



Non- Confidential Minutes of the meeting of the Corporation held on 24th January 2018 commencing at 6.00pm in Chadacre Room, Otley, Suffolk

Present

L Butcher	LB	Independent Member
S Coby	SC	Independent Member
M Coleman	MC	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
J Townsend	JT	Acting Principal
P Thirkettle	PT	Independent Member
J Whyman	JW	Independent Member

In Attendance

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

1	PRELIMINARY PROCEDURAL MATTERS
1.1	<p>Welcome and Apologies for Absence</p> <p>The Chair welcomed all to the meeting. Apologies were received from Sandra Dineen and Rachel Robson</p>
1.2	<p>Timing of Agenda and Urgent Items of Business</p> <p>The Agenda was accepted and no additional items were received</p>
1.3	<p>Declarations of Interest</p> <p>The following declarations of interest were received:-</p> <ul style="list-style-type: none"> • 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**

It was noted that the list of members present is incomplete. Subject to that being corrected the Minutes of the meeting held on 6th December 2017 were confirmed as a true record of the meeting for signature by the Chair.

1.5 **Actions and Matters Arising**

1.5.1 **Open Action Tracker**

1.11.17	Action 2	Update given on marking of students work – action to remain open throughout 2017/18
1.11.17	Action 5	Farm Accounts – To Board Mar 2018
1.11.17	Action 10	Marketing report to Board on 28.3.18.
24.1.18	Action 1	Destinations report to Board on 28.3.18
24.1.18	Action 2	AD to bring a plan to achieve 100% completion of staff appraisals to the Board. Presentation provided – agreed action complete
24.1.18	Action 3	CN to bring update on Landex Action plan to the next meeting, on this agenda. Agreed action complete.

1.5.2 **Matters Arising**

None raised

2 **STRATEGIC OVERVIEW**

2.1 **CEO Report**

The CEO report was received and reviewed.

A member asked will we hear what is coming for holistic assessments. JT added RG will be able to comment later in the meeting.

A member queried apprenticeship starts. JT/RG confirmed there are problems nationally. JT confirmed need to develop new standards. The same member noted that he had been involved with the apprenticeships awards and was impressed with what he had seen in the judging. RG confirmed improvements were being seen in apprenticeships.

Recovery Section – A member expressed concern on the over delivery recorded in the report. All members echoed this concern.

A member suggested that in order for staff already trained in their subject to understand how to adapt their skills to the study programme, and understand it fully, to offer new exciting courses, there needs to be external training for staff regarding the Study Programme. All agreed for external training on the Study Programme for staff to go ahead.

Action: CH to seek external training for staff regarding other elements of the Study Programme

JT reminded all of the key dates 7th, 8th and 9th February in the calendar for stakeholder activity, the Board noted a request for support from JT.

2.2 KPI Report

Attendance - Attendance suffered a dramatic drop the last week of the Autumn term. A member asked what the reasons were for the poor attendance. RG confirmed it was due to either students being poorly or taking extra days off for Christmas, it was in fact a 2 day week that week so some students could well have only been scheduled to be in one day that week. A suggestion was to look at doing whole weeks instead of having a two day week scheduled in the college calendar in future.

Observations undertaken – A member stated the blue line is way below the target. RG added we are on 132 observations undertaken at the moment. The same member challenged that we are not catching up. RG highlighted there is a plan scheduled for all lesson/staff observations being held throughout the academic year. JT believes that the target line is not right. All agreed to change the target line.

Action: JT/RG to alter the target line for staff observations going forward

Applications – A member queried the applications figure at the bottom of the page. JT agreed it is a concern, however course advice days have been good, offers are high but the conversions are low. The Chair queried whether we need to be worried about our applications figure, is it in line with other colleges. JT confirmed the need to increase applications. A member asked if, for next year, we follow up applications as a cycle.

Offers Made – Up by 13%.

Employees – A member noted that staff satisfaction is blank. AD confirmed a report is due to come back to the Board as the staff survey has been conducted. MP noted KPIs are moving in the right direction.

2.3 Strategy Day, 21st February 2018

JT summarised plans for the upcoming Strategy Day.

3 QUALITY RECOVERY

3.1 CRS Committee

PT gave members feedback from the previous two meetings of the CRS Committee.

A meeting has been held with Lee Robinson, CQM from Foundation Studies, there was some good progress on issues and points implemented there.

Action : PT requested the English and maths paper for the CRS Committee to be attached to next set of minutes

The need for governors to make Link Governor visits and meet with students was emphasised. PT suggested if anyone does a Link Governor visit, to ask the CQMs for their plans and targets and question their progress in the curriculum area. The next CRS Committee meeting is scheduled for 7th February 2018.

(GP joined the meeting)

3.2 Review of CRS Version 14

JT presented the updated CRS to the Board. JT is happy with progress; she confirmed that the information is looked at thoroughly on a regular basis.

A member queried whether everything Ofsted queried is included in the document. MP confirmed everything from the Ofsted report is included in this report.

JT added as part of the plan there are actions for all relevant staff to work on. All viewed the report prior to the meeting.

MP checked all are in agreement with the CRS report. All agreed with content of CRS report.

3.3 Ofsted Monitoring Visit Report

RG provided feedback on the Ofsted Monitoring Visit, see report included within Board Pack for this meeting.

The moderation process was assessed by Ofsted who confirmed that the process is working, however they highlighted a need for better feedback.

A member queried the rates on Page 4, JT confirmed that these relate to national rates. JT can send the Self-Assessment Review (SAR) to all members.

Action: JVT to send SAR to Board members

A member referred to the previous Ofsted comment on page 3 "Too much TLA needs improvement" and noted, now it is at "Requires Improvement" which JT should be congratulated on.

A member queried the previous Ofsted comment "Governors meetings do not show enough progress ..." where do we stand with this comment? RG confirmed that governors will be kept informed on learner progress.

MP thanked RG for the update.

3.4 Marking/Feedback to Students Report

RG presented the Marketing/Feedback to Students Report written by Faye Burrage.

RG provided an example of an assessment from previous experience at CCN with sixth form students, there is nothing at EOC for T Levels so RG has drawn up a Holistic Assessment (HA) system that covers formative assessment and allows

students to track their performance across their course year. The HA includes questions every six weeks which allows us to assess students' progress towards exams and their overall course achievement. By half term the students will begin using Holistic Assessments. Staff can follow up HAs by checking the whole course budget, staffing and other factors. These will be held on ProMonitor going forward.

MP queried whether these need to be included on the KPIs. JT/RG confirmed there is a KPI already in place that asks whether we are monitoring students' progress/assessment,

Action : RG to provide a verbal report on holistic assessments at the next board meeting.

A member asked about benchmarking assessments. RG these will be assessed on a six weekly basis.

3.5 Joint Board of Study Minutes

A member mentioned that he felt like he got nothing out of the JBOS meeting and asked if the minutes could be made easier to read and understand. RG noted the comment.

3.6 Staff Survey Report

Report to follow

4 FINANCIAL RECOVERY

4.1 Feedback from Strategic Finance Committee

GP provided feedback from the Strategic Finance Committee meeting. He noted of the 21 courses we measure, more than 50% are lower than 40% which is not contributing to staffing and other expenses. He highlighted the need to make further savings further cuts, the reasons for that and the potential implications if savings at the required level are not made in a timely fashion. The impact of student numbers was emphasised.

GP noted the urgent need to reduce the staff cost as a percentage of income, the College significantly exceeds the recognised sector benchmark on this.

JT confirmed that managers were now planning curriculum on a financial basis. She highlighted the need for growth and vision for the next 10 years, noting the work to be undertaken on Strategy Day.

MP there is a great confidence around the table that there is a drive to move this forward. With everyone looking at income streams, hopefully the message is coming across.

RG there will be an opportunity of three times a year to look at income and spend within the operational/curriculum business planning.

4.2 Management Accounts for January 2018

MW noted no significant changes since December..

GP asked whether we will talk about bank governance at some point, MP confirmed yes we will.

4.3 Impact of the Insolvency Legislation

MP confirmed that an external presentation and training session by Mills & Reeve is being scheduled.

Action: LB to ask Mills & Reeve to bring a presentation of the insolvency legislation for next board meeting on 28th March 2018

4.4 Barclays Bank Mandate for Approval

A mandate was received by MW for a request for approval. MW confirmed need to have two alternative signatories were no longer with the College. The two proposed signatories were **agreed** by the Board.

4.5 ESFA Meeting Feedback

JT provided feedback of the meeting with ESFA held on 16th January 2018.
Matters discussed:

- Strategic direction - ESFA looked at the college CRS for progress made.
- ESFA noted the date on the Ofsted monitoring inspection report and chose not to clash with future Ofsted meetings.
- In-year recruitment and income in all areas.
- Discussion on Minimum standards.
- Safeguarding.
- ESFA made aware of RG's recent bid for the Strategic College Improvement Fund (SCIF) which, if we are successful, would give us £248k to assist towards improving the college. RG pulled together the bid with assistance from Myerscough College.

5 SAFEGUARDING AND HEALTH & SAFETY

5.1 Autumn Term Safeguarding Report - CN

The number of referrals and the use of the My Concerns reporting through the tutorials system were noted.

Staff changes were discussed.

A member suggested that it would be preferable to reference 'volume' rather than 'priority'. CN noted.

A member queried racist behaviours and how they are addressed. CN added someone would have to decide on what the racist issue is and act on it appropriately.

CN was questioned on the theme of drug use. On going staff training in this area was noted.

LB (safeguarding Link Governor) confirmed that she was pleased with the college Safeguarding data; Ofsted mentioned that there is to be a 100% compliance of staff undertaking Safeguarding training, and asked if that is happening. AD confirmed 97% of compliance at the moment, work in place to ensure full compliance from now on. AD believes the new staff timeline of completion of training is much better, we have a register to record this.

RG added the student online training is also being undertaken to ensure students are compliant with Safeguarding. A member queried how to we tackle issues against homosexual behaviour, CN confirmed these would be classed as bullying.

5.2 Landex Safeguarding Report and College Action Plan

The Board received the Landex Safeguarding Report and College Action Plan showing actions allocated to owners. The initials shown as SR is Simon Rouch who has taken on Marie Pacey's actions. All progress is shown in the plan, although CN advised that further progress had been made after the writing of the report for the Board.

Good overall progress continues to be made and this plan will go towards the next Ofsted inspection visit.

5.3 Health & Safety Report

The Board received the H&S Report. Positive moves in risk assessment which is a starting line for H&S practice in the organisation. RIDDOR are broadly in line, there is a dip at Otley, it may be that these have not been reported as yet, however does not show any particular trend overall.

A member queried percentages at each campus, CN believes that the level is similar at each campus and is reducing.

A member positively reflecting on the update that there are more risk assessments in place, he asked what is the required number of risk assessments to be completed and do we have any slip through the net? JT noted need to ensure staff appropriately trained to understand the duty of care, and need to understand and complete risk assessments. JT confirmed that checks that all sessions have a risk assessment are made via Helen Molloy on all our risk assessments on how we should be running the college. Do you feel we are reporting it in the right way, for you to feel reassured? PT - Is there a database where we can check for a year on risk assessment? CN confirmed there is a database where all risk assessment are there to be seen. JVT suggested for link governors to check with teaching staff on whether they have their risk assessments in place when visiting the curriculum areas. All agreed.

A member queried whether there are any RIDDORs that may have been claimed

against. CN we have had no claims to date and we have insurance in place.

6 GOVERNANCE

6.1 Link Governor Reports

JT asked for governor feedback on visits as soon as possible after visit takes place to enable any issues raised to be addressed before the next Board meeting. All agreed.

RS/ DR visited the Agriculture/Equine areas where we are aware of issues. The quad bike is an issue at Easton, where we worked hard to get the horses in. Change of staff in that area noted.

RS/DR felt there was a lack of response to replacing the damaged corner post in the Otley Equine yard. We have checked it again today and it has not been tidied up and needs to be done, DR has a similar yard and feel that it should be done immediately. JT suggested to pass on these issues straight onto her and she will ensure these things get dealt with.

6.2 Feedback from Search Committee

6.2.1 MP confirmed that Sandy Ruddock had interviewed well. Sandy runs her own business and has a record of success and achievement in her area. Was recruited to the NALEP board, therefore the committee would like to recommend her to the Board.

The other interviewee from that session was not being recommended.

MP/JT/PT met with Fiona Ross prior to this meeting, PT felt she was a very impressive, current, a consultant, she is up to date and lives locally to Otley, and she would like to the join the Board.

MP would like to recommend Sandy Ruddock and Fiona Ross as independent Board members. **All agreed** with the two recommendations and the appointments were confirmed.

Action: MP to contact all candidates and let the successful candidates know forthcoming Board dates

MP recommended that we form a working party to progress recommendations for new members and come to the July Board with new recommendations. MP suggested the working party consists of MP, JVT and PT and to bring in either Sandy or Fiona.

If you would like to join please contact JVT or MP after the meeting.

6.2.2 Learning Board Report

MP asked the Board for any observations or feedback on the report. No comments brought forward. **All agreed** with content.

6.2.3	Establishment of a Remuneration Committee and the MP looking for volunteers to join, the committee. All agreed for MP, PT and FR to form the Committee.
7	AOB None
8	DATE OF THE NEXT MEETING The next meeting will be hand on 28th March 2018 at 6.00pm at Easton Campus The non-confidential meeting was closed by the Chair at 20.46