

## GRANTHAM COLLEGE

Minutes of a meeting of the **Corporation** held on 12 October 2015 at 1800.

Present	Mike Argyle	Stewart Boylan	Graham Hayton-Hill
	Linda Houtby (Chief Executive)	Des McHugh	Sally McPherson
	Emma McSorley	Marcus O Callaghan	Wade Rowlett (Acting Chairman)
	Laura Taylor	Mike Williams	
In Attendance	Paul Deane (Acting Principal)	Ralph Devereux (Clerk)	Alison Fox
	Drew Richardson	Fiona Twilley	
Apologies	Jayne Harrison	Mos Kalbassi	Nick Manoussakis
	June Parker	Steve Welton	

The Search Committee recommendations were accepted (formally at 05/15) and the Acting Chairman welcomed all to the meeting, in particular to 2 new general members together with (a new category) HE Representative member and 2 elected student members; all present then introduced themselves in turn.

### **01/15 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.

### **02/15 ELECTION OF CHAIRMAN AND VICE-CHAIRMAN**

- a. Mike Argyle proposed and Stewart Boylan seconded Mos Kalbassi as Chairman for 2015/16; there were no other candidates. Carried unanimously.
- b. Mike Williams proposed and Graham Hayton Hill seconded Wade Rowlett as Vice- Chairman for 2015/16; there were no other candidates. Carried unanimously.

Mos Kalbassi and Wade Rowlett were elected as Chairman and Vice-Chairman, respectively for 2015/16.

### **03/15 MINUTES OF THE LAST MEETING AND REQUESTS FOR URGENT BUSINESS**

- a. The minutes of:
  - (i) the Corporation meeting held on 6 July 2015; and
  - (ii) the special Corporation meeting held on the 25 August 2015.were confirmed and signed.

- b. There was no urgent business requested.

### **04/15 MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

### **05/15 MINUTES OF COMMITTEE MEETINGS**

Search Committee. (SC)(12.10.15)(Verbal). The SC had held a meeting earlier that day to consider 3 vacancies; 2 for General Members and one for the newly designated HE Representative Member. The Committee had unanimously recommended the appointments of:

- a. Sally McPherson as a General Member (4 years wef today);

- b. Des McHugh as a General Member (4 years wef today); and
- c. Emma McSorley as the HE Representative Member.

**a. The information was received and noted.**

**b. The Search Committee recommendations were agreed and approved.**

#### **06/15 CHIEF EXECUTIVE'S REPORT**

a. Area Reviews. The Area Review (AR) process had been contained in the College Bulletin, the policy and in particular associated local developments were then considered. The nationwide process (37 Area Reviews) which would be fully implemented by 2020, in each area "Review Steering Groups (RSG) would form recommendations after necessary 2-day site visits to each college. These comprised the Chairs and Principals of these colleges together with wider local representatives and Chaired by a nominated worthy, response to the recommendations would rest with the individual Governing Bodies. Sub-Regional Steering Group (SRS) would provide an open forum for participants to be updated on, and contribute to, the ongoing process, however concern was recorded at the lack of opportunity for Student Voice to be heard in the overall process. Each local area would determine appropriate criteria, but 7 guidelines would inform that process. Board members would be regularly and comprehensively informed of all related issues to the Review and special meetings would be called if necessary. If the process is as reactive as pre-briefing seems to indicate then the current discussions with local colleges (See 08/15) should (may) positively influence the outcome.

b. Ofsted. The revised Ofsted Common Inspection Framework (CIF) had now been published; Inspectors would make 4 judgements:

(i) effectiveness of leadership and management (L&M);

(ii) quality of teaching learning and assessment;

(iii) personal development and welfare; and

(iv) outcomes for children and learners.

Those graded "Good" in previous inspection would now only be subject to a short (2 Day) inspection to confirm that status and that safeguarding remained effective. The full detail was attached at Annex.

c. AoC Policy Review. The AoC Policy Review covering the period July to September was attached for information.

**The information was received and noted.**

#### **07/15 FINANCE REPORT AND ENROLMENT UPDATE**

a. Finance. The Finance Report accurate to 31 July 2015, 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£237k 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 67 Cash Days (2014-70), and healthy cash and investment balances, the CR was 1.6 (2014-1.6) and Capital Expenditure had been c£298k. The financial situation was strengthening, allowing flexibility with wider management planning and this was welcomed, and all concerned were thanked for their hard work in achieving this creditable result.

b. Enrolment. 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. Final figures were not yet available and so the numbers could not be set as yet, the estimated overall effect (Compared with 2014) was total income £308k – £500k down (depending on student category).

**The information was received and noted.**

**08/15 COLLABORATION**

With a view to exploring the possibility of closer collaboration a preliminary meeting had been held with representatives of Boston, Stamford New and Grantham Colleges; that meeting had agreed to a simultaneous and confidential exchange of data on 2 October. A further meeting was arranged for 2 November, the outcome would be the main item to be considered at the Strategic Planning Session planned for 5 November.

**The information was received.**

**09/15 SAFEGUARDING ANNUAL REPORT**

The annual Safeguarding report was considered. The nominated Safeguarding Member had been continuously involved throughout the year. All staff were subject to a rolling and bespoke training programme throughout the year and all were up-to-date, full detail of the system was included in the accompanying comprehensive paper and was welcomed. There had been focus on E-Safety, an issue that was becoming more prevalent nationwide. There had been a total of 24 incidents, which compared favourably with previous years as graphically displayed. 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 information was received.**

**10/15 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 figures were not yet finalised and numbers should be treated with caution. It appeared that the overall trend was disappointing compared with the national average. Although there were some bright spots, GCSE results, especially in English and with vocational provision, had been 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 future success rates. There was then full challenging consideration of the information, in particular the matching of students to appropriate courses, a process which still appeared unfit for purpose. Assurance was given that the process was improving but there was some residual reluctance to take positive and sometimes severe action to those that were not keeping up; there was some feeling that perseverance would provide a positive outcome and unfortunately that was not always true. Closer monitoring, progress tracking using Pro-Monitor and the re-introduction of dedicated curriculum managers should all improve outcomes. A full analysis would be brought to the next meeting and it may be that some provision should be discontinued.

**a. The information was received and noted.**

**b. A Report on the issues would be brought to the next meeting.**

**11/15 SUB-CONTRACTING 2014/15 & 2015/16**

The BDC had held 4 partnership contracts through 2014/15, arrangements and performance of each and their contribution were considered individually and discussed. Intentions for 2015/16 and the current state of negotiation were noted and endorsed.

**The information was received and endorsed.**

**12/15 EMPLOYER ENGAGEMENT**

Employer Engagement was agreed as essential to future growth and development and the national emphasis on apprenticeship provision clearly predicated focus on associated provision. Four key priorities influenced the overall strategy, the current position and future intentions shaped by these priorities were closely examined and discussed. The local area was now growing annually by double the national average and opportunities were detailed in the paper; these were scrutinised and discussed. It was agreed that the philosophy was sound, the plans for monitoring progress realistic and the proposals were fully endorsed.

**The information was received.**

### **13/15 STRATEGIC PLAN TARGETS**

The approved and in force Strategic Plan for 2013-16 had been updated to incorporate the changes made during 2014/15, although there were no substantial issues to consider, updates on national procedures 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.

**a. The information was received.**

**b. The updated Strategic Plan 2015/16 was approved.**

### **14/15 HR DASHBOARD**

The HR Dashboard for 2014/15 was considered and discussed. The data provided an overview of employee profile, provided trend information and informed the setting of targets. The detail was confidential to management and used at the College Leadership Team meetings and circulated annually to the Corporation; it was agreed that the dashboard was a useful management tool and, as such, was welcomed. Assurance was sought and received that the apparently high levels of Sickness Absence was carefully monitored and was genuine.

**The information was received.**

### **15/15 GOVERNANCE ISSUES**

a. Search Committee. The Corporation Register would be updated to reflect the decisions at 05/15.

b. Regulatory Documents. Documents had been amended to reflect the decision to include a HE Representative Member. It was agreed to adopt the revised AoC Code of Good Governance and the measures would be adopted incrementally though the academic year. Accordingly, the following were approved:

- (i) the Instrument and Articles;
- (ii) the Code of Conduct (By approving Members accept the content);
- (iii) the Standing Orders;
- (iv) the Committee Terms of Reference; and
- (v) the AoC Code of Good Governance.

**a. The information was received and noted.**

**b. The Regulatory Documents were approved.**

### **16/15 IMPACT ON STUDENTS**

Much of the content impacted on students but of particular note were: the continuing development of future financial issues to enable adequate provision; KPI detailing and the determination to improve success rates, the updated "Prevent" focus and the Safeguarding Policy to keep students protected.

**The information was noted.**

### **17/15 URGENT BUSINESS**

There had been no urgent business requested

### **18/15 DATE OF NEXT MEETING**

The next Corporation meeting would be held at 1800 on 7 December 2015.