



**WEST NOTTINGHAMSHIRE COLLEGE
CORPORATION BOARD**

**Minutes of the Board meeting held in the Board Room at Derby Road on Monday 23rd July 2018
at 5.05 pm**

GOVERNORS PRESENT: Kate Allsop (meeting Chair)
 Ian Baggaley
 Terry Dean
 Jamie Fryatt
 Malcolm Hall MBE
 John Holford
 Dame Asha Khemka DBE DL
 Mark Williams
 Lee Radford
 Martin Rigley MBE

ALSO IN ATTENDANCE: Maxine Bagshaw, Clerk to the Corporation
 Tom Stevens, Deputy Principal Business Development
 Louise Knott, Vice Principal Communications, Engagement and Student Experience
 Amanda Jogela, Director Quality and Performance

ACTION by whom	DATE by when

1 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 standing items were declared.

2 WELCOME INTRODUCTIONS AND APOLOGIES FOR ABSENCE

Apologies for absence were received from Nevil Croston, Alison Breedon, Jane Hawksford, Julian Smith and Gavin Peake.

In the absence of the Chairman it was agreed that Kate Allsop, the Vice Chair, would Chair the meeting.

3 MINUTES OF THE MEETING HELD ON 17TH MAY 2018

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

AGREED to approve the minutes of the meeting held on 17th May 2018.

There were no matters arising.

Signed : _____ Chair

Date:

4 **ACTION PROGRESS REPORT**

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

5 **KPI UPDATE**

The Deputy Principal presented this report and key matters noted were:

- When KPIs were last discussed the Board requested a comparison figure for the same point in time for the previous year. This has now been added. Retention has fallen and is 0.9% below the target of 93%, however it currently stands 1.5% above the end of year figure for 16/17.
- Apprenticeship income has increased by £1 million since the last report but stands currently just over £10.5 million against a revised target of £12.909 million. The proportion of College generated apprenticeship income has further increased by 2% to 33% but this is below the target of 42%.
- Adult education budget – cash value enrolled stands at £1.53 million against a target of £6.49 million. The proportional split of spending has remained relatively static with around 49% being spent in the D2N2 area against a target of 50%. The majority of this budget is back end loaded and will be delivered by partners. It was explained that the College will not know until 31st July whether or not it has hit its targets in this area. In terms of the data provided it was acknowledged that there is a shift in terms of where provision is delivered and there is an identified need to focus on areas which are not devolved to give greater certainty in terms of funding amounts.
- Attendance figures have dropped slightly since the last report with main qualifications 2.5% below target and Maths and English 7.8% below target. The Board considered the term 3 position and expressed concern that these were well below the target set.
- Both timely and overall apprenticeship achievement rates have improved slightly, however both are significantly below both the target and the same point in the prior year.
- A substantive survey (exit survey) has been completed comprising 1954 responses, with 95% indicating a positive overall perception of the College. The Board were advised that a student survey has also been completed by QDP and it is pleasing to note that the College came out in the top quartile in all areas which is a very positive position.
- The percentage of lesson observations graded good or better has increased slightly since term 2. Governors were reminded that this represents partner provision only. It was confirmed that there is a slight improvement and this should be taken within the context of the fact that partners are heavily supported by the College.

Signed : _____ Chair

Date:

- The Board considered the data provided in relation to customer satisfaction and noted the low figure in relation to employers. The Board indicated that for the next meeting they would like a detailed update on what actions are being taken. They also questioned why no surveys were undertaken in terms 2 and 3, it was agreed that the Deputy Principal would provide an update on this outside of the meeting.
- Financial indicators remain below target and have been discussed separately with the Board on a number of occasions.
- At progress point 5 Applied General and Tech Levels improved slightly whilst A Levels dipped by 0.09
- At progress point 5 English saw a substantive uplift of 0.11 while Maths showed a smaller uplift of 0.6.

Deputy
Principal

Sept. 2018

AGREED: to note the content of the update provided.

6 VISION BUSINESS/APPRENTICESHIPS

Governors attention was drawn to the detailed report provided and, as an overview, were reminded that a lot has been happening in the apprenticeship area this year. Members' attention was drawn to pages 18 and 19 of the pack which sets out the context again. The Board were advised that apprenticeship banding reviews are still in progress. 51% of the new standards have now been approved and what is becoming clear is that the College will need to be selective about what it chooses to offer.

- Members' attention was drawn to page 20 which outlines the general changes.
- Page 21 identifies the issues which have impacted upon performance, including apprenticeship numbers and profiling. It was explained that 12 months on from the introduction of the levy the financial contribution has not materialised at all with no indication to date of a rapid change in the number of business opportunities. This has led to a redundancy programme across the College to rebalance expenditure with income which is now complete. He explained that for the purposes of this report the delivery of apprenticeships in 17/18 is subdivided in to three parts
 - a) Direct delivery of apprenticeships
 - b) Subcontracting (partnership delivery of apprenticeships)
 - c) Adult Education budget.
- Page 23 provides a summary of the reshaping and re-profiling of activity, it is clear that in 18/19 the College will see a further significant reduction. Members' attention was drawn to the table provided at the top of page 23 which shows the contributions from each strand of apprenticeship activity.
- Page 24 sets out the central team now in place and governors were advised that the college is not making any significant inroads in to contracts with larger levy payers.

Signed : _____ Chair

Date:

In terms of a trend the College is receiving more requests for bespoke tenders from employers which again leads to a much lengthier process.

- Members' attention was drawn to page 27 which describes where the College currently is in terms of the 17/18 in year progress. Period 11 data is now available and only shows a marginal improvement on the period 10 position reported today.

In terms of overall achievements the College position is 63% which is presently 5% below the national 16/17 benchmark of 68% and 8% below the Colleges 16/17 achievement rate of 71%. He confirmed that period 11 is a similar figure. It was acknowledged that the benchmark figures provided are for 16/17 and therefore the 17/18 national figures may change given the changes in the sector.

The Board were reminded that apprenticeship delivery this year has been a real challenge, however assurance was given that all staff are trying incredibly hard to maximise performance leading up to the year end.

Members' attention was drawn to page 32 which shows the current position for the AEB budget and Governors were reminded that the College will not know the actual position until after yearend.

The Board discussed the potential impact of combined authorities and devolution on the AEB budget, it being noted that 27% of the budget is in devolved regions. It was explained that provision is spread across a whole number of authorities however the key ones are Sheffield, London and the West Midlands. The belief is that combined authorities will prefer to fund delivery within their own areas and therefore this has to be acknowledged as a potential challenge for the College to overcome.

In terms of the strategy for future delivery of AEB there were a number of key points noted:

- The forthcoming year 18/19 is likely to be a 'holding year' for AEB with similar funding allocated to providers as in 17/18. It is likely that more interest will be shown by ESFA and auditors on where the funding is being allocated in 18/19 in preparation for the devolving of budgets in 19/20.
- Looking forward to 19/20, in areas where a mayoral combined authority is in place it is likely that restrictions on funding will require subcontractors who deliver in that area to approach the MCA direct, rather than the College, for funding or withdraw from the market. It is unknown how actively this approach is being pursued by contractors in preparation of change and devolution of budgets.
- Opportunities exist for the College to increase the direct delivery of AEB in 18/19 through the new eligibility rules but this will not replace the main bulk of AEB provision that is delivered via subcontractors.

Signed : _____ Chair

Date:

- The changes in funding allocations will not be announced until early 2019 and during this interim period more information will become available on how the devolution process will be managed.
- The College will need to be prepared for a reduction in AEB funding whilst seeking opportunities to be able to retain as much of the existing budget and contribution generated. He confirmed that the Board will be kept updated on relevant changes as the strategy for AEB is developed in more detail for 19/20 onwards.

In terms of partner contract values for 2018/19 he advised that there are no changes to report and all are within contracted values.

AGREED:

- a) to note the content of the update provided; and
- b) approve partner contract values as presented for 2018/19.

7 CHAIR'S SUMMARY FOLLOWING THE STANDARDS COMMITTEE MEETING ON 14TH JUNE 2018

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

8 GOVERNANCE UPDATE

The Clerk presented her written report and a number of matters were noted/agreed.

- a) Student Governors appointments

The Clerk explained that following some issues with regards to electing a student union president the College has regrettably had to withdraw its offer of employment. The College intends to approach students who are leaving over the summer with a view to a replacement but may need to rethink how the role works in 17/18 with potentially two part time positions for student enrolled in 18/19. The Board were advised that the second student governor Chloe Parr appointed on the 1st March 2018 has unfortunately advised that she is unable to take up the appointment as her circumstances have now changed. She confirmed that recruitment for a replacement will take place at the start of the next academic year and the intention is to try and secure HE student representation on the Board.

- b) Committee Membership 2018/19

The Clerk advised that Committees have met and all have requested that membership remain 'as is' in to the next academic year pending recruitment of new Governors planned for the Autumn term.

Signed : _____ Chair

Date:

c) Committee Terms of Reference for 2018/19

The Clerk advised that minor amendments were recommended by the Audit Committee at its recent meeting, however by way of a follow up email internal auditors have suggested some further changes and therefore these are to be reviewed again by the Committee at its next meeting. As an interim measure it was suggested that committee terms of reference for all sub committees remain 'as is' pending a further review of Audit Committee terms of reference in the autumn term.

d) Chair and Vice Chair appointments for 2018/19

The Board unanimously agreed to re-appoint Nevil Croston as the Chair and Kate Allsop as the Vice Chair for the 2018/19 academic year.

AGREED:

- a) to note the content of the update provided;
- b) agree committee membership for 2018/19 unchanged;
- c) agree continuation of existing terms of reference for sub-committees in to 2018/19;
- d) approve the re-appointment of Nevil Croston as the Chair and Kate Allsop as the Vice Chair for the 2018/19 academic year.

9 **SAFEGUARDING PROCEDURE**

The Vice Principal provided an overview of the procedure presented. The Board were happy to approve without amendment.

AGREED: to approve the Safeguarding Procedure as presented.

10 **STUDENT UNION REPORT**

The Board were happy to note the end of year update for 17/18 and also the business plan presented for 18/19.

AGREED: to note the content of the update provided.

11 **HEALTH AND SAFETY ANNUAL REPORT FOR 2017/18**

The Board were advised that this report was considered in detail by the Finance, Resources and Estates Committee which met earlier in the day. In these circumstances the Board were happy to simply note the content of the information provided.

AGREED: to note the content of the Health and Safety Annual report for 2017/18.

12 **QUALITY REPORT**

It was noted that a detailed review of all aspects of the update were considered by the Standards Committee at its meeting in June.

Signed : _____ Chair

Date:

And, as reported earlier in the meeting, the QDP survey results are very positive.

AGREED: to note the content of the reports provided.

13 **MINUTES OF THE STANDARDS COMMITTEE MEETING HELD ON 14TH JUNE 2018**

The content of the minutes were noted.

14 **CONFIDENTIAL ITEMS**

It was agreed that confidential items would be recorded separately.

15 **AOB**

As a matter of additional business the Board asked for an update in relation to the UCAS position. The Vice Principal confirmed that numbers were looking positive. The College has seen a slight dip in terms of the number of applications, however there has been an increase in terms of 'firm acceptances'. The expectation is that the College will hit the HE target for September. Governors were reminded that the target was set on the basis of a steady state rather than growth. The Board were given assurance that the College is ready to deal with any applications through clearing.

In terms of other matters the Board were advised that on 15th August 2018 the national BBC breakfast programme will be on site and do a feature on BTEC results, all agreed that this would be a positive PR opportunity. The Principal advised that the College is negotiating with Central to attend on A Level results day, but this is yet to be confirmed.

The Board were advised that the College is recruiting to find someone to lead in terms of developing levy paying apprenticeship activity.

AGREED: to note the content of the update provided.

16 **DATE AND TIME OF NEXT MEETING**

The Clerk confirmed that the next scheduled meeting is 13th September 2018.

(Staff left the meeting at 5.45 pm)

Meeting closed at 6.2 5pm.

Signed : _____ Chair

Date: