

## GRANTHAM COLLEGE

Minutes of a meeting of the **Corporation** held on 17 October 2016 at 1800.

|               |                                     |                               |                            |
|---------------|-------------------------------------|-------------------------------|----------------------------|
| Present       | Stewart Boylan                      | Susan Dench                   | Graham Hayton-Hill         |
|               | Linda Houtby<br>(Chief Executive)   | Des McHugh                    | Mos Kalbassi<br>(Chairman) |
|               | Sally McPherson                     | June Parker                   | Steve Parsons              |
|               | Steve Welton                        |                               |                            |
| In Attendance | Paul Deane<br>(Principal)           | Janet Cannon<br>(DP)          | Ralph Devereux<br>(Clerk)  |
|               | Tracy Scarborough<br>(Dir Qual&Imp) | Lara Steptoe<br>(Dir Bus Dev) |                            |
| Apologies     | Jayne Harrison                      | Nick Manoussakis              | Wade Rowlett               |

### **01/16 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.

### **02/16 ELECTION OF CHAIRMAN AND VICE-CHAIRMAN**

- a. Steve Welton proposed and Graham Hayton-Hill seconded Mos Kalbassi as Chairman for 2016/17; there were no other candidates. Carried unanimously.
- b. Graham Hayton Hill proposed and the Chairman Hill seconded Wade Rowlett as Vice- Chairman for 2016/17; there were no other candidates. Carried unanimously.

Mos Kalbassi and Wade Rowlett were elected as Chairman and Vice-Chairman, respectively for 2016/17.

### **03/16 MINUTES OF THE LAST MEETING AND REQUESTS FOR URGENT BUSINESS**

- a. The minutes of the Corporation meeting held on 4 July 2016 were confirmed and signed.
- b. There was no urgent business requested.

### **04/16 MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

### **05/16 MINUTES OF COMMITTEE MEETINGS**

- a. Standards Minutes. (StC) (5.10.16). The minutes of the StC meeting held on 05 October 2016 were explained by the acting Committee Chairman. The disappointing English results that had been discussed would be addressed later in this meeting.
- b. Search Committee. (SC) (17.10.16) (Verbal). The SC had held a meeting earlier that day to consider 3 issues; the re-appointment of Jayne Harrison, the appointment of Mike Argyle as an external member of the Audit Committee and the vacancy for a General Member. The Committee had unanimously recommended the:
  - (i) reappointment of Jayne Harrison as a General Member (4 years wef today);
  - (ii) appointment of Mike Argyle as a specialist external member of the AC (4 years wef today); and
  - (iii) to seek a new General Member with Financial Expertise.

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

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

## **06/16 CHIEF EXECUTIVE'S REPORT**

- a. Area Reviews. The Area Review (AR) process for Greater Lincolnshire was now underway. The first meeting had taken place at North Lindsey College and the next was planned for 31 October; colleges would present their intended position at that meeting. The Greater Lincolnshire Federation of Colleges had held a preparatory meeting to prepare the necessary documentation. Two Commissioners had completed their initial visit to the College, had noted strong governance and the financial position, and a response letter had been received, containing no controversial suggestions.
- b. Ofsted. The link inspector had informed of a follow up visit on 15 November, the first since the Inspection almost a year ago; the delay could mean that improvements had been monitored and urgency had been diluted. Relentless attention to the PIAP, the SAR and KPIs continued and would be considered later in the meeting.
- c. Updates. Recruitment of 16-18 year old students had been disappointing and would be considered later in the meeting. Quality improvement and ABR work continued to be a high priority and was eating away at available time. The Architects were almost in a position to go to tender. College students were to the fore and had performed well in the recent Gravity Fields Festival.

**The information was received and noted.**

## **07/16 PIAP UPDATE**

The recent Standards Committee meeting had focused almost entirely on the PIAP and it was not intended to consider it in depth at this meeting, Members were asked to consider the content out of the meeting as preparation for the strategic planning session planned for 3 November. The PIAP focus on English would be strengthened in response to the poor GCSE examination results, adult results however had been relatively strong.

**The information was received.**

## **08/16 FINANCE REPORT AND ENROLMENT UPDATE**

- a. Finance. The Finance Report accurate to 31 July 2016, 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 operating surplus of £127k against a budgeted surplus of £10k before FRS17 pension adjustment. The full variances were clearly tabulated and noted. Key FIs were then considered, discussed and noted, the Balance Sheet was positive with 94 Cash Days (2015-67), and healthy cash and investment balances, the CR was 1.7 (2015-1.5) and Capital Expenditure had been c£276k. 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. There was then some discussion around the college's SFA Financial Health scores and the SFA approach which used a number of indicators and how this differed from the financial criteria used by the ABR team which could be seen as somewhat arbitrary, for example, staff cost benchmark of 65% of income was seen as good without reference to the level of outsourcing of services or sub-contacting, neither of which applied here.
- 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 disappointment, in particular recruitment of 16-18s; however, there were opportunities to be taken and more imagination with marketing policies could help with this. The estimated prudent overall effect was total income £443k down on plan but a confident forecast that expenditure could offset this shortfall as payroll expenditure was currently below plan; some possible options were discussed for coping with the impact on future years.

**The information was received and noted.**

## **08/16 COLLABORATION**

An update on collaboration had been provided during the exchange at 06/16 and there was little more to add save that the group co-operation was continually strengthening.

**The information was received.**

## **09/16 SAFEGUARDING ANNUAL REPORT**

- a. Report. The annual Safeguarding report was considered. The nominated Safeguarding Member had been in continuous involvement 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 43 recorded incidents, which was the highest recorded since 2008 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; they were further reassured by the IAS Report into this area which had recorded "Substantial" Assurance. Members were urged to complete the on-line training provided through EduCare.
- b. Policy. The Safeguarding Policy had been amended to incorporate changes to the statutory guidance from the DfE (Keeping Children Safe in Education, Education Act 2002) together with the "Care Act 2014" and recommendations from the Lincolnshire Safeguarding Children's Board (LSCB), who would also provide necessary training. Key changes included the mandatory duties to apply measures equally to all adults with care and support needs and the "Prevent" duty. The Policy was unanimously approved.

**a. The information was received.**

**b. The Safeguarding Policy 2016/17 was approved.**

## **10/16 SUB CONTRACTING AND POLICY**

- a. Activity. There was no sub-contracted provision to be considered, however there was a contract jointly funded between Big Lottery and ESF for £727.5K with the Building Better Opportunities (BBO) a wide project to help vulnerable people into work. Participants in the programme and their grant allocation were tabulated in the paper and were welcomed by members.
- b. Policy. Despite there being no planned sub-contracting commitments it was necessary to consider the Policy as a contingency. Accordingly, the Sub-Contracting Policy which formed an element of the "Partnership Department Policies and Procedures" was considered and approved.

**a. The information was received.**

**b. The sub-contracting Policy was approved.**

## **11/16 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. Three key priorities, detailed at Annex A, 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.**

## **12/16 MARKETING**

A progress report on the state of the Marketing Department was considered and discussed. An updated marketing plan had also been drafted and was considered, however it was suggested and agreed that the thrust of this important piece of work would be best examined when the AP (Student Services) was present. Accordingly, it was agreed that all would scrutinise the marketing strategy and associated documents out of the meeting and that it would then be considered by an informed group at a dedicated session as part of the strategic planning session on 3 November. Members were encouraged to send points for consideration in advance of the session either to the Chief Executive or the AP (SS).

**a. The information was received.**

**b. Marketing would form a dedicated element of the strategic planning session.**

**13/16 VOCATIONAL TRAINING AND APPRENTICES**

There had been considerable turbulence in recent years in the areas associated with vocational training and apprenticeships and a comprehensive update was welcomed and discussed. The wide ranging conversation included issues related to the optimum system for utilising the apprenticeship levy and the effect of the national minimum living wage.

**The information was received.**

**14/16 STRATEGIC PLAN**

The Strategic Plan for 2016-18 had been drafted as a more succinct and focussed document than formerly and was planned for a shorter active life since the outcome of the ABR and collaboration could well become more policy influencing towards the end of its life. The document updated on the college future incorporating the Town's growth strategy. There were 5 Strategic Objectives and each was individually considered, the message "Recruitment, Retention and Results" was powerful and was welcomed. It was agreed as a clear and unambiguous map for the way forward and was approved with no further changes.

**a. The information was received.**

**b. The Strategic Plan 2016/18 was approved.**

**15/16 HR DASHBOARD**

The HR Dashboard for 2016/17 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.**

**16/16 GOVERNANCE ISSUES**

a. Search Committee. The Corporation Register would be updated to reflect the decisions at 05/16b.

b. Regulatory Documents. Documents had been amended to reflect personality changes and 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.**

**17/16 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 improving success, the updated "Prevent" RA and the Safeguarding Policy to keep students protected and the determination to drive up the English provision.

**The information was noted.**

**18/16 URGENT BUSINESS**

There had been no urgent business requested

**19/16 DATE OF NEXT MEETING**

The next Corporation meeting would be held at 1800 on 12 December 2016.