WEST NOTTINGHAMSHIRE COLLEGE CORPORATION BOARD

Minutes of the Board meeting held in the Board Room at the Derby Road site on Thursday 28th January 2016 at 5.00 pm

GOVERNORS PRESENT:	Kate Allsop Tim Clarke Nevil Croston (Chair) Nick Golubs Malcolm Hall MBE John Holford Dame Asha Khemka DBE Diana Meale David Overton John Robinson Colin Sawers
ALSO IN ATTENDANCE:	Maxine Bagshaw, Clerk to the Corporation Patricia Harman, Deputy Principal Teaching and Learning Andrew Martin, Deputy Principal Director Finance Thomas Stevens, Executive Director Capital Projects and Estates Andrew King, Director Strategy and Innovation Louise Knott, Director Communications, Marketing and Learner engagement Tracy Thompson, Director of HR Sacha McCarthy, Director of Employer Engagement Stewart Segal (until 5.30 pm) Julian Smith (until 5.50 pm)

	ACTION by whom	DATE by when
16.01 DECLARATION OF INTERESTS The Chair reminded those present to declare any interests on items to be considered. No interests were declared. **16.02 WELCOME INTRODUCTIONS AND APOLOGIES FOR ABSENCE** Apologies for absence were received from Ian Baggaley, Terry Dean, Hari Punchihewa and Chris Winterton. The Principal took the opportunity to offer congratulations to Malcolm Hall and Martin Rigley (VSS Governor) who both obtained MBEs in the New Years' honours list.		

16.03 **APPRENTICESHIPS AND APPRENTICESHIP LEVY**

Stewart Segal was welcomed to the meeting and the Principal took the opportunity to congratulate him on his move to 3aaa (Aspire, Achieve Advance Ltd) as Director of Strategy, Policy and Funding.

Stewart Segal thanked the Board for inviting him to the meeting and indicated that it was a useful opportunity for him to test out policy discussions. He explained that AELP has been around for approximately 14 years now and is a membership organisation. Membership includes a huge range of providers, predominantly private providers but also include charities and colleges. He indicated that the apprenticeship reforms are in his view a good opportunity for partnership.

In terms of the apprenticeship changes he explained that they fall in to a number of significant parts, these include:

1) Whole apprenticeship reforms;
2) Reforms in relation to funded provision.

He explained that the content of the apprenticeship programme has changed, with the main thrust being that reforms are intended to engage employers in deciding the framework requirements. His view is that the current programme is, in the main, flexible enough to be employer driven and that this will still be set against a Government template.

He confirmed that trail blazers are in place and that some have been very successful, more so when large employers are involved rather than groups of SMEs. He explained that during the trailblazer process employers have been asked to describe:

1) What they need in terms of skills, behaviours and expectations, and then;
2) Detail how progress and achievement will be assessed.

The sector has been advised that the new standards and plans being developed will progress throughout the rest of this Parliament rather than a shorter time period which was originally communicated.

The intention of the reforms is to try and establish commonality. Part of the reforms will include creating Institutes of Technology in relation to apprenticeships. What has become clear is that there needs to be overall management of the trailblazing process and also overarching guidance.

AELP has been supportive of the trailblazer process. There have been some issues regarding specific detail to resolve but the participants are confident that this can be addressed.

In terms of the funding of apprenticeships there will be 3 systems in place:

a) The current system;
b) The new funding system for the trailblazers;
c) The new system when the levy is introduced. It was explained that the levy is a hypothecated tax. Expenditure of the levy will be ring fenced and very much linked to apprenticeship delivery.

What has become clear is that employers now have a huge stake in the development of the programmes. The introduction of the levy will be based on an employers' payroll and it is likely to be taken on a monthly basis which is similar to national insurance contributions. Employers will only start to pay when they have a payroll in excess of £3million. The Treasury will create a virtual account and the money can only be spent with registered training providers. It was explained that at the moment only lead providers, like the College, can draw down money directly from the Government. There is likely to be a transition period and then open funding to all training providers.

For SMEs the Government still has to make some decisions but it is likely that a system similar to trailblazers will apply and be introduced. It is likely to be a one third contribution to training. There are lots of rules still to be agreed and analysis of the impacts. All agreed that a key relationship will be between providers and employers and within this training providers will be critical to the successful delivery of the new initiatives.

In general discussion there were some concerns and issues raised, these included:

- Some employers will use their own training academies to deliver training themselves to control their own spend and income.
- Possible fragmentation of apprenticeship programme.
- Some employers won't pay further to educate apprentices as in their view they already make a significant employer cost.
- Qualifications could become optional but it is likely that they will be retained as desirable.

It was explained that the Government is trying to seek to make apprenticeships more desirable and part and parcel of this will be no requirement to make national insurance contributions. Employers will also be permitted to pay less than the living wage, although all agreed that this was not desirable. Stewart Segal's opinion is that the proposals by Government will help all employers, however there was some concern expressed by the Board that the changes would help large companies and not SMEs.

Governors suggested that apprenticeships ought to be rebranded as the younger generation view them as 'learning a trade' rather than a career. All acknowledged that recruitment of younger students was a real challenge. Stewart Segal's view is that SMEs will get incentives from the government which should make apprenticeships low cost and attractive.

Signed : ____________________________Chair Date:

Whilst employers will be asked to pay one third of the cost upfront they will get some of this back. The Board all agreed that IAG is critical. The view expressed was that children are not being given the right choice and advice at school and that this will impact upon the Government's growth plan for apprenticeships.

AGREED: to note the update provided.

Stewart Segal was thanked for his presentation and left the meeting at 5.30pm.

16.04 **<u>HEAD OF SCHOOL FOR SPORT, PUBLIC SERVICES AND HE</u>**

Julian Smith was welcomed to the meeting and provided an overview. He confirmed that his area includes students on level 1, level 2, level 3 in relation to Sport and Public Services. In addition he looks after an element of Higher Education, particularly teacher training, business and legal.

The strategy for his department is to be the best in the area. When he joined the team academic outcomes were inadequate in terms of Ofsted grading. To address this, objectives were set which included strategy and tactics. In his view the 'how' to achieve improvements was a key factor.

Members' attention was drawn to the key performance indicators. In terms of the teaching profile for public services staff he explained that this is impacted by one member of staff with a grade 3, assurance was given regarding support in place for this individual. In terms of the Higher

Q Education attendance statistics the Board questioned how this sat with national benchmarks. It was explained that there are no benchmarks available, however the view is that the 86% is at baseline. He confirmed that the teaching profile has improved significantly since he became Head of School.

He then went on to discuss the tactics for delivering improvement, these include:

a) Rigorous performance management
    - Daily data checks.
    - Weekly meetings to review each learners profile.
    - 12 day underperforming course review.
b) Teaching, Learning and Assessment – he explained that confidence is critical.
c) Teaching and Learning sets – this is all about sharing good practice.
d) Employability – the aim is to develop careers and not simply provide courses.
e) Key areas for improvement:

Signed : ____________________________Chair Date:

- establish local work placement opportunities to ensure all learners have a meaningful work placement (relates to level 3 learners);
- assessment variation (making the assessment industry relevant);
- use of ProMonitor – teachers need to set challenging, smart targets and progression should be frequently monitored to ensure that they make substantial progress and achieve.

Q In discussion the Board asked what percentage of students are out on work placements. Julian explained that 40% are currently planned but the target for the year is higher. He gave assurance that the work placement team are working hard and there is a new business administrator in place to support. Success of this is all about getting the contacts with employers. He explained that the department also has set placement weeks. He explained that there is a two-pronged approach to securing work placements, the first is through the core college team and the second is each departments' individual contacts.

It was acknowledged that this school of learning has a real challenge because the public services students cannot obtain work placements and work experience with the armed forces and the police. Assurance was given that positive links have been made with local schools. The Board were reminded of the distinction that Ofsted makes between 'work placements' and 'work experience' which again makes securing these more challenging.

Q The Board asked for an update in relation to the school's position for Maths and English. It was explained that attendance includes study programmes and Maths and English. The department has really good attendance with 50%-60% working at A-C in Maths and English.

Q In terms of the success rates the Board questioned why they were 'inadequate' before he took over as head of school. He explained that there were some very spiky profiles. 14-15 success was 81%. There are some retention and progress issues that have been addressed. He confirmed that improvements are now evident and it was acknowledged that this school has the highest attendance percentage in the college.

AGREED: to note the update provided.

(Julian Smith left the meeting at 5.50 pm.)

16.05 **<u>MINUTES OF THE MEETING HELD ON 17TH DECEMBER 2015</u>**

The minutes were reviewed and it was agreed that they were an accurate record of discussions.

AGREED: to approve the minutes of the meeting held on 17th December 2015.

Signed : ____________________________Chair Date:

16.06 **ACTION PROGRESS REPORT**

Members reviewed the content of the table and all agreed that they were happy with actions being taken.

AGREED: to note the update provided.

16.07 **PRINCIPAL'S REPORT**

The Principal introduced her report and a number of key matters were brought to members attention:

- Vision Studio School Principal – following the assessment centre process on 7th January 2016 Chris Hatherall accepted the position of VSS Principal and will commence on 1st March. Chris is currently the Principal of Wigan UTC and as such brings a wealth of experience and knowledge of managing a school with a very similar ethos to the Studio School. The Vision Studio School Board are confident he will be a real asset and he will take forward the vision for success of the school. Heather Scott will remain as Principal until Chris Hatherall starts. Malcolm Hall MBE confirmed that the appointment process was very rigorous. The Board narrowed the options down to two really good candidates. The appointee has a lot of experience and the Board are expecting him to make a significant impact.
- Deputy Principal: Teaching and Learning – on the 11th and 12th January the assessment centre took place for the post of Deputy Principal: Teaching and Learning. As previously agreed by Governors in email, Chris Thomas has been appointed to the role and will commence on 4th April 2016 working alongside Patricia until she formally retires in June 2016. He is currently at the outstanding Blackpool and the Fyled College as the Director of Further Education. Chris has been an integral driver in moving Blackpool to be one of the best colleges in the country. He has also worked at two other Ofsted outstanding colleges.

It was confirmed that this was also a rigorous progress with two candidates being taken forward to day two. They were very different individuals and Chris was a very clear first choice. The expectation is that Chris Thomas will bring a different set of skills to the College. He is very focused. It is a step up for him but all those involved in the interview process are confident he will be a successful addition to the senior team.

AGREED: to note the update provided and ratify the earlier decision taken by email to appoint Chris Thomas as the Deputy Principal Teaching and Learning.

- BKSB – BKSB has received global recognition and were named the BETTS ICT Company of the year 2016.

- All Governors agreed that they were incredibly proud and it was a well-deserved accolade, the ultimate from the industry. All agreed that it was now important to make the most of this in terms of marketing and the award should be at the forefront of expansion plans. The Board asked that congratulations from all of them be passed on to Harvinder Atwal and her team. The Principal took the opportunity to confirm that the team will be modestly financially rewarded and all acknowledged that this was a shining example of effective teamwork.
- Stonewall Equality Index – the College has been named as one of the top 100 employers in the Stonewall Equality index for 2016, ranking the College at 93. It was confirmed that WNC is the only FE College to appear in this index. Again appreciation and thanks were passed on to all staff for the hard work involved in securing this.
- Midlands Engine for Growth update – the Principal reminded Governors that the Midlands Engine for Growth had been established to respond to poor economic growth and a lack of skills in the area. It was clear that a plan was needed with significant ambitions for the area. A steering group has been established bringing Colleges in all the LEPs together. FE Colleges are taking the lead and have contributed to the prospectus. All agreed that this was a fantastic example of collective work in the FE sector. The steering group has now moved to a leadership team with Dame Asha Khemka DBE as the Chair.
- Area reviews – The Principal confirmed that there was a lot happening around the country. In Nottingham city due diligence has happened and the recommendation is that the two colleges undertake a type B merger. It is likely that this merger will be concluded this year and the merged college may or may not be in the area review process. It was confirmed that Governors would be provided with an opportunity to discuss area review processes in more detail at the development session scheduled for 24th February at 2.30 pm. Governors requested that reading materials be circulated well in advance of the workshop. It was agreed that this would be 10-14 days prior to the meeting.
- Higher Education HE Green Paper – it was confirmed that the college has filed a response to the consultation document. This is likely to be slightly different to the University of Nottingham response and simply reflects the difference in organisational structure.

AGREED: to note the update provided.

16.08 **<u>KPI REPORT AND TOP 10 KPI SUMMARY</u>**

Andrew King introduced this item and drew members' attention to the summary provided. Key matters noted were:

Signed : ______________________________Chair Date:

1) Total learners – the College remains around 4000 learners behind the same point last year. The major difference between years is the delay to ESF funded projects that ended last year and are now unlikely to start before May 2016, therefore the College is likely to remain below the total learner numbers compared to last year. He confirmed that there has been no real change in terms of the prior month report, however this was cross referenced with the withdrawals analysis to be discussed later on the agenda.
2) Full-time 16-18 students – the number of 16-18 full-time students has fallen by 10 learners compared to last month. Whilst this is a small fall it is bigger than for the previous year. Analysis of 16-18 withdrawals shows that there is a higher proportion of learners entering employment or transferring to another funding stream i.e. apprenticeships.
3) Apprenticeship starts – apprenticeship numbers have increased by 400 since last month but this represents a significant slow-down compared to the previous month. This puts the college slightly above the level of starts from this time last year but the rate of increase needs to improve significantly to achieve the target and expected volumes of apprenticeships. Given the scale of increase required the rating has been changed from amber to red.
4) Success rates classroom based – no change from the previous month.
5) Success rates apprenticeship – no change from the previous month.
6) Success rates work place learning – no change from the previous month.
7) Classroom based surveys are now available and the proportion of learners satisfied with the College has increased to 93%. This is an improvement on the previous survey and from the survey carried out at the same point last year. It was however noted that this is slightly behind the College target set.
8) Customer satisfaction workplace and apprenticeships – there is no update from the previous months. First survey has been launched and will be ready in March 2016.
9) Customer satisfaction employers – no update from the previous month. First survey has been launched and will be ready February 2016.
10) Graded lesson observations (College) - nearly half of the 334 planned graded lesson observations have now been carried out and of those, 83% have been graded as good or better. This is an improvement on the 78% reported last month and close to the 85% target.
11) Graded lesson observations (partner) – graded lesson observations for partners do show an improvement on the full year position from 69% to 71% good or better. This is not as positive as the position reported last month but this was based on very few observations.

	Now that more observations have been carried out it gives a better sense of the actual position. 12) Staff absence – there has been no change in absence rate for November - December 2015 as it remains at 3.6%. This is below the latest national benchmark but slightly below the College target of 3.4%. 13) Financial indicators (operating surplus) – as predicted last month the operating surplus position has improved, whilst this is slightly behind the budgeted position it is a clear improvement on the previous month. 14) Financial indicators (financial health score) – financial health score has remained at 140 and is above the target of 120 to remain in 'satisfactory' financial health.		
Q	In general discussion the Board asked what the College is doing to address staff absence. It was explained that there is a consistent approach to return to work meetings and these are a focus. This has had a positive impact and there is the use of a checklist to ensure all matters are covered. Assurance was given that robust procedures are in place with more guidance provided to staff in terms of the use of the occupational health service and mental health training.		
	In terms of the KPI report, the Board agreed that where there is an identified performance concern then they would like more detail provided in the cover report explaining what is being done.	Andrew King	Each meeting
Q	Members' attention was drawn to the analysis of withdrawals paper circulated. It was confirmed that this had been provided in response to an action point identified at an earlier meeting. The Board questioned whether students who withdraw can be entered into more than one category. It was explained that this is not possible as it is a single choice field.		
	In terms of the employment and internal transfer patterns it was acknowledged that these two are very important. The Board felt that there were some reasons for withdrawal that they could influence and some that they can't and that they would like to see better differentiation if at all possible. It was confirmed that there are two areas where the proportion of withdrawals is higher than for previous years. This is the proportion of learners withdrawing to go in to employment where the College has seen a small increase. There has also been a significant increase in the number of internal transfers, this includes transfers between courses which have remained fairly constant and the bigger increase has been transfers between funding streams, where a learner transfers from a fulltime classroom based course to an apprenticeship.		
CH	In relation to the decrease in the number of apprenticeship starts, the Board challenged the senior team and asked for an explanation as to why this has occurred.		

Signed : ______________________________Chair Date:

Sacha McCarthy explained that December recruitment has an impact because of the significantly reduced number of working days in the month. She explained that what the team now have to do is make sure that the shortfall in December is caught up in January and get back to profile position. She did however confirm that the College is below profile at this stage in the year.

As a general comment the Board agreed that withdrawals are not always a negative. They are of the view that there should be a celebration of individuals going in to employment. Assurance was given that this is carefully tracked with destinations being very important.

AGREED: to note the update provided.

(Tracy Thompson, Colin Sawers and Kate Allsop left the meeting at 6.25 pm)

16.09 **<u>2014/15 SAR AND 2015/16 QIP</u>**

The Deputy Principal for Teaching and Learning introduced this item and drew a number of key matters to members attention:

- Section 3.1 is the grade profile.
- Section 3.2 summarises the Colleges strengths.
- Section 3.3 identifies the key areas for improvement. She confirmed that these are all included within the QIP and that progress against QIP actions are reported to the standards committee.

Q In terms of the third bullet point in section 3.3.1 on page 31, the Board questioned how this information will be captured. It was explained that this relates to how individuals impact on a business. Exit interviews capture the really positive data and information and then students are contacted 6 months later with the position reassessed.

Q In relation to section 3.3.3 the Board questioned what the College provides employers with to be able to capture this information. It was confirmed that the College and employers are still working together to develop this.

Q In relation to the grades assessed at section 3.1 the Board questioned whether there are percentage bands and whether the College falls at the top or the bottom of each. Assurance was given that the College is confident in relation to the grades submitted for approval given the rigorous verification processes in place. The Deputy Principal: Teaching and Learning confirmed that she and the senior team are keeping a close eye in relation to the grade for 'personal development behaviour and welfare' as this is only the first term that Ofsted have inspected against this heading.

Signed : ____________________________Chair Date:

She confirmed that it was a learning curve and that she and other members of staff are keeping an active review of what is reported in Ofsted inspection outcomes.

AGREED: a) to approve the 2014/15 SAR and b) note the content of the 2015/16 QIP.

16.10 **FINANCE REPORT NOVEMBER 2015**

The Deputy Principal for Finance introduced this item and key matters brought to members attention were:

- The report sets out the financial performance for the Group and College for the period to the end of November 2015 after 4 months of the financial year.
- For the period up to the end of November 2015 the College group performance has delivered an overall operating surplus before interest and depreciation of £1,116k (prior year £1,395k). After interest and depreciation this becomes a surplus of £328k which is £215k behind budget. The core driver for the current performance is the shortfall in income, where although November saw an increase in turnover, it did not significantly impact on the cumulative trend. He advised that the surplus at the end of December was £507k and therefore the College is closing the gap. College core business needs to be improved and it was noted that BKSB is a strong major contributor.
- At the end of November 2015 the College Group had recorded an operating surplus of £559k, although this did include a £114k contribution for VWS.
- Across the component parts of the Group the College performance is below forecast with a surplus before interest and depreciation of £634k (corresponding month last year is £829k) against a target of £940k. After interest and depreciation the College position is at £138k deficit (prior year £15k surplus against a budget of £148k surplus.) As at the end of December he confirmed that the deficit position reduced to £68k.
- BKSB continues to deliver strong results with an operating surplus of £484k (budget £408k, corresponding month last year £447k). Significantly BKSB external income of £96k is above plan at £953k.
- VWS has contributed a surplus of £5k for the year to date. In month dilapidations for the Derby site were paid and the remaining dilapidation balance for the site released to the income and expenditure account.
- Overall group income of £16.751 million for the year to date is £1.884 million behind forecast and £2.066 million lower than the £18.817 million recorded in 14/15. Similar issues with adult skills performance remain. Assurance was given that there is a plan in place and all staff are aware of the need to close the gap.

Signed : ______________________________Chair Date:

- Overall pay costs continue last year's trend of being below the forecast position. At the end of November 2015 group pay costs of £8.356 million are £429k underspent and below the £8.645 million incurred in the same point in 14/15.
- The Group balance sheet is now stronger than at the yearend with total assets of £10.591 million. Cash balances improved to £13.510 million, an increase of £2.251 million from the yearend. So far in year £5.876 million has been received from the SFA for the adult apprenticeship for 15/16 but only £3.761 million earned. Unearned ASB for 14/15 of £4.1 million will be recovered in January 2016.
- The short term current ratio reduced slightly. Working capital is supported by sufficient liquidity.
- Group reserves have increased from £8.77 million at the start of the financial year to £9.075 million at the end of November 2015.

The Principal took the opportunity to fully explain to the Board that the £1.8 million ASB gap is a real concern. The College received a letter from the SFA expressing their own concerns. She gave assurance that the senior team are reviewing all options but she was unable to give reassurance at this stage regarding recovery of the gap. She explained that robust partner processes are in place and confirmed that the teams are doing everything that they can to find new employers and partners and ensure delivery. What is key is that current partners all perform. Sacha McCarthy gave assurance that a line by line review is being undertaken. All acknowledged that this area is a challenge. Assurance was given that all staff are trying very hard and will try harder. There are some staff gaps in the employer engagement team which are being addressed.

Q The Board questioned whether they should have some concern regarding the ongoing reliance on BKSB. The Deputy Principal Finance acknowledged that there is a risk. Without the contribution made by BKSB then the College breaks even. If BKSB hits a hurdle then it would weaken the Colleges position. All agreed that the focus needs to be avoiding missed opportunities, for example the ASB allocations. It was acknowledged that cost control can only take the organisation so far and that what needs to be achieved is greater success in terms of income generation.

In terms of partner delivery all agreed that there needs to be a balance between quality, rigour and finance. All agreed that what was essential this year is to be realistic in terms of the midyear reforecasting.

Q The Board questioned what new products are being developed by BKSB and asked how BKSB sits in terms of competitor activity. It was explained that:

1) There are significant GCSE developments for both schools and the College market.

	2) Science development is progressing to appeal to schools. 3) The organisation is more aggressive in terms of price in the schools market. 4) A new product is being developed in relation to recruitment and selection of apprentices. 5) Australia market has now moved forward. 6) The team were described as innovative but were careful in relation to taking risks.		
Q	The Board questioned whether the BKSB Board look at grants for innovation and reviews whether these can be accessed by the organisation. Another suggestion was made to invite Martin Rigley MBE to attend a BKSB meeting so that he can talk about the grant funding opportunities his company has accessed for innovation. AGREED: to note the content of the finance report provided.	Deputy Principal Finance	February 2016
16.11	**<u>OUTCOME OF CURRENT LOAN TERM REVIEW AND EXTENSION</u>**		
	The Deputy Principal for Finance introduced this item and reported that the Board had previously approved a maximum borrowing facility of £17million following a tender process on 15th December 2011. The Board formally selected the tender of Lloyds TSB on 8th March 2012 and put in place the first half of the facility (£8.5million) backed by the European Investment Bank (EIB) on 17th May 2012. This facility was at a rate of 195 base points above 3 month libor and is for a 16 year term. The second facility referenced in the report was approved as a 7 year evergreen loan which essentially means that the 7 year term is reviewed at the end of each year with a decision required in order to add on a further term, this making the term a continual 7 years until the capital amounts have been paid after the 23 year payment profile. At the end of the first year of the secondary facility the bank did not seek to extend the loan following the covenant breach which the College has subsequently repaired. In line with the terms of the agreement the bank are now happy with the College's performance, and as a result provided the variation letter to add a further 2 years on to the facility bringing the outstanding term back to 7 years. The College has the opportunity to consider whether it would like to accept the extension and this is a matter for the Board to approve. Under normal circumstances the Board would expect to approve the extension. Circumstances under which it may consider not making an extension might include: a) A desire to make earlier than scheduled repayments without incurring interest rate management penalties. b) If it considers that the market could provide a more favourable facility at the point of ending. c) If it considers that the bank are not providing the level of service that the College requires and seeks to retender its overall banking services.		

The current College position has not changed in respect of repayment intentions of the loan facility and as a result this specific deliberation would not result in the desire to reject the extension offer. Regarding the loan pricing the margin base of 3 month libor plus 195 base points remains competitive in the FE market. Furthermore the propensity to enter into borrowing with the College has weakened considerably since the financial health of the whole sector has become increasingly weaker and this is applying pressure to margins offered.

The service provided by Lloyds Bank has been very good with a strong and practical relationship of support provided to assist the College in the operation of its business. Lloyds bank has been voted business bank of the year for the past 10 years. In supporting the extension of the facilities planned, the Board were also asked to approve extending the interest rate management option which runs concurrently for the remaining 5 years of the facility to the full 7 year term.

Having received the recommendation the Board were happy to;

a) Approve the extension by a further 2 years of the second loan facility to an end date of 31st July 2022 as set out in the letter attached to the report.
b) Approve the extension of the interest rate management facility to fix interest costs for the additional 2 years of the revised term, proving that the costs remain in line with the current total cost of funds of 4.68%. Any substantial variance from this amount to be reported back to the Board
c) Approve the presented minutes in the format set out by Lloyds bank.

16.12 **GOVERNOR RECRUITMENT**

The Clerk introduced this item and confirmed that she had 3 proposals to present.

1) Student Governor vacancy – expressions of interest were invited and after the appropriate process was followed it is the proposal to appoint Jean Marriot as the Student Governor from 28th January 2016 to 31st July 2016. She is a HND student in interactive media studies and is a mature student.

AGREED: to appoint Jean Marriot as a Student Governor from 28th January 2016 to 31st July 2016.

2) Independent Governor – as previously reported a number of recruitment initiatives have been instigated. Following this, the College received an expression of interest from Jamie Fryatt. Key matters brought to members attention were:

- He was interviewed on the 20th January 2016 by the Principal and the Clerk.

Signed : ____________________________Chair Date:

- He is a former student of the College and participated in the development of the Colleges 60th anniversary book.
- He is the technical director of SF Media. This is a web marketing and development company established in 2011 by Jamie and his business partner.
- Business has had steady growth. They are now a team of 4 including a WNC student of the year.
- His experience is in finance and digital marketing and in particular online social media.
- He is 34 years of age.
- Described himself as passionate about the town and College.
- In terms of his appointment he wants to
  a) 'Put something back in to the community'. He works closely with Mansfield Voluntary Service and created them a free website in 2014. He runs a food bank drop off point at his offices.
  b) Looking for a challenge.
  c) He sees being a Governor as a fabulous development opportunity for him personally.

Whilst the role would be a steep learning curve for him he seems very genuine and enthusiastic.

AGREED: to appoint Jamie Fryatt as an independent Governor from 28th January 2016 to 28th January 2020.

3) Re-appointment of Nevil Croston as a Governor - The Clerk indicated that Nevil Croston completes his current terms of office on the 31st March 2016. She made the proposal to extend this period to 31st July 2016 to enable a full review of recruitment initiatives at that stage.

AGREED: to extend the current term of office for Nevil Croston to 31st July 2016.

16.13 <u>EMPLOYER ENGAGEMENT STRATEGY</u>

It was agreed to note the content of the employer engagement strategy provided on the portal.

16.14 <u>EXCEPTION REPORT SAFEGUARDING, EQUALITY AND DIVERSITY</u>

It was agreed to note the content of the report provided on the portal.

16.15 <u>HE CENTRE UPDATE</u>

AGREED: to note the content of the report provided on the portal.

16.16 <u>HE SED 2014/15</u>

AGREED: to note the content of the report provided on the portal.

16.17 BUTTERFLIES DAY NURSERY OFSTED REPORT & ACTION PLAN

The Board took the opportunity to offer congratulations on the excellent result and noted the content of the report and action plan on the portal.

16.18 GOVERNANCE REPORT FOR TERM 1 (INCLUDING ATTENDANCE AND TRAINING AND DEVELOPMENT)

AGREED: to note the content of the report provided.

16.19 STANDARDS COMMITTEE MINUTES FOLLOWING THE MEETING OF 10th DECEMBER 2015

AGREED: to note the content of the minutes provided on the portal.

16.20 AOB

There were no items of additional business.

16.21 DATE OF NEXT MEETING

It was confirmed that the next scheduled event is the Governor development session on 24th February 2016. Next full Board meeting is 10th March 2016 at 5.00 pm

CONFIDENTIAL ITEMS

It was agreed to approve the confidential minutes of the Board meeting held on 17th December 2015. It was agreed to note the content of the minutes provided at agenda items 23, 24 and 25 and the subsidiary company report provided at item 26.

Meeting closed at 7.15 pm

Signed : ____________________________Chair Date: