

## GRANTHAM COLLEGE

Minutes of a meeting of the **Corporation** held on 6 March 2017 at 1800.

Present	Paul Cartwright	Susan Dench	Jayne Harrison
	Linda Houtby (Chief Executive)	Graham Hayton-Hill	Des McHugh
	Mos Kalbassi (Chairman)	Nick Manoussakis	June Parker
	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 Bus Dev)
Apologies	Declan Curzon-Hepworth	Simon Curzon-Hepworth	Sally Macpherson
	Grace Jenkinson	Steven Parsons	

The meeting was preceded by "Prevent" training delivered by Sam Slack the Regional Prevent Co-ordinator for the East Midlands. The training took the form of a comprehensive verbal briefing supported by an electronic presentation and followed by a question and answer session. The training was well received by members and the Chairman thanked Sam for the professional and informative presentation. Sam then left the meeting.

### **38/16 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.

### **39/16 MINUTES OF THE LAST MEETING AND REQUESTS FOR URGENT BUSINESS**

- a. The minutes of the last meeting held on 12 December 2016 and the special meeting held on 9 February 2017 were confirmed and signed.
- b. The notes of the strategic planning meeting held on the 9 February 2017 were received.
- c. There was no urgent business requested.

### **40/16 MATTERS ARISING FROM THE MINUTES**

There were no matters arising.

### **41/16 MINUTES OF COMMITTEE MEETINGS**

- a. Search Committee (SC) (24 February 2017). The minutes of the SC meeting held electronically on the 24 February were explained by the Chair. The recommendation that Wade Rowlett should be re-appointed for a 4-year term of office wef 10 March (09/16) was unanimously approved. **(Action 1)**
- b. Audit Committee (AC) (28 February 2017). The minutes of the AC meeting held on the 28 February were explained by the Chair. The recommendation re the updated Risk Management (RM) documentation (18/16) was approved. **(Action 2)**
- c. Finance Committee (FC) (28 February 2017). The minutes of the FC meeting held on the 28 February (Confidential until 0900 on the following day) were circulated, read by all members present and explained by the Chair. The recommendations re Building 20 (20/16) would be considered in the next item.

- a. **The information was received and noted.**
- b. **Wade Rowlett was re-appointed for 4 years wef 10 March.**

**42/16 CHIEF EXECUTIVE'S REPORT**

- a. Area Based Review. The resolutions that had been determined at 9 February planning session had been presented to the Area Based Review Team and, after joint considerations, it had been provisionally agreed that the wording of the relevant passage in the final report would reflect these. The suggestion was that a "Structure and Prospects review should be completed but at the Corporation's discretion". The final report was yet to be published.
- b. Building 20. The tendering process for the Building 20 project had been discussed at length by the Finance Committee on 28 February and the detailed minute at 20/16, including the recommendations, were explained by the Committee Chair, considered and discussed in detail. The Committee had recommended to the Corporation that:
  - (i) the Building 20 project should be postponed and the recommendation was regrettably and unanimously accepted **(Action 3)**;
  - (ii) advice should be taken on whether the large difference between estimated and quoted project completion costs should require further action and it was agreed to invite those involved in the pricing process to a meeting to explain the differences **(Action 4)**;
  - (iii) residual issues, for example treatment of already incurred expenditure would be considered in due course and this was agreed **(Action 5)**; and
  - (iv) it would also be prudent to recommend a complete and full review of the estate, including the elements in use on the Building 20 site, to inform strategic considerations and this was referred to the FC as a specific undertaking **(Action 6)**.

Staff would be informed at 0900 the following day. **(Action 7)**

- c. Ofsted. The outcome of the telephone update with the Ofsted Link Inspector had been generally positive and a follow-up visit was expected in March.
- d. Collaboration. Good progress continued with the collaboration project, the Joint Venture Company (JVC) (Trio Training) had been established in January and several projects were underway.
- e. Central government had announced a £500m fund to boost technical education, which would become effective in 2019.
- f. Student Success. The Table Tennis Academy had produced outstanding results in the Welsh and English National Championships, namely:
  - (i) Callum Evans, 2 gold medals (Under 21 singles and men's doubles);
  - (ii) Joshua Stacey, 2 gold medals (Under 18 singles and men's doubles);
  - (iii) Emily Bolton, bronze medal in under 21 singles;
  - (iv) Mathew Leete, bronze medal in under 21 singles; and
  - (v) Joe Clarke also had an excellent weekend.

Congratulations were recorded to all concerned.

- a. **The information was received.**
- b. **The Building 20 project was cancelled and associated decisions were made.**

**43/16 POST INSPECTION ACTION PLAN (PIAP) AND SELF-ASSESSMENT PLAN (SAR)**

The SAR had been circulated separately from the bound set of papers; progress since the Ofsted Inspection and key points for the year were detailed in Section 2 and 3 respectively and the document, supported by comprehensive tabulated data, explained progress against the PIAP. The overall Grade 3 assessment together with the associated findings and reasoning had been

discussed with the Ofsted Link Inspector who had indicated that perhaps that grade was pessimistic; he also intimated that the re-inspection could be timed for early in the Autumn Term. It was also suggested as prudent that a new/revised SAR and Position Statement should be detailed early in September and accordingly that would be done **(Action 8)**. The 13 key points detailed in the paper were then individually discussed, noted and welcomed. The SAR was approved. **(Action 8)**

- a. **The information was received and noted.**
- b. **A revised SAR would be completed early in the next academic year.**

**44/16 FINANCE REPORT AND ENROLMENT**

- a. Management Accounts. The management accounts accurate to 31 January had been considered by the Finance Committee and the minutes had been explained and noted at 41/16. The current situation showed an unfavourable variance of c(£97k) against budget including the provision for FRS 102 (£150k); Income was also unfavourable by c(£144k), Payroll expenditure was positive by c£50k and (again included the FRS 102 provision); non-payroll costs, despite tight controls were just unfavourable by c£4k. The balance sheet was noted. Compliance with Bank covenants was noted however necessary FRS 102 revaluation restatements were currently under discussion with Lloyds Bank.
- b. Pay Rise. The last pay increase for staff had been April 2016 and it was appropriate to consider whether the AoC recommendation for a 1% increase should be implemented. This was a management responsibility, however it was accepted GC practice to seek the Corporation views and the issue was considered in some detail with considerations such as affordability, staff retention and morale having an influence. It was unanimously agreed to accept the AoC recommendation wef 1 April, the Principal would inform staff the following day. **(Action 9)**

- a. **The information was noted and received.**
- b. **A pay increase of would be implemented wef 1 April 2017.**

**45/16 STRATEGIC PLANNING SESSION**

All points from the Strategic Planning Session had been covered earlier in the meeting.

**46/16 GOVERNANCE REGULATORY DOCUMENTS**

The Regulatory Documents had been routinely updated to incorporate personality and minor good practice changes; they had all been circulated with the agenda and were approved for immediate implementation. **(Action 10)**

- a. **The information was received and noted.**
- b. **Regulatory documents were approved.**

**47/16 IMPACT ON STUDENTS**

Several issues affecting students had been discussed, including the cancellation of Building 20, which would not directly affect the present cohort, however the strong financial position and the reassuring PIAP/SAR/Ofsted considerations would impact positively. Uncertainty over future funding however remained of concern.

**48/16 URGENT BUSINESS**

The Chair reminded all that marketing activities would be increased in the run up to the enrolment season.

**49/16 DATE OF NEXT MEETING**

- The next meetings would be:
- a. strategic planning 1800 11 May 2017; and
  - b. Corporation meeting 1800 11 July 2017.

**50/16 ACTIONS**

Action Table		Resp	By
<b>Action 1</b>	41/16a. Wade Rowlett re-appointed wef. 10.03.17 for 4 years.	Clerk	10.03.17

<b>Action 2</b>	41/16. RM documentation approved.	<b>Principal</b>	<b>asap</b>
<b>Action 3</b>	42/16b(i). Bldg 20 project postponed.	<b>LH/PD</b>	<b>asap</b>
<b>Action 4</b>	42/16b(ii). Arrange meeting with professional advisors.	<b>LH/PD</b>	<b>asac</b>
<b>Action 5</b>	42/16b(iii). Optimise treatment of costs in accounts.	<b>PD/NM</b>	<b>asac</b>
<b>Action 6</b>	42/16b(iv). FC specifically to review whole estate.	<b>FC</b>	<b>asap</b>
<b>Action 7</b>	42/16b (v), Staff to be informed of decision am 07.03.26.	<b>LH</b>	<b>07.03.17</b>
<b>Action 8</b>	43/16. SAR approved, to be revised in early September.	<b>PD</b>	<b>asap</b>
<b>Action 9</b>	44/16b. General staff pay rise of 1% approved.	<b>PD</b>	<b>01.04.17</b>
<b>Action 10</b>	46/16. Regulatory Documents approved.	<b>Clerk</b>	<b>asap</b>