



MINUTES OF THE CORPORATION MEETING HELD ON MONDAY 10 MARCH 2014 AT NO 2 ROUNDHOUSE ROAD

Present: Janet Morgan (*Chair*), Phil Dover, Nick Freeman, Lin Hinson, Melanie Lanser, Jonathan McCluskey, Graham Schuhmacher, Kevin Slack, Mandie Stravino

In attendance: Andrew Hartley (*Chief Finance Officer*), Heather Simcox (*Clerk*), Lesley Hatton (*Financial Controller*), Karen Tucker (*Audit and Compliance Manager*)

Pam Stanley (*Health, Safety and Environment Manager*) – minute no 68/13-14 only

PART ONE

68/13-14 The Role of the Board in Managing Health and Safety

Pam Stanley, the College’s Health, Safety and Environment Manager delivered an interactive session to members. The outcome of this was:

- A greater awareness of health and safety management and the benefits of good H&S management;
- Legal responsibilities and key roles of the Corporation and the College’s Executive Team;
- The essential principles of health and safety at work.

Following completion of the activities, members requested health and safety KPIs should be drawn up and included in the overall KPI meeting which was presented at each meeting. The Chief Finance Officer would liaise with P Stanley in order to action.

(A copy of the presentation is contained within the master file.)

Action	Date
CFO	May ‘14
CFO	May ‘14

PART TWO

The Chair welcomed Karen Tucker who was attending in Dawn Kemp’s place and Lesley Hatton, Financial Controller.

69/13-14 Apologies for absence

Apologies for absence were received from Sunny Chandhoke, Dawn Kemp and David Williams

70/13-14 Declarations of Interest, Confirmation of Eligibility and Quorum

The Chair declared an interest in relation to item 5 on the agenda. One member was deemed ineligible. The meeting was confirmed quorate.

71/13-14 Minutes of the last meeting

The minutes of the meeting held on 19 December 2013 were approved and signed as a true record.

72/13-14 Matters arising

15/13-14 Commercial Income: The CFO confirmed he was working on presentation of commercial income reports to the Board.

56/13-14 Key Performance Indicators: The CEO confirmed comparison data had been incorporated into commentary of the Quality Performance Review report.

59/13-14 Strategic Plan 2014-17: The Clerk thanked members who had met in January 2014 and a revised overarching strategic aims document had been

agreed and published, copy tabled.

73/13-14 Report from the Search and Governance Committee meeting of 10 March 2014

The Chair reported on the meeting that had taken place earlier that day:

Self-Assessment Report and Audit Committee Self-Assessment Report – The Committee had considered the detail of findings and overall positive movement since the 2011-12 reports was noted. Further actions arising from comments made, particularly in relation to training, would be taken.

Attendance for 2012-13 – members were reminded that the Board had set an overall attendance target of 80%, and they were pleased to note that this had been exceeded, with the Corporation achieving 83%, Audit Committee 89% and Search and Governance 93%.

Terms of reference for the Search and Governance Committee – Members noted the minor amends made and approved revised terms of reference for the Committee,

Code of Conduct – The Committee had considered a revised Code of Conduct that had been received from Eversheds, and members noted the main changes related to the section on the financial memorandum with the SFA. The Corporation approved the version 12 put forward, as well as minor amends to the Standing Orders following on from this.

Link Member Scheme – The Chair presented a proposal that would require members to link with an area of the College to both share their own expertise as well as learning much more about a particular area. The Committee recommended a link by campus which would provide a holistic view of an area from curriculum offer, to learning walks, to estates matters. Graham summed this up as 'Go, Look, See', agreeing this presented the opportunity for members to act as a sounding board and challenge mentor to support members of the College's team. Members expressed their own areas of preference and the Clerk would progress this.

CLERK May '14

Membership Proposal - It was noted that three members' terms of office were due to end on 31 March 2014: Kevin, Lin and Jonathan. A proposal was put forward by the Committee to extend their term of office for a further two year period. This was approved by the Corporation.

CLERK May '14

Members noted that Sunny Chandhoke had tendered his resignation, and following the resignation of Peter Richardson, there were now two vacancies. The Clerk had been tasked with undertaking a review of the skills analysis and identify gaps following recent resignations. The Chair requested members put forward any suggestions for new appointments to the Clerk. Members acknowledged community representation had previously been highlighted and it was agreed to revisit this. The Chair asked members to be mindful of the make-up of the board in terms of gender, ethnicity and diversity.

ALL May '14

At this point the Chair reiterated her declaration of interest.

Following S Chandhoke's resignation, there was a need to appoint a member, with appropriate skills and experience, to the Audit Committee. The Committee had the option to co-opt and Rosslyn Green was put forward, as a qualified accountant who had expressed an interest in joining the Committee. The Corporation approved Rosslyn's appointment for a period to end on 31 July 2015.

74/13-14 Quality Performance Review

Karen presented headline data and trend performance and responded to questions posed. Members considered the College's performance against national averages. Discussion took place around students and the appropriateness of the course they were on, and also around how any

shortcomings in stretch and challenge could be addressed. Members focussed on the high grade summary information presented and how these compared to the national average for 2012-13. Apprenticeship Timely Success Rates were considered and members noted revised processes that would bring positive impact. Work Place Learning was also a focus of current attention to ensure closer monitoring than previous years. Graham suggested overall success should be a measure for apprenticeships, as well as timely. Graham said the critical indicator was how many apprentices did not complete, and how many employers were let down as a result of this. Members noted apprenticeship overall success rates for 16-18 year olds and the impact of one employer's actions on the apprenticeship programme in 2012-13. Members requested detail of the 'failure rate'.

KT

May '14

Members were assured rigorous monitoring of sub-contractor arrangements had been put in place.

Karen Tucker left the meeting.

75/13-14 Key Performance Indicators

The CFO presented the KPI report and members noted progress towards achieving funding targets. The accounts to the end of January were summarised from which tuition fees were highlighted for attention.

76/13-14 Strategic Risk Monitoring

The CFO reported there were no new cases of litigation. He highlighted amendments to the risk register, one relating to the Engine Shed and the second relating to the Digital Studio College. Members noted actions that had been taken in connection with the Engine Shed which were demonstrating positive impact.

Members noted the remaining two red risks highlighted in the appendix to the report.

77/13-14 Mid-Year Review and Financial Forecast

The CFO presented background information and current position in terms of income, pay and non-pay and provided explanation for each of these lines. Key sensitivities were noted, as already outlined in the KPI report. The impacts of property transactions were acknowledged.

Members received the mid-year forecast, noted further actions to address the position and approved the revised forecast for 2013-14 which presented an improved position.

78/13-14 Learner Reports

- **Learner Destinations 2012-13**
- **Learner Voice Mid-Year Report**
- **Learner Disciplinary Report**

The reports were received for information.

Destination report – Graham suggested removing from the data those learners who were continuing with the College to see final destination from the College.

Graham said consideration should be given to the College's policy on NEETS and the CEO responded that KPIs falling from the new strategic aims, for 2014-17, would contain this as a key measure. The NEET figure (16-24) for the City was 24%, and the County was around 17% at the current time.

CFO

May '14

79/13-14 Employer Engagement and Employer Voice Report

Received and contents noted.

80/13-14 Management Accounts to January 2014

Received for information. The headlines had already been considered in the KPI document.

81/13-14 HR Policies:

- **Disciplinary**
- **Time Off Work**

Lin Hinson had contributed comments and amends to the document. **The Corporation approved all the policies put forward.**

82/13-14 FE and HE Fees Policy 2014-15

The CFO outlined key features of the policy and proposed retaining as previous year. **The Corporation approved the policy for 2014-15. .**

83/13-14 Urgency Business

There were no items of urgent business.

84/13-14 Date of next meeting – 21 May 2014

The Staff members left the meeting.

Note: Part Two minutes are confidential for members of the Corporation only, excluding staff and students.

Signed: _____ Date: _____