



**WEST NOTTINGHAMSHIRE COLLEGE
CORPORATION BOARD**

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

GOVERNORS PRESENT: Kate Allsop
Ian Baggaley
Tim Clarke
Nevil Croston, Chair
Jamie Fryatt
Malcolm Hall MBE
Dame Asha Khemka DBE
David Overton
Mark Williams
Chris Winterton
Marc Jones
Alison Breeden
Jane Hawksford

ALSO IN ATTENDANCE: Maxine Bagshaw, Clerk to the Corporation
Andrew Martin, Deputy Principal/Director of Finance
Lesley Roberts, Vice Principal Business Development and Employer Engagement
Tom Stevens, Executive Director: Capital Projects and Estates
Louise Knott, Director: Communications, Marketing and Learner Engagement
Patricia Harman, Teaching and Learning Consultant

16.157 DECLARATIONS OF INTEREST

The 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.

16.158 WELCOME INTRODUCTIONS AND APOLOGIES FOR ABSENCE

Jayne Hawksford, the new Staff Governor was welcomed to her first meeting of the Board. Apologies were received from Terry Dean, John Holford, Jean Marriott, Hari Punchihewa, John Robinson, Tracey Thompson and Andrew King.

16.159 MINUTES OF THE MEETING HELD ON 22ND NOVEMBER 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 22nd November 2016.

There were no matters arising.

16.160 ACTION PROGRESS UPDATE

Members were happy to note the content of the update provided.

16.161 KPIs 2016/17

The Deputy Principal: Finance introduced this item and drew a number of key matters to members' attention:

- 1) 16-19 volumes (including directly delivered apprenticeships) – the numbers have increased slightly from the previous report (2589) due to some learners not being properly captured. However, the small increase does not change the overall position as the College has failed to achieve its target or out-perform the declining demographics. The College has seen more than 200 students withdraw compared to the peak enrolment figure. He confirmed that the team need to do some further work on this to better understand the reasons for withdrawal. The number of withdrawals is a key target to address. The enrolment figures for this area have been falling for a number of years now and the demographic decline will continue up to 2019. In reality the College is not outperforming the demographic decline and needs to be realistic and plan for this. Total number of learners currently enrolled is 2606 and realistically the College will not now hit the full year target as this number will not increase significantly.

The Board in general discussion agreed that it was critically important to better understand the reasons for student dropout including how long they stay, what courses suffer the highest rates of dropouts and the reasons given by students to move elsewhere. It was acknowledged that the first few weeks is when students are at their most vulnerable and the College needs to better understand in many cases why they chose to return to the school environment. The Deputy Principal: Finance explained that for every learner lost the College loses the potential of £4,000 and therefore with 140 learners lost this represents circa £500,000. He advised that the College has the remainder of this year to adapt and plan for the reduction in allocation that will come next year. This will involve a review of the curriculum. All agreed that it is key to be realistic and have a manageable curriculum in place for 2017/18.

The Board were advised that the Construction department in particular has lost 50 students which is significant and as a consequence there is a detailed review being undertaken.

Signed : _____ Chair

Date:

Many have gone on to apprenticeships, however the College does need to understand why this is the case. Generally the College needs to be more realistic and careful in terms of its planned recruitment numbers for 2017/18. He provided the Board with assurance that the position was very manageable in terms of reaching the savings required to match the expected reduction in allocation for 2017/18.

2) Adult education budget (excluding apprenticeships) – split between D2N2 delivery location and otherwise – the proportion of spend inside D2N2 continues to increase moving from 41% to 47%. While this is positive and currently ahead of target for 2016/17 it is still based on less than a third of the budgets. Indications are that the College is moving in the right direction. The Adult Education Strategy has been devised to address the need to increase the D2N2 delivery. The College does not expect to get to the target of 50% this year but the indicators are all relatively positive. It was confirmed that the utilisation of subcontractors is targeted based on geography. One Governor indicated that for the next report he would like to see the Mansfield and Ashfield statistics drawn out and specifically referred to as part of the D2N2 delivery.

3) 16-18 progress – the position on English and Maths has not changed from the previous report. The only change is that the current position on technical vocational level qualifications is significantly behind target. This does not mean that students have moved backwards but that more assessments are now on the system compared to the previous report. At this point of the year this is not unexpected but now that there are assessments on the system for students the College needs to see the position start to improve as subsequent assessments are undertaken. He explained that the College is experiencing some issues and concerns with the data coming through the system and the assessment process. The timing of assessments has been moved to monthly rather than every 2 weeks. For future reports the Board were advised that there will be some slight changes to the KPI slides as it is hard to see from the presentation of this aspect particularly, what the current position is.

4) Apprenticeship success rates – the in-year position for overall success shows that the College is where it would expect to be. For timely success the picture is again improving on where the College was at this time in the prior year but is based on limited numbers at this point in the year. As the numbers increase through the year the College will have a better idea of whether or not this is on track. It was confirmed that the Vice Principal Business Development and Employer Engagement would give more detail on this during discussions at agenda item 11 later in the meeting.

Director
Strategy &
Innovation

Jan. 2017

Signed : _____ Chair

Date:

Generally the position is that the College is on a par with the same point in the prior year.

- 5) Financial indicators – the Board were advised that the operating surplus is now starting to increase. Next month will see a further increase as the College releases a number of provisions for VWS in November which will have a really positive impact. The surplus of £207k is ahead of the budget surplus of £30k and financial health score remains at 140 (target is 170). Borrowing is 30% of income and is expected to reduce. In terms of the surplus figure of £207k it was explained that within this the College is still making a deficit although the position is improving. The overall position is supported by BKS. In terms of the targets set for 2016/17 the surplus relates to the contribution made by BKS commercial income and the College direct delivery target is to breakeven. It was explained that the fundamental issue for the second half of the year is the performance of Vision Business, this is critical to success and achievement of targets. In terms of HE the Board were advised that the expectation is that this provision will be down by £400k by the end of the year, which is a concern for staff and Governors. The College has to address this very quickly but it will be hard to change in the 2016/17 academic year. He explained that the HE position will, to a certain extent, drag down the overall College position. College direct delivery position at the end of October is -£163k, this is less than the prior year deficit position.

Going forward the College needs to be successful in two key areas these are: a) the apprenticeship strategy and b) HE delivery. The 16-19 market is local and therefore limited travel appetite. It was confirmed that the proposed school funding changes in Nottingham will not have an impact on the Mansfield area. The challenge for the Board and the senior team is to continue to monitor and challenge the College regarding its own direct delivery position.

Q

The Board noted that not all of the KPIs had been reported on and questioned how the items to be reported were selected. It was felt that those not reported are likely to be year-end targets, however it was agreed that the Deputy Principal: Finance would review and clarify why some KPIs are reported on at meetings and others are not.

Deputy
Principal
Finance

Jan. 2017

AGREED: to note the update provided.

16.162 PRINCIPAL'S REPORT

The Principal introduced her written report and provided an update in a number of key areas:

Signed : _____ Chair

Date:

- 1) D2N2 Area Review update – meeting two of the D2N2 Area Review Steering Group took place earlier in the week attended by local authorities, the SFA, the LEP and the Principals and Chairs of the six Colleges within the process. As a group, the principals presented to the meeting the collective position. The third meeting is scheduled for 24th January, when each College will be expected to present its own strategic position and preferred option (against benchmarks). This is currently being drafted and will be shared with Governors as part of the developmental session planned for 12th January. This will allow an opportunity for consultation and approval. The preferred option is to standalone as WNC are in a unique position of strength, both financial and geographically. Across the area the Chairs and Principals are looking at high level skills and any potential to work collaboratively. In terms of high needs the aim is for a single strategy. Maths and English is an issue for most colleges and there is a commitment to work together to share resources and improve performance. It was confirmed that, through EMFEC, the Colleges D2N2 area already share good practice and will continue to do this. It has become clear through the area review process that the D2N2 LEP are expected to take the lead in identifying curriculum needs for the area.

The FEC team have asked for assurance regarding the financial stability of the College and have offered for an SFA representative to come in and review College plans and test assumptions made. She confirmed that a full presentation would be made to the Board on the 12th January. The Chair of the Board confirmed that if the decision made by the College Board is to stand alone then it will be important to be able to fully justify and articulate why this is the preferred option. The Principal confirmed that the area review process had been useful in terms of focusing staff attention on a number of key areas of provision.

- 2) Ofsted annual report – the annual report has now been provided to the sector. Yet again Further Education was pinpointed for criticism by Sir Michael Wilshaw, seemingly in contradiction to Ofsted's official stance. The report shows a drop in the proportion of Colleges rated good or outstanding from 77% to 71%. 63% of apprenticeships were found to be good or outstanding however, an increase of 12%.
- 3) Skills Show update – the College is delighted that Stefan Hubble, a former level 3 diploma in Painting and Decorating and Diploma in Decorative Finishing course student, won a silver award at the Skill Build Challenge on 19th November 2016.

AGREED: to note the update provided.

Signed : _____ Chair

Date:

16.163 2015/16 FINANCIAL STATEMENTS AUDIT MANAGEMENT LETTER

The Deputy Principal: Finance introduced the report prepared by KPMG. He confirmed that it was reviewed in detail by the Audit Committee were KPMG attended to present on the 1st December 2016. A number of items were brought to members attention:

- Page 30 – the audit is largely complete, however the SFA have still not issued their reconciliations. This is a national position and does not impact on the fact that statements have to be filed by 31st December 2016. He confirmed that there is no expectation that the reconciliation statement, once issued, will have any impact upon the Members Report and Financial Statements.
- Page 31 details two adjustments requested. There is also one performance improvement observation in relation to the local government pension scheme. Whilst bringing this improvement observation to the attention of the Board the Deputy Principal Finance did express the view that realistically there are limited steps that the College can take to challenge the pension deficit position. In terms of pension, the triannual revaluation is now taking place and will be confirmed by April 2017. He explained that to a certain extent the College and sector is somewhat constrained as they are required to have a defined benefit scheme in place. He confirmed that he and the team were giving some thought to collectively (with other colleges) challenging the actuarial assumptions.
- Page 34 – the accounts this year have been prepared on the basis of FRS102. The new format and requirements have been a challenge, however the College and auditors have ‘got there in the end’.
- Page 37 – auditors have confirmed that the College plans and accounts are based upon reasonable assumptions
- Page 42 – appendix 1 details the one improvement recommendation made. He confirmed that all previous recommendations made in prior years have been implemented.
- Page 46 – this is a summary of the Colleges financial performance.
- The LGPS pension scheme is again referred to at page 50.
- Page 51 – this confirms auditors’ independence and objectivity.

As a general comment he confirmed that a copy of this document will be submitted to the SFA along with the year-end financial accounts. In terms of the SFA reconciliation the Board asked whether there was likely to be anything in this that impacts on the KPMG Management Letter. It was explained that this is very unlikely.

AGREED: to note the content of the 2015/16 Financial Statements Audit Management Letter.

Signed : _____ Chair

Date:

16.164 2015/16 MEMBERS REPORT AND FINANCIAL STATEMENTS

The Deputy Principal: Finance introduced this item and reminded the Board that these signed statements need to go to the SFA by the 31st December. A number of key matters were specifically brought to members' attention:

- Page 60 – this is the strategic report and includes the statement of public benefit. This is required because the College has charitable status.
- Page 61 – a summary of the College business plan.
- Page 62 – a summary of the financial objectives.
- Page 63 – commentary regarding the financial results for the year.
- Page 65 – details cash flow, liquidity and also a summary of student performance.
- Page 66 – sets out the future prospects for the College.
- Page 67 – summarises identified risks.
- Pages 70 and 71 – set out the College's main stakeholders, and also sets out the College's commitment to equal opportunities and the agreed disability statement.

Members' attention was specifically drawn to the final paragraph of page 71 which is confirmation of disclosed information to auditors. He confirmed that the members who hold office at the date of approval of the accounts have to confirm that, so far as they are each aware, there is no relevant audit information of which the College's auditors are unaware and that each member has taken all the steps that he or she ought to have taken to be aware of any relevant audit information and to establish that the Colleges auditors are aware of that information. The Board reviewed the statement and were happy that the Chairman could sign to confirm this on their behalf.

- Page 72 – the statement of corporate governance.
- Page 73 – a summary of corporation membership. It was confirmed that colleges are now specifically required to disclose Governor attendance statistics in relation to full corporation meetings and committee meetings.
- Page 74 – the statement of corporate governance and internal control
- Page 75 – provides details of the Committees in place and internal controls
- Page 78 – the statement of regularity. This should be cross referenced with the work of the Audit Committee and the Audit committees' annual report provided at agenda item 14.
- Page 79 – the statement of responsibilities.
- Pages 80 & 81 summarise auditors' opinion. There is nothing to be noted or reported by exception.
- Page 84 onwards – these are the financial numbers. They are in a different format than previous years.

Signed : _____ Chair

Date:

Income for the year was £50,423million which is a significant reduction on the prior year position this is because of the big change in ESF funding. £738k surplus is the underlying position, again a significant drop from the prior year position because of the impact of:

- a) ESF
 - b) VWS property transactions
 - c) The work based related training unit did not perform as planned.
- Page 85 – the new statement of consolidated of changes in reserves.
 - Pages 86 & 87 are the balance sheet and cash flows. Members were advised that the position regarding reserves now includes the details of the pension, hence the significant deficit.
 - Page 87 – cash flow. The Board were advised that the College generated more cash in 15/16 when compared to the 14/15 year.
 - Page 88 onwards are the notes to the account.

Q As a general query the Board asked whether the College had had any success in terms of the potential VAT recovery regarding new build projects. The Deputy Principal: Finance confirmed that the College, over a number of years, has had advice from Deloitte and they have looked at a number of options. Both Revive and Refine have been classed as 'business use' and therefore the College has been able to go back and reclaim VAT on these building costs. A refund was obtained at circa £500k. Deloitte were appointed on a no win no fee basis. Originally this was 50% no win no fee but has been negotiated down to 30%. The net benefit to the College is just over £300k.

AGREED: to approve the 2015/16 Members Report and Financial Statements.

16.165 LETTER OF REPRESENTATION 2015/16

Members' attention was drawn to page 113 of the pack. It was explained that this is a standard letter that auditors require. A query was raised in relation to the reference to Barnett Waddingham on page 115. It was confirmed that KPMG review the pension assumptions that have been made by Barnett Waddingham on behalf of Nottinghamshire County Council Pension Fund and give an opinion as to whether or not the assumptions are within acceptable bands. Barnett Waddingham are appointed by the Trustees of Nottingham County Council. The view of KPMG is that the assumptions are within the bands that they would expect to see.

AGREED: to approve the Letter of Representation for 2015/16 as presented.

Signed : _____ Chair

Date:

16.166 LETTERS OF SUPPORT FOR 2015/16

The Deputy Principal: Finance explained that two of the College subsidiaries, as in previous years, require letters of support. These are Vision Apprentices, the Directors of which are Ian Baggaley and Lesley Roberts and VWS the sole Director of which is Andrew Martin.

The Board were happy, as in prior years, to provide the letters of support required.

AGREED: to approve the letters of support proposed for 2015/16 in relation to a) Vision Apprentices and b) VWS.

16.167 SAR 2015/16 AND QUALITY IMPROVEMENT PLAN FOR 2016/17

The Principal introduced this item and confirmed that the Standards Committee at its meeting on 8th December 2016 had reviewed this document in detail and wished to put it forward as a recommendation to the Board for approval. She circulated a copy of the executive summary document and key matters brought to members attention were:

- The College's vision remains the same – a dynamic College for aspiring communities. Its mission remains the same – Learners at the heart of excellence. Its strategic objective is – attaining excellence and reaching new heights. The embedded values are – respect, responsibility and professionalism.
- College self-assessment judgements for 2015/16 are included within the table at page 1. All elements are good save for 16-19 study programmes and traineeships where it is felt that improvements are required. In terms of the 16-19 study programmes she explained that the College needs to increase the number of work placements and also Maths and English results for 16-19 year olds. Traineeships are very small numbers but do need to be improved.
- Members' attention was drawn to the percentage split of provision. 54.6% of College population undertake apprentices. 10.3% of 16-19 study programmes and 1.7% are traineeships – it is important therefore to acknowledge that the areas requiring improvement are not substantial areas of delivery when compared to others which are performing strongly.
- Section 3 of the executive summary sets out the key strengths, these include evaluative judgements.
- Section 5 details the key improvements since the last inspection which include:
 - a) Success rates on College based courses
 - Achievement rates for College based advanced level 16-18 students has improved by 9% (78% to 87%), 1% above the weighted national achievement for 2015/16.
 - Achievement rate for adult intermediate-level courses improved by 3% (78% to 81%).

Signed : _____ Chair

Date:

- b) Success rates on apprenticeship programmes
 - Overall achievement rates on apprenticeship programmes for 15/16 have been maintained at 3% above the weighted national achievement.
 - Timely achievement rates on apprenticeship programmes (College based and subcontracted provision) has improved by 1% to 69% for 15/16, 10% above the weighted national achievement.
- c) Quality of teaching and learning – extensive training has taken place and there is good progress at reducing the ‘requires improvement’ and ‘inadequate’ teaching. However, there is still work to do in terms of the number of lessons deemed to be outstanding.
- d) Focus on improving literacy and numeracy
 - Maths and English outcomes for apprentices (55% of College students) are outstanding. Apprentices outperform national success rates for functional skills by very large margins (Maths level 1 is 79% which is 26% above national rate and level 2 77% which is 34% above national rates). English level 1 is 78% which is 11% above national rates and level 2 is 74% which is 16% above national rates. Members were reminded that apprenticeships represent more than 50% of College business.
 - The Maths and English learner space has vastly improved the learning environment.
 - Rigour of self-assessment – the overall College SAR is externally validated and includes Governor analysis.
- e) Health, Social Care and Child Care – all figures show a significant improvement
- f) Hair dressing and beauty therapy (College based) – this was a grade 4 at the last inspection and a lot has changed since then. There has been significant investment in facilities and improvements are evident. The Direction of travel is superb.

The Board were advised that the full details of the self-assessment processes and all conclusions are included within the detailed report which is on the portal. The overview is that this is a good College with some outstanding pockets of exemplar performance. A number of minor areas to improve but overall a good College.

The Board were advised that the team will produce an addendum to the SAR upon receipt of inspection notification so that the further direction of travel made in 2016/17 can be fully captured.

The Board all agreed that the grades proposed for the different aspects were reasonable.

Signed : _____ Chair

Date:

AGREED: to

- a) approve the Self-Assessment Report for 2015/16; and
- b) note the content of the Quality Improvement Plan for 2016/17.

16.168 VISION BUSINESS REPORT

The Vice Principal Business Development and Employer Engagement introduced this item and drew members' attention to the data dashboards. She confirmed that she would utilise this approach for the future as she hoped that it would give a succinct summary of where the current position is against targets for the year. She confirmed that the dashboard developed is to be used at many levels and will evolve over time. They are intended as an area of focus and include areas of risk, strengths, areas of concern etc. Members' attention was drawn to the dashboard information and a number of points were noted/explained:

- Dashboard 1 – this shows that the College direct delivery currently works with 699 employers in the D2N2 area. There are 362,000 possible employers in the D2N2 area, therefore this level of connectivity needs to grow. The College currently has 51 apprenticeship vacancies. There are 41 'green learners', these are the individuals who are being kept warm until there is a vacancy, however the 41 are not ready to apply for the existing vacancies and there is more work to do in terms of work preparation. Over the last 12 months the College has failed to fill 50% of the vacancies advertised. This is a significant loss and as a business is completely unacceptable. She confirmed that at each report presented to the Board there would be an opportunity to delve deeper in to the positive and negative areas.
- Dashboard 2 – the number of complaints from employers/learners. These statistics seem relatively low and there is more to be done to encourage constructive feedback, either positive or negative. The College has now introduced a no blame culture to ensure that everything is recorded. It was confirmed that these statistics do not include Vision Apprentices.

The Board were advised that the College has now put in place a new assessment centre and there will be a suite of identified attributes that employers are looking for. It is important that the team better understand what employers want.

- Dashboard 3 – telesales conversion rates. The statistics show that the position is improving. 50% of leads turn in to apprenticeship appointments but this still needs to be improved further.
- Dashboard 4 – induction requests. It currently takes an average of 31 days to enrol a student. This is much too high and some will actually take longer. This needs to be a real focus for the team.

Signed : _____ Chair

Date:

- Dashboard 5 – learners beyond their planned end date. In relation to the 90+ days statistic the Board were advised that this can be reduce by circa 50% and can be converted to timely. She confirmed that there were some new targets to be set in this area to give a sharper focus to the need to complete on a timely basis. The Board were reminded that once a learner is past the end date then the College receives no more funding although it will have to commit time to complete that learner. As soon as a learner enters in to the 90+ days there is a financial impact, some more so than others. In reality it means that the College is paying an assessor and is not getting any income to offset this element of cost. The College also needs to look at whether the length of delivery is correct as this will impact upon what is achievable on a timely basis.

As a lesson learned the Board indicated that they would find it useful for a cost analysis of non-timely delivery. It was agreed that this information would be provided for the 2015/16 year at the next meeting.

It was noted that historically the majority of apprenticeship programmes were set at a delivery period of 12 months and one day. This automatic setting has now been removed and a more realistic approach to delivery will take place.

- Dashboard 7 – starts against profile by age – this is a really positive position. The direct delivery team have done better than they have ever done in previous years.
- Dashboard 8 – starts against profile by age – the College is currently under in terms profile but is over in terms of the financial impact.

As indicated earlier in the meeting one Governor made the request that data, where possible, be also broken down showing inside and outside the D2N2 area and to also to include a subsection separating out Mansfield and Ashfield. There was a general observation made by a number of Governors that locally ie Mansfield and Ashfield area, the College is not the employer of choice for apprenticeships and there needs to be a review of how this can be improved. The Board were advised that the telesales team have re-engaged some employers that were lost in the past and this will continue to improve. It was felt that there are two major local challenges these include: a) competition and b) the quality of candidates available.

- Dashboard 10 – financial performance (partnership delivery) this is a positive position.
- Dashboard 11 – withdrawals from programme (College direct delivery) it was agreed that the financial impact of withdrawals would be included in future reports. The Board were assured that there has been no impact in terms of achievement regarding these withdrawals.

VP BD&EE Jan. 2017

VP BD&EE 2017

VP BD&EE 2017

CH

Signed : _____ Chair

Date:

- Q
- Dashboard 12 – withdrawals from programme (partnership delivery) - those withdrawn after the first 6 weeks will have an impact upon achievement. The Board questioned whether or not the College knows why there are withdrawals. It was explained that IAG at the beginning of provision or enrolment is still not right and therefore there is an initial high level of withdrawals because the right students have simply not been enrolled for the right reasons.
 - Dashboard 13 – learners on a break in learning (College direct delivery) this was described as a high risk area and one to watch.
 - Dashboard 14 – learners on a break in learning (partnership delivery) the Board were advised that most of these will have an impact on achievement as historic trends show that most will withdraw. It was agreed that for future reports there will be a breakdown in the reasons given for taking a break in learning.

VP BD&EE Jan. 2017

AGREED: to note the content of the report provided.

16.169 COMMITTEE SUMMARY REPORT

AGREED: to note the content of the update provided.

16.170 2015/16 INTERNAL AUDIT ANNUAL REPORT

The Board were happy to note the content of the report provided. It was confirmed that this was reviewed in detail by the Audit Committee at its meeting earlier in the month.

16.171 2015/16 AUDIT COMMITTEE ANNUAL REPORT

AGREED: to note the content of the report provided.

16.172 ILR AUDIT REPORT

AGREED: to note the content of the report provided.

16.173 SUCCESS RATES 2015/16 – FINAL

AGREED: to note the content of the report provided.

16.174 EXCEPTION REPORT – SAFEGUARDING, EQUALITY AND DIVERSITY

AGREED: to note the content of the report provided.

16.175 MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 1ST DECEMBER 2016

AGREED: to note the content of the minutes.

Signed : _____ Chair

Date:

16.176 MINUTES OF THE STANDARDS COMMITTEE MEETING HELD ON 8TH DECEMBER 2016

AGREED: to note the content of the minutes.

16.177 ANY OTHER BUSINESS

There was one matter of additional business raised and this was in relation to the lease regarding premises at Canal Street, Nottingham. The Executive Director: Capital Projects and Estates explained that as part of the strategy review for apprenticeship delivery it is felt that this site is now surplus to requirements and no longer required as an on-going base for training and educational purposes. Canal Street is presently under a full maintenance and repairing lease and the current position is that a minimum of 6 months' notice is required to relinquish possession. Dilapidations would be subject to negotiation and are likely to be an additional cost to the College to vacate.

- Q** The Board questioned whether the site was strategically important. The Board were advised that the College has not seen the results expected in terms of this site location and therefore there is an identified need to reduce costs.
- Q** The Board questioned whether the location itself was an issue. It was explained that yes this is likely to be the case as there is very little footfall in this area.

The Board were satisfied that it was surplus to requirements and were happy to approve that a formal notice to withdraw be issued.

AGREED: to accept the proposal that formal notice to withdraw in 6 months is issued and that if possible a negotiated settlement is agreed that would allow the College to withdraw in advance.

(Staff and Students left the meeting at 7.15 pm)

16.178 CONFIDENTIAL ITEMS

It was agreed that confidential items would be recorded separately.

16.179 DATE OF NEXT MEETING

Governors were reminded that there is a Governor Development Session on 12th January and then the next full Board meeting after that is 26th January 2017.

Meeting closed at 7.30 pm.

Signed : _____ Chair

Date: