



**WEST NOTTINGHAMSHIRE COLLEGE
CORPORATION BOARD**

Minutes of the Board meeting held in the Board Room at Derby Road on Thursday 1st February 2018 at 5.00 pm

GOVERNORS PRESENT: Kate Allsop
Nevil Croston, Chair
Terry Dean
Jamie Fryatt
Dame Asha Khemka DBE DL
David Overton
John Robinson
Mark Williams
Martin Rigley MBE
Alison Breeden
Lewis Maskery

ALSO IN ATTENDANCE: Maxine Bagshaw, Clerk to the Corporation
Andrew Martin, Deputy Principal: Finance
Tom Stevens, Deputy Principal: Business Development
Louise Knott, Vice Principal: Communications, Engagement and Student Experience
Tracy Thompson, Vice Principal: Human Resources and Organisational Development
Amanda Jogela, Director: Quality and Performance
Julian Smith, Director: Learning and Innovation
Gavin Peak, Director: IT

1 DECLARATION OF INTERESTS

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

2 WELCOME INTRODUCTIONS AND APOLOGIES FOR ABSENCE

Apologies for absence were received from Ian Baggaley, Tim Clarke, Malcolm Hall, John Holford, Lee Radford and Jane Hawksford.

3 KPI REPORT

The Director of IT introduced this item and key matters noted were

- 1) 16-19 volumes (including directly delivered apprenticeships) – the KPI records 23 fewer learners this month compared to the census point in December. This is 254 learners below the target figure.

ACTION by whom	DATE by when

Signed : _____ Chair

Date:

He expressed the view that this statistic was of interest in term 1 but it is of less interest as the year progresses because it is actually reporting retention in reverse. The current retention figure is 96.9%, which is a good position to be in and is ahead of the same point in the prior year. With the agreement of the Board it was agreed that for future reports it would be the retention figure rather than learner numbers that would be recorded. The Board questioned whether it is possible to undertake some trend analysis. The Director of IT confirmed that this could be done where possible but that it was not always the case that data has previously been captured on a monthly basis.

- 2) Apprenticeship income (split between College and partner delivery) – total enrolments have increased by 2.082 million since the December update. The split between College and partner has remained approximately static with a 1% increase in favour of college enrolments.
- 3) Adult education budget (excluding apprenticeships) split between D2N2 delivery location and otherwise – this data is unchanged from that reported in December 2017 as the College is currently still reporting from the December ILR.
- 4) 16-18 attendance – attendance on main qualification has fallen slightly by 0.8% since the last data point in December. Maths and English attendance has seen a similar fall of 0.9%. Attendance is currently 92.3% on main qualification and 86.4% on Maths and English. It was explained that these statistics do include the Christmas period which is known to be a challenging time in terms of attendance. It was confirmed that the position has held up well in terms of comparisons with previous trends.
- 5) Apprenticeship achievement rates – overall apprenticeship achievement rates have improved by 21% but still stand 10% below the same point last year. Timely achievement is 15% below the same point last year. It was confirmed that the College is struggling to achieve the targets set in terms of timely and overall.
- 6) Customer satisfaction – there is no update to customer satisfaction statistics since the last reporting point in December
- 7) Graded lesson observations – there has been a slight improvement (+4.5% good or better). The Board were reminded that this is partner observations only and that the observation cycle is based on a RAG rating process, with the highest risk partners observed first. Partners considered to be lowest risk will undertake observations in the second half of the year and therefore it is expected that an improving trend will be seen.
- 8) Financial indicators – the financial health score and financial position have both decreased since last reported.

Signed : _____ Chair

Date:

The core underlying issue being the deficit generated in the first quarter as a result of the apprenticeship underperformance and a relative lack of subcontract AEB activity caused by partners pausing activity while they determine the best use of their delivery as they have their own small contracts following the recent AEB tender.

- 9) Study programme main qualification progress (Level 3 qualifications) – no substantive update to these figures are available. The next data point (PROG3) will report at the end of January 2018 and will be included in the next update. The graphs show that applied general has dipped slightly. The Board were advised that there are 9000 data points that make up this set of statistics. The graph has now levelled out and it was explained that a slight dip seen on the graph represents a fraction of one grade and there is the expectation that this position will improve.

The Board in considering the data provided expressed concern regarding the timely achievement position from work based learning which is -15%. They questioned whether this is a position that the College can recover from. Assurance was given that the team are looking at every learner who is currently past their end date. This is approximately 1000 students with subcontractors and 555 on campus. Whilst these learners are past their expected end date there is still a 90 day window in which to complete and therefore it is possible that some learners will convert to timely. That being said, the expectation is that the team will struggle to get to the same point as in the prior year but assurance was given that they are working hard to close the gap. The Board were also advised that there is a review of staff caseloads to ensure that there is the appropriate distribution of resources and focus. The Board were advised that the College lost some specialist assessor staff in the prior academic year and was unable to replace them quickly enough and make allocations for learners, and therefore this has had a delay which has impacted upon the timely position.

AGREED: to note the content of the update provided.

4 PRINCIPAL'S REPORT

The Principal provided a verbal update which covered a number of areas.

1) Students

She advised that she has met with 60-70 students in the last week and has attended the learner voice meetings. By and large students are pleased with the College and their experience here, whilst at the same time they are on occasions constructively critical. One example of this was given in relation to software called Solar Pack.

Signed : _____ Chair

Date:

The Director of IT explained that in the prior academic year this pack had been quite general but that this year it has been made much more relevant to each curriculum area. Whilst there is still some variability between curriculum areas this is improving. The Principal described the students and confident, ambitious and articulate and she is reassured that there are collective opportunities to identify any issues that need to be addressed.

She advised that she had hosted a thank you lunch for all the students who had participated in the interview process for the Deputy Principal Finance.

- 2) College reputation – the Principal advised that the College hosted a high profile lunch yesterday with attendees including the Secretary of State for Transport. Part and parcel of these visits include raising the profile of the College and Mansfield generally. The College is hoping to have a visit from Anne Milton the Secretary of State for Skills shortly and this is currently in the planning phase.

3) Safeguarding

She advised that the College is still seeing a significant increase in the number of safeguarding reports. There were 801 at the end of December 2017 and should be compared with circa 400 at the same point in the prior year. There are some multiple referrals and very complex situations. Mental health is still very much a concern. It is believed that the College has raised the profile of mental health significantly and the College as an organisation is more open, this is supported by staff training. It was acknowledged that this is a national issue and the College is specifically seeing occasions of self-harm and attempted suicide increase, there have been 4 this year when in previous years 1 would have been the exception.

AGREED: to note the content of the update provided.

5 **SAR 2016/17 AND QIP 2017/18**

The Director of Quality and Performance introduced this item and confirmed that both documents have been reviewed in detail by the Standards Committee and both are presented today for Board approval. She confirmed that drafts of the College Self-Assessment report had been considered by members of the executive team and that following amendments the self-assessment report was subject to external validation by the Chair of the Standards Committee and an experienced Ofsted Inspector, Director Quality and Performance, Director Learning and Innovation and Head of Quality and Performance. Subsequent to the external validation further refinements were made to the document and the Standards Committee considered it in detail at its January meeting.

Signed : _____ Chair

Date:

She reminded the Board that the document is based upon the 16/17 position and gave assurance that strengths and areas for improvement are clearly identified both within the SAR and the QIP.

She advised that school performance data was released last week (for 16-18 students) and that level 3 progress was an area for improvement. The College has seen A Levels improve to C- as an average and applied to Distinction D+. This is a sign of positive trends in most areas.

She confirmed that the QIP includes actions arising from the Ofsted inspection in 2017 and that because of the timing of this report many of these have been rolled forward to the 17/18 academic year to address.

Members' attention was specifically drawn to the proposed grades as presented in the executive summary. All are proposed as grade 2 'good' save for 16-19 study programmes which is a grade 3 'requires improvement'.

The Board considered the self-assessment process and the robust nature of review. In terms of the QIP they were advised that progress has been made against each element of the 16/17 QIP with 37% of actions complete and 63% of actions rolled forward over to the 17/18 QIP. The action to improve overall and timely achievement of 24+ Advanced Apprenticeships to above the national rates remains an area for improvement and has been the case since 15/16. Assurance was given that this will be an area of intense scrutiny for the academic year.

AGREED:

- a) to approve the self-assessment report for 2016/17 as presented and
- b) note and approve the content of the QIP for 2017/18.

6, STUDENT UNION REPORT

The Student Union President provided a presentation to the Board which clearly set out his aims and achievements for the first term of his appointment. As an overview he explained that mental health really affects WNC College students, this is a significant challenge and research shows that some particular activities combat mental health symptoms, for example gardening. He confirmed that he is keen to support activities that are clearly known to improve student health. He advised that there is a 3 day mental health awareness campaign next week which is headed 'It's okay to say...'. This will be something that is repeated if successful.

He confirmed that feedback from students about the College and the Student Union is very positive generally.

The Board questioned how the Student Union uses social media. He advised that Facebook is utilised to promote events and activities. There is also a College app that exists which could be used more.

Signed : _____ Chair

Date:

The Student Union President then circulated an income and expenditure report. He explained that income from the sale of NUS cards has been much lower this year than envisaged. This is because there is a competitor, 'Uni Days' which offers a free service. It is an equivalent service in terms of quality and offer and therefore this has impacted negatively upon envisaged income generation. In terms of non-pay expenditure this is well below the planned level and therefore there has been careful control to offset the negative position regarding NUS card sales. He indicated that the SU were still very comfortable in terms of its financial position.

The Board thanked the Student Union President for his informative presentation and also commented that he has been the only President that they have ever known who has reported on the financial position. All agreed that this was a very professional approach to the role and responsibilities.

AGREED: to note the content of the update provided.

6 COMMITTEE CHAIRS' SUMMARY REPORT – STANDARDS COMMITTEE

The Board were happy to note the content of the summary report provided, this was also cross-referenced with the full committee meeting minutes which are available at agenda item 11.

AGREED: to note the content of the report provided.

7 VISION BUSINESS PARTNERSHIP UPDATE

The Deputy Principal: Business Developed introduced his comprehensive written report and specifically drew members' attention to the partnership commitment proposals (with a full breakdown of increases and decreases to contracts currently in place with the subcontractor area). He explained that subcontractor activity generally remains a high risk area but that there are no specific or individual concerns to bring to the Boards attention.

AGREED:

- a) to note the content of the written report provided &
- b) approve the partnership commitment proposals as presented for 2017/18.

8 MANAGEMENT ACCOUNTS TO 30TH NOVEMBER 2017

The Board were happy to note the content of the update provided.

Signed : _____ Chair

Date:

9 **GOVERNANCE 2017/18 TERM 1 REPORT**

The Board were happy to note the update provided in relation to Governor training and development, attendance and a membership summary.

10 **AOB**

There were no items of additional business.

11 **DATE AND TIME OF NEXT MEETING**

The Clerk confirmed that the next scheduled meeting was 1st March 2018, this is a meeting for external Governors only. The next full Board meeting with all Governors present is scheduled for 26th April 2018.

Meeting closed at 6.45 pm.

Signed : _____ Chair

Date: