

Minutes of the Board meeting held in the Board Room at the Derby Road site on Thursday 14th July 2016 at 5.00 pm

GOVERNORS PRESENT: Kate Allsop
Ian Baggaley
Tim Clarke
Nevil Croston, Chair
Terry Dean
Jamie Fryatt
Malcolm Hall MBE
John Holford
Dame Asha Khemka DBE
Jean Marriott
David Overton
John Robinson
Mark Williams
Chris Winterton (until 6.45 pm)

ALSO IN ATTENDANCE: Maxine Bagshaw, Clerk to the Corporation
Chris Thomas, 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: HR

16.70 DECLARATION OF INTERESTS

The Chair reminded Governors present to declare any interests they may have on items to be considered. No interests other than standing items were declared.

16.71 APOLOGIES FOR ABSENCE

Apologies for absence were received from Diana Meale, Hari PUNCHIHewa and Colin Sawers.

16.72 MINUTES OF THE MEETING HELD ON 19TH MAY 2016

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

ACTION by whom	DATE by when

Signed : _____ Chair

Date:

AGREED: to approve the minutes of the meeting held on 19th May 2016.

16.73 ACTION PROGRESS TABLE

Members reviewed the table and were happy that matters were being progressed as required.

AGREED: to note the update provided.

16.74 OUTCOMES FROM THE BUSINESS STRATEGY RESIDENTIAL

The Principal introduced this item and confirmed that feedback from all attendees was that it had been a very full, productive and useful residential. The Chair concurred and expressed the belief that it is a really valuable opportunity for Governors to meet and discuss the wider influences on the FE sector and the College specifically.

Key focuses of the residential were:

- Ofsted – Autumn/Winter 2016/17 – the College has to be ready and prepared to put forward a very strong and positive position.
- Area Based Review, wave 5 autumn term 2016 – it is important that the College ensures it has solid proposals backed up by evidence to put to the external team.
- Apprenticeship reform – the development of professional standards rather than a framework will mean a significant change in provision.
- Localism.

Challenges/opportunities:

- Understanding the needs of the local market and employers and responding to them – the College needs to do more.
- Ensuring students are job ready.
- Apprenticeship growth – the key to this is the change in the levy system.
- Degree apprenticeships/higher level skills – this is the strategy for the HE campus.
- Structures and collaborations:
 - a) Nottinghamshire Futures – the Principal confirmed that she has formally written to the Chief Executive of Nottinghamshire County Council on this.
 - b) Colleges outside the area.

Area based review preparation:

- Clear position statement – it was confirmed that at the residential the first iteration of this and the briefing note was circulated.
- College has a strong case for independence but has opened dialogue regarding other collaborations.

Signed : _____ Chair

Date:

It was noted that the merger in the city has now been delayed and is planned for December 2016, a new Chief Executive is starting in August and the two current Principals will be leaving.

- Apprenticeships and growth – a single employer solution
- Opportunities out of the area, includes training providers, Colleges, HEIs etc.

Actions:

- Ofsted – Autumn/Winter 2016/17 – there is a need to ensure that the College is fully prepared from September.
- Area based review – the College will be able to submit a position statement in the Autumn. It will address any areas of concern and also explore potential collaborations
- Apprenticeship reform – there is a need to develop a clear strategy for engagement and delivery and fully embrace the move from frameworks to standards.
- Localism – moving the College’s Adult provision to a more locally based offer and develop a plan to meet the local skills needs.

The Board were advised that, for those Governors who were unable to attend the whole of the strategy event, then notes were available, currently in a draft form prepared by the Clerk. It was agreed that once the notes were finalised these would be circulated to Governors.

In general discussion the Board questioned what ‘opportunities outside the area’ might look like and what this means. The Principal confirmed that within the area review process there are a number of different opportunities and an example given was the Newcastle model. Developing a group structure that is not solely based in the local area allows economies of scale in terms of a number of services. She confirmed that the FE Commissioner is encouraging WNC to develop some type of similar model. The intention is to investigate all options and develop a model to robustly withstand further funding cuts. It was agreed that in doing so it must be clear that any new model does not have a detrimental impact upon the WNC locality.

The Board were advised that there is a sum of money that exists through the Treasury to implement the area review recommendations. This requires a submission to the transaction unit to facilitate the changes. In terms of discussions with other Colleges it is envisaged that primarily any economies of scale would be regarding back office service efficiencies. The key at this stage is to be flexible and open minded. The Board were of the view that any proposal needs to ensure that it makes the group stronger and that partnerships have to be for the right reasons for all involved.

In relation to the proposal for a ‘single employer led solution’, further clarity was asked for in terms of what this actually means. The Principal indicated that this involves a change in language and focus to provide solutions for particular industries rather than employers.

Signed : _____ Chair

Date:

The plan is to meet LEP priorities and, in terms of a change of culture, provision will deliver better solutions. The College is currently undertaking market research and testing and is assessing appropriate matches against the local priorities. It was agreed that it would be very useful to ensure that all College banking connections are fully utilised in terms of obtaining access to the different industries.

AGREED: to note the update provided.

16.75 INVESTORS IN PEOPLE SURVEY 2016

The Director of HR provided a presentation, which was in addition to the full survey outcomes which were available on the portal. In terms of the survey, key points identified were:

- This survey tells us what staff colleagues feel and think of the senior team and the College.
- First formal survey of its kind for some time (previous one was 2010).
- During this time staff have worked hard to address areas for development to ensure that the College has high levels of employee engagement, whilst continuing to set high expectations and drive continuous improvements.
- Overall great outcomes.
- Great response rate.
- Responses will be used to celebrate the positives and learn where we can.
- Integral part of the Investors in People framework – next year's survey will be used as part of the re-accreditation process.

Results and format:

- Answers are mapped against the Investors in People standards rather than back to the questions.
- Results are shared in two formats:
 - a) IAP heat map;
 - b) Own internal summary which has 'clustered' responses in to positive, neutral and negative – this is a much easier process and allows staff to see results at a glance.
- Overall College response rate was 58.01%, this is the highest response rate the College has ever had. If the College takes the response rate to include any responses which are out of time then the response rate would have increased to 65%.
- The survey did not include staff employed by VBSS.
- Total of 491 responses.
- Postal - 161 questionnaires sent and 41 returned. It was acknowledged that this is disappointingly low and there are some learning points in relation to this.
- Lots of ideas for next time to address learning points.

Signed : _____ Chair

Date:

Key achievements:

- The team are most proud of the fact that nearly 86% of respondents agreed that people and leaders act in line with identified values at all times and that they have the courage and support to challenge inconsistent behaviours.
- That 89% agreed that College objectives are fully aligned, performance is measured and feedback is used.
- Truly reflecting the distance we have travelled.
- Really high level of engagement with the survey.

Areas to develop:

- Recognition and reward – only 50% of respondents agreed that recognition and reward is clear and appropriate creating a culture of appreciation where people are motivated to perform at their best.
- People were not always confident about being open about aspects they feel could identify them. This is an area to build up trust.
- The number of ambivalent responses – this was some teams more than others.

Next steps:

- Leadership team sharing and action planning with their teams.
- This will form part of the College Development Plan.
- Sharing and action planning with employee forums, including union partners and employee council.
- Share and celebrate across the College led by the Principal.
- Include VBSS in the next survey.

The Board generally questioned whether the senior team have been able to compare the 2016 results with the 2010 results. It was explained that this is quite difficult as there were some very different questions, but comparison analysis has been done as far as possible.

The Board questioned whether the survey had identified some specific issues. It was confirmed that it had and that there were no real surprises as the team by team responses aligned with the known position.

The Board all agreed that the response rate was really good and of a high level and this is something that the College ought to be very proud of.

In relation to the lowest scoring area regarding recognition and reward, the Board questioned how the senior team will address this as they consider it to be very important. The Principal indicated that, given the College's pay structure and systems in place, this may always be a lower scoring area. The College does not have a bonus system or set of processes in place but does have increments. The Board debated whether or not the College should introduce PRP across all areas.

Signed : _____ Chair

Date:

As an alternative they also asked whether the College is able to reward a shared goal and not just individual performance. The Principal expressed the view that this was not simply about pay and that it can involve the more simple things, including a note of thanks for a job well done. This could be supported by a voucher or a meal in the College restaurant. Historically, the College STAR awards did differentiate the outstanding teachers. She confirmed that the senior team will go forward and review reward mechanisms and would look at alternatives. It was generally felt that bonus schemes can be quite divisive and this is not a culture that the College would wish to see develop. It was noted that when the College obtained its Ofsted grade 1 that £300 was given to every employee. This recognised everyone's contribution. The Board were reminded that the College has been able, unlike some in the sector, to make a pay award and pay increments every year. The view expressed was that this was more about ensuring that staff feel appreciated.

The Director of HR confirmed that she would provide a further updating report at the September meeting, this would include feedback from teams following sharing and discussion of the results.

Director
HR

Sept. 2016

AGREED: to note the update provided.

16.76 KPI UPDATE

The Director of Strategy and Innovation introduced this item and circulated a copy of the top 10 KPI updates. Key matters noted were:

- Total learners – learner numbers continue to rise at a rate of around 1000 per month and now stand at 22,202, majority of this month's increase is coming from new apprenticeship starts. The delay in the new ESF programmes has had a significant impact on volumes. The College is in the process of developing a bid for recently released ESF programmes which would result in around 4000 learners over two years if successful.
- Full-time 16-18 students – the focus is now on the 16/17 position. The number of 16-18 full-time students has been largely stable since November last year and this has continued for May.
- Apprenticeship starts – apprenticeship starts continue to increase with nearly 900 starts in May. This puts the College on track to achieve the apprenticeship start target but these starts are not generating sufficient income to spend the entire adult apprenticeship budget. The College is over contracting adult apprenticeship activity in order to maximise the volume of delivery that can be achieved for the available budget. We are closely monitoring the delivery of subcontractors and ensuring that money can be reallocated away from underperforming providers to maximise performance against budget. For 16/17 we will be setting and monitoring against income targets for apprenticeships.

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- Success rates (classroom based) – the national success rates for 14/15 show a reduction from 85% to 83%. This means WNC are marginally ahead of the national average at 84%. The performance for 16-18 year olds, particularly English and Maths, has adversely impacted on the overall success rate figures. The College has developed information systems so that all FE students will have recorded formative assessments every two weeks that can be easily tracked and managed. Progress will be visible to all personnel in College through the TILE system and there will be cross College reviews of progress every 4 College weeks throughout the year. At level 2 and 3 progress will be measured against MTG. For Maths and English progress will be measured against starting point. Any student identified as being behind will be supported and closely monitored. For 16/17 we will replace the measure of success rates for classroom based learning with the measure of progress which is key for 16-18 study programmes.
- Success rates (overall) – given the decision to no longer fund work placed NVQs and the plans to move responsibility for adult skills budget to the local level this will be replaced with a KPI measure from the Adult Education Strategy which is subject to consultation over the summer.
- Item 9 – staff absence – the absence rate has worsened and stands at 3.8% which is slightly more than the sector benchmark of 3.7% and exceeds the College target level of 3.4%. The absence rate and number of days lost has actually reduced compared to last month but as the rate is based on a 12 month average this has actually gone up.
- Item 10 financial indicators (operating surplus) – the operating surplus position for May has improved to £927k, but this is behind the budgeted position of £1,027k. Current performance is close to the revised forecast but is likely to fall short based on underperformance of apprenticeship delivery. There is a detailed plan set out in the College business plan on how the College will improve performance going forward.
- Financial indicators (financial health score) – financial health score has improved to 130 which is ahead of the target level of 120 to remain in ‘satisfactory’ financial health. The financial health score is likely to change due to planned changes in the way the SFA calculate the score. This will change the target for 16/17 as detailed in the business plan. The target will be ‘good’.

The members then went on to review the data tables provided at pages 17, 18 and 19. In relation to table 1, the Board noted that student numbers as at May 2016 were down by 10,000 on the previous year position. It was confirmed that this is the impact of not having any ESF contracts this year. In terms of ESF in future years, the belief is that there will be funding available in 2017 but it is not known what the position thereafter will be given the UK's decision to leave the EU.

Signed : _____ Chair

Date:

The Board questioned what the impact of the KPI statistics are in terms of an Ofsted inspection. The Board were advised that the key KPIs in relation to this are 4-8. In most measures it is a positive position but the concern is the performance in relation to Maths and English. There is a very positive picture regarding; a) apprenticeships and b) value added on A-levels. Value added on vocational provision could be better, particularly level 3. There are some strengths and some weaknesses to address. All acknowledged that the results in August would be very important.

The Deputy Principal Finance indicated that the College is undertaking some financial modelling regarding the loss of ESF and EU funding and the potential impact. The margin on ESF is 10-12% so not a significant impact. Ministers will be modelling the one year gap impact and this may determine any priorities regarding replacement funding. Assurance was given however that the likely impact is not significant.

In terms of apprenticeships it was acknowledged that increasing numbers year on year is a critical response to the Government's priorities.

In terms of the reduction in the number of students that the College serves, the Board questioned whether this drop impacts upon class sizes. It was confirmed that this does not.

AGREED: to note the update provided.

16.77 PRINCIPAL'S REPORT

The Principal presented her written report and a number of key matters were discussed:

1) Review 2015/16

- Our results – we are the best value added College for A-Levels in the East Midlands and the fourth best in England.
- 20 of our students were placed in prestigious national and regional skills finals/competitions.
- In terms of apprenticeships the College Group is at the forefront of the Government's apprenticeship agenda.
- We hold the largest College contract for apprentices in the UK with 13,000 and have success rates in the top 10% of all colleges nationally.
- We work with over 2000 employers locally, regionally and nationally and continue to have a reputation for excellence in all employer engagement activities.
- Finance – before interest and depreciation the College Group will generate a surplus of around £3million.

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- Workforce – the College has made three key Executive appointments; Chris Thomas, Lesley Roberts and Amanda Jogela has been promoted from Head of School for Lifestyle to Director Quality and Performance.
- Reputation – BKS B were named ICT company of the year for 2016 at the BETT international show
- Accommodation, specifically the HE Centre – the Board were advised that providing the cladding arrives next week the project is on track. The ground floor tilers have asked for more time to undertake the work required but this is not at any additional cost. Assurance was given that this can be managed. Positive progress is seen every day.

2) HE Centre

The Board were advised that discussions have been taking place with Nottingham Trent University to identify a potential secondment, this will be someone who will work with the College to develop high level courses to be delivered in the new centre. Nottingham Trent University has a strong reputation within Nottingham and would be an ideal partner to build quality professional programmes to meet employer's needs. Our partnerships to deliver validated degree programmes will still continue with the University of Derby and Birmingham City University.

It was acknowledged that there is still work to be done in terms of curriculum development and in terms of HE centre recruitment. The Board asked for more information regarding the university relationships and how they work. The Principal confirmed that the College's relationship with Derby and Birmingham is very well established and specifically relates to accreditation. The intention is to work with Nottingham Trent University to develop high level apprenticeships. The College wants to obtain greater employer connectivity and envisages more commercial courses on offer. This is very much the start of a partnership with synergies and strengths to be developed.

In terms of the HE Centre building the Board commented that the cladding, as with the rest of the site, appears to be a high risk area. Assurance was given that spare panels have been purchased to mitigate any risks regarding any replacement needs.

3) Ofsted

A formal approved appointment as the Chief Inspector for Education, Children's Services and Skills is still outstanding although the Government's preferred candidate is Amanda Spielman.

4) Midlands Engine for Growth

Work continues in this area but progress is slow.

Signed : _____ Chair

Date:

5) Devolution

The position for our area is uncertain at this time with the main factor being a divide in D2N2.

AGREED: to note the update provided.

16.78 **BUDGET 2016/17 & 2 YEAR FINANCIAL FORECAST**

The Deputy Principal Finance introduced this item and confirmed that the draft budget was considered in detail by the Finance and Resources Committee at its meeting on 24th June 2016. Members' attention was drawn to the most significant changes which are identified from paragraph 14 onwards. He confirmed that the College is seeking a breakeven position, which is the same as in previous years, however this does need to be improved. Key matters brought to members attention were:

- Paragraph 14 – this sets out the income and expenditure budget headlines for 16/17;
- Section 26 onwards deals with apprentice targets and income assumptions;
- Page 27 sets out the key budget assumptions;
- At page 28 the biggest change for the College is apprenticeship income and the apprenticeship structures;
- Apprenticeship growth is planned at 10% although this is likely to prudent. The finance team did not want to be over optimistic and there is an expectation to see a reduction in partner activity, although the expected move away from subcontracting will not be as significant as first expected;
- Paragraph 33 – assumptions for 17/18 suggest that 70% of 16-18 partnership activity will remain contracted through the College and 70% of adult activity. This will leave a programme of 11.56 million compared to 16.078 million in the 16/17 financial year;
- Paragraph 34 – coupled with a shift away from some partners the College will expect to see some residual service provision in supporting the partners, with direct contracting and revenues of £63k as a result. There will also be some reduction in the processing and management of subcontract programmes, yearly cost savings of around £142k;
- Page 29 pay costs – there are no significant changes;
- Page 30 non pay costs – again there are no significant changes.

Members' attention was specifically drawn to paragraphs 50 onwards and it was made clear to the Board that they have to be confident and clear that the budget aligns with strategic priorities and the strategic plan. The Board, in considering the budget, were happy that they had met the SFA expectations in terms of review and documents to consider.

Signed : _____ Chair

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- Page 31 details segmental contribution expectations. It was confirmed that this specific breakdown certainly focuses the internal College teams' attention going forward.
- Page 31 also sets out financial health measurements and indicators. It was confirmed that the new method of calculation will be of benefit to the College.
- Page 32 (paragraph 67) it was confirmed that the plan allows the College to meet its debt covenants comfortably.
- Page 34 sets out key budget performance indicators

The Board generally discussed the College's relationship with the bank and it was confirmed that this is good. The College regularly shares its management accounts and financial information with banking colleagues and staff are in dialogue with them regularly. At the current time they are happy with College performance and are supportive.

As a general comment one member of the Board challenged the senior team and asked whether the College generally has an over optimistic view of its ability to take on new projects. In discussion it was acknowledged that there are lessons to be learned. Assurance was given that the budget, in relation to the HE Centre, was looked at in detail and the budget for 16/17 does not rely on any contribution being made. The Board discussed its approach to risk and acknowledged that the Board and the senior team are ambitious. The College could be more prudent but this would leave the College standing still. There was an acceptance that lessons could be learned from previous projects as the College moves forward.

Specifically in relation to VWS the senior team provided assurance that they and the Board, took actions as required and overall the College is in a much stronger position because of this. What is different is the realism required regarding future plans. It was felt that this is something that needs harder challenge in future meetings.

The senior team and the Board all felt that the HE Centre is absolutely the right development opportunity as it sends the right message to the local area. The Principal expressed the personal opinion that this College cannot be allowed to simply 'stand still'. The Board acknowledged that they, as a group were stronger and more informed having gone through the VWS experience. For some Governors the timeframe required regarding decision making was an issue particularly regarding VWS.

(Chris Winterton left the meeting at 6.45 pm)

The Board reviewed the information provided and were happy to agree

- a) The budget and financial forecast 2016/17 – 2017/18 presented;
- b) And adopt the revised financial objectives as set out in paragraph 81.

Signed : _____ Chair

Date:

16.79 STRATEGY AND BUSINESS PLAN 2016/17

The Deputy Principal Finance presented the business plan and confirmed that it was similar in terms of format and presentation when compared to the previous plan. Members' attention was specifically drawn to page 43 where it was explained that the business plan has been structured around the main business areas of the College in order to set out clear actions in each of those areas to deliver the strategic vision of the College. These are:

- 1) Schools of Learning – (16-18 study programmes);
- 2) Apprenticeships;
- 3) Adult education and skills;
- 4) HE and Higher level skills;
- 5) Learner engagement, marketing and communication;
- 6) Information technology and learning resources;
- 7) Property;
- 8) Financial resources.

For each of the business areas the current position is summarised together with key actions for the year and some key indicators for 16/17.

It was acknowledged that the draft business plan had been trialled at the residential. Key matters brought to members attention were:

- Page 44 – this sets out the cohort demographics in the area. There is a continuing decline.
- Page 45 sets out the skills attainment challenges.
- From page 46 onwards each section has KPIs and actions. The data dashboard utilised in the next academic year will pick up all of the key KPIs.
- Page 48 covers the apprenticeship targets.
- Page 51 sets out the adult education and skills targets. It was confirmed that in 16/17 the programme is to be re-targeted and the senior team are considering how this can be achieved.
- Page 52 sets out key actions for HE.
- Page 54 details learner engagement and describes how the college will acquire its target learners.
- Page 56 sets out the ILT strategy and identifies the need to become much better regarding online content.
- Page 58 deals with property, key targets for the College are to address utilisation and class sizes.
- Page 63 sets out the key known risks at this time.

In general discussion the Board questioned whether there was a plan to review the business plan. It was confirmed that there is and that if there are significant changes to the assumed position, for example if the apprenticeship levy is not introduced or postponed, then the business plan will be reviewed in terms of impact and a report back to the Board. The Board questioned whether the plan has taken account of Brexit.

Signed : _____ Chair

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The Deputy Principal: Finance indicated that it was too difficult at the current time to assess this. The team can review risk sensitivities but cannot really judge potential impact at this time. It was confirmed that this would be monitored through the risk register in 2016/17.

In reviewing the risks associated with 'getting in new business' the Board questioned whether there was sufficient funds within the budget provided for the BDU. The Deputy Principal Finance confirmed that he and Lesley Roberts are reviewing this and will respond to any changes needed as required. There is the belief that some changes will be necessary and a key focus is ensuring that activity is undertaken more efficiently. A key development is sales and marketing within the BDU.

The Board were happy that the business plan presented was realistic upon the basis of the known position to date.

AGREED: to approve the Business Plan 2016/17 as presented.

Members' attention was also drawn to the Adult Education Strategy 2016/17 document circulated by email. The Board were advised that consultation on this will be undertaken over the summer. Governors were asked to provide feedback by the end of the month and thereafter targeted consultation externally will be undertaken. It was acknowledged that a key focus is the identified need to bring in and deliver more provision in the local area.

It was confirmed that a final version of this document would be presented to the Board for approval at the September 2016 meeting.

Dir S&I

Sept 2016

16.80 PARTNER REPORT

The Deputy Principal: Finance introduced this item and confirmed that this report had been reviewed in detail by the Finance and Resources Committee and they had put forward the recommendation that matters identified be approved. Members' attention was drawn to page 67 which sets out an introduction and an explanation of contracts planned for the 16/17 year. Section 3 on page 68 sets out KPIs and contract exceptions.

Members' attention was drawn to page 74 which sets out the proposed contractor list. Page 71 sets out the Partner Supply Chain Fees and Charges Policy for 2016/17, these are unchanged from the 15/16 year. In terms of the strategy it was confirmed that the starting point is focused to deliver in D2N2. Page 68 which sets out KPIs and contract exceptions are the economics which are intended to incentivise partners.

AGREED:

- a) to note the 2015/16 update; and
- b) approve the contract allocation for partners in 2016/17 presented;

Signed : _____ Chair

Date:

and c) approve the Partner Supply Chain Fees and Charges Policy for 2016/17.

16.81 RISK MANAGEMENT

The Director: Communications, Marketing and Learner Engagement presented a copy of the annual report on risk management activity for 2015/16. She confirmed that this has been considered in detail by the Audit Committee and is presented for information only. In terms of outcomes for the year, all significant risks on the register have been monitored at least once by the Corporation Board or by their Committee owner. In most cases significant risks have formed a standing item either on Corporation Board agendas or on Committee agendas. Risks identified within the contingent risk register, which are the business continuity risks, have been monitored by the Corporation Board or its Committees at least once during the year with the exception of data protection. There is an intention to report on this to the first Audit Committee meeting in the new academic year.

In relation to Vision Business Support Services, the new subsidiary company, it was confirmed that this has a separate risk register.

The Board were then asked to consider the Risk Management Strategy and Register for 2016/17. They questioned whether Governance should be included within the register. It was explained that there is the belief that this is not necessary as it has always had very positive assurance from internal audit reports. She explained that the register is constructed in phases and that there will be further discussions to take account of matters identified at the residential and also during discussions today, these include the external environment and work related training/employer engagement and the external policy regarding apprenticeships. She expressed the view that property strategy risks were likely to reduce early in the new year following the completion of the summer refurbishment works.

AGREED:

- a) to note the content of the annual report on risk management activity for 2015/16 &
- b) approve the risk management strategy and register for 2016/17.

16.82 GOVERNANCE

1) Governor appointments and re-appointments

The Clerk drew members' attention to her written report and made proposals for the appointments of student Governors, staff Governor and an independent Governor. The Board were happy to approve the recommendations made.

Signed : _____ Chair

Date:

AGREED:

- a) to re-appoint Jean Marriott as a Student Governor from 31st July 2016 to 31st July 2017 (or until such time as she ceases to be a student whichever is the earlier);
- b) appoint Marc Jones as a Student Governor from 14th July 2016 to 31st July 2017 (or until such time as he ceases to be the Student Union President whichever is the earlier);
- c) appoint Alison Breedon as a staff (academic) Governor from 14th July 2016 to 14th July 2020 (or until such time as she ceases to be a member of staff whichever is the earlier);
- d) appoint David Robins as an independent Governor from 14th July 2016 to 14th July 2020.

(Nevil Croston and Kate Allsop stepped out of the meeting)

The Clerk put forward the proposal to reappoint both Nevil Croston and Kate Allsop as Governors. It was explained that both complete their current term of office on 31st July 2016. It was acknowledged that both have served on the Board for over 8 years (which is the maximum recommended time in the English Colleges Code of Good Governance adopted by the Board) however the Board agreed that there were exceptional circumstances regarding these two appointments. Nevil, as the Chair of the Board and Kate as a the Vice Chair of the Board have throughout the year geared themselves up to represent the College in the area based review process which will start in the autumn. Nevil's knowledge of the College and close working relationships with the Principal will be required to ensure the best outcomes for the College in the challenging circumstances. In terms of Kate, she has previous experience of Ofsted inspections as the Chair of the Standards Committee and with the expected re-inspection in the Autumn term her experience will be very valuable particularly to support John Holford as the current Chair of the Standards Committee. Both have held the positions of Chair and Vice Chair for 2 years now and have gained valuable experience which the Board would not wish to lose at this critical stage in the College's development. The Clerk put forward the proposals of a re-appointment period of two years however the Board felt that this should be extended to four should Nevil and Kate be willing to accept this.

AGREED:

- a) re-appoint Nevil Croston as an independent Governors from 31st July 2016 to 31st July 2020 and
- b) re-appoint Kate Allsop as an independent Governor from 31st July 2016 to 31st July 2020.

2) Chair and Vice Chair appointments

The Board were happy to agree that Nevil Croston be reappointed as the Chair and Kate Allsop be reappointed as the Vice Chair.

Signed : _____ Chair

Date:

AGREED:

- a) to reappoint Nevil Croston as the Chair of the Board of Governors for the 16/17 academic year and
- b) reappoint Kate Allsop as the Vice Chair for the 16/17 academic year.

3) Committee membership 16/17

The Clerk drew members' attention to page 125. The Board were happy to agree that membership of Committees remain largely unchanged with a few minor exceptions:

- a) Standards Committee – Jean Marriott to replace Nick Golubs for the 2016/17 academic year.
- b) Finance Resources and Estates Committee – one of the Staff Governors, either Alison Breedon or the replacement for Colin Sawers to join the Committee in November 2016
- c) Remuneration Committee – a replacement for Diana Meale to be identified in November 2016.

4) Committee Terms of Reference 2016/17

The Board were happy to retain existing committee terms of reference rolled forward unchanged in to the 2016/17 academic year.

5) Whistle Blowing Policy

The Board were happy to approve the changes proposed on the recommendation of the Finance, Resources and Estates Committee.

AGREED: to approve the whistle blowing policy presented.

6) Work plan

The Board were happy to adopt the work plan presented as a framework document for the 2016/17 academic year.

AGREED: to approve the work plan presented.

16.83 **ESTATES UPDATE**

The Board were happy to note the report provided on the portal.

16.84 **FINANCE REPORT – MAY 2016**

The Board were happy to note the content of the report provided on the portal.

Signed : _____ Chair

Date:

16.85 2015/16 END OF YEAR PROJECTION

The Board were happy to note the content of the report provided on the portal.

16.86 EXCEPTION REPORT – SAFEGUARDING AND EQUALITY AND DIVERSITY

The Board were happy to note the content of the report on the portal.

16.87 HEALTH AND SAFETY ANNUAL REPORT

The Board were happy to note the content of the report on the portal.

16.88 QUALITY REPORT

The Board were happy to note the content of the report on the portal.

16.89 STUDENT UNION END OF YEAR REPORT 2015/16

The Board were happy to note the content of the report on the portal.

16.90 MINUTES OF THE MEETING OF THE STANDARDS COMMITTEE HELD ON 9TH JUNE 2016

These were noted.

16.91 MINUTES OF THE MEETINGS OF THE FINANCE, RESOURCES AND ESTATES COMMITTEE HELD ON 10TH MAY 2016 AND 24TH JUNE 2016

These were noted.

16.92 MINUTES OF THE MEETING OF THE AUDIT COMMITTEE HELD ON 8TH JULY 2016

These were noted.

16.93 CONFIDENTIAL ITEMS

It was agreed that confidential items would be recorded separately.

16.94 AOB

There were no items of additional business.

16.95 DATE OF NEXT MEETING

The Clerk confirmed that the next scheduled meeting was Thursday 15th September at 5pm. (Staff and Students left the meeting at 7.30 pm).

Signed : _____ Chair

Date: