

**GRANTHAM COLLEGE
CORPORATION MEETING**

**Minutes of the Meeting held on 2 July 2020, 18.00
Remote via Microsoft Teams**

Present:

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| 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 |
| Mrs N Flint | Staff Member |
| Mrs N Halliday | General Member |
| Mr I Hyland | General Member |
| Mr N Manoussakis | General Member |
| Mr N Oxley | Student Governor |
| Mr T Radley | General Member |

In Attendance:

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

Agenda: There were no changes to the agenda.

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| 20/106 - Apologies for absence | |
| 1 | Apologies were received from; Ms N Skins, General Member Dr J Smith, General Member |
| 20/107 – Confirmation of eligibility, quorum and declarations of interest | |
| 2 | 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 reviewed the Register of Interests, it was agreed that any amendments to be submitted to Mrs J Taylor-Holmes, Clerk to the Corporation |

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| <p>4</p> <p>5</p> <p>6</p> <p>7</p> | <p>20/108 – Minutes of the previous meeting; 17 December 2019, 18 February 2020, 2 April 2020 and Strategic Planning session 12 May 2020</p> <p>Resolved – The minutes of the previous meetings; held on 17 December 2019, 18 February 2020, 2 April 2020 and Strategic Planning session 12 May 2020 were approved as a true and accurate record.</p> <p>Matters Arising</p> <p>There were two actions outstanding, one in relation to the staff salary increase and a further one in relation to the Finance and Resources Committee considering the budget planning cycle during the financial year. Both actions would be considered in due course.</p> <p>All further actions were either complete or on the agenda for the meeting.</p> <p>Notification of Urgent Business / Any other business</p> <p>There had been no items of urgent business / any other business notified.</p> | |
| <p>8</p> <p>9</p> <p>10</p> <p>11</p> | <p>20/109 – Minutes of committee and other meetings</p> <p>Search and Governance Committee</p> <p>Mrs Mosek explained that the Search and Governance Committee had been held on the 4 March 2020.</p> <p>The Committee had received an update on the Corporation membership and discussed future recruitment. The outcome of the skills audit was discussed along with the potential future gap in relation to a financially qualified Governor. A number of actions were in place and an update would be provided in due course.</p> <p>The Committee had also received an update on compliance with the Association of Colleges Code of Good Governance and the Governor compliance checks against the fit and proper persons test.</p> <p>Standards Committee</p> <p>Governors received the minutes of the previous meeting held on 4 March 2020 and the draft minutes of the meeting held on 16 June 2020.</p> | |

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| 12 | Mr S Welton, Chair of the Standards Committee provided an update on matters discussed on the 16 June 2020. | |
| 13 | It was noted that the meeting had been opened to all Governors as the College reopening action plan was considered. | |
| 14 | Mr Welton explained that the quality dashboard had been received and considered along with the quality paper, it had been pleasing to note the ongoing work to ensure that students completed their courses and were able to progress. The Quality Improvement Plan had also been received. | |
| 15 | An update had also been received on HE and progress of the Institute of Technology. | |
| | Audit Committee | |
| 16 | Governors received the minutes of the previous meeting held on 11 March 2020 and the draft minutes of the meeting held on 24 June 2020. | |
| 17 | Of particular note was the changing position regarding the risk register and risks relating to health and safety responding to the pandemic. | |
| 18 | It was further noted that the current internal audit plan had not been completed and that one of the audits had been scheduled for the following year and one cancelled. The Committee had agreed the 2020/21 Internal Audit plan. The Committee had noted the external audit plan in relation to the financial statements for year ending 31 July 2020. | |
| | Finance & Resources Committee | |
| 19 | The Finance and Resources Committee meeting had been held before the Board meeting and all Governors had been invited. | |
| 20 | Many of the items discussed were on the Agenda for consideration. | |
| 21 | Matters Arising from the Committee meetings would be considered in the Autumn term Committee meetings. | |
| | 20/110 - Chair's Report | |
| 22 | Governors received the Chair's Report detailing activity undertaken since October 2019. | |
| 23 | Mrs Mosek explained that Chair's had received a letter and offering support from the FE Commission. The College would | |

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| | not be contacting the FE Commission we could also access the governance support. | |
| 24 | Mrs Mosek confirmed that she had been attending the East and West Midlands Chair meetings. This provided some assurance about steps being taken by the College and highlighted the challenges faced by all Colleges. | |
| 25 | There had been a number of items of note, including that there was some mild optimism about the support package currently being suggested for Colleges, it was not expected that Colleges would recover by 2023 and that the failure of SME's may impact on apprenticeships. | |
| 26 | The Governors noted the information in the update report. | |
| | 20/111 – Principal's Report | |
| 27 | Mr P Deane, Principal and Chief Executive presented the Principal and Chief Executive's Report. | |
| 28 | Mr Deane explained his report provided an update on hot topics and guidance on re-opening. | |
| 29 | Mr Deane confirmed that a Government fund of £200 million to the sector to support capital improvement had already been announced, the allocation for each College had yet to be confirmed. | |
| 30 | There appeared to be some focus on improving opportunities for young people which was positive. | |
| 31 | Mr Deane explained that the College had reopened to a small number of students; where this was necessary to allow students to complete courses, this had gone well with no issues. Students and staff were following the measures in place to comply with COVID safety. | |
| 32 | An extra Corporation Board meeting was planned on 25 August to update on plans for reopening in September. | |
| 33 | The Association of Colleges had, as part of the support to the sector, developed a rebuild campaign, this had some success. Whilst Colleges had been in the press release in relation to catch-up funding, this had been later removed, the campaign continued to gain support for students. | |
| 34 | The College had submitted a collaborative bid to support innovation and there had been involvement with the LEP. | |

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| 35 | The Building 20 visuals were provided to Governors. | |
| 36 | Mrs Mosek asked about feedback in relation to the LEP funding, it was noted that a decision was planned by the 17 July, the funding bids had been oversubscribed. | |
| 37 | There were no additional revenues provided and the capital funding scheme may require match funding, an update on this would be provided in due course. | |
| 38 | Governors noted the content of the Principal's Report. | |
| 20/112 – Finance Report, Dashboard & Budget | | |
| 39 | Mrs A Harrison, Director of Finance provided the Finance Report explaining that the reports were considered at the Finance and Resources Committee which was held in advance of the meeting. All Governors had been invited to attend the meeting. | |
| 40 | The Report contained a number of appendices covering, Income and Expenditure Account for period ending 30 April 2020, Balance Sheet at 30 April 2020, Cashflow forecast to May 2022, Finance Dashboard, Debtors Report and Capital Expenditure and Details of Asset Additions. | |
| 41 | Mrs Harrison confirmed the following; - Cash days at the end of April – 69; 2.3 ratio, at end of May cash days showing 76 at the end of July, better than predicted at the beginning of April (originally forecast 43 days). | |
| 42 | - Slight overspend in capital expenditure – spent on additional laptops for students and staff and vehicle costs. | |
| 43 | COVID impact on College – back at beginning of April forecasting deficit of £1.2million and reduction of cash. | |
| 44 | At end of May forecast deficit of £437,000 reduction in non restricted cash of £9000. Impact of apprenticeship income positive, not as bad as expected. | |
| 45 | EBITDA below 0 therefore requires improvement on financial health. | |
| 46 | Governors received the Financial Report to the 30 April 2020 noting that this issue had been discussed in great detail at the Finance and Resources Committee meeting in which all Governors had attended. | |

| 20/113 – Quality Update – finalising 2019/20 | |
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| 47 | Mrs T Scarborough, provided an update on what the College had done to support students to conclude their studies and receive the correct grades for them. |
| 48 | There had been three methods of used; Calculated teacher assessment, delayed and adapted. |
| 49 | The majority were using calculated grades and review and challenge meetings had been held to ensure that no students were advantaged or disadvantaged by the system. |
| 50 | Some of qualifications had to adapt due to licence to practice. Awarding organisations were issuing guidance on this. |
| 51 | Delayed areas were beauty, still waiting for guidance on those students under the NVQ because cannot work on clients. Looks likely that students will not complete the course in the usual way / time. |
| 52 | Review and challenge had been carried out to ensure that students are awarded the correct grades. |
| 53 | Started to work on individual ILPs to ensure that students finish year where should and encouraged to look at what skills they have gained through the lockdown. Provided advice on support available and progression. One to one progress reviews were key to support students. |
| 54 | Lots of dates getting extending and reviewed and the College was working hard to ensure that information was submitted on time. |
| 55 | Mrs Hart commented that the exams team had worked very hard to collate information from curriculum areas and to provide this on time. |
| 56 | Governors asked Mrs Hart and Mrs Scarborough to pass the Governors thanks to all in the exams team for their achievement working through this very challenging period. |
| 57 | Governors asked about the publication of final results. |
| 58 | Mrs Scarborough confirmed that the GCSE results date would remain the same however, there would be some alterations to BTEC results day, this would be later than usual. |
| 59 | Governors noted the Quality update. |

| 20/114 – Update on College re-opening | |
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| 60 | Mr Deane provided an update on College re-opening. |
| 61 | It was noted that there had been many guidance updates published and the guidance had been rapidly changing. |
| 62 | The College had re-opened to a small number of students, and there had been no negative feedback from staff or students who had attended. |
| 63 | Work was ongoing to further digest guidance from DfE, the guidance offers some hope regarding opening in Autumn but balances the need to ensure that the College continues to keep staff and students safe. |
| 64 | Further consideration as needed regarding the other potential impacts such as the impact on work placements. |
| 65 | Staff Development days were used to discuss the implementation of the guidance. |
| 66 | It was noted that there would be some ongoing element of blended learning, particularly as we move into Winter, planning was required to ensure that interruption to learning was limited. |
| 66 | Governors asked for confirmation that decisions about opening and processes would be based on sound health and safety advice. |
| 67 | Mr Deane confirmed that health and safety guidance would be followed, guidance does refer to reviewing the risk assessments, guidance does not reduce the risk to 0, due to the reliance on social distancing. The College would continue to take the advice and ensure that risk assessments are completed and followed. |
| 68 | Mr Deane confirmed that individual risk assessments were being completed for staff who are vulnerable. |
| 69 | Pastoral support was being provided for students around safeguarding, there were some levels of student and staff anxiety about how the College will function and provision has been made to provide support and guidance. |
| 70 | All line managers will invite staff in for a wellbeing visit so staff can see what has been put in place and how things might change in the future. Staff and students should remain cautious but not anxious and the College wants to try and address those anxieties. |

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| 71 | The College is also considering the impact on student mental health, how we can support and any extra resource needed would be considered. | |
| 72 | As yet the impact of this was unknown for example, the College is not aware of any impact regarding bereavement etc. | |
| 73 | Governors received the update. | |
| 20/115 - Reporting against Strategic Plan 2019-2022 | | |
| 74 | Mr Deane commented that he would be reviewing and revisiting the Strategic plan and the goals assess the impact of the lockdown. | |
| 75 | Strategic Plan Progress Report Governors received an update on each of the four main goals identified within the strategic plan. | |
| 76 | Mrs Scarborough provided an update on progress against goal 1; Ensure that student and apprentice progression, employability and career opportunities are central to everything we do so that we help to improve social mobility, reduce employers' skills gaps and support the creation of a thriving local economy and community. | |
| 77 | Mrs Scarborough explained that goal one had changed quite significantly, ensuring that teaching and learning has embedded career opportunities. | |
| 78 | Positive development included the swift move to IT delivery and supporting the continued learning of students. Maintaining delivery throughout and that students ready to progress had been crucial. | |
| 79 | In relation to achievement rates, staff had worked very hard to ensure that students have engaged with the College and will complete and succeed. | |
| 80 | The Self-Assessment report had showed apprenticeships going from Required Improvement to Good. | |
| 81 | Mrs Scarborough explained that the National average had fallen and was now at 64.7% for all institutions, general FE 67%. There was a level of confidence that the College was now above the National average in relation to apprenticeships. | |
| 82 | Work was ongoing in relation to destinations data. | |

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| 83 | The goal had been delivered in a different way to the way initially anticipated but students remained central to what the College does. |
| 84 | Mrs T Hart, Director of Planning, Funding, Information & Marketing and Dr S Peacock Assistant Principal – Higher Education provided an update on progress against goal 2; Develop and deliver a vocational, technical, professional and higher education curriculum which supports the above whilst increasing access & inclusivity. |
| 85 | The following comments were made; |
| 86 | Dr Peacock explained that the initiative to raise the profile of HE continued and would link more closely to access and the participate plan. |
| 87 | The College collaborative bid for digital resources was noted along with access through disability and regionally |
| 88 | It was noted that T level delivery would commence in 2022. |
| 89 | Mrs Hart explained that the curriculum plan had been completed before lockdown, this would need updating to consider what the College is delivering and how. |
| 90 | Destinations data was being collated. |
| 91 | Recruitment was currently looking down against plan at the moment, the College would look at a January offer and look at the adult offer as they are not being considered by DfE at the moment. A further offer for adults in the new academic year would be considered. |
| 92 | Mr Deane provided an update on progress against goal 3; Maintaining a financially robust and sustainable organisation that allows us to continue to invest in delivering our mission. |
| 93 | The following comments were made; <ul style="list-style-type: none"> • A full financial report was considered in the finance papers and the capital update. • Staff sickness within HR dashboard • Draft budget approved • The carbon footprint had been reduced during lockdown. • Estates strategy would be updated to respond to any capital funding available. |
| 94 | In relation to goal 4; Create a values driven organisation where all staff are supported & empowered to deliver the above, continuously improve & inspire our students to strive |

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| 95 | <p>for and achieve the highest standards. Mrs Temprell provided an update in this area.</p> <p>The following comments were made;</p> <ul style="list-style-type: none"> • Communication key, use of Microsoft teams key to how successfully communicate with students, staff and external bodies. • Changed well to way work, very responsive. • Miss social interaction • Staff survey recently sent out more in relation to health to help support staff when come back into the workplace. | Action: Mrs Hart TBC |
| 96 | <ul style="list-style-type: none"> • CPD changed focus more on how can use digital platforms to share resources • Big drive to support staff mental health, lot more training for managers in August before staff come forward. | |
| 97 | <p>It was agreed that Curriculum plans would be shared with Governors. Any reviews would be considered against a SWOT analysis.</p> | |
| 98 | <p>Governors received the update on progress against strategic goals.</p> | |
| 99 | <p>20/116 – Committee memberships</p> <p>Governors approved the Committee Memberships for 2020/21</p> | |
| 100 | <p>20/117 – Schedule of Meetings</p> <p>Governors approved the Schedule of Meetings for 2020/21</p> | |
| 101 | <p>20/118 - Impact on Students of Items Discussed / Agreed</p> <p>Discussion around arrangements for students returning to college and supporting students wellbeing.</p> | |
| 102 | <p>Potential Government grants to improve facilities for students.</p> | |
| 103 | <p>Successful T-level bid.</p> | |
| 104 | <p>There had been discussion around the progress against strategic plans which was focused of student needs.</p> | |

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| | 20/119 - Urgent Business / Any other Business | |
| 105 | There being no further business the meeting closed. | |

Date of next Meeting:

Tuesday 25th August 2020

Signed as a true and accurate record

Approved at the meeting on 13 October 2020

Chairman

Date

Action Table

| Agenda Item | Description | By whom | By when |
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| 20/103 Integrated Financial model - | Staff pay increase it was agreed that this would be deferred until confirmation of the year end position and maintaining a good financial health rating. | Mr Deane | August 2020 TBC |
| 20/103 Integrated Financial model - | It was agreed that the Finance and Resources Committee would consider the timetabling for budget approval in future years. | Finance and Resources Committee / Mrs Harrison | TBC |
| | Additional Corporation Board meeting on the 25 th August 2020 | Mrs Taylor-Holmes | August 2020 |
| 20/115 Reporting against Strategic Plan 2019-2022 - | It was agreed that Curriculum plans would be shared with Governors. Any reviews would be considered against a SWOT analysis. | Mrs Hart | TBC Suggested Standards Committee November 2020 |

