed by all</p>
5.3	<p><u>Going Concern</u></p> <p>MW explained to members that the annual accounts have been prepared on the 'going concern' basis and the implication of that.</p>
5.4	<p><u>Annual Statements and Financial Accounts 2016/17</u></p> <p>MW took members through the Annual Statements and Financial Accounts for the year ended 31st July 2017. The inclusion of the Emphasis of Matter paragraph by the auditors was highlighted, members considered the impact of this. It was noted that the inclusion does not equate to a qualification of the accounts.</p> <p>Members considered at length the options open to them; to sign the accounts, submit them to the ESFA and publish with an Emphasis of Matter paragraph or to delay in the hope that the issues highlighted by its inclusion could be resolved and the auditors would then agree to the paragraph being removed. After considerable debate members agreed to approve the accounts for signature in their current form.</p> <p>Resolved: to approve the Annual Statements and Financial Accounts. Unanimously agreed</p>
5.5	<p><u>Management Accounts for October</u></p> <p>The impact of recruitment on the budget was highlighted. JT explained the work in progress to improve the current position:</p> <ul style="list-style-type: none"> • additional savings through the ongoing restructuring • business planning work now underway was noted • produce new apprenticeship standards • increase use of adult skills budget <p>Members raised concerns on the cost effectiveness of the current curriculum; JT confirmed that this would be addressed moving forward by the business planning work now underway. A member sought reassurance that the work referred to would be implemented and would bear fruit. JT emphasised that members were being involved in these processes; members would attend the 'Star Chamber' in February when business plans will be presented for the 18/19 academic year. Members reflected on the contribution rates in the accounts and wanted to see improvement. JT confirmed that this was being addressed and would be further addressed via the business planning work.</p>

<p>5.6</p> <p>6.</p> <p>7.</p> <p>7.1</p> <p>7.2</p> <p>8.</p>	<p><u>Health and Safety Report</u></p> <p>Members received the Health & Safety Report</p> <p><u>SUBSIDIARY COMPANIES</u></p> <p>Accounts were received and noted.</p> <p><u>SAFEGUARDING</u></p> <p><u>Safeguarding and Prevent Termly Report</u></p> <p>The report summarising concerns raised in the term to date was reviewed. The continued increase in mental health alerts was noted. Governors sought reassurances that staff involved were supported; CN confirmed that counselling services and a helpline was available for all staff.</p> <p>Staffing changes were noted.</p> <p>Members raised queries on the numbers of and reasons for student dismissals.</p> <p><u>Landex Safeguarding Report and College Action Plan</u></p> <p>The Landex report and resulting action plan were considered. Members raised concerns over actions that were to be 'ongoing' with no end date. An updated action plan to the next meeting was requested.</p> <p><i>[Action: CN to bring updated action plan to the next meeting]</i></p> <p><u>AOB</u></p> <p>Members were advised of a joint training session with East Coast College on governors' role in TLA to be held on 10th January 2018.</p> <p><u>Date of the Next Meeting</u></p> <p>The next meeting will be held on Wednesday 24th January 2018 at 6.00pm at the Otley campus</p> <p>The non-confidential meeting was closed by the Chair at 20.46</p>