

EASTON&OTLEYCOLLEGE CORPORATION

Non - Confidential Minutes of the meeting of the Corporation held on 25th April 2018 commencing at 5.00pm in the 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
D Nunn	DN	Independent Member
M Pendlington	MP	Independent Member and Chair
G Pilcher	GP	Independent Member
P Richardson	PR	Independent Member
P Russell	PR	Student Member
S Ruddock	SR	Independent Member
R Sheasby	RS	Independent Member
J Townsend	JT	Principal
P Thirkettle	PT	Independent Member

In Attendance

J Cook	JC	Interim Vice Principal - Finance
R Goodman	RG	Deputy Principal
C Nix	CN	Director of Estates
R Robson	RR	Director of Governance
D Churchill	DC	ESFA

1	<u>PROCEDURAL MATTERS</u>
1.1	<u>Apologies</u> MP welcomed Phoebe Russell, student governor to her first Corporation meeting, and David Churchill, ESFA. Apologies were received from Carl Hard, David Redhead, Sandra Dineen, Fiona Ross, Shirley Sinclair and John Whyman
1.2	<u>Declarations of Interest</u> The following declarations of interest were received:- <ul style="list-style-type: none">• GP in relation to RNAA• MP in relation to University of Suffolk• PR in relation Morley

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

1.3 Minutes of the previous Meeting

The Minutes of the meeting held on 28th March 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 - Update on farm accounts on the agenda. Ongoing
- 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 3 - Marketing update in CEO Report. Action Complete
- 24.5.18 Action 4 - Long term marketing strategy being progressed. SD and JT to meet w/c 30.4.18. Ongoing
- 24.5.18 Action 5 - Circulate annotated funnel slide. Action complete
- 24.5.18 Action 6 - Contact made with Tim Barker. Action complete
- 24.5.18 Action 7 - review of marking and feedback undertaken by CRS Committee. Action complete
- 24.5.18 Action 8 - Appraisals update in CEO Report. Action complete
- 24.5.18 Action 9 - Structure chart in include names of post holders. Action complete
- 24.5.18 Action 10 - Communication with unions resolved. Action complete
- 24.5.18 Action 11 - Share war board. Action complete
- 24.5.18 Action 12 - LB met with RG re Safeguarding. Action complete
- 24.5.18 Action 13 - RR attended KPI workshop. KPI review to take place in June. Action ongoing
- 24.5.18 Action 14 - HE withdrawals reported in KPIs. Action complete
- 24.5.18 Action 15 - CRM development/use ongoing
- 24.5.18 Action 16 - 1st meeting of Strategic Review Group taken place. Action complete
- 24.5.18 Action 17 - Ofsted follow up on agenda. Action complete
- 24.5.18 Action 18 - Link Governor Scheme and reporting being updated. Action complete
- 24.5.18 Action 19 - CRS Committee had presentation on Holistic Assessment. Action complete
- 25.4.18 Action 20 - GP invited to meeting with Barclays. Action complete

There were no matters arising from the last meeting.

2 PRINCIPAL AND CEO REPORT

2.1

JT circulated new style KPIs (copies in minute book), members confirmed that the new format was preferable. Moving forward JT confirmed that these would be included in her CEO report.

MP asked what was planned to ensure retention of students to the end of term. JT confirmed that short course 'ticket' qualifications were being made available (e.g. First Aid), guest speakers, trips and prize days were planned.

Members sought clarity on the quality of lesson observations and linking of the outcomes of observations to the appraisal system. JT confirmed that the rigour of observations was being improved and that those staff receiving a grade 3 or 4 observation outcome were receiving support to lead to improvement. If improvement was not made capability procedures are implemented and HR are involved. JT updated members on the appointment to the commercial VP post: interviews took place earlier today and more are planned for Monday. Members were updated on the restructure. MP asked for an assurance that the process would be completed in the timescale set, JT confirmed that the deadline would be met. JT updated members on progress made following the Safeguarding issue that arose during the Ofsted monitoring visit. Members were asked to attend the upcoming County shows where possible and to meet with stakeholders at the College stand.

It was agreed to minute the discussion on marketing in the confidential minutes

2.2 **KPI Report**

The KPI Report was reviewed.

Members noted the positive progress being made with completion of appraisals but confirmed 100% completion still required.

A member noted the retention and attendance data and asked why targets for FE were not being met. RG noted issues during the academic year with some qualifications, these have been resolved and will not impact next year. He also noted fitness to study issues that were being resolved. The decline in attendance in December has been reversed.

A member asked if targets were to be considered as requirements or aspirational, JT confirmed that for new KPIs this would need to be explored with the group to meet later in the term to agree KPIs for the next academic year.

Hasps and work placements were reviewed, it was noted this is being actively and regularly monitored by CRS committee.

MP noted inaccuracies in the employer engagement KPI and sought confirmation on how such problems would be solved. JT advised that the new KPIs and form of presentation would eradicate such problems. In addition 'live' data could be presented to the Corporation via ProMetrix. Members asked for a demonstration.

[Action JT/RG to provide Corporation with a demonstration of ProMetrix at the next meeting]

Application data was reviewed. On HE members asked for confirmation of applications required, a 'funnel' for HE confirming where the College is first choice, offers made and the conversion rate required to hit the target for enrolment. A member asked for more detail on HE offers in terms of first choice (unconditional and conditional offers made) and the same where the College was second choice.

[Action – JT/RG further detail required for HE applications and offers]

3. **SURVIVAL AND GROWTH**

3.1.1 **Strategic Finance Committee Feedback**

Feedback noted.

CN sought clarity on the pay protection decision. It was confirmed that this related to staff taking an hours reduction.

3.1.2 March Management Accounts

JC highlighted the changes made to the presentation style of the accounts. He confirmed that further changes were still to be made but hoped that members found the changes made the accounts more accessible.

Members reviewed the accounts. JC highlighted the significant change to the previous month in that the projected restructure costs were now included. He confirmed that until the outcome of the restructure process was known the costs could only be estimated, this would become clearer when the profile of those leaving the College was known. A member sought clarity on the level of restructure cost quoted, JC confirmed that this included costs from the earlier rounds of restructure as well as tier 5.

The financial health assessment by year end should be satisfactory, JC noted that this was dependent on pay costs reducing and an increase in recruitment numbers being achieved.

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

JC confirmed that he was aware that bringing these accounts to the Board had become a protracted issue. These have now been prepared to 31st January and shared with GP and SC. JC confirmed that he would also share with DN. They will come to the May Board meeting.

3.1.6 Recruitment: applications and progressions

Members reviewed the data and noted the number of applications and progressions needed to meet the target for enrolments. The breakdown of numbers likely to be achieved from new applications, late applications and current students was highlighted.

JT confirmed that work was required to improve the conversion rate that the College had achieved in recent years as this was low for the land based sector. She confirmed that an update would be taken to CRS and a further update would come to the next Corporation meeting.

3.2 Staff

3.2.1 Staff Survey

Members reviewed the outcome and resulting action plan.

MP requested that a short follow up survey be undertaken in the summer, after completion of the restructure, to follow up on key questions.
A member noted the low completion rate and suggested that staff be encouraged to complete as part of the appraisal process.
A member asked that future surveys include reference to the area of the College where staff are employed.

[Action –short summer staff survey and future staff survey to enable area of College where staff are employed to be identified]

3.3 Quality

3.3.1 CRS Committee Feedback

Feedback noted. PT highlighted the concern of the Committee at the potential impact on outcomes and funding if the issues with work placements were not satisfactorily resolved.

3.3.2 CRS v17

Members asked for actions that are complete to be removed from the version brought to the Corporation

[Action – CRS pivot required to show only actions RAG rated amber and red]

3.3.3 Ofsted Action Plan and Progress

Members noted the action plan.

RG highlighted the need to find more secure supported internships for high needs learners in order to demonstrate significant progress in this area and asked all governors to speak to their contacts to see if any places could be found.

3.3.4 Mid-Year Student Survey Report

Members reviewed the outcome of the survey. RG noted the low completion rate and the actions planned to improve this in future.

3.3.5 HE – Office for Student

RG confirmed that the College was currently going through the registration process working with the UEA. Further updates on implications and requirements will be brought to future meetings

4. GOVERNANCE

4.1 Link Governor Reports

Reports received from link governors were received.

JT asked governors to ensure that relevant actions were agreed with CQMs during or after the visit and for the governor to review the QIP at the next link visit

to enable monitoring of progress of actions. If a strategic action is required this will need to be progressed as an action through the Board.

5.
5.1

SAFEGUARDING AND HEALTH & SAFETY

Safeguarding

CN reported on the progress made since the Ofsted visit on the issue raised.

JT confirmed that the lead for Safeguarding was now RG, future reports would come from him and he would now meet with LB. Their first meeting took place prior to the Corporation meeting.

A member expressed concern at the volume of mental health issues and asked if this was being reflected across the sector. RG confirmed that it is and that this was not helped by the level of support available within the community for mental health issues. LB noted the increased level of reporting through 'My Concern'. A member asked what the College was doing in order to assist with and resolve the issues being reported. RG confirmed that the College offered access to counselling, targeting to appropriate external organisations and that a programme of preventative work to improve resilience is in place through the tutorial system. A member asked if mobile phones were permitted in lessons. RG confirmed that they were as were where appropriate as frequently used as for research, use is limited where not appropriate. RG highlighted that support for staff was in place.

5.2

Health & Safety

The Health & Safety update Report was received and reviewed.

6.

GDPR

RR drew members' attention to the report distributed on the advent of GDPR.

JT confirmed that the College had bought into a package of support with City College Norwich. Staff have received training and a STAG group is overseeing the implementation of the required changes to process.

7.

AOB

None

Date of Next Meeting

Wednesday 23rd May 2018 at the Otley Campus at 5.00pm

The non-confidential meeting was closed by the Chair at 8.22pm