



**WEST NOTTINGHAMSHIRE COLLEGE
CORPORATION BOARD**

Minutes of the Corporation Board meeting held in the Board Room, Derby Road site on Thursday 16th October 2014 at 5pm

GOVERNORS PRESENT: Ian Baggaley
Chris Bodger
Nevil Croston, Chair
Terry Dean
Dame Asha Khemka
Beverley Nita
David Overton
John Robinson
Chris Winterton

ALSO IN ATTENDANCE: Maxine Bagshaw, Clerk to the Corporation
Patricia Harman, Deputy Principal Teaching & Learning
Elaine Martin, Director of Quality and Performance
Tom Stevens, Executive Director Capital Projects and Estates
Andrew Martin, Deputy Principal/Director of Finance
Louise Knott, Director Communications, Marketing & Learner Engagement
Andrew King – Director of Strategy and Innovation
Tracey Thompson, Director of HR
Sacha McCarthy (from 6pm), Director of Employer Engagement
Mary Buckland, Head of Academic Public Services & Sports Studies (attended for the presentation at agenda item 6 until 5.30pm)

	ACTION by whom	DATE by when
15.10 <u>DECLARATIONS OF INTEREST</u>		
The Chair reminded those present to declare at the start of the meeting any interests on matters to be considered. No interests were declared.		
15.11 <u>WELCOME INTRODUCTIONS AND APOLOGIES FOR ABSENCE</u>		
Apologies for absence were received from Kate Allsop, Tim Clarke, Malcolm Hall, John Holford, Diana Meale, Hari Punchihewa, Colin Sawers and Graham Howe.		
15.12 <u>MINUTES OF THE MEETING HELD ON 17TH SEPTEMBER 2014</u>		
AGREED: that the minutes were a true and correct record and were signed by the Chair.	Chair	16 th Oct 2014

Signed : _____Chair

Date:

There were no matters arising.

15.13 ACTION PROGRESS REPORT

The content of the Action Progress Report was noted.

15.14 KPI REPORT

Andrew King introduced this item and drew members' attention to the data tables. He reminded Governors that the framework for high level reporting had been established following discussions at the June Residential and feedback received regarding early drafts of the data dashboards proposed. He confirmed that the report is based upon the OFSTED framework and the Colleges own key KPIs.

In relation to the data table provided he indicated that there were two pieces of information that were not yet available, these are the 13/14 data in relation to employer customer satisfaction and also the 13/14 staff absence rates. He indicated that this information would be available and included within the report for the November meeting. It was acknowledged that this particular point in time is very early in the year and therefore limited information is available for the 14/15 position.

He indicated that following this meeting Governors will also be provided with the opportunity to electronically delve deeper under the headline figures provided today. It was confirmed that this would be provided on the Governors portal and access available from November 2014. It was agreed that Andrew King would also provide a matrix which explains the targets set, the monitoring framework in place and details of who has got oversight for particular targets and key milestone dates etc. He explained that this meeting was very much about providing baseline data and trend analysis and also a very early snapshot for the 2014/15 in year position.

Members reviewed the data tables provided and a number of comments/suggestions were made:

- The tables were very easy to follow and from a Governors perspective are very useful
- Governors felt that in depth information was to be provided by exception but all agreed that the opportunity to electronically access more detailed data was useful
- Lesson observations – Governors were concerned that the percentage of observations graded good or better for partners was worse than in the prior year. The Principal acknowledged that this was not the desired position and to try and tackle this she has now taken the lead in relation to meeting with partners once per term. These meetings are to review performance and also undertake a contractual reassessment.

Andrew King

Nov.
2014

Andrew King

Nov.
2014

Signed : _____Chair

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- Governors would like to see the data RAG rated so that they can more easily assess the direction of travel. Governors indicated that they would wish to use the data tables as a mechanism for alert if there are particular areas where it is becoming clear that targets are not being met.

Governors questioned how the KPIs transfer to objectives and targets throughout the organisation. The Director of HR confirmed that they are distilled down to many levels within the organisation to ensure that there is a whole College approach taken in relation to setting, monitoring and hitting targets. The Principal confirmed that she has also picked up the issue of timely success rates for partners. She is of the opinion that the targets set are achievable but that there needs to be a very strong focus and clear monitoring in relation to partner performance and practices.

Governors indicated that they would also like to see reporting in more detail regarding exceptional items i.e. much more clarity regarding any outliers in terms of school performance. It was felt that general performance could be green but that within this there may be exceptional areas either doing really well or doing poorly and therefore need flagging up to the Board.

In general terms Governors all agreed that the development of the data dashboard was a very positive step forward and it was something to be improved upon over time.

AGREED: to note the update provided.

Andrew King 2014/15

15.15 HEAD OF SCHOOL PRESENTATION – ACADEMIC PUBLIC SERVICES & SPORTS STUDIES

Mary Buckland introduced this item and provided a presentation which had a number of matters that she wished to bring to members attention:

- 1) APS & SS overview
 - Large, diverse, successful school with a track record for meeting or exceeding KPIs
 - Strong ongoing demand for all courses offered (FE&HE)
 - Success of the school is the team; it is driven by their ownership and commitment. They are well informed and benefit from good leadership at every level.

- 2) Curriculum provision
 - Diverse provision includes 698 16-18 year olds and 42 19+ full time students
 - A-levels in 20 subjects
 - Sport and Public Services level 3
 - Sport, Public Services level 1 and level 2 and NVQ level

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2 and level 3 provision, fitness, horse care and activity leadership

- Higher education full time is 119 19+. This is an area that is growing steadily with 2 full degrees offered in relation to sport and criminology
- Part time evening GCSE (English Maths and Science) offered with 230 19+ students

3) Success rates

- Overall A-level results continue to exceed national averages (schools and colleges) by at least 1%
- Average high grades A*-B subject performance is 31%. Top 3 performance subjects are AS English Language 88%, AS History 63% and A2 Business 63%.
- Subjects requiring improvement are AS physics, PE, Chemistry and Geography and also at A2 Law.
- Increase in the high grade profile over the last 3 years with AS particularly improving
- Retention remains strong and shows improvement over 3 years.
- GCSE pass rates remain high against national averages
- EPQ – Extended Project group introduced in 13/14, 31 students with 100% success which is 36% higher than the national average.
- ICT introduced in 13/14, level 1 82.87% (62% is the national average) level 2 80.27% (52% is the national average)

4) Success rates for Public Services

- Level 1 – 94.4%
- Level 2 – 86.4%
- Level 3 – 82.8%

In relation to the results it was explained that whilst level 2 is not as high as the College would hope there is some really positive destinations here. Level 3 is still an area for concern and improvements are needed. It was explained that within the level 3 statistics the College is managing out the 2 year course data.

5) Success rates Sports Studies

- Level 1 – 88.2% (with only a small number of students)
- Level 2 – 79.6%
- Level 3 – 83.5%
- Success rates for higher education are good. There is strong continued demand for higher education with 14/15 being 10 students above plan.

6) Destination data – academic studies learners progressed to

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courses leading to higher level qualifications and into jobs that meet local and national demands.

- 88% of students who applied to university were accepted to their first choice university, 83 students (62 in 12/13) applied to university and were successful in securing a place. 73 (53 in 12/13) obtained a place at their first choice of university at 85%, 6 at their second choice and 4 obtained a place through clearing.
- Of those not applying for university;
 - a) 2 students progressed to foundation degrees at WNC
 - b) 24 progressed to full time employment
 - c) 9 progressed to apprenticeships
 - d) 12 students are taking a gap year
 - e) 17 students have returned to academic studies to complete their A-level studies
 - f) 2 students have moved to an alternative level 3 course.

7) Programme of study

- In the first year of programme of study across the school of learning considerable progress and success was achieved overall, all aspects included in the CIF can be evidenced somewhere but not consistently
- The school always has had a strong employability focus driving the College values and fundamental things like attendance, punctuality, preparedness to learn, ownership of progress and behaviour, meeting deadlines, planning prioritising how to improve etc. (transferable skills)
- Student experience enriched by visits to University, Houses of Parliament, vocational related trips, involvement in NCS project, visit by MP and Baroness Morris of Yardley, public services live activities.
- Introduction of ICT and EPQ for A-Levels
- SOL have strong ongoing track record for delivery of English, Maths and ICT
- However functional maths outcomes across SOL requires improvement, this is also a wider college issue
- This year Mary Buckland has been tasked to lead on the College wide learner responsive (on campus) delivery of English and Maths
- In preparation for September 2014 the College changed awarding body for Functional Maths after careful consideration and consultation with newly formed cross college English and Maths teams
- A key focus for OFSTED and now a condition of funding is ensuring that every student is working towards appropriate levels of English and Maths and be grade challenging, there have been a lot of lessons learnt

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quickly to help ensure that the team were ready for the requirements.

- Ensuring every student will meet 540 guided learning hours (maximum 600) especially those that are exempt from English/or Maths has been a key focus.

8) Wider learning – this is something that the school is very proud of.

- Work placement – 122 students carried out work placements varying from 10-72 hours of volunteering. 15 students volunteered on a weekly basis for various charities
- Over 500 students volunteered on various projects both within and outside of College
- Employability – 40 students took part in various team building activities with the British Army as part of the employability and experience day. 166 students gained qualifications in ICT in order to improve their employability skills
- Enterprise – 70 students took place in enterprise activities with the Christmas market
- Mentoring – 19 students carried out peer mentoring in sports, journalism and PR
- Guest speakers including Baroness Morris, Fire service, Army, Police, Sports Psychologists, MPs and many others.
- Fundraising – over £4,000 raised for charities including Mansfield Winter Shelter, Children in Need, Parkinson's UK and Independent Age. 18 trolleys of food donated to 3 local homeless charities.

9) Performance against other KPIs

- Teaching observation profile 25% outstanding, 60% good, 15% requires improvements = 85% good or better. After re-observation 23% outstanding, 60% good, 17% requires improvement = 83% good or better.
- Contribution is 44.04% against a budget of 41.35%
- Student satisfaction is very positive for both HE and FE
- Very positive external examiner (HE) moderator (FE) reports and feedbacks.

10) Key strengths

- Management focus and team buy in to maintaining quality of provision and striving for improvement
- Managing and monitoring the impact of change e.g. removal of January A-level exams, introduction of programme of study, late validation of top up Sport Ed for September delivery, conditions of funding and evidence.
- Student experience

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11) Key areas for development and challenges

- Improvement required for A-levels in Sciences, Geography and Maths
- Further improved progression from AS to A2
- Improved Functional Maths outcomes
- September 2015 – two year A-level may impact upon recruitment. Retention may be a challenge potentially impacting on success rates in 2017
- Changes to BTEC assessment in year 2 level 3, year 1 and potential impact on success rates in 2015
- Changes to BTEC specifications at level 2 and at late notice may impact on outcomes in 2015
- Improve retention on long level 3

In general discussion Governors asked a number of questions/made observations:

- Governors discussed the GCSE Maths grades detailed at page 1 and questioned whether the national average rate of 17% was correct. It was confirmed that this is.
- Lesson observations data were somewhat of a concern given that the percentage good or better grade reduced following re-observations. It was explained that 3 members of staff left the College over the summer and that they were managed through the capability procedures.
- Governors all acknowledged that the contribution rate for the school of learning is very positive at 44% and in fact reflects the highest contribution of any school in the College.

AGREED: to note the update provided.

(Mary Buckland left the meeting at 5.30pm)

15.16 GOVERNANCE

The Clerk introduced this item and presented a number of matters for consideration:

1) Student Governor appointments

The Clerk explained that at the meeting in July the Board had approved the appointment of Will Jordan as the first Student Governor for the 14/15 academic year. He is the elected Student Union president. Unfortunately during the induction session it became clear that his course commitments on a Foundation degree would prevent him from attending meetings and as a consequence he agreed to step down and both positions would be advertised to the whole student body. A number of expressions of interest have been received and an election is taking place with the closing date being Friday 17th October 2014. The

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Clerk recommended that the Board approve the appointment of the two students who receive the highest votes at the close of the election tomorrow.

AGREED: to appoint the two student candidates following election which closes on Friday 17th October 2014.

2) Review of confidential minutes

The Clerk drew members' attention to the report on pages 25 and 26. She set out the background for the determination of items being confidential, the vast majority of which are either commercial sensitivity or a named individual. She confirmed that she has reviewed all minutes deemed to be confidential throughout the 13/14 year and is of the opinion that they should remain confidential. Governors were happy to accept the Clerks recommendation in this matter.

3) Conflict of interest policy

The Clerk indicated that over the summer BIS issued a guidance note requiring/recommending that formal arrangements be put in place regarding the management of any potential conflicts. Governors were reminded that at each meeting there is a specific agenda item which offers an opportunity to declare any conflicts and additionally there is annual updates completed regarding the register of interest. This provides openness and transparency and where possible avoids a conflict situation arising. She indicated that to formalise arrangements it is recommended that the policy presented be approved.

AGREED: to approve the Conflict of Interest Policy

4) Register of Interest Summary

Members' attention was drawn to the summary table set out between pages 29 and 33. It was confirmed that this was simply presented for noting. Two minor typographical errors were noted;

- Chris Bodger – it should be the RBS Group and not the RSB
- David Overton – should read Hollygirt School and not Hollygate.

The Clerk confirmed that she would make these changes.

AGREED: to note the summary provided.

5) Standards Committee terms of reference

The Clerk explained that at the recent meeting of the Standards Committee a change was requested in relation to the Quorum for

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meetings. It was agreed that this would be changed to 40% to bring it in to line with that set out for Board meetings in the Instrument and Articles of government.

AGREED: to approve the proposed amended to the Standards Committee terms of reference for 2014/15.

15.17 PRINCIPAL'S REPORT – POLITICAL SCENE BREIFING PAPER

The Principal introduced this item and provided an update following the recent party conferences. She indicated that from all parties there is a commitment to increase apprentice numbers although this is more so for Conservative and Labour. Key themes seen were in relation to progression and high higher level skills. She confirmed that this was very much in line with the current direction of travel.

The focus appears to be on quality and rigour with quality being more important than quantity.

CIF will change again and will come into effect from September 2015. General principles remain the same in that key items are;

- a) Quality of teaching and learning
- b) Success rates
- c) Progress and progression
- d) Destinations.

The new framework will see one single inspection regime which looks at education at all levels and includes early years, primary, secondary, tertiary and higher. She confirmed that the College would be responding to the consultation document. She indicated that within the consultation there is the proposal not to grade individual subject sector areas. In her view this would be a backward step as it does not give the external focus and review that is important.

She confirmed that AoC representatives attended all three party conferences. The general feeling and feedback is that liberal democrats are supporting FE more than labour and conservatives. Vince Cable is passionate about FE and vocational training.

Members were advised that funding changes to apprenticeship programmes are being reviewed again and this could be influenced by a change in Minister.

SFA update – the Principal confirmed that following a very positive meeting with the SFA the threat of a claw back at a significant level has been withdrawn. A claw back figure of £68k has been agreed this should be compared with the original position of £1.2 million feared. She explained that ultimately the College obtained the right outcome but that it was a difficult and worrying process to go through. She confirmed that the College was still negotiating with the SFA regarding the adult skills budget. The Director of Finance expressed his view that

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the key lesson learned following this process was to monitor the SFA position very carefully and ensure that the College acts on a worst case basis scenario to ensure full compliance with what are very complicated and sometimes ambiguous funding rules.

The Principal then went on to provide an update in relation to India. She confirmed that both planned projects would be opening in January 2015. The BKSB online assessment tool will be launched at its new premises on 15th January. Secondly the construction training centre built in partnership with Lord Rana's Cordia Group will open on 16th January.

The possibility of a HE university centre has moved forward with the indication that there may be funds available and brought forward to spend in 14/15. She explained that the team had used the opportunity to make the case for increasing the contribution being made by D2N2 from 33% to 50%, which brings the project more in line with other projects approved as part of the growth deal.

HS2 College has been confirmed to be located in Birmingham and Doncaster.

Student success is exceptional with two students obtaining a place in the 3 day national skill build final at the Birmingham NEC from 13th-15th November.

Members' attention was drawn to the summary of autumn and winter events. The Board were advised that low participation numbers currently for the dinner on Friday 7th November 2014 may have to be reviewed. It was agreed that Louise Knott would invite a group of students to this evening event.

Louise Knott
October
2014

AGREED: to note the update provided.

15.18 **PROPERTY STRATEGY UPDATE**

The Executive Director introduced this item and drew a number of matters to members attention:

- 1) Cladding six story tower
 - Work related to this project is close to completion
 - The building contractor has removed all site cabins (except 1) this area will be reinstated for parking
 - Instillation of the high level up lighters, ground lighters and additional paved areas will be undertaken over half term, week commencing 27th October 2014.

- 2) Engineering Innovation Centre
 - The centre opened to students on 1st September 2014 as scheduled

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- The Corporation Board meeting was held at the centre for the first time on 17th September 2014
- Students' first-hand experience to date is positive. A number of improvements have been suggested and these will be considered for implementation as part of the development plan for the centre
- Potential parking issues are presently under review. A College bus service is provided which is well used. To date all students requiring transport have been accommodated and it is pleasing to note that a number of students are using the nearby railway station.
- An instillation date from Western Power Distribution to reinforce the supply of electricity and upgrade the power from 500kva to 1000kva is still to be confirmed.

3) Studio School – the current position is:

- The building contractor Kier Construction has continued refurbishing the first floor of the building with the intention to complete work by 3rd November. The Studio School is fully operational on the ground floor.
- On Friday 19th September 2014 the Vision Studio School Trust Board met for the first time in the school.
- A representative from Mott MacDonald (project manager/quantity surveyor) to the project attended the Board meeting to provide an update on progress. A further update will be provided to the Board on 17th October when it is expected that an attendee from EFA will also be present.
- At the time of the meeting the Trust Board has not received a formal report from the EFA with regard to the removal of asbestos from the building, additional plaster work required and plans to reduce the risk of future water damage to the building.

4) Visual Arts Centre

- The building is occupied. A number of matters remain outstanding.
- Painting contractors have remained on site; new industrial sewing machines have been delivered. A ceramic tile floor is to be installed in the atrium over the October half term period. Art work is being prepared for display.

In general discussion members questioned whether the asbestos at the Studio School causes a health and safety issue, it was explained that it does not. The asbestos is limited to the heating plant area which is a restricted area and access is managed. All agreed that half term was a critical period for the Studio School and there are still concerns regarding the contractor being able to complete the significant work required. It is a worry and has been escalated within the EFA. All of the

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team involved in this particular project agreed it had been very frustrating and a very time consuming process, disproportionately so.

AGREED: to note the update provided.

15.19 EXCEPTION REPORT – SAFEGUARDING EQUALITY AND DIVERSITY

The Deputy Principal introduced this item and drew a small number of matters to Governors attention:

- Paragraph 2.4 – this allegation has now been investigated and has been agreed as unfounded
- Paragraph 2.2 – the issue here relates to a member of staff needing clear guidance in terms of management. The individual is being managed through the College capability procedure to ensure monitoring and tracking.

AGREED: to note the update provided.

15.20 MINUTES OF THE SEARCH COMMITTEE MEETING HELD ON 17TH SEPTEMBER 2014

AGREED: to note the content of the minutes.

15.21 MINUTES OF THE STANDARDS COMMITTEE MEETING HELD ON 2ND OCTOBER 2014

AGREED: to note the content of the minutes.

15.22 AOB

There were no items of additional business.

15.23 DATE OF NEXT MEETING

The Clerk confirmed that the next scheduled meeting was 20th November 2014 at 5.00pm.

15.24 CONFIDENTIAL ITEMS – it was agreed that confidential items would be recorded separately.

(staff left the meeting at 6.10pm)

Meeting closed at 6.30pm.

Signed : _____Chair

Date: