

**GRANTHAM COLLEGE  
CORPORATION MEETING**

**Minutes of the Meeting held on 4 July 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
Mrs L Houtby	Chief Executive
Mr N Manoussakis	General Member
Mrs A Mosek	Corporation Vice Chair / General Member
Mr S Parsons	Staff Member
Ms N Skins	General 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>18/119 - Apologies for absence</b>  Apologies were received from; Mr G Hayton-Hill, General Member Mrs S Macpherson, General Member Mr I Hyland, General Member Mr S Parsons, Staff Member	
2	<b>18/120 – 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>18/121 – Minutes of the previous meetings; 6 March 2018 &amp; 10 May 2018, Notes of Strategic Planning Meeting held on 10 May 2018</b>  The minutes of the previous meetings were approved as a true and accurate record.	
4	<b>The minutes of the previous meetings; held on 6 March 2018 &amp; 10 May 2018 and the Notes of the Strategic Planning Meeting held on 10 May 2018 were approved as a true and accurate record.</b>	

5	<b>Notification of Urgent Business / Any other business</b>	
6	There had been one items notified in relation to the use of the Corporation Seal.	
<b>18/122 – Minutes of Committee and Other Meetings</b>		
8	<b>Finance Committee – 6 March 2018 &amp; 20 June 2018</b> – Mr N Manoussakis, General Member and Chair of the Finance Committee, presented the minutes from the meeting held on 6 March 2018 noting that a verbal report on the meeting had been presented to the Board meeting on 6 March 2018.	
9	In relation to the meeting held on 20 June 2018, Mr Manoussakis explained that the budget was as discussed and comments made which had been incorporated into the budget presented to the Board for approval. Approval was recommended by the Finance Committee.	
10	The sale of Newlodge had now completed and £141,000 after deductions had been received. Options continued to be explored in relation to the 5 houses and Barracks site, with new valuations to be commissioned. An Estates Committee meeting would be convened if necessary.	<b>Action: Estates Committee If needed</b>
11	Mr Manoussakis also explained that the revised Financial Regulations and Treasury Management Policy 2018/19 had been approved by the Committee.	
12	<b>Audit Committee – 21 March 2018 &amp; 20 June 2018</b> – Mr P Deane, Principal presented the minutes from the meeting held on 21 March 2018 and 20 June 2018. Mr Deane explained that a number of Internal Audit reports had been received and considered along with the regular risk management reports.	
13	The Internal and External Audit Plans had been recommended for approval by the Board.	
14	<b>Standards Committee – 28 March 2018 &amp; 27 June 2018</b> - Mr S Welton, Chair of the Standards Committee and General Member presented the minutes from the meeting held on 28 March 2018 and provided a verbal report from the meeting held on 20 June 2018.	
15	Mr Welton explained that the Committee had received the Post Inspection action plan following the Ofsted Accommodation inspection held at the end January 2018. The Committee was pleased with the progress made and the action plan was on the agenda for the Board to consider. Mr Welton also explained that he had visited the Accommodation twice since the last meeting and had	

	<p>observed progress.</p>	
<p>16</p>	<p>The Committee received the behaviour report noting that behaviour had been particularly challenging this year. Alternative approaches had been taken to behaviour with some positive results such as using the football academy as an incentive to encourage good behaviour. Mr Welton confirmed that it was felt that this year was an unusual year.</p>	
<p>17</p>	<p>Mr Welton also explained that the Committee had received an update on T levels, noting that the College had been awarded £97,000 as part of the pilot of the new approach being taken. The Committee noted the potential challenges with the requirements particularly as students were also being required to complete work experience as well as the industry placement. Serious consideration was also being given to where students complete their industry placements due to the restrictions of public transport.</p>	
<p>18</p>	<p>Key performance monitoring report – Committee members considered the rates for non-apprentice and apprentice performance against targets. Committee members considered the impact of directed study attendance on overall attendance figures and the challenges faced with achievement of apprentice minimum standards.</p>	
<p>19</p>	<p>Committee members had also received an update on lesson observations, learning walks and course interventions. It was intended that Governors receive more information on learning walks at the beginning of the new academic year to enable them to become involved should they wish.</p>	<p><b>Action: Tracey Scarborough September 2018</b></p>
<p>20</p>	<p>The Committee noted the results from the Student survey results and the steps being taken by the College to address lower than normal participation rates.</p>	
<p>21</p>	<p>Committee members were pleased with progress in Higher Education and noted that the Office for Students registration was progressing.</p>	
<p>22</p>	<p>Mr Welton asked how Ofsted would rate the College now, Mrs T Scarborough, Director of Quality explained that she was assured that the College would be rated as 'Good' with areas identified in the report at the last inspection being addressed.</p>	
<p>23</p>	<p><b>Governance, Remuneration and Search Committee – 4 July 2018</b> Mr M Kalbassi, Corporation Chair / General Member explained that the Committee had considered the results from the recent Governor skills audit, a number of areas</p>	

	for future recruitment had been identified; legal, HR, employment, estates and buildings. A number of actions had been identified to support recruitment in these areas.	
24	An application had been received from a prospective governor, however it was felt that the application was unsuitable as it did not address any of the gaps identified as part of the skills audit.	
25	The process for governor annual review / review of board performance had been discussed and information would be circulated to governors in due course.	<b>Action: Clerk October 2018</b>
26	A social / educational event would be planned in the new academic year and information would be forwarded to governors.	<b>Action: Clerk September 2018</b>
27	Committee membership was discussed and noted and would be brought to the October Board meeting for approval.	<b>Action: Clerk October 2018</b>
28	<b>Governors noted the updates from the Committees.</b>	
	<b>18/123 - Matters Arising</b>	
29	In relation to the action arising from agenda item 18/110, it was agreed that consideration of other link governor roles such as safeguarding would be discussed by the Governance, Remuneration and Search Committee.	<b>Action: Governance, Remuneration &amp; Search Committee November 2018</b>
30	All other matters arising from the previous meetings were either complete, for completion at a future time or on the agenda for consideration.	
	<b>18/124 – Chief Executive’s Report</b>	
31	Mrs L Houtby, Chief Executive presented her final Chief Executive’s Report.	
32	Mrs Houtby thanked governors who attended and supported the End of Year events, these had provided an excellent showcase for the students and their achievements.	
33	Mrs Houtby referred to the Parliamentary and Policy update contained within her report and there was particular note of the ongoing enquiry in relation to SEND (Special Education Needs and Disability) and the increase in the number of students with high needs. There were some challenges nationally working with local authorities to get appropriate funding and support for the students, this was being addresses locally. There was an increase in home schooled students which was not adequately funded as the	

	level of support required by these students in generally higher.	
34	Governors noted the concerns around T-level implementation and the speed of implementation, this would be discussed further at the Standards Committee in due course.	
35	In relation to the Post 18 review, there was increasing pressure being placed to support adequate funding and a real recognition of the lack of real-terms increases in the spending in FE over a long period of time.	
36	Governors noted the National Pay negotiations which were continuing.	
37	Mr Deane commented that there was a comprehensive spending review commencing in the Autumn, it was unclear whether there would be any significant investment in education and there were many sector challenges nationally. FE would continue to comment on the value of the sector to contribute to the skills agenda post Brexit.	
38	<b>Governors noted the content of the Chief Executive's Report.</b>	
	<b>18/125 – Finance Report</b>	
40	Mr Manoussakis and Mr Deane provided the Finance Report.	
41	Mr Manoussakis explained that this was the position at the end of April 2018 and had been presented to the Finance Committee meeting.	
42	Committee members had considered the current operating deficit of £222,000, noting that £121,000 was restructuring and payment in lieu of notice payments, which were one off payments and exceptional items. Leaving a real term operating deficit of £100,000. The proceeds of sale from Newlodge were £141,000.	
43	Mr Deane explained that the year-end forecast was in line with current figures.	
44	Governors noted the current 1% EBITDA figure.	
45	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.	
46	Mr Deane commented that approximately 45% of Colleges	

	were currently had unsatisfactory / inadequate financial health ratings.	
47	Governors noted the content of the Income and Expenditure Account for period ended 30 April 2018, the balance sheet s at 30 April 2018, the cashflow forecast to May 2020 and Capital Expenditure and details of asset additions 2017-18.	
48	<b>Governors received the Finance Report.</b>	
	<b>18/126 – Budget and Financial forecast</b>	
49	Mr Deane explained that the budget and financial forecast had been considered at the Finance Committee, comments and feedback received and incorporated in the draft presented to the Board.	
50	The funding increase assumptions were noted along with expenditure.	
51	There was discussion around the courses that generate loan income and access and considering potential growth for example from the T-level pilot. There was also consideration of the financial health rating and how this was maintained through the years.	
52	The level of non-pay budget was also considered.	
53	Governors noted the budgeted surplus of £48,000 (0.5% of income) and that this included a pay increase however the level and whether this can be applied would be considered further in April 2019. It was noted that the forecast surplus would maintain good financial health.	
54	Challenges around the curriculum plan delivery against non-apprentice adults funding was noted however the overall increase in income overall may make it easier to achieve adult budget potential for growth.	
55	The extension of the existing contract and BBO (Building Better Opportunities) lottery funding was good news, Mr Deane explained that there may be a second round of funding however this was not included within the budget.	
56	Governors discussed the assumptions regarding student numbers, the demographic and the plans in place regarding recruitment, motivation and retention of students.	
57	Mrs Houtby commented that access numbers were down nationally due to changes in nurse bursaries and the number of Universities offering foundation courses. The increase in competition was noted.	

58	Mr Deane explained that by 2020, according to demographic data, student numbers should increase.	
59	<b>Governors approved the budget and 3-year financial plan, subject to the Finance Committee Chairs approval of the financial sections to the report.</b>	
<b>18/127 Accommodation Post Inspection Plan</b>		
60	Mrs C Temprell, Assistant Principal – HR & Student Services explained that the Ofsted Accommodation inspection which had taken place at the end of January 2018, had been rated Grade 3 ‘requires improvement’.	
61	Mrs Temprell explained that staff had worked very hard and investment had been made to address areas which had been identified for improvement. There had been investment in kitchen areas and more interaction, events and engagement with students.	
62	There had been staff training and development, including food hygiene and regular team and individual staff meetings.	
63	Mrs Temprell explained that there had been a culture change in the staff and a small number of staff had left as they had struggled with the changes.	
64	<b>Governors noted the content of the report and that the Standards Committee would regularly review the Post Inspection Plan so as to monitor progress against targets.</b>	<b>Action: Standards Committee November 2018</b>
<b>18/128 – Safeguarding Link Governor role description</b>		
65	Mrs Houtby explained that June Parker had been Safeguarding Link Governor. The role of Safeguarding Link Governor is contained within the Safeguarding Policy.	
66	Mrs Temprell and Mrs Houtby are named members of staff within the Senior Leadership team with responsibilities around Safeguarding.	
67	<b>It was agreed that any Governor interested in the role of Safeguarding Link Governor would contact the Clerk in the first instance.</b>	<b>Action: All October 2018</b>
<b>18/129 – HR Dashboard</b>		
68	Mrs Temprell provided the HR Dashboard and highlighted key areas.	

<p>69</p> <p>70</p> <p>71</p> <p>72</p> <p>73</p> <p>74</p> <p>75</p> <p>76</p> <p>77</p> <p>78</p> <p>79</p> <p>80</p>	<p>There had been a decrease in the number of days sickness absence, the sickness absence policy operated on the basis of triggers and was being appropriately used to manage sickness absence.</p> <p>17 departments had reported no sickness absence in the period.</p> <p>The top three reasons for sickness were; stress, broken bones and sickness and diarrhoea.</p> <p>100% of staff had completed mandatory training. GDPR training continued, cleaning staff had received face to face training as they did not have access to online training.</p> <p>In relation to employee relations, there were three disciplinary and one staff grievance in the period.</p> <p>There had been a reduction in recruitment costs, the College was utilising Indeed and work was being undertaken with ex-Military staff to support recruitment in some areas such as engineering.</p> <p>Staff turnover was slightly higher however, this was traditionally the highest period of turnover and included some A Level staff.</p> <p>In relation to staff survey responses, when benchmarked against 36 other Colleges, the College was in the top quartile for all but one question. One of the lower scores was in relation to communication between departments, an event had been held and positive feedback had been received.</p> <p>Mrs Temprell agreed to circulate feedback and analysis to Governors along with the end of Year briefing.</p> <p>Governors commented on the very impressive results in relation to the staff survey and mandatory training.</p> <p>Governors also asked about any potential claims against the College resulting from broken bones. Mrs Temprell explained that there was a potential of one claim, over the previous nine years, there had been two claims of this nature against the College.</p> <p><b>Governors noted the HR Dashboard report.</b></p>	
<p>81</p>	<p><b>18/130 – Institute of Technology</b></p> <p>Mr Deane provided an update to Governors on progress being made to develop the Institute of Technology bid.</p>	



82	There had been a number of meetings with the University of Lincoln and the bid had been successful in getting through to Round two.	
83	Mr Deane explained that University involvement was required and that LEP's were expected to support the bid. All local FE Colleges were involved and the bid was for £2.3million.	
84	The bid was focussed on engineering, manufacturing and food technology along with a digital element.	
85	Part of the bid included a capital bid for premises and equipment to support engineering delivery on the College site. No match funding was required.	
86	<b>Governors supported the work being undertaken in relation to the bid and noted that an update would be provided to the next meeting.</b>	
<b>18/131 – Strategic Plan targets 2017-19 Interim Progress Report</b>		
87	Mrs Houtby provided the interim progress report against the 2019-19 strategic plan, it was noted that the report was interim as achievement data had not been received.	
88	Governors discussed the potential need to revisit and refresh the strategic targets in the coming months.	
89	<b>Governors noted the progress against the College's Strategic objectives.</b>	
<b>18/132 – Staff briefing including new Senior Leadership Team structure</b>		
90	Mr Deane provided the Staff briefing which had been provided to the staff meetings. The briefing included comparison data with regard to student numbers and income. A curriculum plan refresh was being undertaken to route map students in relation to progression.	
91	The financial challenges were described and had also been shared with staff along with an update on potential risks to funding and the sector. The impact of the costs of Office for Students registration was also noted. The national challenge around apprenticeships and levy was also discussed.	
92	Positives were shared such as the Ofsted 'good' inspection, the TEF submission silver award and the success of the table tennis and football academy students.	

93	The success around the Anglian Water apprentice tender was also noted and the forecast 'good' financial health rating. The T Level pilot success and the potential for the Institute of Technology had also been shared. The development of the University Centre was also discussed and the potential to market further the HE provision.	
94	Concerns around the increase in competition in the market place and the increase in opportunities for students were discussed. Mr Deane highlighted the College's good reputation for delivery and recognised the competition.	
95	In relation to the Senior Leadership team, Mr Deane outlined his plans in this area. There were some changes in existing team responsibilities and some new posts being developed. Governors noted the changes and supported the recruitment of the new Assistant Principal HE.	
96	<b>Governors noted the Staff briefing report.</b>	
	<b>18/133 – Governance Report</b>	
97	Mrs Jane Taylor-Holmes, Clerk presented the Governance report.	
98	<b>Governors approved the following; Governance, Remuneration and Search Committee Terms of Reference Audit Committee Terms of Reference Policy for the Selection of Governors, Lay Governors and Patrons Policy for the Election of Chair, Vice Chair(s) and Committee Chairs.</b>	
	<b>18/134 – Schedule of meetings 2018/19</b>	
99	Governors approved the Schedule of meetings 2018/19.	
	<b>18/135 Impact on Students of Items Discussed / Agreed</b>	
100	There were many areas of report and discussion which impacted on students. The consideration and discussion around the Ofsted Accommodation Post Inspection Report. The general financial stability of the College and discussions around budget and three-year forecast was also an issue of importance.	
	<b>18/136 Urgent Business / Any other Business</b>	
101	Mrs Houtby explained that she had used the Corporation seal on 26 June 2018 which was witnessed by Mr Deane.	

102	The seal was used for the contract and deed transfer relating to the sale of New Lodge. Board members noted the use.	
103	It was noted that it was Mrs Houtby’s last meeting as she would retire as Chief Executive over the Summer. The Governors thanked Mrs Houtby for her considerable support and commitment to the College.	
104	There being no further business the meeting closed.	

**Date of next Meeting:**

Monday 15 October 2018

Signed as a true and accurate record

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Chairman

Date

**Action Table**

Agenda Item	Description	By whom	By when
<b>18/122 - Minutes of Committee and Other Meetings</b>	<b>Finance Committee</b> Estates Committee to meet if required.	Estates Committee	If needed
<b>18/122 - Minutes of Committee and Other Meetings</b>	<b>Governance, Remuneration and Search Committee</b> The process for governor annual review / review of board performance had been discussed and information would be circulated to governors in due course.	Clerk	October 2018
<b>18/122 - Minutes of Committee and Other Meetings</b>	<b>Governance, Remuneration and Search Committee</b> A social / educational event would be planned in the new academic year and information would be forwarded to governors.	Clerk	September 2018 <b>COMPLETE</b>
<b>18/122 - Minutes of Committee and Other Meetings</b>	<b>Governance, Remuneration and Search Committee</b> Committee membership was discussed and noted and would be brought to the October Board meeting for approval.	Clerk	October 2018 <b>ON AGENDA</b>
<b>18/123 - Matters Arising</b>	In relation to the action arising from agenda item 18/110, it was agreed that consideration of other link governor roles such as safeguarding would be discussed by the Governance, Remuneration and Search Committee.	Governance, Remuneration and Search Committee	November 2018
<b>18/127 Accommodation</b>	The Standards Committee would regularly review the Post Inspection Plan so as to	Standards Committee	November 2018

<b>Post Inspection Plan</b>	monitor progress against targets.		
<b>18/128 - Safeguarding Link Governor role description</b>	It was agreed that any Governor interested in the role of Safeguarding Link Governor would contact the Clerk in the first instance.	All	October 2018