

GRANTHAM COLLEGE

Minutes of a meeting of the **Corporation** held on 12 December 2016 at 1800.

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|---------------|----------------------------------|-------------------------------------|---|
| Present | Declan Curzon-Hepworth | Susan Dench | Jayne Harrison |
| | Graham Hayton-Hill | Des McHugh | Grace Jenkinson (Item 20-28/16 only) |
| | Mos Kalbassi (Chairman) | Steven Parsons | Wade Rowlett |
| | Steve Welton | | |
| In Attendance | Janet Cannon (DP) | Paul Deane (Principal) | Ralph Devereux (Clerk) |
| | Drew Richardson-Walsh (AP SS) | Tracy Scarborough (Dir Qual/Imp) | Lara Steptoe (Dir BusDev) |
| Apologies | Stewart Boylan | Simon Curzon-Hepworth | Linda Houtby (Chief Executive) |
| | Sally Macpherson | Nick Manoussakis | June Parker |

The Chairman welcomed all to the meeting, in particular, Grace Jenkinson and Declan Curzon-Hepworth the newly elected student members to their first meeting.

20/16 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.

21/16 MINUTES OF THE LAST MEETING AND REQUESTS FOR URGENT BUSINESS

- a. The minutes of the last meeting held on 17 October were confirmed and signed.
- b. The notes of the strategic planning meeting held on the 3 November 2016 were received; these would be discussed by the SLT and, if necessary, taken up as action points.
- c. There was no urgent business requested.

22/16 MATTERS ARISING FROM THE MINUTES

There were no matters arising.

23/16 MINUTES OF COMMITTEE MEETINGS

- a. Joint Audit and Finance Committee (AC/FC) (30 November 2016). The Audit and Finance Committees had held a joint meeting to consider, amongst other issues, the Annual Financial Statements 2015/16 and consider the informing documents, all of which had been recommended to the Corporation; the outcome would be considered at 27/16. Committee comments regarding curriculum areas and the need for positive contributions were noted. The change of External Auditor from Clement Keys to PKF Cooper Parry (as a result of merging of the firms) had been endorsed by the Committee and that was approved. **(Action 1)**
- b. Standards Committee (StC) (30 November 2016). The minutes were received with no comment or questions however the PIAP comments were particularly noted.

The information was received and noted.

24/16 CHIEF EXECUTIVE'S REPORT

The Report was designed to update on issues not on the agenda.

- a. Area Based Review (ABR) The 3rd ABR Review meeting had now been held and, in particular the Deputy FE Commissioner had indicated concern that Grantham had decided not to

merge, despite being below the arbitrary lower limit of 1000 16-18 students; the Commissioner had stressed that the decision to maintain independence would preclude any future financial support in case of associated difficulty, and this was noted. **(Action 2)** Accordingly, a 5-year financial and development plan was required, together with greater detail of the collaboration between the 3 S Lincs colleges, all to be considered at the 4th ABR Review Group meeting on 27 January; the outcome would inform an extended strategic planning session on 9 February 2017.

- b. Partnership. Grantham Town Football Club were seeking to widen the work of the Football Academy, which could result in an additional 40+ 16-18 year-old students.
 - c. Trio Training. The general manager for the collaborative venture between Boston, Sleaford and Grantham Colleges (Trio Training) had now been appointed and would take up post by 3 January 2017. The draft Joint Venture (JV) agreement and associated documents were considered, some amendments were necessary and with these incorporated the Chairman was delegated to sign the agreements. **(Action 3)**
- a. **The information was received.**
 - b. **The preclusion of governmental financial aid was noted.**
 - c. **The JV Agreements and associated documents were conditionally approved.**

25/16 ACHIEVEMENT 2015/16 (Out of Agenda Order)

Comprehensive information on current achievement and influencing issues had been closely considered by the Standards Committee and this was now electronically presented; it was noted that it was not possible to compare with previous years' performance since criteria had changed in the previous year, to provide information based on "Quality Type". All programmes, including Vocational Curriculum Areas had been considered and the overall trend had been a heartening overall 3% increase. A comprehensive set of Annexes was attached to the electronic report (attached to the retained copy of these minutes); it was accepted that the associated data could be seen as daunting but members were encouraged to study the detail outside of the meeting and to contact the Principal with queries or requests for clarification. The format of the Report with the helpful key points was helpful and thanks were recorded to those concerned.

The information was noted and received.

26/16 FINANCE REPORT

The management accounts accurate to 31 October were then considered and discussed. The current situation was favourable by c£159k against budget; income was also favourable by c£26k. Payroll expenditure (73% of income) was well controlled with a positive variance of £91k which was welcomed; non-payroll costs were favourable by c£41k. The balance sheet was positive with 112 cash days, a strong cash balance and the CR was 1.4. All other FI remained satisfactory and there were no significant aged debtors. Loan covenants were all currently in scope. The need for all curriculum areas to make a positive contribution (FC 11/16) was again discussed and the position was endorsed. **(Action 4)** The information was noted and the Report was received.

- a. **The information was noted and received.**
- b. **All curriculum areas to make a positive contribution.**

27/16 AUDIT COMMITTEE ISSUES/ANNUAL FINANCIAL STATEMENT (AFS) 2015/16

- a. The draft accounts had been considered in detail at a joint meeting of the Audit and Finance Committees held on 30 November (see also 22/16a) and informed by the following Reports to the Corporation:
 - (i) the Audit Committee Annual Report;
 - (ii) the Risk Management (RM) Annual Report; and
 - (iii) the IAS Annual Report.

The Committee had drawn to the Corporation's attention that the financial outcome for 2015/16 had been positive and they had also reminded members that the AFS had been completed to the requirements of FRS 102. The Committee had been content with the accounts which had then been recommended to the Corporation. The external auditors' report (Audit Completion Document, the Letter of Comment and the Letter of Representation) had also been recommended to the Corporation; it was noted that there had been no material qualifications and only minor adjustments had been required to the accounts. Mitigation of all risks was explained and the information had also been recommended to the Corporation for approval. The Committee took comfort from the positive tone of the Report. Thanks were also recorded to the External Auditors for their professional approach throughout the audit process and the AFS and associated documents were approved for signature. **(Action 5)**

- b. IAS Internal Audit Plan 2016/17. The Committee had also considered the 2016/16 IAS Internal Audit Plan in detail and the consequent recommendation for approval (together with the associated fee) was accepted. **(Action 6)**
- a. **The information was received.**
- b. **The AFS 2015/16 and the Regularity Audit and Letter of Representation were approved for signature and submission.**
- c. **The IAS Plan (and fee) for 2016/17 was approved.**

Grace Jenkinson left the meeting.

28/16 HEALTH AND SAFETY (HAS) ANNUAL REPORT

The HAS Annual Report was considered and discussed; 4 new policies (Fire Safety, Smoke Free, Lone Worker and Environmental & Sustainability) had been administered during the reporting period. Comprehensive detail of the organisation together with current tabulated and graphical data informed considerations and Members took comfort from the positive report which was received.

The information was received.

29/16 HE STRATEGY

A presentation outlining the philosophy for a planned change of HE Sponsor had been delivered and fully discussed at the Standards Committee, the intended change from the University of Bedfordshire (UoB), which had been a rewarding partnership but in need of refreshment, to the Bishop Grosseteste University (BGU), which was now able to offer greater return and flexibility in this important area. The increased return focused on the per capita fee reduction of 5%, together with the willingness to remain proactive on the curriculum offer was explained; the full reasoning was laid out in the presentation (Attached to the filed copy of these minutes) together with a table of critical dates for the process which should be completed by March 2017; the Corporation endorsed the changes.

The information was received.

30/16 POST INSPECTION ACTION PLAN (PIAP)

The PIAP had been fully considered by the Standards Committee and the relevant minutes had been explained and considered; relevant updates were considered and discussed.

The information was received.

31/16 PREVENT - RISK ASSESSMENT ACTION PLAN AND POLICY

The Prevent Policy had been fully reviewed and amended to incorporate revised legislation and requirements and an associated Risk-Assessment had been completed in parallel. The Risk-Assessment was discussed, thanks were recorded for the clear and easy to understand RAG Rated format, and outcomes were noted. Assurance was given and gave comfort that all necessary requirements were included and remained robust and enhanced by use of state of the art monitoring capability such as "Impero" software. This important area remained in high focus and confidence checks of staff understanding were regularly completed. Corporation

members were reminded of the need for personal refresher training to supplement the initial web-based sessions; there would be a formal session immediately prior to the next meeting.

The information was noted and received.

32/16 IMPACT ON STUDENTS

Several issues directly affecting students had been discussed, including the progress and likely outcome of the ABR and Trio Training, the relatively strong financial position and the continuing sharp focus on motivating students to greater personal achievement were all re-assuring. Uncertainty over future funding however remained of concern.

The information was noted.

33/16 URGENT BUSINESS

There had been no urgent business requested.

34/16 DATE OF NEXT MEETING

The next meetings would be:

- a. strategic planning 1800 9 February 2017; and
- b. Corporation meeting 1800 6 March 2017.

| Action Table | | |
|-----------------|--|-----------------|
| Action 1 | 23/16. PKF appointment vice Clement Keys approved. | All |
| Action 2 | 24/16a. FE Commissioner comment re future funding noted | All |
| Action 3 | 24/16c. Trio Training documentation conditionally approved. | LH/PD/MK |
| Action 4 | 26/16. Curriculum area contributions to be discussed. | PD |
| Action 5 | 27/16a. AFS and associated documents approved for signature. | MK/LH |
| Action 6 | 27/16b. The IAS Plan (and fee) for 2016/17 was approved. | All |