

**GRANTHAM COLLEGE
CORPORATION MEETING**

**Minutes of the Meeting held on 18 December 2018, 18.00
Corporation Meeting Room, Grantham College**

Present:

Mrs A Mosek	Corporation Chair / General Member
Mr S Welton	Corporation Vice Chair / General Member
Mr G Brewis	General Member
Mr P Cartwright	Staff Member
Mr P Deane	Principal & Chief Executive
Mr G Hayton-Hill	General Member
Mr I Hyland	General Member
Mr N Manoussakis	General Member
Mr S Parsons	Staff Member
Ms N Skins	General Member
Mr B Slater	General Member

In Attendance:

Mrs T Hart	Director of Planning, Funding, Information & Marketing
Mr S Peacock	Assistant Principal – Higher Education
Mrs T Scarborough	Vice Principal – Quality & Curriculum
Ms L Steptoe	Vice Principal – Business & Curriculum Development
Mrs C Temprell	Vice Principal – HR and Student Services
Mrs J Taylor-Holmes	Clerk

Agenda: There were no changes to the agenda.

18/152 - Apologies for absence	
1	Apologies were received from; Mr M Kalbassi, General Member Mrs S Macpherson, General Member
2	Apologies were also received from Anita Harrison, Director of Finance.
18/153 – Confirmation of eligibility, quorum and declarations of interest	
3	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.
18/154 – Minutes of the previous meetings; 15 October 2018 & Strategic Planning meeting on 6 November 2018	
4	The minutes of the previous meeting held on 15

5	<p>October 2018 were approved as a true and accurate record.</p> <p>The notes from the Strategic Planning meeting on 6 November 2018 were approved as a true and accurate record.</p> <p>Notification of Urgent Business / Any other business</p>	
6	<p>There had been no item of urgent business / any other business notified.</p>	
7	<p>18/155 – Minutes of the previous Committee meetings and other meetings;</p> <p>Governance, Remuneration & Search Committee – 6 November 2018</p> <p>Mrs A Mosek, Corporation Chair / General Member provided a verbal update from the meeting held on 6 November 2018.</p>	
8	<p>Mrs Mosek explained that June Parker had resigned from the Committee as lay member. Governors recorded thanks to Mrs Parker for her commitment and dedication to the role of member of the Corporation Board previously and the role of lay member. Mrs Mosek agreed to write to Mrs Parker to convey these messages.</p>	<p>Action: Chair December 2018</p>
9	<p>Mrs Mosek explained that the annual review process was underway. The majority of one to one meetings with Governors had been undertaken with only a few meetings scheduled in the coming weeks.</p>	<p>Action: Chair / Clerk February 2019</p>
10	<p>The outcome of the process would be discussed with Governors at the February strategic planning session.</p>	
11	<p>Standards Committee – 21 November 2018</p> <p>Governors noted the content of the draft minutes from the meeting held on 21 November 2018.</p>	
12	<p>Joint Audit and Finance Committee – 28 November 2018</p> <p>Governors noted the content of the draft minutes from the meeting held on 28 November 2018.</p>	
13	<p>It was noted that a large part of the meeting was the discussion and consideration of the draft Annual Financial Statements. The Financial Statements were on the agenda for approval at the meeting.</p>	
14	<p>It was noted that all Committee's had reviewed Committee effectiveness, a summary of actions arising out of the</p>	

	reviews would be incorporated into the action plan following the completion of the annual review process.	
	18/156 - Matters Arising	
15	Mr P Deane, Principal and Chief Executive provided an update on the surplus estate allocated for potential sale. As previously agreed, an advert had been placed locally to ascertain interest in the sites. There had been some interest in the estate. It was further agreed that should a formal offer be received and an Estates Committee be required, this would be convened to consider this issue, in the alternative, the matter would be brought to the attention of the Board.	Action: Principal Early 2019
16	In relation to Equality and Diversity, this matter had been considered at the Standards Committee following consideration to the Board meeting in October.	
17	Governors noted that the Institute of Technology bid had been submitted.	
18	All other matters arising from the previous meeting were either complete, for completion at a future time or on the agenda for consideration.	
	18/157 – Principal’s Report	
19	Mr Deane presented the Principal’s Report.	
20	Mr Deane explained that the new internal staff bulletin ‘GC Success’ had been published and circulated to staff and Governors. It was noted that this would be published twice a term.	
21	There had been nothing significant for Colleges in the budget, however Colleges Week had been very well supported and it was hoped that the increased lobbying may result in some positive news for College funding in the Comprehensive Spending Review. Mr Deane explained to Governors that the College had four places reserved at the Midlands Parliamentary Reception in the Houses of Parliament on 16 January 2019. This would be a good opportunity to meet MP’s and to discuss the challenges faced by Colleges. The event would be attended by representatives from others in the sector. Governors were asked to contact Mr Deane if they were able to attend.	
22	Governors were asked to sign the ‘Colleges Week’ petition started by students which had been shared with Governors.	
23	Governors noted comments in relation to T-Levels and the	

	<p>progress being made to potentially roll out to Level 4 and 5.</p> <p>24 Governors also noted the planned implementation of the new Insolvency Regime in January 2019 and the focus being maintained on cashflow.</p> <p>25 Mr Deane updated Governors on the consultation on the new Ofsted Common Inspection Framework that was expected in the new year. Further information would be provided to Governors in due course.</p> <p>26 Governors noted that there remained uncertainty in relation to Brexit and that the risks of no Brexit may impact negatively on the sector.</p> <p>27 In relation to the Apprenticeship levy, Mr Deane explained that although only 14% of this had been spent, there were projections that this could overspend by £0.5bn by the end of the year due to the type of apprenticeships being undertaken (high cost higher level Leadership and Management).</p> <p>28 This paragraph has been removed due to commercial sensitivity.</p> <p>29 Governors noted the content of the Principal's Report.</p>	
	<p>18/158 – Finance Report</p> <p>30 Mr Deane provided the Finance Report explaining that this had been considered in detail by the Finance Committee.</p> <p>31 Some indicators had improved slightly including some of the apprenticeship funding which was better than at the same point last year. Staff costs were below target at the moment and the surplus position had improved. Confirmation would be provided at the next Finance Committee meeting.</p> <p>32 The College maintained good financial health.</p> <p>33 Governors received the Finance Report.</p>	
	<p>18/159 – Final Achievement Rates</p> <p>34 Mrs T Scarborough, Vice Principal – Quality & Curriculum presented the achievement rates.</p> <p>35 Achievement rates were 79.2%, 1.4% above the national average for the qualifications delivered by the college. 16-</p>	

<p>36</p> <p>37</p> <p>38</p> <p>39</p>	<p>18 achievement rates were slightly below the national average for the qualifications delivered by the college (0.5%) and adults +3.8%.</p> <p>The apprenticeship achievement rate was below the national average for the qualifications delivered by the college.</p> <p>However, the impact of the legacy Health and Social Care students continued. If those students were removed, achievement rates would be above the national average.</p> <p>Governors asked what remained to be completed for the legacy students? Ms L Steptoe, Vice Principal –Business & Curriculum Development explained that this was in relation to functional skills. It was hoped that these students would be removed from figures at the end of the academic year.</p> <p>Governors noted the achievement rates.</p>	
<p>40</p> <p>41</p> <p>42</p> <p>43</p> <p>44</p>	<p>18/160 – Self-Assessment Report</p> <p>Mr Deane provided an update on progress in relation to the compilation of the self-assessment report (SAR).</p> <p>Mr Deane explained that the SAR would be drafted by sector subject area in fifteen sections. Drafting was challenging as there was some cross over in different curriculum areas.</p> <p>Mr Deane explained that this would be considered by the Standards Committee in February and would be presented to the Board in March. The final QAR would be published in January to check against internal data.</p> <p>The Quality Improvement Plan was being delivered and improvement action was in place where this had been identified.</p> <p>Governors noted the update on the Self-Assessment Report.</p>	
<p>45</p> <p>46</p>	<p>18/161 – Strategic Plan, targets and Progress Review</p> <p>Mr Deane presented the Strategic Plan explaining that this had been developed following conversations with Governors held in the Strategic Planning session in May and sessions held with Staff.</p> <p>The plan had been used to try and explain the purpose and to make this more explicit and to raise employers and</p>	

	employability within the vision and encompass what was central to students.	
47	This was a key document for and by Governors.	
48	The four strategic goals were discussed in detail and it was noted that there had been no change in the financial robust and sustainable goal.	
49	The core values 'STRIVE' had been developed and hopefully all employers could relate to the values the College operates.	
50	Governors asked how staff had reacted to the plan. Mr Deane explained that feedback had not been received yet. Staff governors commented that the clearer and more focussed direction would be supported by staff.	
51	When asked how this would be presented to staff, Mr Deane explained that all staff would have an individual meeting with the senior management team and new staff would also have a meeting on joining. This would be regularly communicated to staff.	
52	Mrs C Temprell, Vice Principal – HR and Student Services explained that the plan, vision and values would be linked to the staff appraisal process and objectives to support the embedding of these. The plan was also useful regarding discussions of staff continuing professional development (CPD).	
53	Reports would be regularly provided to the Board on progress against the plan.	
54	Key Performance Indicators (KPI's) would be in a separate document with targets set annually. In relation to reporting, most of the targets are on the quality and finance dashboard and the goals would be reported against at future meetings with an annual review of the whole plan.	
55	It was agreed that internal audit resource would be considered against the plan to ensure that the internal audit service is utilised and focussed appropriately.	
56	Governors asked whether the plan meets the need of local employers and the Community. Mr Deane explained that the plan had been shared with SKDC and there was support for the plan. It was agreed that it was important to link Industry need with curriculum plans.	
57	Governors questioned staff and student support regarding	

<p>58</p> <p>59</p>	<p>mental health and wellbeing and it was agreed that actions in this area would be strengthened.</p> <p>Governors supported the plan and the dashboards developed to report against performance and thanked the senior leadership team for developing this.</p> <p>Governors approved the Strategic Plan 2019-2022.</p>	<p>Action: Principal March 2019</p>
<p>60</p> <p>61</p> <p>62</p> <p>63</p> <p>64</p>	<p>18/162 Accommodation Post Inspection Plan</p> <p>Mrs Temprell explained that the Ofsted Accommodation re-inspection which was due over the Summer / early Autumn had not yet taken place.</p> <p>Mrs Temprell explained that all actions identified following the last inspection had been addressed and this was reflected in the action plan.</p> <p>Mrs Temprell explained that she and two of the accommodation team had visited Bishop Burton College as they had recently had an Ofsted accommodation inspection and been graded as Outstanding. There remained a focus on safeguarding and links and communication with curriculum areas. There was also reference to the common room facilities and student events.</p> <p>Mrs Temprell commented that the visit had been positive and highlighted good practice in both Colleges.</p> <p>Governors noted the content of the report and progress against the Post Inspection Action Plan.</p>	
<p>65</p> <p>66</p> <p>67</p>	<p>18/163 – Audited Financial Statements for Year Ending 31 July 2018</p> <p>Mr Deane explained that the Audited Financial Statements for year ending 31 July 2018 had been reviewed by the Joint Audit and Finance Committee meeting on 28 November 2018. The audit was a clean audit with no audit matters raised.</p> <p>Mr N Manoussakis, Chair of the Finance Committee explained that this was the fourth year a clean audit had been received. Governors thanked the finance team for their assistance in this area.</p> <p>Governors noted the content of the Audit Completion Document Year Ended 31 July 2018 and approved the Letter of Representation and the Draft Audited Financial Statements for signature.</p>	

68	It was agreed that Mr Deane and Mrs Mosek would sign the Letter of Representation and the Audited Financial Statements.	
	18/164 – Audit Committee Issues	
	a. Management letter	
69	Governors 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 28 November 2018.	
	b. Annual Report to the Corporation	
70	Governors received the Annual Report to the Corporation detailing the activity of the Audit Committee during the 2017/18 academic year.	
71	Governors approved the Management Letter and the Audit Committee Annual Report.	
	18/165 – Governance, Remuneration & Search Committee Issues	
	a. Annual Report to the Corporation	
72	Governors received the Annual Report to the Corporation detailing the activity of the Governance Remuneration and Search Committee during the 2017/18 academic year.	
73	It was noted that Corporation attendance figures were reflected in the Members’ Report within the Annual Financial Statements.	
74	Governors also supported the proposed areas of focus for the Committee during 2019/20 at section 2.5.3 of the Report.	
	b. Confidential Business Review	
75	Mrs J Taylor- Holmes, Clerk to the Corporation presented the confidential business review. Governors agreed that areas would remain confidential, those related to the estate would be considered during 2019/20 to assess whether these continued to be commercially sensitive.	
76	Governors approved the Governance, Remuneration and Search Committee Annual Report and the Confidential Business Review.	
	18/166 – Employer Engagement Strategy	

<p>77</p> <p>78</p> <p>79</p> <p>80</p> <p>81</p> <p>82</p> <p>83</p> <p>84</p>	<p>Ms Steptoe presented the Employer Engagement Strategy explaining that the previous strategy had been drafted to 2018.</p> <p>The strategy had good links to the strategic plan and key areas of growth identified in the Local Enterprise Partnership (LEP) and through College intelligence.</p> <p>It was agreed that employer engagement was critical and the strategy had been designed to reflect that. The more effective the College is in this area the more students can be supported in their progression.</p> <p>Governors discussed areas which were key to the strategy including, the routine involvement of employers in curriculum planning and how this is monitored by the senior leadership team, through feedback visits with curriculum areas or through the appraisal process. Staff being involved in industry visits.</p> <p>It was agreed that success in this area would be observed through financial targets relating to employers and through a range of indicators such as employers commitment to HE study. Aligning destination data against employer engagement was also discussed.</p> <p>Governors agreed that this was a real area of importance and how good practice currently going on within the College was shared was essential.</p> <p>Governors discussed how this engagement activity could be best shared with Governors, this would be further considered.</p> <p>Governors noted the content of the Employer Engagement Strategy.</p>	<p>Action: Senior Leadership Team July 2019</p>
<p>85</p> <p>86</p> <p>87</p> <p>88</p>	<p>18/167 – HE Strategy</p> <p>Dr S Peacock, Assistant Principal – HE provided the HE Strategic Plan.</p> <p>Dr Peacock explained that this had been presented to the Standards Committee and presented the five main objectives identified in the report.</p> <p>The increased focus on HE and employer need and the shift towards higher level apprenticeships and T levels was noted.</p> <p>Dr Peacock explained that the way that student loans were</p>	

89	<p>being accounted for, meant that there would be £12bn deficit in the Government accounts because some will be classified as government expenditure, as some loans will never be paid back in full. This may change the way the government looks at HE funding.</p> <p>Governors noted the content of the HE Strategy.</p>	
90 91 92 93 94 95 96 97	<p>18/168 – Health and Safety Annual Report</p> <p>Mrs Temprell presented the Health and Safety Annual Report.</p> <p>It was noted that the current Health and Safety Advisor was retiring on 22 December and the new Health and Safety Advisor would take up post on 7 January 2019.</p> <p>In future years, the report would be presented by Anita Harrison, Director of Finance as this falls within the Estates responsibility.</p> <p>Governors noted the accident / incident rate and that no 'near misses' had been recorded. The number of recordable incidents was the same as the previous year.</p> <p>There was new online health and safety training, this was mandatory training and non-completion will be followed up with staff.</p> <p>Mrs Temprell referred to the use of force to control and restrain training. Mrs Temprell explained that last year had been a challenging year for behaviour. An external provider had supported the college with training in this area. Training was offered to the security guards and some of the High Needs team.</p> <p>One personal injury claim had been received which had subsequently been withdrawn. The College relies on their insurance company to provide advice and support in this area.</p> <p>Governors noted the content of the Report.</p>	
98 99 100	<p>18/169 – HR Dashboard</p> <p>Mrs Temprell provided the HR dashboard.</p> <p>Mrs Temprell explained that the increase in staff numbers reflected an increase in part time staff not full time staff. 60% of the workforce was part time.</p> <p>Staff sickness was lower than in the previous year.</p>	

	Managers continued to be supported in sickness absence management, occupational health support was also available. The target of 2.5% remained.	
101	Governors asked about the cost of agency cover for staff on sickness absence. Mrs Temprell explained that where possible existing staff are used to cover, managers are supported by the HR team to find appropriate cover.	
102	The College sick pay policy does reflect the rest of the sector. The main reasons for long term sickness absence was anxiety and depression, musculo-skeletal issues and operations.	
103	Governors asked what preventative measures were in place to support staff.	
104	Mrs Temprell explained that the use of Health and Wellbeing Ambassadors was currently being developed and there were a number of activities underway such as wellbeing club, yoga and flexible working opportunities where possible.	
105	Mrs Temprell explained that staff turnover had been considered and reasons for staff leaving had been reviewed. The main reasons related to retirement, relocation and progression to higher salaries.	
106	Governors noted the content of the Report and the dashboard.	
	18/170 – Terms of Reference	
107	- Standards Committee Governors approved the Standards Committee Terms of Reference.	
108	- Finance Committee – deferred for consideration in March	
109	- Audit Committee Governors approved the Audit Committee Terms of Reference.	
	18/171 – Institute of Technology	
110	Dr Peacock explained that the Institute of Technology bid had been submitted. An update would be provided to Governors in due course.	
111	It was noted that the capital funding of the bid had increased from £2.3m to £2.6m.	

112	Governors noted the Institute of Technology update.	
	18/172 Impact on Students of Items Discussed / Agreed	
113	There were many areas of report and discussion which impacted on students. In particular, the importance of achievement rates, the focus on the strategic plan and ensuring the College is sustainable and relevant for students, employer engagement to support students, HE strategy and the accommodation update.	
114	Strengthening the strategic plan references to supporting student mental health and wellbeing was also discussed.	
115	Governors asked how the strategic plan would be shared with students. Mr Deane explained that the plan would be shared at every opportunity, through induction, training, individual learning, through the student union. A meeting had been conducted with student representatives. The importance of keeping students involved was agreed.	
	18/173 Urgent Business / Any other Business	
116	Governors wished all staff and students a good Christmas break.	
117	Governors also noted that Ms Steptoe would be going on maternity leave from 11 January 2019 and wished her well.	
118	There being no further business the meeting closed.	

Date of next Meeting:

Wednesday 13 March 2019

Signed as a true and accurate record

Chairman

Date

Action Table

Agenda Item	Description	By whom	By when
18/123 - Matters Arising	In relation to the action arising from agenda item 18/110, it was agreed that	Governance, Remuneration	March 2019

	consideration of other link governor roles such as safeguarding would be discussed by the Governance, Remuneration and Search Committee.	and Search Committee	
18/155 – Minutes of the previous Committee meetings and other meetings	Mrs Mosek agreed to write to Mrs Parker to convey these messages.	Chair	December 2018
18/155 – Minutes of the previous Committee meetings and other meetings	Governance, Remuneration and Search Committee – 6 November 2018 Mrs Mosek explained that the annual review process was underway. The majority of one to one meetings with Governors had been undertaken with only a few meetings scheduled in the coming weeks. The outcome of the process would be discussed with Governors at the February strategic planning session.	Chair / Clerk	February 2019
18/161 – Strategic Plan, targets and Progress Review	Principal and Chief Executive provided an update on the surplus estate allocated for potential sale. As previously agreed, an advert had been placed locally to ascertain interest in the sites. There had been some interest in the estate. It was further agreed that should a formal offer be received and an Estates Committee be required, this would be convened to consider this issue, in the alternative, the matter would be brought to the attention of the Board.	Principal	Early 2019
18/166 Employer Engagement Strategy	Governors discussed how this engagement activity could be best shared with Governors, this would be further considered.	Senior Leadership Team	July 2019