



**WEST NOTTINGHAMSHIRE COLLEGE
CORPORATION BOARD**

Minutes of the Board meeting held in the Board Room at the Derby Road site on Thursday 15th September 2016 at 5.00 pm

GOVERNORS Ian Baggaley
PRESENT: Tim Clarke (Meeting Chair)
 Jamie Fryatt
 Malcolm Hall MBE
 John Holford
 Dame Asha Khemka DBE
 Diana Meale (from 6.10 pm)
 David Overton
 John Robinson (until 6.20 pm)
 Colin Sawers
 Marc Jones
 Alison Breeden

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
 Louise Knott, Director: Communications, Marketing and Learner Engagement
 Tracy Thompson, Director: HR

ACTION by whom	DATE by when

16.96 APPOINTMENT OF THE MEETING CHAIR

In the absence of the Chair and Vice Chair it was agreed that Tim Clarke would Chair the meeting.

AGREED: to appoint Tim Clarke as the meeting Chair.

16.97 DECLARATION OF INTERESTS

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

16.98 APOLOGIES FOR ABSENCE

Apologies for absence were received from Kate Allsop, Nevil Croston, Terry Dean, Jean Marriot and Mark Williams.

Q = an example of governor questioning
 CH = an example of governor challenge

Signed : _____ Chair

Date:

Absent without apologies was Chris Winterton. Apologies also received from members of the senior team: Lesley Roberts and Andrew King.

Marc Jones, the new Student Governor and Alison Breeden, the new Staff Governor were welcomed to their first meeting.

16.99 MINUTES OF THE MEETING HELD ON 14TH JULY 2016

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 14th July 2016.

In relation to the action identified on page 13 of the minutes, it was noted that the Adult Education Strategy 2016/17 would be presented to the October rather than September Board meeting.

Dir S&I

Oct 2016

16.100 ACTION PROGRESS REPORT

Members reviewed the progress table and were happy to note the update provided.

16.101 SAFEGUARDING UPDATE/KEEPING CHILDREN SAFE IN EDUCATION

The Director: HR provided a presentation/training update to the Board and key matters noted were:

Keeping Children Safe In Education:

- Some new requirements effective from 5th September 2016.
- The new document also provides an opportunity to refresh on areas which remain the same and allows the College an opportunity to review its practices.
- The guidance specifically refers to under 18's (excluding Prevent).
- Safeguarding definition unchanged – 'protecting children from maltreatment, preventing impairment of children's health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best outcomes'.
- Female genital mutilation
 - 1) Is illegal in the UK and is a form of child abuse.
 - 2) The College is continuing to raise awareness of this issue.
 - 3) Training is now mandatory, completion is needed only once.
- A child sexual exploitation
 - 1) A form of sexual abuse when children are sexually exploited for money, power or status.

Q = an example of governor questioning
CH = an example of governor challenge

Signed : _____ Chair

Date:

- 2) Can involve violent, humiliating and degrading sexual assaults.
 - 3) Consent cannot be given even when a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them.
 - 4) Does not always involve physical contact and can happen on-line.
 - 5) A significant number of victims go missing from home, care and education.
 - 6) Training is now mandatory and completion is needed only once.
- Honour based violence (HBV)
 - 1) Encompasses crimes which have been committed to protect or defend the honour of the family and/or community.
 - 2) Includes female genital mutilation (FGM) and forced marriage – both are crimes in the UK.
 - 3) All forms of HBV are abuse (regardless of the motivation) and should be handled and escalated as such.
 - 4) The College and staff need to be alert to victims of this and the support they would need.
 - Staff concerns
 - 1) About staff – these are referred to the Director: Human Resources.
 - 2) Illegal for a person in a position of trust to have a relationship of a sexual nature with someone in their care under 18.
 - 3) Professional boundaries.
 - 4) About poor or unsafe practices – staff should feel able to raise concerns and feel that these will be taken seriously.
 - 5) Appropriate whistle blowing procedures should be in place for such concerns to be raised.
 - Under 18s must be trained in keeping safe, including keeping safe online.
 - Early interventions are key – any doubt then staff are advised to raise a concern
 - There is a continued need to be alert to recognising abuse and neglect of under 18s with special education needs and disabilities i.e. they can be disproportionately impacted by bullying.
 - Missing children – ensure teams understand the policy/practice.
 - All staff should be aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include but not limited to bullying (including cyber bullying), gender based violence/sexual assaults and sexting. Staff should be clear on College policy re peer on peer abuse, need to make it clear that peer on peer abuse should never be tolerated or passed off as 'banter'.
 - Safeguarding designated person is Chris Thomas (Deputy Principal: Teaching and Learning.)

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Date:

- Safeguarding Officer is Rebecca Broomhead.
- Always refer to and follow procedures.
- The College continues to encourage a culture of listening to concerns and the wishes of the child.
- We continue to be relentless.
- Governors will continue to receive monthly reports.

In general discussion the Board were advised that this is a key document which the College is bound by and which comes in to effect from 1st September. It is guidance that will be updated each year and most likely will include new requirements, so it is important to regularly assess the Colleges processes and procedure against expectations.

Q In terms of the presentation provided the Board noted that, in terms of exploitation and bullying, there was a description of internal processes and messages. They questioned whether the College sends out messages externally. It was confirmed that the College does and that information is provided in the parental handbook which goes home with every student.

CH In addition there is a parent section on the website which gives online information and in addition texts are specifically sent to parents. The Board as a general comment challenged the senior team and asked that they review and look to see how they could make the external processes more comprehensive, with greater certainty that the College messages are reaching all parents.

Q The Board questioned how clear the College feels in terms of who needs to report what and where. The Director: Human Resources expressed the view that College processes are very clear and robust and include a number of reporting strands. Safeguarding aid memoire cards are included at the back of all staff and student lanyards. Staff and students are reminded of referral processes throughout the year in a number of ways.

CH One Governor commented that, in terms of the Safeguarding Annual Report for 2015/16 provided on the portal at agenda item 13, there appeared to be a disparity in terms of the number of safeguarding incidents reported at College and with partners.

Q He questioned whether this was a cause for concern and evidence of a failure of effective reporting with partners. The Director: Human Resources expressed the view that partners have their own safeguarding procedures. She provided assurance that partners are required to complete monthly returns on this issue to the College.

CH The Board were still of the view that the disparity raised issues for them in terms of partner processes and procedures and asked that the Deputy Principal: Teaching and Learning review the partner safeguarding processes and procedures to provide some assurance to the Board at the next meeting. (To be included as part of the Safeguarding Exceptions report provided to each meeting)

DP T&L

Oct. 2016

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It was confirmed that a copy of the Safeguarding Development Plan would be provided for information to the Board at a future meeting.

DP T&L

Oct. 2016

CH The Board, as a general comment, indicated that they wanted to know that there are robust and appropriate procedures in place for partners. This may necessarily involve further partner training and also a better understanding from partners of the expected extent and level of reportable incidents.

Q The Board questioned whether there were any patterns evident in terms of reporting and referring. The Director: HR confirmed that they mostly come directly from students and in many instances are historic. There is a general feeling that students when they join the College are more comfortable and confident about reporting issues. In addition to this the College sees a number of referrals made by staff and tutors.

CH The Board challenged the senior team and indicated that they wanted greater clarity regarding processes and procedures in place to mitigate the risk that exists regarding partners in terms of safeguarding and child protection.

AGREED: to note the update provided.

16.102 STUDY PROGRAMME UPDATE/TRAINING

The Deputy Principal Teaching and Learning provided a presentation which gave an overview and summary of study programmes. This was broken down in to two distinct areas:

- a) 16-19 study programmes (classroom based);
- b) 16-19 study programmes (work based).

Key matters noted were:

- a) 16-19 classroom based -
 - The main programme is the most significant part of provision.
 - Maths and English is also a very significant component.
 - Each study programme is made up of 4 component parts.

The presentation was reviewed and discussion points included:

- The time involved in tutorials and the level of 1:1's vs group work.
- The fact that the framework is very different for apprenticeships.
- Apprenticeships are not study programmes.
- Maths and English remains a challenge and the College has to do things differently for different students depending on the grades at entry to College.
- In terms of Maths and English the College uses BKSB to focus on areas of development needed. This is used by every student.
- The aim is to ensure that students can progress between the levels.

Q = an example of governor questioning
CH = an example of governor challenge

Signed : _____ Chair

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- In 5 years' time the skills framework will have changed and anyone at level 2 or less has to work towards being capable of level 3 within one year.

Q In terms of progress, the Board questioned what, if anything, was the most significant stumbling block to achieving level 3. The Deputy Principal: Teaching and Learning confirmed that it was Maths and English and not the vocational practical element of provision.

- Maths and English success rates in apprenticeships and 19+ are significantly above 16-19 Functional Skills. This is because in the apprenticeship framework and 19+ provision they have to get Maths and English to pass the whole framework (they have a 30%-40% higher success rate). This is not the same for 16-19 study programmes. Going forward it is key to get the message out as part of study programmes that Maths and English is a necessary component part rather than just something to get through.

b) 16-19 study programmes (work based)

- This is not too dissimilar to an apprenticeship. Most common route after a traineeship is apprenticeship.
- In terms of apprenticeships they are not study programmes, but Maths and English (Functional Skills not GCSE) are still mandatory as part of the framework until a grade C is obtained.

In terms of the College's performance, its 16-19 classroom based GCSE Maths and English and Functional Skills is an area for improvement. It was acknowledged that this is a national position and a national challenge.

- The number of students who took GCSE (resit) Maths and English this summer was 47% higher than the prior year statistics.

Q In terms of the apprenticeship frameworks, one member of the Board questioned how much involvement/development of the individual learner plans has employer input. It was explained that the ILP should be developed in conjunction with both apprentices and employers. There was a view that this was not happening. It was agreed that a member of staff from the College would contact David Overton directly to review and ensure proper processes are followed.

Exec.

Sept 2016

AGREED: to note the update provided.

16.103 DRAFT KPI FRAMEWORK FOR 2016/17

The Deputy: Principal Teaching and Learning provided proposals for new data dashboard reporting. A concept mock-up was provided.

Q = an example of governor questioning
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Signed : _____ Chair

Date:

He explained that the intention is to report on progress made towards hitting KPIs set. He confirmed that in terms of the reports they would show actual numbers and percentages. Governors felt that it was important also to include a key. It was confirmed that data tables will be supported with a narrative to explain any areas of concern, issues or actions being taken. The Board indicated that they would like to see trend reporting with arrows showing up, down or a horizontal position to reflect staying the same. The Board indicated that for every graph/measure they would also like to see red or green ratings so that they know which areas to focus on.

The Board were supportive of the new KPIs and dashboards proposed but did indicate that they would like to ensure a consistent approach for a sustained period rather than change for the sake of change going forward. It was agreed that a final yearend 2015/16 KPI report would come to the next meeting utilising the old style data dashboard/KPIs. This is to ensure that the 15/16 year is appropriately 'closed off' and reported before new style graphs and pie charts are introduced.

Dir S&I

Oct. 2016

As a general comment, it was confirmed that in terms of Value Added the College is doing very well in A-Levels and in fact is the best in the area. The College knows that it has to do more in terms of vocational qualifications and needs to get the higher grades.

AGREED: to note the update provided.

(John Robinson left the meeting at 6.20 pm, Diana Meale joined the meeting at 6.10 pm)

16.104 PRINCIPAL'S REPORT

The Principal introduced her written report and key matters noted were:

- 1) National landscape – the sector has seen lots of change and the challenge will be whether FE gets a much needed focus. There is a new Minister in place. Devolution in the East Midlands area is still on hold.
- 2) Derby Road refurbishment and new HE centre – congratulations to the Executive Director Capital Projects and Estates and his team. The refurbishment has moved forward significantly with a lot of hard work involved.
- 3) Area reviews – the College's area review starts in November but no specific dates are known for meetings at this stage. The two Nottingham Colleges have not yet merged although the planned new date is December 2016. Remaining Colleges in the area review are Bilborough, Derby and West Nottinghamshire College. It was confirmed that an area review presentation would be provided at the next meeting.

Executive

Oct. 2016

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Date:

There is a new FE Commissioner to be appointed before December 2016.

- 4) Apprenticeship reform detail is included within the written report but there is some sector concern regarding the funding reforms planned.
- 5) Results update – this has been a great year for the College and particularly STEM subjects have improved significantly. It was noted that an Ofsted inspection is anticipated at any time. The SAR is being updated and the overall position is really positive and solid except for small pockets of Maths and English.
- 6) Enrolment 2016/17 update – the position in relation to 16-18 is that the College is at 102% of target, this means that it has increased its market share in down turning demographics. In relation to 19+ and HE specifically there are still some challenges and recruitment focus is in place.

AGREED: to note the update provided.

16.105 INTERIM COLLEGE ENROLMENT REPORT FOR 2016/17

The Deputy Principal: Teaching and Learning drew members’ attention to his written report and was able to provide an update in terms of a number of areas:

- In terms of 16-18 enrolments he confirmed that there were some really impressive successes in terms of recruitment numbers, particularly in relation to hair and beauty and complimentary therapies and plumbing.
- 24+ enrolment stands at 99% of target.
- New entrant numbers are strong, the weakness relates to returners and continuing students, particularly level 1 to level 2 and years 1 to years 2 in some areas.

CH

In relation to the non-returners the Board asked for further details to be provided in terms of destinations so that they could better understand trends and patterns.

- In terms of full-time SFA 19+ learners the actual numbers of students recruited are similar to the prior year, but in terms of achievement of targets there are a number of areas which are considerably short, this shows that the planning and targets set were very ambitious and in some areas overly so. There were a number of areas that overestimated the number of 18 year old returners. It was agreed that the Deputy Principal teaching and Learning would review and analyse the statistics for non-returners as it was important for the College to know the reason why students had not returned.
- Full time EFA 16-18 enrolments are now 102% of plan.
- Actual 19+ enrolment is 87% of plan.

DP T&L

Sept. 2016

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Sept. 2016

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- Actual enrolment for HE courses currently stands at 92% of target

He confirmed that each Head of School is being challenged to make sure that their areas are correctly resourced, either to reflect over or under recruitment seen. He confirmed that there would be a commentary and update on enrolment provided to the next Board meeting.

DP T&L

Oct 2016

CH

The Board indicated that it was important for them to know the impact that any under or over recruitment has had upon the accounts/finances. The Deputy Principal Finance expressed the view that his concerns relate to enrolment numbers and loss of earnings in relation to HE and access to HE. He indicated that it was too early to tell in terms of 16-18 numbers and that what is important is that the College retains the current learners, and the next 4-6 weeks will be crucial. He indicated that the College had a retention rate issue in relation to students in 15/16 and this cannot be repeated in 16/17.

AGREED: to note the update provided.

16.106 PROPERTY/HE CENTRE UPDATE

The Executive Director: Capital Projects and Estates introduced this item and key matters noted were:

- Vision University Centre – practical completion and handover of the building is scheduled for Friday 16th September with the College commencing internal fit-out from 19th September. He confirmed that on Monday morning the library fit out would be started. Cladding is not complete. The outstanding area is the west elevation. This can be isolated and segregated.
- College curriculum staff will take occupancy on 26th September. Installation of ICT and final preparations will continue throughout the following two weeks for teaching to commence from 10th October.
- Internal tiling of the ground floor atrium is anticipated to be completed by 26th September ready for installation of furniture.
- Existing HE students commence course programmes from 19th September and will be housed in existing accommodation until the new HE Centre is ready and open. New HE course provision will be timetabled to the building as courses come on stream in 2017.
- Derby Road refurbishment – target completion date for the main elements of internal refurbishment and return of students has been met. Some elements of work will continue through the Autumn term as planned without disruption to teaching and learning.
- All curriculum has now been moved out of the Ashfield Centre.

Q= an example of governor questioning
CH = an example of governor challenge

Signed : _____ Chair

Date:

Q The Board questioned what the College’s intention was in terms of the Ashfield building. It was explained that options are currently being reviewed but that the value of any sale is likely to be limited. It was confirmed that there have been no negative comments or negative feedback received following the College’s decision to vacate the building.

Q In terms of the cladding and ‘lessons learned’ the Board questioned whether there was any potential professional indemnity matters to pursue. The Executive Director: Capital Projects and Estates expressed the view and gave advice that there was no merit in progression as the value would not warrant the extra time and commitment required.

Q In terms of the Ashfield premises the Board questioned whether the College has plans in place to continue to maintain and secure. Assurance was given that this is the case and that ongoing costs related to this are accounted for in the 16/17 budget and will continue until the property is disposed of.

AGREED: to note the content of the update provided.

16.107 APPRENTICESHIP STRATEGY

In the absence of Lesley Roberts, Vice Principal: Business Development and Employer Engagement it was agreed to defer discussion of this item until the next meeting. Governors were asked to review the content of the report and proposals made over the coming weeks with a final decision being made and questions presented to Lesley Roberts at the next meeting.

VP EE

Oct. 2016

16.108 GOVERNOR LINKS 2016/17

The Clerk introduced this item and summarised the proposals made. The Board were happy to agree the identified themes for 2016/17. Delegated authority was provided to the Clerk to finalise and identify Governors to be allocated to the themes agreed.

AGREED:

- a) to approve the Governor Links proposal for 2016/17 and
- b) delegate authority to the Clerk to finalise link Governors for the designated themes identified.

Clerk

Sept. 2016

16.109 SAFEGUARDING ANNUAL REPORT 2015/16

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

16.110 FINANCE REPORT – 2015/16 END OF YEAR POSITION (DRAFT)

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

Q = an example of governor questioning
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Signed : _____ Chair

Date:

16.111 VISION STUDIO SCHOOL UPDATE

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

16.112 GOVERNANCE MATTERS

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

16.113 ANY OTHER BUSINESS

As a matter of additional business the meeting Chair took the opportunity to congratulate Harvinder Atwal, the Managing Director of BKS B, for her award as Business Woman of the Year in the British Indian Awards. The Board took the opportunity to formally thank her and record their appreciation.

16.114 DATE OF NEXT MEETING

The Clerk confirmed that the next scheduled meeting is 20th October 2016 at 5.00 pm.

(Staff and students left the meeting at 7.15 pm)

16.115 CONFIDENTIAL ITEMS

It was agreed that confidential items would be recorded separately.

Meeting closed at 7.45 pm.

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CH = an example of governor challenge

Signed : _____ Chair

Date: