

**GRANTHAM COLLEGE  
CORPORATION MEETING**

**Minutes of the Meeting held on 6 March 2018, 18.00  
Corporation Meeting Room, Grantham College**

Present:

Mr M Kalbassi	Corporation Chair / General Member
Mr S Welton	Corporation Vice Chair / General Member
Mr G Brewis	General Member
Mr P Cartwright	Staff Member
Ms S Dench	General Member
Ms N Flint	Student Member
Mr G Hayton-Hill	General Member
Mrs L Houtby	Chief Executive
Mr I Hyland	General Member
Mrs S Macpherson	General Member
Mr S Parsons	Staff Member
Mr V Nikiforovs	Student Member

In Attendance:

Mr P Deane	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	<b>18/101 - Apologies for absence</b>  Apologies were received from; Mr E De Costa, Student Member Mr N Manoussakis, General Member	
2	<b>18/102 – Confirmation of eligibility, quorum and declarations of interest</b>  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.	
3	<b>18/103 – Register of interests</b>  Governors received the Register of Interests.	
4	Governors noted the requirement to inform the Clerk of any changes to the Register of Interest and inform the Clerk of any new interests.	

5	Governors noted that the Register of Interests would be considered annually at the Spring Corporation meeting.	
	<b>18/104 – Minutes of the previous meetings; 18 December 2017, 8 February 2018 (General Corporation Members only) and Strategic Planning Session; 8 February 2018</b>	
6	The minutes of the previous meetings were approved as a true and accurate record.	
7	<b>The minutes of the previous meetings; held on 18 December 2017, 8 February 2018 (General Corporation Members only) and Strategic Planning Session; 8 February 2018 were approved as a true and accurate record.</b>	
	<b>18/105 – Minutes of Committee and Other Meetings</b>	
8	<b>Audit Committee – TBA</b> – it was noted that the Audit Committee meeting scheduled for 28 February 2018 had been cancelled due to the weather, this had been rescheduled and would now be held on 21 March 2018	
9	<b>Finance Committee – 6 March 2018</b> – Mr P Deane, Principal explained that the Finance Committee meeting scheduled for 28 February 2018 had been cancelled and had been held on 6 March 2018.	
10	Mr Deane provided a summary of the matters that had been discussed.	
11	A number of actions were agreed and reported to the Board, as above, these have been removed from these minutes due to the confidential nature of the business discussed.	
12	The Board approved the recommendations and requested that the Finance Committee progress the actions. It was agreed that an update would be provided to the next meeting.	<b>Action: Finance Committee July 2018</b>
13	Mr S Welton, Chair of the Standards Committee and General Member explained that the next Standards Committee meeting would be held on the 28 March, all members were encouraged to attend.	
14	<b>Governors noted the updates from the Committees.</b>	
	<b>18/106 - Matters Arising</b>	
15	Mr M Kalbassi, Chair, explained that a resignation had been	

16	<p>received from Mrs J Harrison due to family reasons. The Search Committee would meet in the coming weeks to consider the skills required to fill the vacancy on the Corporation Board. Additionally, the Search Committee would consider the succession plan around the Chairmanship. Mr Kalbassi explained that it was his intention to step down as Chair the end of his tenure.</p> <p>All matters arising from the previous meetings were either complete or on the agenda for consideration.</p>	
17	<p><b>18/107 – Chief Executive’s Report</b></p> <p>Mrs L Houtby, Chief Executive presented the Chief Executive’s Report.</p>	
18	<p>Mrs Houtby commented on the Teaching, Learning and Governance in FE research carried out by the Department of Education. Governors noted the key findings of the research as summarised in the Report.</p>	
19	<p>Governors considered how the findings reflected the position at Grantham College, noting in particular, the issue regarding recruitment in areas such as engineering and aspects of construction, the challenge with regard to attracting and retaining staff in Maths and English provision. Mrs Houtby referred to the work being done to collaborate with Boston and Stamford Colleges in teaching and learning.</p>	
20	<p>Governors noted the findings in the research regarding leadership and the need to have a Governing Body with a mix of skills, knowledge and experience. It was noted that the Clerk to the Corporation was independent position.</p>	
21	<p>In relation to the FE Commissioners Annual Report 2016-17, Governors considered the need for Colleges to consider curriculum viability and the importance of maintaining good financial health.</p>	
22	<p>Institute of Technology (IoT): Mr Deane explained that he had attended a meeting with the University of Lincoln to consider the concept. The involvement of a University was a mandatory requirement to LEP (Local Enterprise Partnership) approval. This was now focused on Level 4/5 provision and would include eight FE Colleges.</p>	
23	<p>Mr Deane explained that a bid for £15m capital funding had been submitted. Across the country there was significant capacity building ongoing to grow capacity to deliver skills in engineering, manufacturing and digital skills. Mr Deane confirmed the College growth in engineering particularly in</p>	

<p>24</p> <p>25</p> <p>26</p> <p>27</p>	<p>regard to the work being undertaken with Anglican Water apprentices.</p> <p>The University of Lincoln was involved as Research lead however, the provision at level 6 and above was yet to be discussed.</p> <p>In relation to timescales, the decision as to whether the bid would progress to Stage 2 was due in June, if so, a more detailing bid would be required. With the plan to commence work from October 2018 onwards. An update would be provided at the next meeting.</p> <p>Mr Kalbassi explained that he was meeting South Kesteven District Council to confirm the College's commitment to the development and improvement of the centre of Grantham.</p> <p><b>Governors noted the content of the Chief Executive's Report.</b></p>	<p><b>Action: Mr P Deane July 2018</b></p>
<p>28</p> <p>29</p> <p>30</p> <p>31</p> <p>32</p> <p>33</p> <p>35</p>	<p><b>18/108 – Finance Report</b></p> <p>On behalf of Mr N Manoussakis, Chair of the Finance Committee, Mr P Deane provided the Finance Report.</p> <p>Mr Deane explained that this was the position at the end of January 2018 and had been presented to the Finance Committee meeting earlier in the day.</p> <p>Committee members had considered the current operating deficit of £290,000, noting that £121,000 was restructuring and payment in lieu of notice payments, which were one off payments.</p> <p>Committee members had noted the current 1% EBITDA figure.</p> <p>Mr Deane explained that the College was maintaining a good financial health rating as graded by ESFA. Mr Deane explained that although the College was forecast to maintain a good financial health rating this was very close to becoming a satisfactory rating (£5,000 to £10,000 increase in deficit).</p> <p>Mr Deane explained that it was extremely important for the College to maintain a good rating as a satisfactory rating may result in increased intervention by the ESFA and the FE Commissioner. The intervention may result in a two day visit from the FE Commissioner and a full review of the financial sustainability of the College.</p> <p>Mr Deane explained how the rating was formulated and</p>	

	referred Governors to section 4.1 of the report. Mr Deane explained that any score of 0 would result in a satisfactory rating and that this was close in the sector EBITDA as a % of income.	
36	Mr Deane explained that there were measures in place to try and avoid a reduction to the rating including the requirement for Mr Deane or Mrs Houtby to sign off all expenditure in advance of this being committed. Consideration was being given to the needs to the College when a member of Staff left the College to ensure that this was managed appropriately.	
37	Mr Deane confirmed that the College was moving positively to a position where expenditure would be lower than income and it was forecast that this would be the position in 2018/19.	
38	The income for next year would be improved due to the College exceeding allocation in 16-18 year olds which would result in approximately £80,000 extra income. Additional income of approximately £30,000 was expected in relation to high needs students. In addition there had been growth in apprenticeships.	
39	Income from the BBP project had been slower than anticipated however, it was anticipated that the income would be received.	
40	Mr Deane explained that there were a number of pressures and additional expenditure forecast in year including an increase in contribution to pensions (£37,000) and a fee for registration with the Office for Students (£25,000).	
41	Mr Deane confirmed that work was ongoing to produce a prudent budget for 2018/19.	
42	Mr Deane agreed to circulate slides from the AoC conference to Governors confirming the National position and the challenges placed by the sector.	
43	<b>The Members received the Finance Report.</b>	<b>Action: Mr P Deane July 2018</b>
	<b>18/109 – Getting ready for General Data Protection Regulation - GDPR</b>	
44	Mrs C Temprell presented the report on the introduction of the General Data Protection Regulation.	
45	Governors noted that the new GDPR was due to come into force on 25 May 2018 and placed increased obligations on	

	all businesses in relation to data protection.	
45	Mrs Temprell explained some of the actions that were already in place or were being taken to ensure compliance with GDPR including; steps to ensure that all staff and student information is kept safe and secure, lockable cabinets in all classrooms, a clear desk policy, encryption of USB and portable devices.	
46	Revised privacy notices were being drafted and a review to assess and ensure that third parties were compliant with GDPR was underway.	
47	All staff would be required to complete an online education programme in advance of the implementation date and awareness was being raised about GDPR.	
48	Mrs Temprell confirmed that the College response to GDPR would be reviewed by Internal Audit.	
49	Mrs Temprell also explained that work was ongoing to build capacity and knowledge to respond to an expected rise in data protection and freedom of information requests as individuals become more aware of their rights under GDPR.	
50	Mrs Temprell assured Governors that there was a comprehensive action plan in place to ensure that the College would be compliant on implementation of the GDPR.	
51	<b>Governors noted the content of the Report, confirmed awareness of GDPR and the need to ensure personal data is kept in a secure and confidential way.</b>	
	<b>18/110 Ofsted Accommodation Inspection</b>	
52	Mrs Temprell provided a verbal update following the Ofsted Accommodation inspection which had taken place at the end of January 2018.	
53	Mrs Temprell explained that the report had now been published on the Ofsted website and confirmed that a rating of Grade 3 'requires improvement' had been received.	
54	Mrs Temprell explained that the inspection had taken place over two and a half days and had been a good learning experience for the Accommodation staff, particularly the newly appointed Manager.	
55	Whilst some positive practices were referenced in the	

<p>56</p> <p>57</p> <p>58</p> <p>59</p> <p>60</p> <p>61</p> <p>62</p> <p>63</p>	<p>Report, Ofsted were not concerned with the improvement action taken following the previous inspection.</p> <p>Some of the positive comments within the report highlighted as part of the Inspection included; staff attitude, safeguarding was seen as a high priority, the robust vetting process for staff, up to date policies and procedures, surveys of students and staff, support from Governors and the range of activities provided.</p> <p>The areas identified for improvement included; the apparent lack of support from staff following appraisal including the lack of regular reviews (Ofsted did not accept team meetings as a process of regular review, recommending one to one meetings), the students brought up issues which staff were not aware of, apparent lack of some equipment and social opportunities, particularly a social area, leaf litter in the fire exit and a rusty microwave.</p> <p>Mrs Temprell explained that a number of actions had been implemented immediately to address concerns, Ofsted would conduct a monitoring visit in July 2018 and the full post inspection action plan would be reviewed by the Standards Committee on 28 March 2018.</p> <p>Action already taken included; the review of the electronic log book, the implementation of one to one supervision meetings, encouraging students to voice their concerns and providing more opportunities for this, including the inclusion of specific accommodation questions in relation to accommodation and new equipment had been purchased and installed where needed.</p> <p>Consideration was being given to the development of a social area along with any safeguarding implications of the age and demographic of students.</p> <p>Mrs Temprell explained that accommodation provision at other Colleges would be reviewed and some further investment to replace damaged equipment was needed (giving additional consideration to processes in place when equipment was damaged by students).</p> <p>It was agreed that the Standards Committee would consider the need to appoint a Link Governor specifically for accommodation, a role description (including time commitment and expectations) would be drafted for consideration at the meeting and volunteers sought.</p> <p>Mr V Nikiforovs, Student member commented on the improvements made regarding student engagement and</p>	<p><b>Action: Standards Committee March 2018</b></p> <p><b>Action: Standards Committee March 2018</b></p>
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	the student voice.	
64	Consideration would also be given at a future meeting to other Link Governor roles such as safeguarding.	
65	<b>Governors noted the content of the verbal report regarding the Ofsted Accommodation inspection.</b>	<b>Action: Governors July 2018</b>
	<b>18/111 – Governance / Regulatory Documents Review</b>	
66	Mrs Jane Taylor-Holmes, Clerk presented the Governance / Regulatory Documents review paper.	
67	Governors considered the current Terms and Reference for the Search and Remuneration Committees and the rationale for change.	
68	<b>Governors accepted the recommended changes to the Terms of Reference for the Search and Remuneration Committee, to be implemented with immediate effect, noting that these would be further considered by the newly formed Governance, Remuneration and Search Committee.</b>	
69	<b>Governors noted that further recommended changes would be brought to the July Corporation meeting following review by the new Governance, Remuneration and Search Committee.</b>	
70	In relation to changes to the Charity Commission rules on automatic disqualification, Governors and Senior Managers noted the briefing and considered the relevance to them of the additional offences contained within the table of automatic disqualification.	
71	<b>It was agreed that Governors and senior managers would report any instances of automatic disqualification immediately to the Clerk.</b>	
72	<b>It was further agreed that any questions on the guidance, table of automatic disqualification or applicability are directed to the Clerk in the first instance.</b>	
	<b>18/112 Impact on Students of Items Discussed / Agreed</b>	

73	There were many areas of report and discussion which impacted on students. Of particular note was the discussion of the impact of the implementation of the GDPR and how student information is managed. Further was the consideration and discussion around the Ofsted Accommodation Inspection Report. The general financial stability of the College was also an issue of importance.	
<b>18/113 Urgent Business / Any other Business</b>		
74	All staff and student members left the meeting.	
75	Mr M Kalbassi, Chairman of the Corporation explained that following the emergency meeting on 8 February 2018, a meeting had been scheduled between himself and Mr Welton and the Mr Deane with a view to interviewing Mr Deane for the position of Chief Executive.	
76	Mr Kalbassi explained that a full and comprehensive job description had been drafted that would be discussed with Mr Deane. Mr Deane had also been asked to provide a presentation detailing his vision for the future of the College.	
77	Mr Kalbassi agreed to provide an update via email on progress made.	
78	Mr Kalbassi also confirmed the action taken to finalise plans of Mrs Houtby's voluntary redundancy, it was noted that Mrs Houtby would leave at the end of August 2018.	
79	There being no further business the meeting closed.	

**Date of next Meeting:**

Wednesday 4 July 2018

Signed as a true and accurate record

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Chairman

Date

## Action Table

Agenda Item	Description	By whom	By when
<b>18/105 – Minutes of Committee and Other Meetings</b>	Finance Committee - The Board approved the recommendations and requested that the Finance Committee progress the actions. It was agreed that an update would be provided to the next meeting.	<b>Finance Committee</b>	July 2018
<b>18/107 – Chief Executive’s Report</b>	Institute of Technology - An update would be provided at the next meeting.	<b>Mr P Deane</b>	July 2018
<b>18/108 – Finance Report</b>	Mr Deane agreed to circulate slides from the AoC conference to Governors confirming the National position and the challenges placed by the sector.	<b>Mr P Deane</b>	July 2018
<b>18/110 Ofsted Accommodation Inspection</b>	The full post inspection action plan would be reviewed by the Standards Committee on 28 March 2018.	<b>Standards Committee</b>	March 2018
<b>18/110 Ofsted Accommodation Inspection</b>	It was agreed that the Standards Committee would consider the need to appoint a Link Governor specifically for accommodation, a role description (including time commitment and expectations) would be drafted for consideration at the meeting and volunteers sought.	<b>Standards Committee</b>	March 2018
<b>18/110 Ofsted Accommodation Inspection</b>	Consideration would also be given to other Link Governor roles such as safeguarding.	<b>Corporation Board</b>	July 2018