



**WEST NOTTINGHAMSHIRE COLLEGE  
CORPORATION BOARD**

**Minutes of the Corporation Board meeting held in the Vision Room, Derby Road site on Thursday 6 December 2012 at 6.10 pm**

**GOVERNORS PRESENT:** Kate Allsop  
Nevil Croston  
Terry Dean  
Diana Gilhespy  
Malcolm Hall  
Jean Hardy  
Adrian Harpham  
Asha Khemka  
Amy Mellon  
David Overton  
John Robinson  
Colin Sawers

**ALSO IN ATTENDANCE:** Maxine Bagshaw, Clerk to the Corporation  
Andrew Martin, Deputy Principal  
Patricia Harman, Deputy Principal  
Tom Stevens, Executive Director: Capital Projects & Estates  
Louise Knott, Director of Communications, Marketing & Learner Engagement  
Graham Howe, Vice Principal: Business Development

**13.38 DECLARATION OF INTEREST**

The Chair reminded those present to declare at the start of the meeting any interests in matters to be considered. Standing declarations of interest were noted, it was agreed that none of the declarations prohibited participation in discussion.

**13.39 WELCOME AND APOLOGIES FOR ABSENCE**

Apologies for absence were received from Chris Bodger, Tim Clarke, John Holford, Mike McNamara and Marie Oakton.

**13.40 MINUTES OF THE MEETING HELD ON 22-OCTOBER 2012**

The minutes were agreed as a true and correct record and were signed by the Chair.

**13.41 MATTERS ARISING AND ACTION PROGRESS REPORT**

The Deputy Principal confirmed that she had met with the Staff Governor regarding the report presented at the last meeting. He is to go back to

<b>ACTION by whom</b>	<b>DATE by when</b>
Chair	6 Dec 2012

Signed : \_\_\_\_\_Chair

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the individuals who provided him with comments and get some specific examples so that the Management Team can investigate issues raised. The Staff Governor confirmed that he was happy with the manner in which his concerns were being progressed.

The Principal confirmed that the unions have opted to go with the AoC recommendations regarding pay awards, and this is what the College will be implementing.

Members reviewed the action progress table at page 13 and were happy that matters identified were being progressed.

AGREED: to note the update provided.

### **13.42 PRINCIPALS REPORT**

The Principal introduced this item and confirmed that as the Board had only met a couple of weeks ago her report was relatively short on this occasion. The following was specifically noted:

- 1) Ofsted annual report on Learning & Skills – this has been a challenging week for the sector as the report published was not very positive. The findings have been challenged in a professional way by the sector. However, it is good that there is recognition within the report that two thirds of colleges are good or better. A clear message from the report is that teaching and learning needs to be improved. It has not been helpful that in the same week Keith Baker, the promoter of UTC's has been critical of colleges. It is his belief that there is a very limited role for colleges in UTC's development. The Principal indicated that despite the negative press it is a matter of simply getting on with the business and doing what needs to be done. Members discussed whether a formal response ought to be provided to Sir Michael Wilshaw from the Principal. It was agreed that this was the appropriate thing to do.
- 2) The Richard Review of apprenticeships has ten recommendations contained within the report. The report focuses on the definition of apprenticeship, its model of delivery, ownership and funding. Richard recommends that apprenticeships should be targeted at those in a new job role that requires substantial training and up-skilling. Governors were reminded that the development of Vision Apprentices has achieved exactly this requirement and gives the College a competitive advantage over other providers. However, much of the provision delivered by College partners is current workforce development and is not, therefore, a new job role. Richard also recommends that the ownership of standards and competencies should be placed in the hands of employers or employer consortia. These new and broad ranging occupational standards should replace our own current system of frameworks. The proposal is that the funding of apprenticeships should be routed via the employer, with Richard suggesting that this be achieved through the tax system. If

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adopted, the College would require a further expansion in its direct relationship with employers, and would need to be positioned to be able to support employers and engage, to what is likely to be a much greater extent, to what employers necessarily have the time or inclination to do at the present time or to present regulations. Perhaps the most significant implication is in the definition of an apprenticeship being linked to a 'new' job. Much of the College's current delivery does not fall into this category. It might be argued that with an increased responsibility on employers, which some may see as a burden, many small or medium sized organisations do not see the extent of their commitment to be worthwhile in order to achieve the desired outcome.

As a result of the review, there will be a need for the College to refocus its apprenticeship activity and forge stronger links with employers. All felt that Vision Apprentices is the right mechanism to tackle some of the challenges identified. Members were advised that a further report would be presented in January, once additional developments are known.

Principal

Jan 2013

- 3) In the autumn statement issued yesterday, a key message was local accountability. This will lead to greater publication of data locally. Localism is a key message that is permeating all areas of Government.

AGREED: to note the update provided.

#### **13.43 2011/12 FINANCIAL STATEMENTS AUDIT MANAGEMENT LETTER**

The Director of Finance introduced this item and presented KPMG's letter to the Board, he drew members' attention to the explanation of the work they have undertaken and reminded Governors that this is an annual requirement. Members reviewed the document and noted the following:

- Page 27 – this provides a summary of audit progress and status. It was confirmed that the vast majority of work has now been completed and the post balance sheet events review is imminent.
- Pages 29 & 30 are the income and expenditure reports and detail the financial performance. All agreed that the College had performed well compared to the rest of the sector. Members noted the significant increase in net pensions liability.
- Page 30 – this is the balance sheet, all agreed that the pension liability is a public sector issue generally and politically a national issue.
- Page 34 – this details the adjustments.
- Page 35 – all have now been completed and the Auditors are happy with the information provided.
- Page 41 onwards provides sector developments and explains sector challenges.

Signed : \_\_\_\_\_ Chair

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All Governors acknowledged that the College has seen a strong two years.

AGREED: to note the content of the 2011/12 Financial Statement Audit Management Letter.

**13.44 2011/12 MEMBERS REPORT AND FINANCIAL STATEMENTS**

The Director of Finance introduced this item and confirmed that much of the detail has already been reviewed in the previous agenda item. He confirmed that the statements were provided in a standard format and provides a summary of performance to date and also include details regarding future developments.

AGREED: to approve the 2011/12 Members Report and Financial Statements.

**13.45 LETTER OF REPRESENTATION 2011/12 AND LETTERS OF SUPPORT 2011/12**

1) Letter of Representation 2011/12

The Director of Finance confirmed that the letter presented for approval is in a standard format and is required annually. The Director of Finance gave assurances that he and his team have satisfied all Auditor requirements.

AGREED: to approve the Letter of Representation 2011/12.

2) Letters of Support

The Director of Finance confirmed that following transfer of profits the College's subsidiary companies, Safety Plus Training & Consultancy, Safety Plus (Construction) Ltd and Vision Apprentices Ltd require a letter of support to allow Directors to confirm that the companies remain trading as going concerns. He confirmed that the letters of support were standard and were in line with prior year practice.

AGREED: to approve the Letters of Support required for 2011/12.

**13.46 AUDIT COMMITTEE ANNUAL REPORT 2011/12**

The Chair of the Audit Committee introduced this item and reminded Governors that this report is produced on an annual basis. He highlighted the fact that the report provides a summary of the work done by the Committee in the year. In terms of internal and external audit recommendations, he explained that there were no common themes and that all items were stand alone issues and particular to the areas audited.

He confirmed that both Internal and External Auditors provided an unqualified opinion for the 2011/12 year.

Signed : \_\_\_\_\_ Chair

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AGREED: to note the content of the Audit Committee Annual Report for 2011/12.

**13.47 SAR 2011/12**

The Deputy Principal introduced this item and confirmed that the Self-Assessment Report has been produced in line with the common inspection framework 2011. Drafts of the Self-Assessment Report have been considered by the College Executive Team. Following amendments, the Self-Assessment Report was subject to external validation by the Chair, a member of the Standards Committee and the Quality Manager from a local college. Subsequent to the external validation, further refinements have been made to the document. She confirmed that the self-assessment grades proposed were agreed by the Executive Team and approved by the Standards Committee. Members' attention was drawn to page 127, which summarises the key areas for improvement.

Members' attention was drawn to page 136, where it was noted that one error in grading had been made, Hairdressing should have a grade 4 and not a 3, this is in line with the Ofsted grading given at inspection and the College's own internal assessment.

Members discussed the timing of completion of the SAR and felt that it ought to be possible at this stage to have some indications of the impact of the Quality Improvement Plan in place. Of particular concern was the fact that Governors did not have a real sense of how the Hairdressing provision has improved since the date of inspection and completion of the SAR. It was agreed that the Board would receive updates on the SAR during the year, so that they could better understand the journey travelled. These updates to be provided at the January and March 2013 meetings.

The Deputy Principal confirmed that a report would be presented to the Standards Committee in January updating Governors on progress made against the Quality Improvement Plan.

Members' attention was drawn to page 162 and 163, which summarises the success rate targets set for the 2012/13 academic year. Members agreed that it would be helpful to have a quality improvement report presented on a quarterly basis to the Board.

All Governors acknowledged that some of the targets set were incredibly challenging. They agreed that it would be helpful, in the future, if this information was put in the context of national averages, so that they could then benchmark College performance and aspirations.

AGREED: to approve the Self-Assessment Report for 2011/12.

Deputy Principal Jan & Mar 2013

Deputy Principal Jan 2013

Deputy Principal Quarterly Report

Signed : \_\_\_\_\_ Chair

Date:

**13.48**      **EXCEPTION REPORT – SAFEGUARDING, EQUALITY AND DIVERSITY**

The Deputy Principal introduced this item and confirmed that for partner provision there were no safeguarding incidents reported in October 2012. In relation to equality and diversity there was one reported incident through partner provision, where a student had been called inappropriate names. She confirmed that training and development had taken place with the employer and the group in relation to stereo-typing.

Members` attention was drawn to the summary table at page 165, which provides a trend analysis for the period 1 June 2012 to 31 October 2012.

AGREED:            to note the content of the report.

**13.49**      **STUDIO SCHOOL FEASIBILITY STUDY**

The Principal provided a verbal update and confirmed that she had had a meeting with Anthony May from the County Council earlier in the day. The College is now ready to submit an application and Andrew Martin is taking the lead for the College. She indicated that, so far, consultation has been very positive with significant support communicated for the proposal. She confirmed that consultation has been undertaken with a range of partners who include employers, parents and students. On the whole, everyone appears very encouraged and excited by the opportunity. As would be expected, Secondary School Heads are not quite as enthusiastic, this is because the Studio School will provide more competition and additional capacity within the town. A major concern for secondary schools is the impact that the opening of a studio school would have on budgets. It was acknowledged that the College does not need support from secondary schools to be able to progress further.

The Principal explained that the LEA are very supportive and encouraged by the application. The next stage is to collate all necessary evidence and then submit to the Studio School Trust. The College is to undertake a dummy review with the Studio School Trust next Wednesday, following this they will receive feedback and the formal application will be submitted by 4 January. If the College is successful in its bid to be a sponsor, it will be interviewed in the new year. If successful at interview, plans will then be developed to establish a new Studio School by September 2014.

Members all agreed that the initiative was a very positive one and were happy to continue support to develop the application to sponsor a Studio School.

AGREED:            to note the update provided.

Signed : \_\_\_\_\_ Chair

Date:

**13.50 MINUTES OF THE STANDARDS COMMITTEE MEETING HELD ON 15 NOVEMBER 2012**

AGREED: to note the content of the minutes.

**13.51 MINUTES OF THE FINANCE AND ESTATES COMMITTEE MEETING HELD ON 22 NOVEMBER 2012**

Members` attention was drawn to the recommendation on page 181 that the Board approve the partner contract variations as scheduled on the appendix. Members reviewed the schedule at page 182 and were happy to endorse the recommendation.

AGREED to:

- a) To note the content of the minutes.
- b) Approve contract partner variations as set out at page 182.

**13.52 CONFIDENTIAL ITEMS**

It was agreed that confidential items would be recorded separately.

**13.53 AOB**

There were no items of additional business.

**13.54 DATE OF NEXT MEETING**

The Clerk to the Corporation confirmed that the next meeting was scheduled for 16 January 2013.

Meeting closed at 7.12 pm.

Signed : \_\_\_\_\_Chair

Date: