

GRANTHAM COLLEGE

Minutes of a meeting of the **Corporation** held on 10 March 2014 at 1800.

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

The Chairman thanked all for coming to the meeting; there were no apologies this evening and Jayne Harrison was welcomed back after her maternity break.

32/13 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS AND APOLOGIES

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

33/13 MINUTES OF THE LAST MEETING

The minutes of the corporation meeting held on 9 December 2013 were confirmed and signed.

34/13 MATTERS ARISING FROM THE MINUTES AND REQUESTS FOR URGENT BUSINESS

- a. There were no matters arising from the corporation minutes.
- b. There was no urgent business requested.

35/13 MINUTES OF COMMITTEE MEETINGS

- a. Standards Committee (10 February 2014). Detail of excellent VA performance was circulated to inform consideration of the Standards Committee minutes from the February meeting, challenges made during the meeting were noted and the Minutes were received. The SAR recommendation (Standards 20/13) would be considered at 38/13.
- b. Finance Committee (10 February 2014). The unconfirmed Finance Committee minutes of the February meeting were considered; the Committee had recommended that the Budget Reforecast, the 2 year Financial Plan and the revised Travel Policy (re 23/13 & 25/13.) would be considered at 37/13), the Travel Policy was approved.
 - a. **The minutes were noted and received.**
 - b. **The updated Travel Policy was approved.**

36/13 PRINCIPAL'S REPORT

The report had been circulated and the following points were particularly discussed:

- a. Hair and Beauty/LLDD (HBLLDD). Good progress was being made with the HBLLDD facility and the 8 day delay would be recovered in time to complete the planned works over the Easter break. Marketing were working on the HB launch promotion.
- b. Work with SKDC continued on the College Master Plan, the process was taking longer than anticipated but the challenges, for the architects and the planners, associated with a listed building in a conservation area were understood. The delays had vindicated the insistence on a fixed fee to the architects.

- c. Groundworks associated with development adjacent to the Barracks had prompted concern that boundaries and the physical integrity of the defining wall could be prejudiced; a positive response has been received from the developer.
 - d. The expression of interest for the Stonebridge build, submitted after discussion at the last meeting (Corp 23/13b) had been unsuccessful and the bid had been resubmitted to the Greater Lincolnshire Local Enterprise Partnership (GLLEP) for the 2015 round, one of only 2 college plans included in the Strategic Plan. A further submission under the College Condition Fund for £500k, which had been complicated by consideration of the latter bid, may be revisited; however it was re-affirmed that there could still be no college matched funding.
 - e. Investors in People (IIP). The Silver IIP status was due for re-accreditation in November, after consideration it was regrettably agreed that the renewal fee of £6672 could be more effectively used for the benefit of students and renewal would not be pursued.
 - f. Partnerships. Work continued with active exploration of partnership opportunities, in particular exciting talks with smaller secondary sixth form providers who sought to widen their offer by proxy work; such a move would provide opportunities to improve the scope of the offer to include for example vocational subjects and general Value Added, evidenced by the success of the joint work locally with St Hugh's. Joint consultation meetings with interested parties, which would include parents, were planned for the near future.
- a. **The information was received and responses to questions noted.**
 - b. **There would be no local contribution to the SFACCF bid.**
 - c. **IIP silver accreditation would be allowed to lapse in November.**
 - d. **Continuing exploration of partnerships was endorsed.**

37/13 FINANCE REPORT AND KPI UPDATE

- a. Finance. The Finance Report was delivered as an electronic presentation (Attached to the filed copy of these minutes) the robust budget re-forecasting exercise showed a surplus compared with the prior deficit. Full co-operation from all participants had been noteworthy and acceptance of the necessary severe budgetary discipline had been apparent across all levels. The re-forecasted Budget and 2-year Financial Plan were approved, although the Financial Plan included provision for a pay increase that would necessarily be subject to affordability assessment closer to the date. The updated cash flow was discussed, particularly in the context of renewal of the £500k overdraft facility; the indications showed no probable need until March 2015 and it was agreed to allow it to lapse and renew as necessary. The advisability of fixing the interest rate for the 2 existing loans was also discussed and it was agreed that current thinking and advice should be taken on this issue for consideration by the F&GP Committee. An updated capital expenditure budget was agreed and details of potential investment of monitoring software were discussed. There was a disagreement with ICCA ETS, which may lead to litigation, details were discussed and the Corporation would be kept informed. Existing tender thresholds in the Financial Regulations had been revised as follows:
 - (i) Up to £5,000 (currently £2,500). The budget holder must be able to demonstrate that he/she has used good sense to ensure value for money;
 - (ii) £5,000 - £50,000 (currently £2,500-£25,000). At least three written quotations will be obtained;
 - (iii) Over £50,000 (currently over £25,000). At least three competitive tenders to be considered in accordance with the College tender procedures.

The revisions were approved for immediate implementation

- b. KPI. The KPI Report was delivered as an electronic presentation (Attached to the filed copy of these minutes), Up to date information on departmental Attendance and Retention was circulated to inform considerations. Overall numbers were:

- (i) Attendance 90% FT (92), 87% PT (90);
- (ii) Retention 95% (92); and
- (iii) Retention Short 91% (96) – Notice to Improve (NTI). An associated NTI had been received as a result of 40% of results being below the Minimum Level of Performance (MLP), this had largely been prompted by results from one particular partner who was no longer used. The SFA were aware of the situation, the data would recover but not in this year.

- a. **The information was received.**
- b. **The re-forecast Budget and 2-Year Financial Plan were approved.**
- c. **The overdraft facility would lapse and be reinstated if and when required.**
- d. **The F&GP Committee would recommend the optimum interest rate arrangements for the existing loans.**
- e. **The situation with ICCA ETS was noted,**
- f. **The revised tendering thresholds were approved for incorporation into the Financial Regulations.**

38/13 SELF-ASSESSMENT REPORT (SAR)

The full SAR had been circulated at the last strategic planning session when it had been discussed and feedback had been requested; the SAR had then been considered by the Standards Committee at the meeting held on 10 February. All amendments had now been incorporated and in accordance with the Committee recommendation the SAR was approved.

The SAR was approved.

39/13 EQUALITY AND DIVERSITY

Comprehensive E&D on Students and Staff data was displayed in tabular and graphical form and was discussed in detail. Full information on individual ethnicity achievement rates, percentage student population ratios, gender, age and LLDD participation were all clearly identified. It was noted that the ethnic balance remained fairly static year by year reflecting the local population and there was nothing of particular note to bring to the Corporation's attention. At academic year end the data would be analysed to assist in setting EDIMs for 2014/15.

The information was received.

40/13 HEALTH AND SAFETY (HAS) REPORT

The HAS Report was considered, the comprehensive Report detailed all incidents, considered new and revised Policies, detailed the number and impact of fire alarm activations, a report on asbestos related activities, accident statistics and details of new and amended legislation; due attention had been given to the challenges associated with the presence of building contractors on site. There was nothing in particular to bring to the Corporation's attention and the Report was received.

The Report was received.

41/13 IMPACT ON STUDENTS OF ITEMS DISCUSSED

Several issues directly affecting students had been discussed and members had borne this issue to the front during exchanges, the effect of the reworked budget, which would make the financial future more secure with minimum effect on the front line and progress with the HBLLDD, were welcomed. Student members confirmed that there were no issues to raise at present although some would be considered in the next item.

42/13 CHAIRMAN'S EXCHANGES

The Chairman had now completed a series of personal exchanges with each of the Corporation Members, confidential notes of the exchanges had been taken and these would inform discussions between the Chairman and Principal. A distillation of anonymous and non-confidential comments was circulated to prompt wider consideration (Attached to the filed copy of

these Minutes) the comments were then generally discussed. In particular the following suggestions were easy to arrange with potentially sound results:

- a. an informal meeting between the wider staff and corporation members would be useful, this could be a social event such as an informal buffet;
- b. creation of a wider based "Project Team" to focus on maximising the benefit from the Stonebridge Site including the previously suggested fund raising activity;
- c. how to give reward and recognition to staff for commitment and loyalty;
- d. Corporation strategic meetings should include more time for break-out sessions and replace the formal dinner with a buffet (although the impact on training opportunities for catering students would be taken into consideration); and
- e. Creation of a common social area specifically for older students.

Members were thanked for their open approach to the personal exchange process, which had again proved valuable.

43/13 URGENT BUSINESS

There had been no urgent business requested.

44/13 DATE OF NEXT MEETING

The next meetings would be:

- a. Strategic Planning at 1800 on 14 May 2014; and
- b. Corporation Meeting at 1800 on 7 July 2014.