

EASTON&OTLEYCOLLEGE CORPORATION

Minutes of the meeting of the Corporation held on 26th June 2018
commencing at 8.30am in Room JB031 at the Easton Campus Easton Norfolk

Present

L Butcher	LB	Independent Member
S Coby	SC	Independent Member
S Dineen	SD	Independent Member
B Feltwell	BF	Independent 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
F Ross	FR	Independent Member
J Townsend	JT	Principal
P Thirkettle	PT	Independent Member
J Whyman	JW	Independent Member

In Attendance

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

Members agreed that discussion relating to items 2 (part), 3.14 and 3.15 would be minuted as confidential

1 PROCEDURAL MATTERS

1.1 Welcome and Apologies for Absence

Apologies were received from Sandy Ruddock, Robert Sheasby, Mark Coleman, Carl Hard and Phoebe Russell.

MP noted that Shelley Sinclair had resigned and taken up a new position. He wished her well in her new role.

1.2 Declarations of Interest

The following declarations of interest were received:-

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

- PR in relation Morley
- SD South Norfolk District Council

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

1.3 **Minutes of the previous Meeting**

The Minutes of the previous meeting (non-confidential and confidential) held on 23rd May 2018 were **confirmed** as a true record of the meeting for signature by the Chair.

1.4 **Actions and Matters arising**

Open action tracker was reviewed:

24.4.18	Action 1	Link governor roles being revised
25.4.18	Action 2	Training to prepare for Ofsted booked – Action Complete
25.4.18	Action 4	Marketing workshop to take place after the Corporation Meeting
25.4.18	Action 13	Any changes KPIs to Committees. Action complete
23.5.18	Action 3	Summer staff survey as yet to be undertaken. - Action ongoing
26.6.18	Action 1	Students enrolling for new courses to be confirmed by email. - Action ongoing
26.6.18	Action 2	Governors briefed prior to Suffolk Shows. - Action complete
26.6.18	Action 3	CN working with DN on Company to produce management accounts. - Action complete.
26.6.18	Action 4	Farm strategy on Agenda – Action complete.
26.6.18	Action 5	Percentage of graduates into graduate level employment, to be confirmed by email. Action ongoing.

2 **CEO and PRINCIPAL REPORT**

JT took members through KPI's. She expressed that retention remains a concern. Data is still to be cleansed and figure may drop.

Members reviewed recruitment data. JT highlighted that the target set is a stretch target. Impact on income was noted in relation to lagged funding for 19/20.

JT confirmed the decision to stop HE at Otley due to the reduction in numbers and quality. She confirmed the discussions for future HE courses at Otley were continuing. Students from Otley were being offered the chance to transfer to Easton. HE recruitment was reviewed.

WBL recruitment reviewed.

Further discussion on this item minuted as confidential.

FR arrived.

3. **SURVIVAL AND GROWTH**

3.1 **Financial Strategy**

3.1.1 Audit Committee Feedback

JW, Chair of Audit Committee, updated on the recent Audit Committee. He highlighted the new risk management group and risk registers that had been presented to the Committee, JC thanked for his work in this regard. Noted that the overall internal audit opinion for 17/18 remains uncertain due to the outcome of internal audits to date. Further follow up work has been done around risk and one internal audit still to be undertaken. Members **resolved to approve** the audit planning memorandum on recommendation by the Committee.

The Corporation **resolved to approve** the risk management policy on recommendation by the Committee.

The strategic risk register was noted.

The Corporation **resolved to approve** the rollover of the internal and external auditors' contracts for one further year as recommended by the Committee. Noted that a tender process would have been appropriate at this stage and will be implemented in 18/19. It was felt that this would not be appropriate at the current time considering other issues going on in the College.

3.1.2 Strategic Finance Committee Feedback

Members noted the feedback from the Strategic Finance Committee.

3.1.3 May Management Accounts

JC presented the May Management Accounts. He highlighted the adverse movement since the previous report. This was noted to be due to a combination of several factors. He confirmed that lessons had been learnt with regard to the application for funding. No other issues of concern to highlight. No other significant movement has occurred in the past three to four months. Remedial action is ongoing as previously discussed. It was noted that monies that had not been claimed could now not be claimed retrospectively. A member queried the foundation learning figure included as a result in the contribution to overhead. JC confirmed that he would report back on the reasons behind that.

Action: JC to confirm reasons for the contribution to overhead from foundation learning at Otley

3.1.4 Bank - Update

Minuted as confidential

3.1.5 Land Sale - Update

Minuted as confidential

3.2 Quality

3.2.1 CRS Committee Feedback

PT highlighted the main points of the most recent CRS Committee Meeting to the Corporation. He highlighted the learner progress made, noting that this continues to be positive and that good foundations are being laid in this area for the future. Further significant improvement however is required in 18/19. Plans for the 18/19 year will be the focus of the next CRS Meeting at the end of August.

PT confirmed that the Committee had reviewed predicted outcomes and work

placements; RG had confirmed to the Committee that no learner would fail their course because they had not fulfilled the work placement element. The Committee had reviewed attendance data. The Committee had sought clarity on plans for classes in and around the time of the exams. Need to ensure that students continue to attend was highlighted. Significant transport costs were being incurred each year by the College, these costs were effectively compounded were students were then not attending.

The Committee had discussed the nature of the examinations taken by students on functional skills courses. Some of those examinations were effectively impossible for the students to achieve in. The appropriateness of those courses and examinations needs to be reviewed as the impact on overall College achievement remains.

4

SECURING OUR LONG TERM FUTURE

4.1

Strategy for College Farm

CN presented a paper setting out key proposals for the farm. He highlighted the need to ensure that the farm continued to provide positive opportunities for the College. Members reviewed the detailed proposals set out in the Report. DN reflected on the paper noting the need to strike an appropriate balance between commerciality and the farm being an educational facility. At the moment the farm was not achieving on either front; a loss was currently being shown and at present the farm did not provide an inspiring or aspirational learning environment.

A member challenged the proposals, he suggested that the need to ensure that students were shown best practice could be best achieved by visiting other local farms and facilities. He noted that most farms of this size were farmed by others and not farmed in-house. He felt more thought was needed before action was taken. Other members supported the paper. The difficulties in transporting students to other facilities in terms of travel time was considered. A member confirmed that the time to travel to other sites had been highlighted by students as an issue at a recent student council meeting. The need to ensure that the farm had up to date equipment in order that students were learning best practice and from current practice was highlighted. Partnering up with other local farms in order to share and borrow equipment was suggested. JT confirmed that this was a matter of continual review. She highlighted the successful partnership arrangements that had been achieved with Ben Burgess and TNS. She confirmed that key stakeholders from the farming community were being invited to a summer supper in order to ask them to join an ongoing advisory group for the farm which would be led by DN.

A member highlighted a need for the College to demonstrate best practice regardless of the nature of the course. If that was not what was being done then this needed to be addressed immediately. Any issues in terms of the quality of practice would be noted on Ofsted inspection. She highlighted the nature of study programme; a key component being the access to external work experience, relationships with employers are key. Students will not develop the skills that are required to build those relationships if they do not experience best practice within the College.

A member highlighted the need not to look at aspects of College provision and utilise the use of assets in isolation but rather to consider this as part of the overall vision and strategy of the College.

5	<p>The Corporation resolved to proceed with the actions set out in the paper pending future decisions on the longer term future of the farm.</p> <p><u>GOVERNANCE</u></p> <p>Members asked to forward any remaining link governor reports to RR. New Link Governor Scheme and Link Governor roles aligned to Ofsted inspection areas to be in place for 18/19.</p> <p>REM Committee TOR reviewed. It was resolved to approve the TOR subject to an amendment to permit up to 5 members of the Committee.</p> <p>Noted that the current committee/meeting structure to continue in the autumn term pending the FEC November visit and the Ofsted re-inspection.</p>
6	<p><u>HEALTH AND SAFETY</u></p> <p>The Health and Safety Report was noted. No new RIDOR incidents have occurred since the previous report. One claim has been received for a non-RIDOR incident, this has been referred to insurers.</p>
7	<p><u>SAFEGUARDING</u></p> <p>JT took members through the Safeguarding Report. Ongoing concerns around mental health were discussed, JT explained to members the work taking place to ensure that students were more resilient and prepared.</p>
8	<p><u>AOB</u></p> <p>Governors were reminded of upcoming events.</p> <p>Date of the next meeting is Wednesday, 18th July 2018 at 6.00pm at the Otley Campus.</p> <p>The meeting was closed by the Chair at 10.22am.</p>