

**GRANTHAM COLLEGE  
CORPORATION MEETING**

**Draft Minutes of the Meeting held on 16 October 2017, 18.00  
Corporation Meeting Room, Grantham College**

**Present:**

Mr M Kalabassi	Corporation Chairman / General Member
Mr W Rowlett	Corporation Vice Chairman / General Member
Mr P Cartwright	Staff Member
Mr E De Costa	Student Member
Ms N Flint	Student Member
Mr G Hayton-Hill	General Member
Mrs L Houtby	Chief Executive
Mr D McHugh	General Member
Mrs J Parker	General Member
Mr S Parsons	Staff Member
Mr S Welton	General Member
Mr V Nikiforovs	Student Member

**In Attendance:**

Mr P Deane	Principal
Ms J Cannon	Deputy Principal
Ms C Temprell	Assistant Principal – HR and Student Services
Ms T Scarborough	Director of Quality
Ms L Steptoe	Director of Business Development
Mrs J Taylor-Holmes	Clerk

*Agenda: There were no changes to the agenda.*

1	<p><b>17/101 - Apologies for absence</b></p> <p>Apologies were received from;                  Ms S Dench, General Member                  Ms J Harrison, General Member                  Ms S Macpherson, General Member                  Mr N Manoussakis, General Member</p>	
2	<p>Mr M Kalabassi welcomed the three Student Members, Ms N Flint, studying Hairdressing, Level 1, Mr E De Costa, studying Travel and Tourism, Level 3 and Mr V Nikiforovs, studying Travel and Tourism Level 2.</p>	
3	<p><b>17/102 – Confirmation of eligibility, quorum and declarations of interest</b></p> <p>No notice had been received of any Member becoming ineligible to hold office. The meeting was quorate and there were no declarations of interest in agenda items.</p>	

4	<p><b>17/103 – Election of Chairman</b></p> <p>Mr W Rowlett proposed and Mr S Welton seconded the appointment of Mr M Kalabassi as Chairman of the Corporation for 2017/18.</p>	
5	<p><b>Mr Kalabassi was appointed as Chairman of the Corporation for 2017/18.</b></p>	
6	<p><b>17/104 – Appointment of the Clerk to the Corporation</b></p> <p>Mr Kalabassi presented the paper detailing the process undertaken to select a recommended candidate for the position of Clerk to the Corporation.</p>	
7	<p><b>The Members approved the appointment of Mrs J Taylor-Holmes as Clerk to the Corporation.</b></p>	
8	<p><b>17/105 – Minutes of the previous meetings; 6 March 2017, 11 May 2017 Strategic Planning Session, Emergency Meeting held 21 August 2017</b></p> <p>Mr Kalabassi explained that there were a number of minutes which required approval as the July Corporation meeting was not quorate.</p>	
9	<p>The minutes of the previous meetings were approved as a true and accurate record.</p>	
10	<p>There had been a Search Committee meeting held in advance of the Corporation Meeting, verbal feedback would be provided under agenda item 17/119, no further urgent business was notified.</p>	
11	<p><b>The minutes of the previous meetings; held on 6 March 2017, 11 May 2017 Strategic Planning Session and the Emergency Meeting held on 21 August 2017 were approved as a true and accurate record.</b></p>	
12	<p><b>17/106 – Minutes of Committee and Other Meetings</b></p> <p><b>Standards Committee</b> – Mr S Welton, General Member and Chairman of the Standards Committee explained that the meeting scheduled for 4 October 2017 had been cancelled due to the Ofsted inspection which had been held during week commencing 16 September. Mr Welton explained that the focus of the Committee would now change to respond to the Ofsted inspection findings.</p>	
13	<p>The Ofsted inspection findings would be presented to Members at the Strategic Planning Session on 2 November 2017 following publication of the Ofsted report.</p>	

<p>14</p> <p>15</p> <p>16</p>	<p><b>Audit / Finance Committee</b> – On behalf of Mr N Manoussakis, General Member and Chairman of the Finance Committee, Mr P Deane, Principal explained that there were no major issues arising from either the Audit Committee meeting or the Finance Committee meetings held on 4 July 2017.</p> <p>The next meeting was a joint Audit and Finance Committee meeting and would be held on 20 November 2017, the meeting would consider the draft Annual Report and Accounts. Mr Deane confirmed that there were no issues raised during the external audit of the accounts and the outturn for the year would be in line with the stated position.</p> <p><b>The Members noted the updates from the Committees.</b></p>	
<p>17</p>	<p><b>17/107 - Matters Arising</b></p> <p>All matters arising from the previous meetings were either complete or on the agenda for consideration.</p>	
<p>18</p> <p>19</p> <p>20</p> <p>21</p> <p>22</p> <p>23</p>	<p><b>17/108 – Chief Executive’s Report</b></p> <p>Mrs L Houtby, Chief Executive presented the Chief Executive’s Report.</p> <p>Mrs Houtby explained that staff had worked incredibly hard during the Ofsted inspection and students had been a credit to the College. As a thank you to staff, all staff would be given two additional days leave; time off in lieu for the Saturday worked before the commencement of the inspection and a further day.</p> <p>The Members thanked staff and students for their involvement in and support of the Ofsted inspection.</p> <p>The Members noted that student accommodation was due to be inspected by Ofsted by March 2018.</p> <p>Mrs Houtby explained that the Procurement Officer position advertised as a joint position with Boston and Stamford College would go to re-advertisement. Work is ongoing to continue to develop the relationship including a number of joint competitions for students. The Members supported the consideration of International recruitment as mentioned in the report.</p> <p>Mrs Houtby referenced the developments in Technical Education and the introduction of T-Levels. The main difference is the development of high-quality work</p>	

	placements. Funding from the Treasury is being provided to support the roll out of the reforms.	
24	Mrs Houtby confirmed that the Area Based review had been completed, there had been very few College mergers.	
25	<b>The Members noted the content of the Chief Executive's Report.</b>	
	<b>17/109 – Finance Report and Enrolment Update</b>	
26	Mr Deane provided the Finance Report.	
27	Mr Deane commented that at July 2017 the operating surplus had exceeded budget by approximately £60,000 and the College maintained good financial health.	
28	<b>The Members received the Finance Report.</b>	
29	<b>The Members noted that the Annual Audited Financial Statements would be presented to the Joint Audit and Finance Committee in November 2017 for recommendation for approval at the December Corporation meeting.</b>	
30	Mr Deane provided an electronic presentation update on Enrolment (attached to the file copy of these minutes).	
31	Mr Deane explained that the Enrolment target had been exceeded, this had been particularly pleasing as the Year 11 numbers had reduced so to exceed the target was an achievement. The figures contained within the presentation were cautious as it was still very early in the academic year.	
32	Mr Deane commented that the first full ILR funding return was due at the end of October 2017. Caution was also expressed due to apprenticeship reforms.	
33	Members noted the ESFA (EFA) forecasts within the presentation. In relation to 16-18 year olds, approximately 775 students, 16 above allocation would result in an increase in income of £75,000 in 2018-19.	
34	19+ loan funding was below target, the impact of which would be approximately £64,000 deficit against the targeted position.	
35	Mr Deane explained why there was caution around the SFA / Levy apprentice forecast. The complex position and the caution points were detailed within the presentation. The impact of this being that there was difficulty in computing and calculating the position.	

36	The budget is calculated by reference to pre-Levy, Levy and non-Levy for each age group.	
37	Mr Deane explained that Adult apprentice starts were up 22 on the previous year and 16-18 were up by 7 on the previous year, this was very encouraging.	
38	Mr Deane explained that this would have a positive impact on the forecast however, this was challenging to predict.	
39	Ms L Steptoe, Director of Business Development was continuing to connect with local businesses, the introduction of the Levy system was negatively impacting on some businesses but increases had been seen in other areas. Nationally, apprenticeship starts were down by 61%.	
40	Members noted the presentation notes in relation to the Big Lottery Funded project and that the in year deficit was due to profiling.	
41	In relation to High Needs Funding, this area was showing an increase against forecast, there were three new students which should lead to an increase in funding in 2018/19.	
42	Higher Education funding was approximately £6000 below target and 14-16 school funding also below by approximately £30,000. Tuition fees were on target with residential income above target. The Daybreak programme continues to grow and is forecast above target.	
43	Mr Deane explained that overall the position was showing to be approximately £70,000 below target, however, good financial health was maintained. The position looked healthier in 2018-19. There were further opportunities to grow in some areas.	
44	Mr W Rowlett, General Member commented on the positive position and noted that apprenticeships will be closely monitored. Mr Rowlett congratulated the Senior Management Team on the positive enrolment update.	
45	In response to a question on aged debtors, Mr Deane explained that the level was about the same, there was not a high level of write-off. There were a small number of student debts where complaints had been taken elsewhere, these remained with the Chief Executive during this process.	
46	<b>The Members received the Enrolment Update.</b>	

<b>17/110 – Overview of Safeguarding 2016-17</b>	
47	Ms C Temprell, Assistant Principal – HR and Student Services provided the Overview of Safeguarding Report 2016-17.
48	Ms Temprell explained that all employees have a duty of care to protect, where possible, students from harm. To support this, staff are aware of the Policy they are to follow should they be made aware of a Safeguarding concern. All staff and Corporation Members are required to complete Safeguarding training every three years. All Staff (100%) had completed this training.
49	All staff are DBS checked and staff who work in accommodation are checked every three years.
50	Ms Temprell referred to the induction received by students and explained that this included Prevent and Safeguarding briefings. Ms Temprell explained that students had been able to articulate what they should do if they had a safeguarding concern and Ofsted had made reference to the fact that students felt safe at the College.
51	Safeguarding is reinforced with students in ILP sessions and throughout their time at the College.
52	The Report detailed how safeguarding is promoted through the IT systems and services. Ms Temprell explained that 52 alerts had been investigated during 2016-17.
53	Members noted the number of recorded issues in relation to safeguarding issues.
54	Mr D McHugh, General Member asked whether there was any benchmarking data in this area. Ms Temprell explained that over a number of years, reporting is increasing, this is thought to be due to the increased awareness of staff and students. Nationally Colleges are also reporting an increase in Mental Health issues. The College Mental Health Support Worker had already received 160 referrals. Ms Temprell confirmed that the missing student referenced in the report had been safely found.
55	In relation to the Prevent duty, the College has a duty to review guest speakers, there were a total of 91 guest speakers applications, five were declined.
56	Ms Temprell confirmed that Safeguarding remained a priority, the expanded Safeguarding Team meet on a regular basis and the addition of the Mental Health Support Worker has had a positive impact on the specialist support available to students.

57	Mr S Parsons, Staff Member asked about the vulnerability of the College campus. Mrs Houtby explained that the Senior Leadership Team had discussed the security of the site with the Police and what plans should be in place in the event of an incident. There was CCTV on site and there was a Policy to ensure that staff and students wear lanyards. Compliance was improving. It was currently felt that the plans in place were sufficient, however, this would be routinely considered.	
58	<b>The Members noted the content of the Report.</b>	
<b>17/111 – Monitoring of Bullying Incidents</b>		
59	Ms Temprell explained that this Report had been deferred from the July Corporation Meeting which was not quorate.	
60	The Report detailed the College response to bullying incidents, a description of bullying incidents in 2016-17 and the action taken and information on how CCSS supports the reporting of incidents. Information was also provided on how disciplinary action is tracked at the College.	
61	Ms Temprell explained that this report was required by Ofsted.	
62	The Report concluded that the College was a safe College and that although bullying incidents do occur, these were appropriately managed.	
63	<b>The Members noted the content of the Report.</b>	
<b>17/112 – Sub-Contracting Report 2016/17 and 2017/18</b>		
64	Ms Steptoe presented the Sub-Contracting Report for 2016/17. Ms Steptoe explained that, in line with the strategy there were no sub-contracting arrangements in place in 2016/17.	
65	Ms Steptoe referred to the Building Better Opportunities contract funded by the Big Lottery and ESF and described the arrangements in place to deliver the contract. It was noted that the College would receive 31% of the contract costs, an increase from the original 25% planned.	
66	Ms Steptoe explained that it was intended that the strategy remained the same during 2017/18 with the exception of a delivery arrangement under a Service Level Agreement in respect of plumbing courses with Stamford College. This was currently being developed.	

67	<b>The Members noted the content of the Report.</b>	
	<p data-bbox="276 208 1058 241"><b>17/113 – Equality and Diversity Annual Report</b></p> <p data-bbox="276 280 1169 421">68 Mrs J Cannon, Deputy Principal and Ms Temprell presented the Equality and Diversity Annual Report. This had been deferred from the July Corporation Meeting which was not quorate.</p> <p data-bbox="276 459 1169 600">69 Ms Temprell explained that Induction training included Equality and Diversity training and this was delivered during the first week for new staff. Staff had to undergo refresher training every three years.</p> <p data-bbox="276 638 1169 734">70 Ms Temprell commented that the Public Sector Gender Pay Report was due in March 2018. The output from the Report would be shared when available.</p> <p data-bbox="276 772 1169 891">71 The Members noted the increase in recruitment of employees from ethnic minority backgrounds and that 2/3rds of the workforce was female.</p> <p data-bbox="276 929 1169 1137">72 Members discussed the challenges of recruiting to some areas such as Engineering and Automotive. The challenge of ensuring that staff skills remain up to date with sector changes was also discussed. Mr Hayton-Hill, General Member suggested work experience in industry as continuing professional development could support this.</p> <p data-bbox="276 1176 1169 1249">73 The two most common declared disabilities in the workforce were dyslexia and asthma.</p> <p data-bbox="276 1288 1169 1429">74 Ms Temprell explained that the College had been proactive in approaching Companies with staff who had the skills and knowledge to support areas where recruitment was challenging.</p> <p data-bbox="276 1467 1169 1630">75 Ms Cannon explained that the Equality and Diversity Annual Report was publicly available. This provides a detailed breakdown of information relating to staff and students. The Report also shares stories of a selection of events which had taken place in the College.</p> <p data-bbox="276 1668 1169 1809">76 The Report concluded that there are very few gaps in achievement, a small 6% variation can be seen in relation to students entitled to free school meals. This is representative of the position Nationally.</p> <p data-bbox="276 1848 1169 1989">77 This would be further considered. In addition, work was ongoing to ensure that students with disabilities in mainstream provision are well supported and make good progress.</p>	

78	Mr S Welton, General Member commented on the positive Report stating that it showcased the work of the College in this area well.	
79	<b>The Members noted the content of the Report.</b>	
	<b>17/114 – Strategic Plan Targets 2016/17 Progress Review</b>	
80	Mrs Houtby presented the progress against the Strategic Plan targets as at July.	
81	Mrs Houtby explained that progress had been good in all areas.	
82	Mrs Houtby explained that the new format of Corporation papers referenced the Strategic Targets, authors of the papers were asked to indicate which Strategic Plan target the report related.	
83	<b>Members noted progress and confirmed these are indicators to 2018 i.e. the life of the current Strategic Plan 2016-2018.</b>	
84	<b>Members noted that an update on progress against the Strategic Plan will be provided in December 2017.</b>	
	<b>17/115 – HR Update</b>	
85	Ms Temprell presented the HR Update.	
86	Ms Temprell explained that following a challenging period within the HR team, there was now stability within the team. The Report referenced changes within the team.	
87	In relation to sickness absence, Ms Temprell explained that this was slightly increased on the figures last year and slightly above the sector average; 3.68%. Ms Temprell commented that there was a re-focus on management of sickness absence which had already resulted in a number of staff on long term sickness absence returning to work or leaving.	
88	Mr McHugh asked for the costs associated with sickness absence. It was agreed that this would be brought to the next Corporation meeting.	<b>Action: Ms Temprell December 2017</b>
89	The update provided information on redundancies due to a requirement to reduce staffing costs and a reduction in student numbers with the closure of A Levels and Plumbing. Ms Temprell confirmed that there had been 8 voluntary redundancies and 7 compulsory redundancies.	

90	Members discussed the level of staff turnover, this was 18.5%, slightly above the sector average of 18.2%. The main reason stated for leaving was change of career, personal circumstances and retirement. Ms Temprell confirmed that redundancies were not included within the turnover figures.	
91	Ms Temprell referenced recruitment, explaining that the most difficult areas to recruit to in the College are Engineering, Automotive and Construction. Maths is stated as an area difficult to recruit to Nationally, however, this was not a problem at the College.	
92	Mrs Houtby commented that there is funding available from EMFEC to support colleges in areas where recruitment is challenging including broader advertising costs and the costs of teacher training.	
93	Members discussed the challenges of recruitment, how the roles can compete with industry in salary terms and how appraisals and development can encourage Staff and support retention.	
94	Mrs J Parker, General Member commented on how the use of 'LinkedIn' had been an efficient online tool to support recruitment of good candidates and had been a cost saving.	
95	<b>The Members noted the content of the Report.</b>	
	<b>17/116 – Code of Conduct</b>	
96	Mrs J Taylor-Holmes, Clerk, provided an updated Code of Conduct for Members to sign.	
97	<b>Members approved the Code of Conduct and indicated their commitment to the Code by signing the declaration at page 16 of the paper and returning the signed declaration to the Clerk.</b>	
98	<b>Members noted that new Members would be asked to sign the declaration on appointment and the Code of Conduct would be approved annually in October.</b>	
	<b>17/117 – Schedule of Meetings 2017-18</b>	
99	Mrs Taylor-Holmes provided the draft Schedule of Meetings for 2017-18.	
100	It was agreed that the days on which the Corporation meetings were held would be rotated to encourage attendance.	

101	The timing of Audit Committee meetings would be considered to ensure that this was suitable. This would be discussed further with Audit Committee members.	<b>Action: Mrs Taylor-Holmes December 2017</b>
102	A further draft of the Schedule of Meetings would be brought to the next Corporation Meeting for consideration.	<b>Action: Mrs Taylor-Holmes December 2017</b>
103	<b>Members noted the Schedule of Meetings.</b>	
	<b>17/118 Impact on Students of Items Discussed / Agreed</b>	
104	There were many areas of Report and discussion which impacted on students. Of particular note were the discussions around supporting students with mental health issues, ensuring staff were kept up to date and knowledge was current and recruitment of staff in specific areas.	
	<b>17/119 Urgent Business / Any other Business</b>	
105	Mr Kalabassi explained that there had been a Search Committee meeting on 16 October 2017, Mr W Rowlett had tendered his resignation and would be stepping down as General Corporation Member and Vice Chairman in December 2017.	
106	The Committee had discussed a plan for recruitment of new General Members, including a presentation at Grantham Business Club and approaches to a number of identified individuals.	
107	There were also a number of Committee vacancies.	
108	It was noted that Mrs Taylor-Holmes would send an email to all Corporation Members asking them to consider the Committee vacancies and also whether there were any suitable recommended candidates to join the Corporation.	<b>Action: Mrs Taylor-Holmes December 2017</b>
109	There being no further business the meeting closed.	

**Date of next Meeting:**

Monday 18 December 2017, 18.00.

Signed as a true and accurate record

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 Chairman

Date

## Action Table

Agenda Item	Description	By whom	By when
<b>17/115 - HR Update</b>	Mr McHugh asked for the costs associated with sickness absence. It was agreed that this would be brought to the next Corporation meeting.	Ms Temprell	December 2017
<b>17/117 - Schedule of Meetings 2017-18</b>	The timing of Audit Committee meetings would be considered to ensure that this was suitable. This would be discussed further with Audit Committee members.	Mrs Taylor-Holmes	December 2017
<b>17/117 - Schedule of Meetings 2017-18</b>	A further draft of the Schedule of Meetings would be brought to the next Corporation Meeting for consideration.	Mrs Taylor-Holmes	December 2017
<b>17/119 Urgent Business / Any other Business</b>	It was noted that Mrs Taylor-Holmes would send an email to all Corporation Members asking them to consider the Committee vacancies and also whether there were any suitable recommended candidates to join the Corporation.	Mrs Taylor-Holmes	December 2017