

GRANTHAM COLLEGE

Minutes of a meeting of the **Corporation** held on 14 October 2013 at 1800.

Present	Gemma Baumber	Stewart Boylan	Graham Burks
	Abbi Eldred	Jan Gould-Martin	Linda Houtby (Principal)
	Mos Kalbassi (Chairman)	Nick Manoussakis	June Parker
	Mike Williams		
In Attendance	Paul Deane (DP)	Ralph Devereux (Clerk)	Alison Fox
	Linda Wale		
Apologies	Mike Argyle	Trudy Brothwell	Jayne Harrison
	Peter Mulley	Wade Rowlett	

The Chairman welcomed Gemma Baumber and Abbi Eldred, the newly elected Student Members to the meeting and the Corporation.

01/13 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.

02/13 ELECTION OF CHAIRMAN

- a. Stewart Boylan proposed and Jan Gould-Martin seconded Mos Kalbassi as Chairman for 2013/14, there were no further nominations; carried unanimously.
- b. Mos Kalbassi thanked, the former Chairman Mike Argyle for his commitment and leadership during his tenure (July 2008-October 2013); the sentiments were spontaneously and unanimously supported.

Mos Kalbassi was elected Chairman for 2013/14.

03/13 MINUTES OF THE LAST MEETING AND REQUESTS FOR URGENT BUSINESS

- a. The minutes of the corporation meeting held on 8 July 2013 were confirmed and signed.
- b. The notes of the strategic planning meeting held on the 11 September were received to inform Minute 12/13.
- c. It was agreed that the Principal would raise an information item as urgent business.

04/13 MATTERS ARISING FROM THE MINUTES

re 53/12d Principals Report.(Sleaford Provision). The issue of provision at Sleaford would be considered at the strategic planning session set for 5 February 2014..

05/13 MINUTES OF COMMITTEE MEETINGS

- a. Search Committee (25 July 2013). The Committee Chairman had sent apologies but the following points were noted:
 - (i) re 11/12a. Corporation membership. The recommendation that the membership should remain at 17 was approved. It was agreed that another Committee meeting would be held before the next Corporation meeting.

- (ii) re 11/12b. Corporation membership. Alec Osborn had decided not to seek a further term and Committee membership notified at the last meeting had been amended; the revised membership would be discussed at Item 16.
- b. Finance Committee (4 September 2013). The Finance Committee minutes were noted with no comments or questions.
 - a. **The information was received.**
 - b. **Corporation membership was approved at 17.**
 - c. **A Search Committee meeting would be arranged.**

06/13 PRINCIPAL'S REPORT

- a. Capital Bid. Notification had now been received that the Expression of Interest in a capital grant which had been submitted to, and re-profiled on request from, the SFA had not been approved.
- b. Grant applications will in future be administered and allocated by the Local Enterprise Partnerships (LEP). Locally the Greater Lincolnshire LEP (GLLEP) has no FE representation; their position is that Employment and Skills Board (ESB) take all skills related decisions. FE representation on the ESB does not include Grantham and Boston only attend as observers, it has now been agreed that papers and minutes of meetings will be shared with all Lincolnshire Colleges. Close focus on events will be maintained and Members will be kept informed.
- c. The Joseph Clarke Apprenticing Foundation, an endowed trust enabling small grants to students will shortly recommence meetings after a dormant period (Since 2008); the Principal will attend.
- d. The Principal will again Chair the Gravity Fields Steering Group (September 2014) and hopefully this will reinforce the positive outcomes for students that emerged from the former Festival in 2012.

The information was received.

07/13 FINANCE REPORT AND ENROLMENT

- a. The management accounts accurate to 31 July (and thus the Out-turn) had been considered and discussed by the Finance Committee including the appointed consultant. The present numbers showed a larger deficit against budget than expected from the relatively improved position in the last financial report variances from this earlier forecast were explained and these were noted. This year's efficiency measures and recently introduced tougher budgetary controls would have a growing effect through the next financial year with particular emphasis maintained on payroll. Payroll and Non-payroll costs were both unfavourable. The balance sheet was positive with 17 cash days; the cash balance showed some vulnerability and it was agreed as prudent to investigate increasing the overdraft facility to provide a contingency, CR stood at 1.1. The information was noted and the Report was received. The importance of forward briefing was stressed; "No Surprises" was the aim.
- b. Enrolments. The DP gave a comprehensive electronic update on the enrolment position (attached to the filed copy of these minutes), which was noted.

The information was noted.

08/13 SAFEGUARDING ANNUAL REPORT

The annual safeguarding report was considered and discussed; further information that had not been included with the papers would be electronically circulated to all members. The report was designed to reassure members that corporate legal and OfSTED requirements were being met. To this end recent changes to definition of regulated activity was clearly explained in the text; comfort was taken that all necessary processes were in place. A summary of activity was discussed, there had been 24 referrals during the year, a decrease over 2011/12, external agencies were increasingly involved in referrals (9/24); all these were discussed. The inclusion of offenders requiring education or training as part of rehabilitation was noted. Members were content that necessary procedures were established and working well and the updated policy,

now renamed as the Student Guidance Policy (Safeguarding Children and Vulnerable Adults) was approved.

- a. **The information was received and noted.**
- b. **The Safeguarding Policy was approved.**

09/13 SUCCESS RATES

The DP gave a comprehensive electronic update on the 3 year trend in Success Rates (attached to the filed copy of these minutes), after full consideration and discussion the details were noted. The positive effect on the numbers if partnership results were discounted was discussed at some length. The excellent apprenticeship results were noted in particular. The less than expected skills standards in some cohorts was challenging and greater emphasis would be placed on matching students to courses and the use of "Stretch and Challenge". Improvements required to A level and GCSE provision were debated.

The information was noted and received.

10/13 SUB CONTRACTING

There had been 5 partnership contracts throughout the previous academic year; information on each was scrutinised and noted. The aim was to reduce the amount of sub-contracting, however it was a flexible and useful enabler to meet targets. Although some contracts would not be renewed, some residual work would be completed with carry in students. Contract funding ceilings for the 2 continuing partnerships, apart from the Princes Trust, were noted and approved.

The information was received and partnership arrangements approved.

11/13 TEACHING LEARNING AND ASSESSMENT (TLA STRATEGY)

The TLA Strategy had been updated to reflect the changed OfSTED Common Inspection Framework (CIF); the Lesson Observation Policy had been similarly updated in September 2012. Two new key priorities (Nos 7&8) had been added and the enabling landmarks were considered, discussed and noted. The information was noted and the Plan was approved.

The TLA Strategy was approved.

12/13 EMPLOYER RESPONSIVE (ER) STRATEGY

The ER Strategy for 2013/16 had been updated to reflect changed local information and to inform the Business Development Centre to continue to adapt the curriculum offer to employers. The key priorities remained to ensure that:

- a. employers are fully satisfied with the quality of provision;
- b. the College responds to, and meets the needs of, employers; and
- c. the College meets the Adult Skills funding target.

The Strategy was scrutinised and agreed.

The ER Strategy 2013/16 was approved.

13/13 STRATEGIC PLAN

The draft Strategic Plan 2013/15 had been discussed at length at the strategic planning session held on 11 September and the notes of that meeting had been received at 03/13b; the Plan had been revised in the light of that meeting. The Plan was now complete with the exception of the non-contentious demographic schools data awaited from the Local Authority. The Plan was therefore approved.

The Strategic Plan 2013/16 was approved.

14/13 GOVERNANCE

- a. The Instrument and Articles were reaffirmed and attached for information and retention.
- b. Details of attendance were at Annex and were noted.

- c. The Corporation would remain at 17 Members (Plus 2 Lay).
- d. A revision to the previously advised Committee membership details had been prompted by Alec Osborn's late decision not to accept a second term. A Lay member Steve Welton was considering joining the Audit Committee and would attend a meeting to inform his decision.

Audit	Finance	Rem'n	Search	Standards
Nick Mannousakis	Mos Kalbassi	Mos Kalbassi	Mike Argyle	Stewart Boylan
Trudy Brothwell	Mike Argyle	Jayne Harrison	Linda Houtby	Trudy Brothwell
Jan Gould-Martin	Linda Houtby	June Parker	Mos Kalbassi	Graham Burks
Peter Mulley	Wade Rowlett		June Parker	Linda Houtby
Vacancy	Vacancy		Wade Rowlett	Mike Williams
			Cameron Ford (Lay)	Gemma Baumber
				Abbi Eldred
				Steve Welton (Lay)

- a. The information, (including the I&A) was received.
- b. Committee membership was noted and approved.

15/13 IMPACT ON STUDENTS

Several issues directly affecting students had been discussed and members had borne this issue to the front during exchanges. The unsuccessful capital bid would have an unquantifiable negative effect on the provision of enhanced facilities but the Strategic Plans would enable proper implementation of the future vision. Safeguarding was an obvious issue of direct note but all items had contained affecting aspects. The student members confirmed a high level of satisfaction with the college environment that treated all respectfully in an adult manner.

The information was noted.

16/13 URGENT BUSINESS

An OfSTED HMI would visit for one day on 29 October as part of a survey on the effect of local immigration on education. The visit would be confined to this aspect and there would be no report. It was noted that whilst at the time of the last college OfSTED inspection, results for "White Non British" had lagged indigenous results they had now achieved parity, subjectively that could be because of greater familiarity with the host language and culture.

17/13 DATE OF NEXT MEETING

The next meetings would be:

- a. strategic planning and Corporation Dinner 1800 13 November; and
- b. Corporation meeting 1800 9 December.