

GRANTHAM COLLEGE

Minutes of a meeting of the **Corporation** held on 20 October 2014 at 1800.

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

The Chairman welcomed Charly Price-Wallis and Kathleen Smith, the newly elected student members to the Corporation and to their first meeting.

01/14 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.

02/14 ELECTION OF CHAIRMAN

Mike Williams proposed and Stewart Boylan seconded Mos Kalbassi and Wade Rowlett as Chairman and Vice Chairman (respectively) for 2014/15, there were no other nominations; carried unanimously.

Mos Kalbassi and Wade Rowlett were elected Chairman and Vice Chairman (respectively) for 2014/15.

03/14 MINUTES OF THE LAST MEETINGS

The minutes of the corporation meeting held on 7 July 2014 were confirmed and signed.

The Minutes were confirmed and signed.

04/14 MATTERS ARISING FROM THE MINUTES

- a. There were no matters arising from the minutes.
- b. There were no requests for urgent business.

05/14 PRINCIPAL'S REPORT

- a. The SAR validation would be w/c 17 November 2014 and all members were invited to attend and participate as diaries permitted.
- b. Estates had completed a busy schedule through the summer break, welcome office and classroom moves had been completed and automotive provision had relocated to Belton Lane; the Sleaford site had been vacated and the students transferred to main campus. The Learning Development Centre had been refurbished and had been officially opened by Nick Boles MP (Minister for Skills and Equalities) and relocations of 4 classrooms to Stonebridge House had gone smoothly; both the EFA and SFA grants had been spent. Work continued on the £3.4m Masterplan and a briefing for local councillors had been held earlier that day; there was still little FE representation on the LEP.
- c. The new Children and Families Bill had been implemented on 1 September, which placed specific duties for young people with LLDD on to the Corporation, these duties, including

the need for regard to the “SEND” Code of Practice were discussed and would be more fully considered at the forthcoming Strategic Planning day. Additionally the College would input to the “Local Offer”.

The information was received.

06/14 FINANCE AND ENROLMENT REPORT

- a. The Finance Report accurate to 31 July 2014, and thus the unaudited year end position, was scrutinized in detail. Full details of Income and Expenditure variances were detailed in the accompanying documents and it was noted that the YTD surplus, after write offs and FRS17 inputs was c£242k above that predicted. The full variances were clearly tabulated and noted. Key FIs were then considered, discussed and noted, the Balance Sheet was positive with 58 Cash Days (2013-17), and healthy cash and investment balances, the CR was 1.7 (2013-1.1) and Capital Expenditure had been c£263k. The financial situation was strengthening, allowing flexibility with wider management planning and this was welcomed, all concerned were thanked for their hard work in achieving this creditable result.
- b. The current enrolment state was delivered as a comprehensive electronic presentation (Attached to the filed copy of these minutes). Some positive areas had been welcomed but others tempered by disappointments; however there were opportunities to be taken. The overall effect (Compared with 2013) was:
 - (i) total income £569k down;
 - (ii) expenditure £372k down;
 - (iii) £197k deficit; but
 - (iv) new Business Development Centre (BDC) projects have a further potential £333k income on offer if it could be accessed.

The information was noted and received.

07/14 SAFEGUARDING REPORT

The annual Safeguarding report was considered. The nominated Safeguarding Member confirmed continuous involvement throughout the year. All staff were subject to a rolling and bespoke training programme throughout the year and 98.95 were up-to-date, full detail of the system was included in the accompanying comprehensive paper and was welcomed. There had been focus on cyberbullying, an issue that was becoming more prevalent nationwide. There had been a total of 35 (15m, 20f) issues throughout the year (2012/13 – 24 11m, 13f), only one had required police involvement. Wider College involvement in this vitally important area included participation in the nationwide “Prevent Strategy” and associated activities were discussed. The positive tone of the report supported by clearly presented instances reassured Members that their responsibilities in this vital area were being well discharged.

The Report was received and noted.

08/14 SUCCESS RATES AND LESSON OBSERVATIONS

- a. Success Rates. Information on current success rate performance and influencing issues was delivered as a comprehensive electronic presentation (Attached to the filed copy of these minutes), all programmes, including Vocational Curriculum Areas were included; the overall trend was upward and closing the gap with the national average. The performance gave rise to some cautious optimism but GCSE results, especially in English, were particularly disappointing. The requirement to provide increasing numbers with the capability to get EAM at grade C had possible adverse and serious consequences, both for the students concerned and locally on success rates.
- b. Lesson Observations. Lesson observation data was listed both as “before and after re-observation” and compared the previous 2 years with the current year’s performances. The current year’s (both before and after re-observation) Good or Better performance stood at

88% with 12% requiring improvement, both slightly reduced results over 2012/13 and this may have been due to increased rigour in observations. Existing reciprocal arrangements with West Grantham Academy were valued and would continue.

The report was received.

09/14 SUB-CONTRACTING REPORT

The BDC had held 4 partnership contracts through 2013/14, arrangements and performance of each and their contribution were considered individually and discussed. Intentions for 2014/15 and the current state of negotiation were noted and endorsed.

The information was received and endorsed.

10/14 HR DASHBOARD

An HR Dashboard had been established and the initial version was explained through a detailed electronic presentation. (Attached to the filed copy of these minutes) The data aimed, in time, to provide an overview of employee profile, provide trend information and inform the setting of targets. The detail was planned to be confidential to management and would be used at the College Leadership Team meetings and circulated occasionally to the Corporation; it was agreed that the dashboard was a useful management tool and, as such, was welcomed.

The information was received.

11/14 STRATEGIC PLAN 2014/16

The approved and in force Strategic Plan for 2013-16 had been updated to incorporate the changes made during 2013/14, although there were no substantial issues to consider, updates on national procedures and the relationship with the GLLEP were included, together with the previously agreed targets for 2014/15. The plan was considered and approved with no further changes for review at a future strategic planning session possibly after the next general election.

a. The information was received.

b. The updated Strategic Plan 2014/16 was approved.

12/14 CAREERS GUIDANCE

Statutory careers guidance had recently been introduced for schools and associated 6th Forms. Although not specifically aimed at the FE Sector it was agreed as good practice to consider questions based on Ofsted's Thematic Review of careers provision in schools. There was a sound careers guidance run by committed staff in College but answers to the questions would provide good background information for members and management

The information was received.

13/14 CORPORATION DOCUMENTS

The Instrument and Articles had been circulated with the papers for Members' retention; they were unchanged from the previous year and were again approved together with the other regulatory documents. Attendance at both Committee and Corporation meetings was detailed in the accompanying papers and was considered; unavoidable professional and study commitments of some members excepted, the standard was good and all were thanked for their diligence. The Corporation comprised 18 Members (one vacancy) including the Principal, 2 staff and 2 student members and this was agreed as appropriate; there was one lay member. Updated information on committee membership would be circulated as that contained in the paper was incorrect, pending this the membership was approved.

a. The Regulatory Documents were approved for 2014/15.

b. Corporation membership was agreed as 18.

c. Committee membership was conditionally agreed.

14/14 IMPACT ON STUDENTS OF ITEMS DISCUSSED

All issues on the agenda affected the student body to some degree but enrolment, safeguarding issues and success rates would directly impact on them and the Corporation took comfort from the positive tone of these areas.

15/14 URGENT BUSINESS

There had been no urgent business agreed.

16/14 DATE OF NEXT MEETING

The next meetings would be at:

- a. Strategic Planning, 1800hrs on 13 November 2014; and
- b. Corporation, 1800 hrs on 8 December 2014.