

**GRANTHAM COLLEGE  
CORPORATION MEETING**

**Minutes of the Meeting held on 15 October 2018, 18.00  
Corporation Meeting Room, Grantham College**

**Present:**

Mr M Kalbassi	Corporation Chair / General Member
Mrs S Mosek	Corporation Vice 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 I Hyland	General Member
Mr N Manoussakis	General Member
Mrs S Macpherson	General Member
Mr S Parsons	Staff Member
Ms N Skins	General Member

**In Attendance:**

Ms A Harrison	Director of Finance
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.*

1	<b>18/137 - Apologies for absence</b>  Apologies were received from; Mr G Hayton-Hill, General Member Mr B Slater, General Member	
2	<b>18/138 – 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	Governors completed the following forms; Declaration of Eligibility, Declaration of Interests and Code of Conduct. Mrs J Taylor-Holmes, Clerk to the Corporation explained that the Code of Conduct had been amended to refer to action to be taken by Governors to destroy or return any electronic or hard copy information at the end of any term of office.	

4	<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>	
	<b>18/139 – Election of Chair &amp; Vice Chair 2018/2020</b>	
5	<b>Mrs A Mosek was appointed as Chairman of the Corporation for 2018/20.</b>	
6	<b>Mr S Welton was appointed as Vice Chair of the Corporation for 2018/20.</b>	
	<b>18/140 – Minutes of the previous meetings; 4 July 2018</b>	
7	<b>Subject to the inclusion of Mrs A Mosek in the attendance list, the minutes of the previous meeting held on 4 July 2018 were approved as a true and accurate record.</b>	
	<b>Notification of Urgent Business / Any other business</b>	
8	There had been no item of urgent business / any other business notified.	
	<b>18/141 - Matters Arising</b>	
9	Mr P Deane, Principal and Chief Executive provided an update on the property allocated for potential sale. <b>Sections of this paragraph have been removed due to commercial sensitivity.</b> An update would be provided to the next meeting.	<b>Action: Principal December 2018</b>
10	In relation to learning walks, Mrs T Scarborough, Vice Principal – Quality & Curriculum explained that she had met with Mrs Mosek and Mr Welton to discuss learning walks and both had attended a learning walk. Information on learning walks had been provided to all Governors at the session on 19 September 2018 and all Governors had received information by email on learning walks.	
11	All other matters arising from the previous meeting were either complete, for completion at a future time or on the agenda for consideration.	
	<b>18/142 – Principal’s Report</b>	
12	Mr Deane presented the Principal’s Report.	

13	Mr Deane explained that there had been favourable publicity in relation to the opening of the University Centre and through work on Gravity Fields.	
14	Governors thanked and congratulated all those involved in the project for working so hard to improve things for students and improving the profile of the College.	
15	Mr Deane explained that 'Colleges Week' was currently underway with the aim of highlighting the challenges faced by Colleges, not least the financial challenges in advance of the budget due at the end of October.	
16	There had been a petition started by students which had been shared with Governors.	
17	Mr Deane explained that he would be visiting Parliament on London to support the effort being co-ordinated by the Association of Colleges.	
18	Governors noted comments in relation to T-Levels and the progress being made to support the longer work placements as part of the pilot scheme. The funding released amounts to approximately £700,000 per provider if equally distributed.	
19	Mr Deane updated Governors on contact made following local ESFA interventions. <b>Sections of this paragraph have been removed due to commercial sensitivity.</b>	
20	The College continued to try to manage finances and maintain an ESFA good financial rating.	
21	Mr Deane commented on the planned increase to employer contributions to the Teacher Pension Scheme (TPS). Mr Deane explained that this could cost approximately £50,000 as the contribution was due to increase from 16% to 23%.	
22	Governors noted comments made in relation to potential changes to the Ofsted Common Inspection Framework and the steps being taken by the College and the progress of external audits being undertaken by PKF Cooper Parry and the ESFA. There had been no issues or amendments identified as part of the financial statements audit.	
23	<b>Governors noted the content of the Principal's Report.</b>	
	<b>18/143 – Finance Report and Enrolment Update</b>	
24	Ms A Harrison, Director of Finance provided the Finance	

	Report.	
25	Ms Harrison explained that at the end of July 2018, there was a deficit of £156,000. When adding the proceeds of the sale of Newlodge, this improved the position to a £34,000 deficit which was better than anticipated. A breakdown on the financial position was contained within the report.	
26	The College maintained good financial health.	
27	Ms Harrison referred Governors to section 3.1 of the report and the pension adjustment, this was a result of an actuary valuation and wouldn't impact on the financial health measures.	
28	Ms Harrison explained that the balance sheet remained positive and the cashflow continued to be monitored regularly to ensure that all commitments could be met.	
29	When removing the pension adjustment, the payroll budget was on target.	
30	In relation to the SSW project, this was below budgeted income position, Ms Harrison explained that plans were in place to recover the position.	
31	Ms Harrison explained that the income from Newlodge had been utilised for the improvements to Elsham House to develop the University Centre.	
32	<b>Governors received the Finance Report.</b>	
33	<b>Governors noted that the Annual Audited Financial Statements would be presented to the Joint Audit and Finance Committee in November 2018 for recommendation for approval at the December Corporation meeting.</b>	
34	There was some increase in apprenticeship income however; HE recruitment appeared to be lower in some areas. Further recruitment was expected in January 2019. Payroll was well controlled.	
35	In relation to enrolment, Mr Deane explained that this would be discussed at the Standards Committee meeting on 21 November.	
	<b>18/144 Accommodation Post Inspection Plan</b>	
36	Mrs C Temprell, Vice Principal – HR & Student Services explained that the Ofsted Accommodation re-inspection which was due over the Summer / early Autumn had not	

	yet taken place.	
37	Mrs Temprell explained that all accommodation students had been welcomed with BBQ and rounders and football which had been well attended and received positively.	
38	There remained some small ongoing issues with Wifi speed, new network points had been installed and the speed had increased. £5000 had been spent to date and staff were communicated with students to resolve any specific issues where possible.	
39	Damage to the fabric and good such as fridges and freezers had been addressed.	
40	Regular student voice meetings were taking place.	
41	Mrs Temprell explained that staff had attended a number of training sessions to consider self-harm, substance abuse and peer on peer abuse. There was a comprehensive training schedule in place.	
42	The new National Minimum standards had been reviewed and an action plan had been established following this to ensure compliance. There were for example, some amendments to be made to the Complaints Procedure.	
43	Mr S Welton, Vice Chair had visited the accommodation and the Senior Leadership had also visited regularly to provide support and challenge where necessary.	
44	Recommended planned maintenance had been undertaken.	
45	Mrs Temprell also explained that the common areas had been introduced and there was a TV, pool table and beanbags available for students.	
46	Governors discussed whether an influx of HE students or apprenticeships would impact on the College need for accommodation. Governors discussed the plans in place should additional accommodation be required.	
47	Mrs Temprell explained that an internal audit had been commissioned to provide additional assurance on compliance with the new National Minimum standards. This would be reported to the Audit Committee in the usual way.	
48	<b>Governors noted the content of the report and progress against the Post Inspection Action Plan.</b>	
<b>18/145 – Overview of Safeguarding 2017-2018</b>		

<p>49</p> <p>50</p> <p>51</p> <p>52</p> <p>53</p> <p>54</p> <p>55</p> <p>56</p>	<p>Mrs Temprell provided the Overview of Safeguarding 2017-2018 report.</p> <p>Mrs Temprell referred Governors to how Safeguarding training and DBS checks are used for staff and in the case of the latter with Contractors should they be on site without staff supervision.</p> <p>Mrs Temprell explained that she was now a member of the Local Safeguarding Board and that this was supporting knowledge in this area. There were good internal processes in place to support staff in this area.</p> <p>There had been 15 cases raised of concern in the new academic year. Safeguarding was being promoted with all students and students should receive training in the first six weeks of joining the College, there are posters throughout the College identifying the safeguarding team.</p> <p>Spot checks to ensure that training was embedded in safeguarding and prevent were planned.</p> <p>Mrs Temprell explained how the College monitors IT usage through the software used and the CCSS team.</p> <p>Governors noted the increasing complexity of safeguarding issues.</p> <p><b>Governors noted the content of the report.</b></p>	
<p>57</p> <p>58</p> <p>59</p>	<p><b>18/146 Equality and Diversity for Employees and Students.</b></p> <p>Mrs Temprell and Dr S Peacock, Assistant Principal for HE provided the Equality and Diversity report and highlighted key areas.</p> <p>Mrs Temprell explained that the College reported annually on staff statistics, highlights included that the College staff were 86% white British, there had been an increase in the number of female employees, the most common disability recorded was dyslexia, the College had an ageing workforce, 82% of employees defined themselves as heterosexual with 17% preferring not to disclose and 57% of staff recorded their religion as Christian. There was very little change in the profile from the previous year.</p> <p>Governors asked how the profile compared to the profile of the population in Grantham. Mrs Temprell explained that the census data was old however, based on this, the College staff profile compared similarly to the local</p>	

<p>60</p> <p>61</p> <p>62</p> <p>63</p> <p>64</p>	<p>population profile.</p> <p>Dr Peacock explained the work being undertaken to review student achievement, completion, retention and passes against the disability, ethnicity and gender of students.</p> <p>An action plan was being developed and this would be reviewed at the Equality and Diversity Committee and would form part of the participation plan for HE.</p> <p>Initial feedback indicated that there was a narrowing of gaps in some areas, the bigger gap emerging in 16-18 year old performance. However, it had been recognised that there was a greater proportion of Level 1 students than Level 3 students in this age group and that performance remained above the national average for this cohort.</p> <p>It was noted that this would be further considered by the Standards Committee.</p> <p><b>Governors noted the Equality and Diversity report.</b></p>	<p><b>Action: Standards Committee TBC</b></p>
<p>65</p> <p>66</p> <p>67</p>	<p><b>18/147 – Sub-Contracting Report 2018/19</b></p> <p>Ms L Steptoe, Vice Principal Business &amp; Curriculum Development presented the Sub-Contracting Report for 2017/18. Ms Steptoe explained that, in line with the strategy there were no sub-contracting arrangements in place in 2017/18.</p> <p>Ms Steptoe explained that there were no plans to enter into any sub-contracting arrangements during 2018/19 however the report detailed the steps which would need to be satisfied under stringent ESFA guidance.</p> <p><b>Governors noted the content of the Report.</b></p>	
<p>68</p> <p>69</p> <p>70</p> <p>71</p>	<p><b>18/148 – Institute of Technology</b></p> <p>Dr Peacock provided an update to Governors on progress being made to develop the Institute of Technology bid.</p> <p>Dr Peacock explained that following success at Stage 1, work continued with other College's and the University of Lincoln with a view to submitting a Stage 2 bid.</p> <p>The bid was focussed on engineering, food manufacturing and computing.</p> <p>The capital improvement bid to be submitted for the College was the refurbishment of Stonebridge House for to support engineering.</p>	

72	Discussions have been ongoing with a financial and educational consultant and architects.	
73	Dr Peacock confirmed that the bid was the only remaining northern bid.	
74	There were currently discussions ongoing around risk in terms of collective liability and clawback of funding should any financial difficulties arise in any of the partners. How the relationship should be legally organised was also being discussed and advice was being obtained on the most appropriate format. Currently a company limited by guarantee was the favoured approach.	
75	The timeliness of work to be undertaken to meet delivery date and payments should the bid be successful was also being considered and the linked impact on cashflow.	
76	There was also likely to be some costs to be incurred by the College before the outcome of Stage 2 is known.	
77	Specific College issues around planning permission required for Stonebridge House, owing to the listed building status was also being explored.	
78	It was agreed that the strategic planning session in November would be used to discuss issues in more detail and the potential positive and negative impact of the bid.	<b>Action: All November 2018</b>
79	Governors asked whether there was the possibility of sponsorship from local Company's to support the bid and the sunk costs.	
80	<b>Governors confirmed that the College would continue to attend IoT Steering Group and Working Group meetings.</b>	
81	<b>Governors confirmed, in principle and subject to further discussion at the strategic planning session, that the College was to progress to Stage 2 of the bid for final submission on 21 November 2018.</b>	
	<b>18/149 – Governance Report</b>	
82	Mrs Taylor-Holmes presented the Governance report.	
83	<b>Subject to minor amendment, Governors approved the following; Committee Membership for 2018/19.</b>	
	<b>18/150 Impact on Students of Items Discussed /</b>	

	<p><b>Agreed</b></p> <p>84 There were many areas of report and discussion which impacted on students. The consideration and discussion around the Ofsted Accommodation Post Inspection Report and action plan and the safeguarding and equality and diversity reports.</p> <p>85 The general financial stability of the College and discussions around the progress of the IoT bid to provide relevant training for students and responding to employer need.</p>	
	<p><b>18/151 Urgent Business / Any other Business</b></p> <p>86 Governors asked whether KPIs around students could be presented at every meeting, such as achievement, attendance and retention rates.</p> <p>87 Mr Deane explained that, in relation to 16-18 figures, achievement was 79.3% which was down 5.1% against the National average but 3.9% above National average for the qualifications offered by the College.</p> <p>88 The proportion of Level 1 courses had increased and the Level 3 reduced.</p> <p>89 Figures around apprenticeships indicated that the College was below the National average however, further work was needed to assess how the College compares on like for like apprenticeships.</p> <p>90 This would be considered in more detail at the Standards Committee when the data had been further interrogated.</p> <p>91 There being no further business the meeting closed.</p>	<p><b>Action: Mr Deane December 2018</b></p> <p><b>Action: Mr Deane November 2018</b></p>

**Date of next Meeting:**

Tuesday 18 December 2018

Signed as a true and accurate record

---

Chairman

Date

## Action Table

Agenda Item	Description	By whom	By when
<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 ONGOING
<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	March 2019
<b>18/127 Accommodation Post Inspection Plan</b>	The Standards Committee would regularly review the Post Inspection Plan so as to monitor progress against targets.	Standards Committee	November 2018 COMPLETE
<b>18/141 - Matters Arising</b>	Estate - It was agreed a local estate agent would be instructed to obtain a formal valuation of the site. It was further agreed that should an Estates Committee be required, this would be convened to consider this issue.	Principal	December 2018
<b>18/146 Equality and Diversity for Employees and Students.</b>	An action plan was being developed and this would be reviewed at the Equality and Diversity Committee and would form part of the participation plan for HE.  Initial feedback indicated that there was a narrowing of gaps in some areas, the bigger gap emerging in 16-18 year old performance. However, it had been recognised that there was a greater proportion of Level 1 students than Level 3 students in this age group and that performance remained above the national average for this cohort.  It was noted that this would be further considered by the Standards Committee.	Standards Committee	TBC
<b>18/148 – Institute of Technology</b>	It was agreed that the strategic planning session in November would be used to discuss issues in more detail and the potential positive and negative impact of the bid.	All	November 2018 COMPLETE
<b>18/151 Urgent Business / Any other Business</b>	Governors asked whether KPIs around students could be presented at every meeting, such as achievement, attendance and retention rates.	Principal	December 2018 ON AGENDA
<b>18/151 Urgent Business / Any other Business</b>	Student achievement, retention data; This would be considered in more detail at the Standards Committee when the data had been further interrogated.	Standards Committee	November 2018 COMPLETE