

GRANTHAM COLLEGE

Minutes of a meeting of the **Corporation** held on 8 December 2014 at 1800.

Present	Stewart Boylan	Trudy Brothwell	Graham Burks
	Jayne Harrison	Graham Hayton-Hill	Linda Houtby (Principal)
	Mos Kalbassi (Chairman)	Nick Manoussakis	Peter Mulley
	June Parker	Charly Price-Wallace	Wade Rowlett
	Kathleen Smith	Steve Welton	Mike Williams
In Attendance	Paul Deane (DP)	Ralph Devereux (Clerk)	Alison Fox
	Linda Wale		
Apologies	Mike Argyle	Janet Gould-Martin	

17/14 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS AND APOLOGIES

The apologies were accepted. No notice had been received of any member becoming ineligible to hold office, the meeting was quorate and no interests had been declared.

18/14 MINUTES OF THE LAST MEETING AND REQUESTS FOR URGENT BUSINESS

- a. Wade Rowlett's apologies were added, the minutes of the Corporation meeting held on 20 October 2014 were then confirmed and signed.
- b. The notes of the strategic planning meeting held on the 13 November 2014 were received; these would be discussed by the SLT and, if necessary, taken up as action points.
- c. It was agreed to consider the electronic circulation of Corporation meeting papers as urgent business.

19/14 MATTERS ARISING FROM THE MINUTES

There were no matters arising.

20/14 MINUTES OF COMMITTEE MEETINGS

- a. Joint Audit and Finance Committee (17 November 2014). The Audit and Finance Committees had held a joint meeting to consider, amongst other issues, the Annual Financial Statements 2013/14. The outcome would be considered at 23/14.
- b. Standards Committee (StC) (17 November 2014). The minutes were received with no comment or questions.
- c. Search Committee (SC) (Electronic 5 December 2014). The Committee had made the following recommendations. Graham Hayton-Hill had been appointed for an initial 12 month term of office and the Committee had recommended re-appointment for a further 3 years wef today's date; unanimously approved.
 - a. **The information was received and noted.**
 - b. **Graham Hayton-Hill was re-appointed as a general member (wef from today) for 3 years.**

21/14 PRINCIPAL'S REPORT

The Report was designed to update on issues not on the agenda.

- a. AoC Annual Conference. Feedback from the AoC Annual Conference was supplemented by a verbal brief; there was little cheer with further austerity in the sector and continuing focus on apprenticeships being widely trailed by the political parties.

- b. Launch of the AoC EMR (East Midlands Region) “Asks for the Future”. The Principal as the Chair of the EMR had introduced a seminar held at the Houses of Parliament on 26 November. The event was attended by 100+ delegates, including the Corporation Chairman and Vice-Chairman and the wide range of issues considered during the successful day and listed in the supporting papers were discussed and noted.
- c. Chinese Visit. The Principal of a Chinese Vocational Technology School had completed a 9 day familiarisation visit exploring the possibility of reciprocal provision arrangements, particularly with apprenticeships; a return visit, funded by the BiS, was planned for March 2015.
- d. SaBRE Award. The MoD through the Supporting Britain’s Reservists and Employers (SaBRE) had presented a Silver Award (only 7 in Lincolnshire and no other FE organisation) to the college and this was warmly welcomed.
- e. Planning and Highway Issues. The planning process for the development of the Stonebridge House site had reached the stage for consideration by the LCC Highways department, who had raised 2 issues:
 - (i) the junction of St Catherine’s and Harrowby Road, this matter was being dealt with by appointed representative; and
 - (ii) the junction of Sandon and Stonebridge Roads, which currently had insufficient capacity (unaffected by College proposals, which were traffic neutral), it appeared at first look that Highways had used the application to seek free transfer of a portion of College land to reform the layout of the junction. This issue was discussed at length and it was unanimously decided as inappropriate to transfer publically funded land to ease an issue unrelated to the College. Contingency actions were also discussed.

a. The information was received.

b. College land would not be transferred to LCC.

22/14 FINANCE REPORT AND ENROLMENT

- a. Current. The management accounts accurate to 31 October were then considered and discussed. The current budgetary situation was favourable by c£237k against budget; income and expenditure were both also favourable by c£123k and c£114k respectively. Payroll expenditure was well controlled despite an unfavourable variance of £55k largely due to the inclusion of c£40k redundancy payments and the budget not providing for the 1% pay award; non-payroll costs were favourable by c£169k. The balance sheet was positive with 99 cash days, a strong cash balance and the CR was 1.4. All FI remained satisfactory and there were no significant aged debtors, some irrecoverable bad debts had been included in the year end accounts. Loan covenants were all currently in scope. The Committee had also agreed that the fabric condition fund element would be removed from the “cash days” total to provide a clearer picture of the true position. The information was noted and the Report was received.
- b. Overall. Although the Committee could take comfort from the current financial position it was likely that income for 2015/16 would be dramatically reduced, which together with predicted rising costs would present a challenging scenario. The SLT was currently examining possible options with staff and union involvement for Corporation consideration.

The information was noted and received.

23/14 AUDIT COMMITTEE ISSUES/ANNUAL FINANCIAL STATEMENT (AFS) 2013/14

- a. The draft accounts had been considered in detail at a joint meeting of the Audit and Finance Committees held on 17 November (see also 20/14a) and informed by the following Reports to the Corporation:
 - (i) the Audit Committee Annual Report;
 - (ii) the Risk Management (RM) Annual Report; and
 - (iii) the IAS Annual Report.

The Committee had drawn to the Corporation's attention that the financial outcome for 2013/14 was a larger than expected surplus; thanks had been recorded to all concerned, particularly in the light of the difficulties in the early part of the year. The Committee had been content with the accounts which had then been recommended to the Corporation. The external auditors' report (Audit Completion Document, the Letter of Comment and the Letter of Representation) had also been recommended to the Corporation; it was noted that there had been no material qualifications and only minor adjustments had been required to the accounts. Mitigation of all risks was explained and the information had also been recommended to the Corporation for approval. The Committee took comfort from the positive tone of the Report. Thanks were also recorded to the External Auditors for their professional approach throughout the audit process.

- b. IAS Internal Audit Plan 2014/15. The Committee had also considered the 2014/15 IAS Internal Audit Plan in detail and the consequent recommendation for approval was accepted.
- c. Financial Regulations and Treasury Management Policy. Points raised by the IAS had prompted revision of both the Financial Regulations and the Treasury Management Policy and the revised documents had been recommended to the Corporation for approval; the recommendation was accepted.

- a. **The information was received.**
- b. **The AFS 2013/14 and the Regularity Audit were approved for signature and submission.**
- c. **The IAS Plan for 2014/15 was approved.**
- d. **The Financial Regulations and Treasury Management Policy were approved.**

24/14 HEALTH AND SAFETY (HAS) ANNUAL REPORT

The HAS Annual Report was considered and discussed; 2 new policies (Stress Management and Eye Test) together with another under review through changed guidance (Work Placement/Experience) had been administered during the reporting period. Comprehensive detail of the organisation together with current tabulated and graphical data informed considerations and Members took comfort from the positive Report which was received.

The information was received.

25/14 EQUALITY AND DIVERSITY (E&D) ANNUAL REPORT

The annual E&D Report was in two parts (Staff and Students); a revised Student document was circulated, both elements were discussed in detail. Generally the information was positive with no areas of immediate concern but 2 elements were noted in particular:

- a. staff diversity proportionately exceeded the local population data; and
- b. in 2013/14 there was no difference in success rates between those who have declared a disability against those who have not as a large gap had been successfully closed.
- c. At the end of 2013/14 a gap developed between male and female success rates as male success rates fell by 1% while female increased by 5% and there was a need to focus on closing this gap.

The information was received and noted.

26/14 FINAL SUCCESS RATES 2013-14

The DP gave a comprehensive electronic update on the Final Success Rates (attached to the filed copy of these minutes), after full consideration and discussion the details were noted. Information on current success rate performance and influencing issues were considered and all programmes, including Vocational Curriculum Areas were included. The performance gave rise to some cautious optimism but GCSE results A*-C, especially in English, had been particularly disappointing.

The information was noted and received.

27/14 PROCUREMENT STRATEGY

The DP gave a comprehensive electronic update on the Revised Procurement Strategy (attached to the filed copy of these minutes), after full consideration and discussion the approach was agreed to inform the formal procurement strategy, which would now be drafted.

The information was noted and received.

29/14 IMPACT ON STUDENTS

Several issues directly affecting students had been discussed and members had focused on this issue during exchanges. The implications of probable funding reductions were clear however the positive Success Rate and E&D information were reassuring.

The information was noted.

30/14 URGENT BUSINESS

The electronic circulation of papers was discussed and agreed as a sensible and economic way forward, Member would bring their own devices to meetings and the arrangements would be introduced immediately. The Clerk and the DP would liaise over the issue.

31/14 DATE OF NEXT MEETING

The next meetings would be:

- a. strategic planning 1800 12 February 2015; and
- b. Corporation meeting 1800 9 March 2015.