

# EASTON&OTLEYCOLLEGE CORPORATION

Non - Confidential Minutes of the meeting of the Corporation held on 23<sup>rd</sup> May 2018 commencing at 6.00pm in the Room JB031, Easton Campus, Easton, Norfolk

## **Present**

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>	Staff Governor
D Nunn	<b>DN</b>	Independent Member
M Pendlington	<b>MP</b>	Independent Member and Chair
G Pilcher	<b>GP</b>	Independent Member
D Redhead	<b>DR</b>	Independent Member
P Richardson	<b>PR</b>	Independent Member
F Ross	<b>FR</b>	Independent Member
P Russell	<b>PR</b>	Student Member
S Ruddock	<b>SR</b>	Independent Member
S Sinclair	<b>SS</b>	Staff Governor
R Sheasby	<b>RS</b>	Independent Member
J Townsend	<b>JT</b>	Principal
P Thirkettle	<b>PT</b>	Independent Member
J Whyman	<b>JW</b>	Independent Member

## **In Attendance**

F Burrage	<b>FB</b>	Director of Business Development and Commercial
J Cook	<b>JC</b>	Interim Vice Principal - Finance
R Goodman	<b>RG</b>	Deputy Principal
C Nix	<b>CN</b>	Director of Estates
R Robson	<b>RR</b>	Director of Governance

	<i>The meeting was preceded by a demonstration from Jono West.</i>
	<i>Members agreed that discussion relating to items 2.1 (part), 3.1.3, 3.1.4 and 4 on the agenda be minuted as confidential</i>
<b>1</b>	<b><u>PROCEDURAL MATTERS</u></b>
<b>1.1</b>	<b><u>Apologies</u></b>
	MP welcomed Faye Burrage to her first meeting as the newly appointed Director of Business Development and Commercial and congratulated her on that appointment.

Apologies were received from Louisa Butcher and Sandra Dineen.

## 1.2 **Declarations of Interest**

The following declarations of interest were received:-

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

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

## 1.3 **Minutes of the previous Meeting**

The Non-Confidential and Confidential Minutes of the meeting held on 25<sup>th</sup> April 2018 were confirmed as a true record of the meeting for signature by the Chair.

## 1.4 **Actions and Matters Arising**

The open action tracker was reviewed:

- 1.11.17 Action 5 - Farm accounts on the agenda. Action complete.
- 25.4.18 Action 1 - Link Governor scheme to be updated this term. Ongoing
- 24.5.18 Action 2 - Further Pre Inspector training for Governors to be booked. Ongoing
- 24.5.18 Action 4 - Long term marketing strategy being progressed. Governors invited to marketing strategy session after Corporation on 26<sup>th</sup> June. Action ongoing.
- 24.5.18 Action 13 - KPI review meeting date agreed. Action ongoing
- 24.5.18 Action 15 - JW and SR met with Louise Wicks. Action complete
- 23.5.18 Action 1 - Demonstration taken place. Action complete
- 23.5.18 Action 2 - HE details on agenda. Action complete
- 23.5.18 Action 3 - Summer staff survey yet to be undertaken. Action ongoing
- 23.5.18 Action 4 - Digital marketing campaign launched. Action complete

There were no matters arising from the last meeting.

## 2 **PRINCIPAL AND CEO REPORT**

### 2.1

The new KPI summary sheet was noted, adding clarity to current trajectory. Members were pleased with the improvements made in KPI presentation.

*GP and SC arrived*

JT took members through the KPIs.

JC updated members on the tier 5 restructure, a member asked whether the process was disruptive to the student experience and if an increase in staff absence had been seen. JT confirmed that students remained unaffected by the process. She advised that the only disappointing aspect from a student perspective to date had been around communication of the decision to move all HE provision from Otley to Easton. She confirmed that there had been no obvious

increase in staff absence. The Chair asked the staff governors for their reflections on the process. SS noted the pressures experienced by ALS managers but commented on the professional and supportive manner in which the process was being delivered. CH agreed, noting that staff had responded well.

JT asked for governor support in attending the Suffolk Show, members asked for details of key messages to share with stakeholders and directions to the College stand.

[Action - Brief governors attending Suffolk Show on 6 key messages to share. Sign post to EOC stand.]

*Item on marketing minuted as confidential*

### **3. SURVIVAL AND GROWTH**

#### **3.1.1 Strategic Finance Committee Feedback**

GP confirmed meeting focussed on Tier 5, cashflow, changes to management accounts, funding agency letters and recruitment.

#### **3.1.2 April Management Accounts**

JC confirmed no surprises to report. Current position remains unsustainable, the remedial action required is underway and going as planned.

A member asked what had gone wrong in Sport in terms of contribution rate. JC confirmed that lower numbers had been recruited and action not taken to reduce cost. JC noted that this emphasised the need to be ready to respond immediately to September enrolment. A member asked if there was a correlation between contribution rate and quality; were students failed to ensure costs reduced. JT confirmed that this was not the case.

Members commented that the new style of accounts were a great improvement and thanked JC

#### **3.1.3 Banks**

*It was agreed to minute the discussion on banks in the confidential minutes*

#### **3.1.4 Land Sale**

*It was agreed to minute the discussion on land sale in the confidential minutes*

#### **3.1.5 Farm Accounts**

Accounts prepared to end of April were reviewed. It was noted that further work would be required. A full stock take will take place at end of July.

DN confirmed that he was pleased to receive the accounts and to note the qualifying comments. It would be important to start the new year with better accounts and a proper budgeting process. DN advocated that a specialist firm be

brought in to produce future accounts, he advised that he has discussed the accounts with a firm who would be prepared to do the work at minimal cost as they were keen to support education. Appropriate benchmarking would be provided. The need for the accounts to be used as a teaching tool for students was highlighted. JT confirmed that a supper for farmers was being arranged for July to engage with those stakeholders. In addition a paper on the strategy for the farm would come to the next meeting. DN agreed to work with CN on the introduction of the company to support the production of accounts.

[**Action** – CN to work with David Nunn on bringing in external company to produce management accounts, with benchmarking and tools to support students.]

[**Action** – Farm Strategy to June meeting]

### 3.1.6

#### **ESFA**

It was noted that both letters, Financial Health Notice to Improve and Minimum Standards Notice to Improve had been reviewed at SFC. Following that review a Chair's Action was taken to sign and return both letters to the ESFA within the required time limit.

JT confirmed that both letters had been expected and that the necessary action plans were already in place to implement the improvements required. GP advised that banks had been made aware and had not expressed concern. The alternatives for 19+ were noted and discussed.

### 3.2

#### **Quality**

#### 3.2.1 **CRS Committee Feedback**

PT provided verbal feedback from the most recent CRS Committee meeting.

Following concerns arising in Animal Care at Easton the CQM and ACQM presented to the Committee at the request of governors. PT noted the changes underway to improve the delivery of provision to students in this area.

PT confirmed that the Committee had reviewed updated predictions and progress of students taking English and maths. He highlighted potential issues in achievement of those students taking functional skills courses and the potential impact on the overall College achievement rate. The Committee was moving to looking at planning for 18/19 in terms of target setting and the effective monitoring of student progress in year.

The Committee were continuing to closely monitor HASPs and work placements.

#### 3.2.2 **CRS v19**

Members reviewed CRS v 19. It was noted that this version only includes actions

rated red and amber at governors' request.

**3.2.3 Ofsted Action – outcome of visit action plan and progress**

Members received the draft report and resulting updated action plan. The Corporation was pleased to note the overall outcome of the visit. It was noted that the previous issues in Countryside management courses had been resolved. Ofsted had noted the turnaround in attendance since December.

**3.2.4 Landex Peer Review Report**

The report was reviewed by the Corporation. It was noted that all recommendations have been actioned. The risk to the College continuing membership of Landex having received the Ofsted grade 4 has been removed.

The Chair queried next steps. RG confirmed that annual peer review work would continue, that the College was engaging more overall with Landex and highlighted the ongoing work with Myerscough under the SCIF bid.

**3.2.5 HE – Destination Data 2017 graduates**

Members noted the report. A member asked for confirmation of the percentage of those students entering employment that had gone into graduate level employment.

[**Action** – to confirm percentage of those students entering employment that had gone into graduate level employment.]

**4. SECURING OUR LONG TERM FUTURE**

**4.1 Strategic Review of Land Based Provision in Norfolk and Suffolk**

*It was agreed to minute the discussion on strategic review in the confidential minutes*

**5 GOVERNANCE**

**5.1 Link Governor Reports**

.Link governor reports received for Safeguarding/Prevent, construction and finance visits. Governors asked to use updated reporting form to allow more effective reporting and follow up of any concerns raised.

**6 SAFEGUARDING AND HEALTH & SAFETY**

**6.1 Safeguarding**

Members received the report, presented by RG. He highlighted the areas of concern. It was noted that significant progress had been noted at the recent Ofsted monitoring visit.

LB, as link governor, has agreed to attend a number of the weekly Safeguarding risk and review meetings.

RG confirmed that all lecturers are to receive mental health and first aid training to enable them to diffuse potential issues earlier and to further support students.

6.2

**Health & Safety**

CN confirmed that there were no new RIDDOR or other significant issues to report to the meeting.

7.

**AOB**

The Chair invited members to attend the upcoming Suffolk and Norfolk Shows, the Easton Campus Big Day Out and the Prize Days.

8.

**Date of Next Meeting**

Tuesday 26<sup>th</sup> June 2018 at the Easton Campus at 8.00am

The meeting was closed by the Chair at 7.40pm