



**MINUTES OF THE CORPORATION MEETING HELD ON  
MONDAY 25 NOVEMBER 2013 AT 4.00 PM AT NO 2 ROUNDHOUSE ROAD**

Present: Janet Morgan (*Chair*), Philip Dover, Luke Harman, Lin Hinson, Jonathan McCluskey, Graham Schuhmacher, Mandie Stravino (*CEO*)

In attendance: Andrew Hartley (*Chief Finance Officer*), Dawn Kemp (*Vice Principal*), Heather Simcox (*Clerk*)  
Pam Stanley (*Health and Safety Manager*) – Minute No 36/13-14 only

**PART ONE**

**1. Teaching and Learning Strategy 2013-14**

Matthew Bromley presented the strategy for teaching and learning improvement for the current academic year. He appraised members of the context in terms of the College's position as well as some examples of actions already taken to raise standards and the impact these had had on student outcomes. He presented examples of research and finished with details of actions that would be taken for the remainder of this academic year. This included expanding engagement of teaching staff in development and bringing about a consistency in good standards of teaching, by looking at a more holistic judgement of the quality of teaching, with additional measures used to gage the full picture.

**2. 16-18 Provision and Performance**

Kate Martin presented a comprehensive picture of the 16-18 provision across the College, by age, by level and by outcomes in GCSEs, AS and A2 Levels and BTECs. Members noted the number of learners joining the College without GCSE English and maths. Members noted the outcome of the recent Ofsted Improvement visit. Members were informed of actions that had taken place to ensure learners were on the right courses. New initiatives were outlined that were aimed at bringing about further improvements, such as the cross-college approach to raising literacy and numeracy levels.

*The Chair informed members of the review to the agenda format for meetings from now on and explained the rationale for this, which was aimed at highlighting current matters requiring a greater focus at meetings.*

**26/13-14 Apologies for absence**

Apologies for absence were received from Sunny Chandhoke, Nick Freeman, Melanie Lanser, Kevin Slack and David Williams.

**27/13-14 Declarations of Interest, Confirmation of Eligibility and Quorum**

No notice had been received of any Governor becoming ineligible

**Action**

**Date**

to hold office and the meeting was confirmed to be quorate.

**28/13-14 Minutes of the last meeting**

The minutes of the meetings held on 29 August 2013 and 3 October 2013 were approved and signed as a true record.

**29/13-14 Matters arising**

48/12 Financial Regulations: The CFO advised the review had not yet been undertaken and would bring forward to December.

CFO

19.12.13

106/12 Report from the Audit Committee: Members noted the Committee were considering wider options, in addition to internal audit services, for gaining assurances. The Committee would make recommendations as it felt appropriate.

113/12 KPI: The VP confirmed information had been included in reports.

15/13-14 Commercial Income: The CFO targeted an increase of 5%, to 15% in total for non-government funded activity and was looking at incremental 5% increases on this. This was to be added to by the commercial operations underway in MBS Ltd and strategies were in place to bring about growth in this area. The CEO added to this and reminded members of current developments to increase commercial income, specifically around 'Learning for Leisure' and the full-cost management training. Graham suggested moving forward consideration should be given to this becoming a sole focus of a named individual in College. The Chair requested a report on this activity on a monthly basis.

CFO

19.12.13

18/13-14 Teaching and Learning: the earlier session had presented the detail of the improvement plan for 2013-14.

**30/13-14 Report from the Chair**

**30/13-14.1 Governor Resignation**

The Chair reported that Peter Richardson had tendered his resignation as he felt unable to give the time and commitment that was required as a member.

The Chair advised a Search and Governance Committee meeting would be convened to consider the vacancy that had now arisen.

**30/13-14.2 Training (5.11.13) – Teaching, Learning and Assessment: Developing the role of governors in monitoring quality**

The Chair reported on a training session she had attended, along with the Clerk. Members had received previously a summary of the presentations from the day. Assurance had been received on some practices the Corporation already had in place that were recognised as positive. The Chair highlighted some specifics around teaching, learning and assessment and the role governors had in understanding and assessing this. The relevance of the curriculum design in relation to local economic needs and employability was noted.

Members considered how they might assure the accuracy of information and data presented to them and the role the audit

committee might have. Members recalled the internal audit review *Clarity of Decision Making* that had taken place in 2012-13 and provided confirmation on data accuracy. The CFO informed members of consideration at the recent audit committee meeting around a wider remit and how they might seek more assurance. The CEO offered some examples of how the College currently assessed accuracy of information by using external experts.

Learner Voice as a regular agenda item had now been incorporated as a regular item at each meeting.

**30/13-14.3 Matthew Hancock MP, Minister for Skills and Enterprise: Letter dated 4.11.13**

Members noted the contents of the letter and the briefing that was attached. Members were assured that much of the policy that was referred to, was something the Corporation had been covering during the last year, and had been used to drive the new strategy development.

**30/13-14.4 AoC: Creating Excellence in College Governance**

Members noted the contents of the report.

**31/13-14 Report from the Clerk**

**31/13-14.1 Foundation Code of Governance: Audit and Accountability Annex**

The Clerk explained the background to the Annex to the Foundation Code of Governance and reminded members that the Corporation had adopted the Code. She recommended the Corporation moved to adopt the audit and accountability annex that was published in March 2013.

**The Corporation adopted the Audit and Accountability Annex to the Foundation Code of Governance.**

**32/13-14 Quality Performance Review 2012-13: Final Report**

The Vice Principal presented summary data for 2012-13 and members noted there were still some records to be processed so there may be some movement on this, particularly for the work-placed learning success rates.

The VP reported on equality and diversity data relating to 'narrowing the gap' and explained numbers behind the headlines, and outlined some new measures that had been implemented to bring about further improvements. Luke said his interaction, and the view of the SU, was a positive one in terms of the new personal coach that had been recently introduced.

Graham queried how the College worked with partners for delivery, and the VP said this was along the supply chain model, with management systems in place. Members considered the final report on lesson observations for both classroom and work-based learning. Members were reminded of those areas that fell under quality boards, and the VP reported on progress in these.

Members noted some positive movements in out-turn

performance.

The CEO confirmed the Corporation would consider the final SAR at the next meeting, and explained the difference in the SSA format and the data dashboard.

**33/13-14 Key Performance Indicators**

The CFO presented the KPI headline attendance and retention information and members probed the attendance figure. The CEO said it would be useful for members to see the data broken down to understand if there were any issues. Members considered the headline information in relation to lesson observations. HR indicators were noted.

Members received financial information, which was in line with targets.

**34/13-14 Management Accounts to September 2013**

Members were referred to the cover paper accompanying the accounts and were appraised of the progress on property transactions. The operating position was noted.

Members considered the impact of final negotiations relating to the FR sale. Members noted the progress on the sale of the PCA site. A detailed discussion took place around this and the CFO presented a proposal for consideration.

**The Corporation agreed the proposal put forward in relation to PCA.**

**35/13-14 Strategic Risk Monitoring**

The CFO highlighted section 2 of the paper, and confirmed he had taken the opportunity to review the format of the risk report, particularly in relation to how risks were scored and the evidence base for scoring.

Members noted amendments to the register, which included three new risks in relation to the studio school, funding changes in relation to transfer of funding to the LEPs and the development of the UTC.

**36/13-14 Health & Safety Annual Report 2012-13**

Pam Stanley attended and presented the Health and Safety Report for 2012-13, and outlined some of the key headlines from the report. Members were assured the Health and Safety management of the College was good and the report confirmed policies and procedures were fit for purpose. Members noted some positive awards the College had received. The CEO reminded of previous member representation on the Health and Safety Committee and it was envisaged this would continue moving forward via a link governor scheme.

**Members approved the Health and Safety Annual report for 2012-13.**

**37/13-14 Subsidiary Company Activity Report**

The CFO presented a summary of the report which provided information in relation to the activity undertaken by MBS Ltd. An outline of plans to develop the offer, and thereby increase the turnover of MBS, was considered.

**38/13-14 HR Policy Review:**

- **Equality and Diversity**
- **Gender Reassignment Learners**
- **Gender Reassignment Staff**

Members approved the policies, subject to one amendment made by Lin.

**39/13-14 Learner Voice**

Luke Harman, President of the SU, informed members of the rep system and the role student representatives played. He reported on the recent conference that saw around eighty student reps in attendance. He outlined the events of the day, which included taking the students view of their 'learning heaven and learning hell'. Luke gave some examples of what the reps put forward under each heading. College teams were working with the SU in order to try and resolve some issues raised by the reps.

**40/13-14 "Have we had an impact on today on teaching, learning and assessment?"**

The Chair asked members to constantly consider what impact the Corporation has on teaching, learning and assessment and try to retain focus. Phil felt today's session did have the appropriate focus throughout the meeting.

**41/13-15 Date of Next Meeting**

The next meeting would take place on 19 December 2013.

*The Student Representative and Vice Principal left the meetings and members continued with confidential business.*