

**GRANTHAM COLLEGE
CORPORATION MEETING**

**Minutes of the Meeting held on 18 December 2017, 18.00
Corporation Meeting Room, Grantham College**

Present:

Mr M Kalbassi	Corporation Chair / General Member
Mr W Rowlett	Corporation Vice Chair / General Member
Mr G Brewis	General Member – appointed at item 17/130
Mr P Cartwright	Staff Member
Mr E De Costa	Student Member
Ms S Dench	General Member
Mr G Hayton-Hill	General Member
Mrs L Houtby	Chief Executive
Mr I Hyland	General Member – appointed at item 17/130
Mr N Manoussakis	General Member
Mr S Parsons	Staff Member
Mr B Slater	General Member – appointed at item 17/130
Mr S Welton	General Member

In Attendance:

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.

17/126 - Apologies for absence	
1	Apologies were received from; Ms N Flint, Student Member Mrs J Harrison, General Member Mrs S Macpherson, General Member Mr S Parsons, Staff Member Mr V Nikiforovs, Student Member
2	Apologies were also received from Mr P Deane, Principal
3	Mr M Kalbassi, Chairman congratulated Mr E De Costa on his appointment as President of Grantham College Student Union.
17/127 – Confirmation of eligibility, quorum and declarations of interest	
4	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.

5	<p>17/128 – Election of Vice Chairman</p> <p>The Chair thanked Wade Rowlett for his significant contribution and commitment to the role of Governor and more latterly as Vice Chair on behalf of the College and Corporation colleagues.</p>	
6	<p>Mr S Welton was appointed as Vice Chair of the Corporation for 2017/18.</p>	
	<p>17/129 – Minutes of the previous meetings; 16 October 2017, 2 November 2017 and Strategic Planning Session; 2 November 2017</p>	
7	<p>The minutes of the previous meetings were approved as a true and accurate record.</p>	
8	<p>The minutes of the previous meetings; held on 16 October 2017, 2 November 2017 and Strategic Planning Session; 2 November 2017 were approved as a true and accurate record.</p>	
	<p>17/130 – Minutes of Committee and Other Meetings</p>	
9	<p>Joint Audit and Finance Committee – 20 November 2017 – Mr N Manoussakis, General Member and Chair of the Finance Committee explained that the external financial audit of the year end had gone very well; there were no issues raised during the audit of the accounts and the outturn for the year was in line with the stated position. The Committee members had thanked College Management and the Finance Team for contributing to the audit process. The Reports were on the agenda for adoption.</p>	
10	<p>Standards Committee – 29 November 2017 – Mr S Welton, General Member and Chair of the Standards Committee explained that there had been a presentation by Peter Roberts who provided an area update on Animal Care, Automotive, Construction, Catering and Public Services and on progress in the areas and intensive intervention. Mr Welton also referenced the work done by the Senior Leadership Team to strengthen accountability and how this was seen to be an important cultural shift within the College.</p>	
11	<p>Mr Welton explained that the Committee had received the Quality Improvement Plan (QIP) and information on lesson observations and how the observations focus on areas of improvement and progress of learning.</p>	
12	<p>The Committee also received an update on pre-inspection preparations for the student accommodation inspection by</p>	

<p>13</p> <p>14</p> <p>15</p> <p>16</p> <p>17</p> <p>18</p> <p>19</p> <p>20</p> <p>21</p> <p>22</p>	<p>Ofsted which was due by March 2018, noting that all actions were complete.</p> <p>Search Committee – held remotely – Mr Kalbassi explained that following the last Corporation meeting, a series of actions had been taken to recruit new Corporation members. Mr Kalbassi introduced Mr George Brewis, Mr Ian Hyland and Mr Ben Slater.</p> <p>Mr Brewis, Mr Hyland and Mr Slater left the meeting.</p> <p>Mr Kalbassi explained that all three candidates had submitted an application form and these had been reviewed by members of the Search Committee. The Search Committee unanimously recommended all three candidates for appointment as General Members for a term of four years subject to satisfactory references and DBS check.</p> <p>Mr Kalbassi explained that all candidates had relevant skills and experience to support to Corporation.</p> <p>In addition, Mr Kalbassi explained that Mrs Thea Hood was recommended to be appointed as a lay member to the Audit Committee.</p> <p>The members approved the appointment of Mr Brewis, Mr Hyland and Mr Slater to the Corporation as General Members for a term of four years subject to satisfactory references and DBS check.</p> <p>The members approved the appointment of Mrs Hood as lay member to the Audit Committee.</p> <p>It was agreed that Mrs Jane Taylor-Holmes, Clerk to the Corporation would progress the appointments.</p> <p>Mr Brewis, Mr Hyland and Mr Slater re-joined the meeting.</p> <p>The Members noted the updates from the Committees.</p>	<p>Action: Mrs Taylor-Holmes March 2018</p>
<p>23</p> <p>24</p>	<p>17/131 - Matters Arising</p> <p>In response to the action arising from item 17/115 – HR Update, Mrs C Temprell, Assistant Principal – HR and Student Services explained that annual costs associated with sickness absence were £203,000 out of a total payroll cost of £6.9million. Mrs Temprell explained that this was lower than in the previous year and outlined the steps taken to support the management of sickness absence.</p> <p>All matters arising from the previous meetings were either</p>	

	complete or on the agenda for consideration.	
	17/132 – Chief Executive’s Report	
25	Mrs L Houtby, Chief Executive presented the Chief Executive’s Report.	
26	Mrs Houtby commented on the Autumn budget and the financial impact of the increase in the living wage.	
27	Mrs Houtby explained that although she was unable to attend the South Lincolnshire Colleges Collaboration meeting on 6 December 2017 she was able to provide an update. A new Chair of Governors had been appointed at Boston College and a new Principal at Stamford College. Opportunities continued to be explored to work jointly together to save money. The joint procurement post was being re-advertised.	
28	Joint student competitions had doubled in number from the previous year and discussions were underway regarding joint CPD, training and learning initiatives as all Colleges were now Ofsted rated good.	
29	Support had been provided to a bid with the University of Lincoln regarding engineering, an update would be provided in due course.	
30	In relation to alternative provision, Mrs Houtby explained that a consultation was underway about Springwell, part of the Wellspring Trust developing 62 alternative provision places for 5 to 16 year olds.	
31	Mrs S Dench, General Member explained that she understood this was not new provision and there was no extra capacity proposed. This was in relation to improving facilities with the Wellspring Trust having the funding to do this.	
32	Mrs Houtby explained that there had been many charitable events held and the pantomime had been a success. This was the end of a good term.	
33	Mrs Houtby explained that the Chair of EMFEC had arranged a Parliamentary reception at the House of Lords in early January 2018. This was an excellent opportunity to network and celebrate the work of Colleges. The event would be hosted by The Baroness Burt of Solihull. The College had been allocated four places. It was agreed that Mrs Taylor-Holmes would circulate details to all Governors.	Action: Mrs Taylor- Holmes December 2017
34	The Members noted the content of the Chief Executive’s Report.	

	<p>17/133 – Finance Report</p> <p>35 Mr Manoussakis provided the Finance Report.</p> <p>36 Mr Manoussakis explained that this was the position at the end of October 2017 and had been presented to the Joint Audit and Finance Committee meeting on 20 November 2017.</p> <p>37 Committee members had reviewed the key variances and had considered the decrease in student numbers in the 16-18-year-old category. Mr Kalbassi asked about capacity in schools and student numbers. Mrs Dench explained that there had been a dip in student numbers however, numbers were now rising and it was anticipated that the population would increase in 2020.</p> <p>38 It was noted that despite the challenges with the apprenticeship levy delivery was planned above budget in both the 16-18-year-old category and the 19+ age group.</p> <p>39 Mrs Houtby referred to the potential additional 41 students with Anglican water. Consideration was being given to accommodation and the age of the students / type of accommodation required to progress this further. An update would be provided in due course.</p> <p>40 The high needs provision income had increased.</p> <p>41 Mrs Houtby commented on the challenges in recruiting to mechanical and electrical engineering lecturing posts. It was noted that there was a shortage in industry and nationally within Colleges. The College was liaising with local businesses to explore opportunities in this area.</p> <p>42 The Members received the Finance Report.</p>	
	<p>17/134 – Audited Financial Statement for Year Ending 31 July 2017</p> <p>43 Members received the Audited Financial Statement for Year Ending 31 July 2017;</p> <ul style="list-style-type: none"> a. Audit Completion Document Year Ended 31 July 2017 b. Letter of Representation c. Draft Audited Financial Statements <p>44 Mr Manoussakis confirmed that these were recommended for approval by the Joint Audit and Finance Committee.</p> <p>45 Members noted the content of the Audit Completion Document Year Ended 31 July 2017 and approved the</p>	

46	<p>Letter of Representation and the Draft Audited Financial Statements for signature.</p> <p>It was agreed that Mrs Houtby and Mr Kalbassi would sign the Letter of Representation and the Draft Audited Financial Statements.</p>	<p>Action: Mrs Houtby and Mr Kalbassi December 2017</p>
47	<p>17/135 Audit Committee Issues</p> <p>Management Letter</p> <p>Members reviewed the Management Letter from the External Auditors. It was noted that this letter had been considered by the Joint Audit and Finance Committee on the 20 November 2017.</p> <p>Annual Report to the Corporation</p> <p>Members reviewed the Audit Committee Annual Report which detailed the activities of the Audit Committee during academic year 2016/2017. It was noted that this was the 20th annual report presented to the Corporation. Appended to the Audit Committee Annual Report was also the Risk Management Annual Report 2016/17 and a number of attachments including the Risk Register.</p> <p>Mrs Houtby commented on a recent power outage which had led to a closure of the College. Risks around business continuity were being reviewed.</p> <p>An area of focus for the College into 2018 was the impact of the new General Data Protection Rules (GDPR) which were due to come into force in May 2018. This would remain an area of focus for the College and concerned information relating to students, staff and stakeholders. The new provisions allow for significant fines for non-compliance. An update report would be provided to the March Corporation meeting.</p> <p>Mr Welton asked for further information regarding the Staff Survey. Mrs Houtby confirmed that this would be sent out to all staff in early 2018.</p> <p>The Members approved the Management Letter and the Audit Committee Annual Report.</p>	<p>Action: Mrs Temprell March 2018</p>
53	<p>17/136 – Health and Safety Annual Report</p> <p>Mrs Houtby presented the Health and Safety Annual Report. Mrs Houtby explained that the report had been authored by Mr John McGrath, Health and Safety Advisor.</p>	
54	<p>Members considered the content of the Report and in</p>	

<p>55</p> <p>56</p> <p>57</p> <p>58</p> <p>59</p> <p>60</p>	<p>particular; noted the governance arrangements in place in relation to Health and Safety and the results of the Student survey.</p> <p>Mr Kalbassi asked about the specific plans and procedures in place in different departments. Mrs Houtby explained that there are a number of different health and safety issues prevalent in different areas and a variable approach is taken tailored to the needs of each department. Vigorous audits are undertaken to ensure that adequate controls are in place to address concerns.</p> <p>In relation to accidents, Mrs Houtby confirmed that there were a number of medical accidents which were due to a small number of students who required additional support.</p> <p>Mrs Houtby explained that there had been a change in the payment structure for staff attending first aid incidents. This was to make the system fairer.</p> <p>The Members noted the positive assessment of the Fire Management Strategy.</p> <p>The Members also noted updates to relevant Health and Safety legislation.</p> <p>The Members noted the content of the Report.</p>	
<p>61</p> <p>62</p> <p>63</p> <p>64</p> <p>65</p>	<p>17/137 – Strategic Plan Targets 2016/17 Final Progress Review</p> <p>Mrs Houtby presented the progress against the Strategic Plan targets as at December 2017.</p> <p>Mrs Houtby explained that progress had been good in all areas, the report provided exception reporting and Members noted that targets that were not met would roll forward in to 2017/18.</p> <p>In relation to Strategic Priority 1 – Mrs Houtby explained that the attendance targets set were stringent and although not met, Ofsted were happy with improvements and retention rates.</p> <p>In relation to Strategic Priority 2 – Mrs Houtby explained that the outcomes for those in receipt of ‘free school meals’ and looked after children were lower than their peers. The gap was narrow however, this would remain an area of focus.</p> <p>In relation to Strategic Priority 3 – Mrs Houtby explained that Mrs Cannon would work with teams and stakeholders in the New Year to continue to develop an interesting and</p>	

	relevant curriculum.	
66	Members noted the final review against strategic plan targets 2016/17.	
67	Members noted that a refresh of the Strategic Plan would take place in May 2018.	
	17/138 – Schedule of Meetings 2017-18	
68	Mrs Taylor-Holmes provided the draft Schedule of Meetings for 2017-18.	
69	It was agreed that Mrs Taylor-Holmes would circulate the Schedule of Meetings to all members.	Action: Mrs Taylor-Holmes March 2018
70	Members noted the Schedule of Meetings.	
	17/139 Impact on Students of Items Discussed / Agreed	
71	There were many areas of Report and discussion which impacted on students. Of particular note was the discussion of the risk around the implementation of the GDPR and how the rules impact on student information. Further was the consideration and discussion around the Health and Safety Annual Report.	
	17/140 Urgent Business / Any other Business	
72	There being no further business the meeting closed.	

Date of next Meeting:

Tuesday 6 March 2018, 18.00.

Signed as a true and accurate record

Chairman

Date

Action Table

Agenda Item	Description	By whom	By when
17/130 – Minutes of Committee and Other Meetings	It was agreed that Mrs Jane Taylor-Holmes, Clerk to the Corporation would progress the appointments.	Mrs Taylor-Holmes	March 2018

17/132 – Chief Executive’s Report	It was agreed that Mrs Taylor-Holmes would circulate details of the EMFEC Parliamentary reception at the House of Lords to all Governors.	Mrs Taylor-Holmes	December 2017
17/134 – Audited Financial Statement for Year Ending 31 July 2017	It was agreed that Mrs Houtby and Mr Kalbassi would sign the Letter of Representation and the Draft Audited Financial Statements.	Mrs Houtby and Mr Kalbassi	December 2017
17/135 Audit Committee Issues	An update on the GDPR would be presented to the March Corporation meeting.	Mrs Temprell	March 2018
17/138 – Schedule of Meetings 2017-18	It was agreed that Mrs Taylor-Holmes would circulate the Schedule of Meetings to all members.	Mrs Taylor-Holmes	March 2018