

**GRANTHAM COLLEGE
CORPORATION MEETING**

**Minutes of the Meeting held on 15 October 2019, 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
Mrs N Halliday	General Member (appointed at item 19/145, attended from item XX)
Mr I Hyland	General Member
Mr N Oxley	Student Governor
Mr S Parsons	Staff Member
Mrs L Platts	Student Governor
Dr J Smith	General Member

In Attendance:

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
Mrs C Temprell	Vice Principal – HR and Student Services
Mrs J Taylor-Holmes	Clerk

Agenda: There were no changes to the agenda.

1	<p>19/144 - Apologies for absence</p> <p>Apologies were received from; Mr G Hayton-Hill, General Member Mr N Manoussakis, General Member Ms N Skins, General Member</p>	
2	<p>19/145 – Confirmation of eligibility, quorum and declarations of interest</p> <p>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.</p> <p>Forms for completion (Declaration of Eligibility, Declarations of Interests)</p>	
3	<p>Governors received the Declaration of Eligibility and Interests.</p>	

4	Governors completed the forms and submitted them to Mrs Taylor-Holmes. Code of Conduct	
5	Governors received the Code of Conduct.	
6	Governors confirmed their commitment to the Code of Conduct and signed to confirm this and submitted the form to Mrs Taylor-Holmes. <ul style="list-style-type: none"> • Appointment of Student Members - 	
7	Governors welcomed the two new Student Members and confirmed their appointments.	
8	Resolved – The Board approved the appointment of Mr N Oxley and Mrs L Platts as Student Governors for a period until 31 July 2020. <ul style="list-style-type: none"> • Appointment of General Member – 	
9	Mrs A Mosek, Chair of the Corporation and General Member explained that a Governor application had been received from Mrs Natasha Halliday who was a solicitor at Chattertons. The appointment was recommended by the members of the Search and Governance Committee.	
10	Resolved – The Board approved the appointment of Mrs Natasha Halliday as General Member for an initial period of four years.	
	19/146 – Minutes of the previous meeting; 4 July 2019	
11	Resolved – The minutes of the previous meeting; held on 4 July 2019 were approved as a true and accurate record. Notification of Urgent Business / Any other business	
12	There had been no items of urgent business / any other business notified.	
	19/147 - Matters Arising	
13	In relation to Link Governor roles, and the Safeguarding Link Governor, Mrs Mosek explained that Dr Joanne Smith had agreed to become the Safeguarding Link Governor.	
14	Governors thanked Dr Smith for agreeing to the role. It was noted that Dr Smith would work with Mrs C Temprell, Vice Principal – HR and Student Services in relation to the role.	

15	All other actions were complete or on the agenda for consideration.	
19/148 – Principal and Chief Executive’s Report		
16	Mr P Deane, Principal and Chief Executive presented the Principal and Chief Executive’s Report.	
17	Mr Deane explained that he had seen a webinar in relation to how Brexit might affect the sector. This had covered issues such as EU students studying in the UK. Mr Deane confirmed that the College was already engaged with students regarding settled status. Other topics covered included EU suppliers and Erasmus projects. All information received would be fully considered by the College.	
18	Mr Deane explained that the proposed take-over of West Grantham Academies Trust had not gone ahead and it was understood that the Archway Learning Trust would not be taking over the Trust now.	
19	Mr Deane explained that the College had been approached by Table Tennis England to see whether we would second our Head Coach until January 2020 to coach the Table Tennis England Olympic team. Some issues were being finalised to ensure that College students were appropriately supported during the secondment and this would then be implemented. Governors agreed that this would be very positive for the reputation of the College.	
20	Additional information was provided in relation to T-Levels. Expressions for interest were being sought from providers wishing to deliver T-Levels from the 22/23 academic year. Some funding had been received from the Capacity Development Fund and the College has recruited a number of staff to support the College to continue piloting industry placements.	
21	Further information was provided in relation to the Teaching Regional Improvement Programme TRIP and supporting staff with the focus on engineering and construction in preparation for the potential delivery of T Levels. It was noted that this had commenced and collaboration was ongoing with Boston, New College Stamford and Grimsby Institute.	
22	A further bid was planned with Stamford to develop staff for potential delivery of T Levels in the future.	
23	Mr Deane referred to the recent increase received in 16-18 year old funding. It was noted that there was no extra	

	<p>funding allocated for adult learners, apprenticeships or HE. The uplift equated to £188 per 16-18year old Learner.</p>	
24	<p>Extended grants to cover pension contributions increases from 16% to 24% had been provided for 2019/20 however, this was not guaranteed in future years.</p>	
25	<p>Governors noted that there was discussion around the sector and investment and any further updates would be provided.</p>	
26	<p>Governors noted the letter from College Principals to the Secretary of State and Chancellor.</p>	
27	<p>Governors also noted the letter from the FE Commissioner and Lord Agnew and the letter from the ESFA on Subcontracting (Mr Deane commented that the College does not subcontract provision)</p>	
28	<p>Mr Deane explained that there was currently no Skills Minister in post and a number of different Ministers were involved in the FE brief.</p>	
29	<p>Mr Deane referred to the link within the paper on the Independent Report on College mergers and the conclusion that there was no evidence that mergers result in improvements in finances or quality.</p>	
30	<p>Mr Deane referred to the ESFA new Financial Model and the briefing received from the Association of Colleges. It was noted that there was a requirement to make a financial return in January 2020, this would include a detailed cash flow. Further information would be provided in Governors on receipt of the template.</p>	
31	<p>Governors noted the content of the Principal's Report.</p>	
	<p>19/149 - Chair's Report</p>	
32	<p>Governors received the Chair's Report detailing activity undertaken since July 2019, it was noted that this new report arose following the Governor review of effectiveness.</p>	
33	<p>Mrs Mosek explained that she had attended monthly meetings with Mr Deane to discuss matters of importance at the College.</p>	
34	<p>She had also delivered three sessions for students on what Governors do which had arisen following her delivering training on the same topic to staff.</p>	

35	Mrs Mosek explained that she and Mr S Welton, Corporation Vice Chair and General Member had attended a staff appeal hearing.	
36	A new National Chair's development network had been established which Mrs Mosek has committed to join, this had arisen following the Chair's Development training that she had attended earlier in the year.	
37	Mrs Mosek referred Governors to training, the Association of Colleges were running some training, a staff Governors' conference on 26 November 2019 and the Governance Summit on 31 March 2020. It was agreed that Mrs Taylor-Holmes, Clerk to the Corporation would circulate details on training opportunities.	Action: Mrs Taylor-Holmes October 2019
38	The Board noted the information in the update report.	
19/150 - Reporting against Strategic Plan 2019-2021 - Dashboards		
39	Mr Deane presented the quality indicators dashboard.	
40	In relation to overall achievement rates, it was noted that the College was slightly above the national position for the courses the College offers for both 16-18year old and adult provision.	
41	Apprenticeship timely achievement and improved and the College had managed to achieve minimum standards.	
42	An area for improvement identified was in relation to English. It was noted that the College was above average in relation to Maths.	
43	Overall the green / amber position was noted.	
44	Governors discussed employer satisfaction. Mr Deane explained that the College did not achieve the 20% minimum responses threshold. Governors suggested that internal survey results information could be included within the dashboard.	
45	Governors noted the position regarding E&T achievement and the significant changes in qualifications. Due to the changes it was unsurprising that the National Average had dipped.	
46	In relation to the Finance dashboard. Governors noted the 16-18 year recruitment figures.	

47	In relation to availability of long term lending, this was a Nationwide issue. Mr Deane confirmed that the College was not currently looking for long term lending.	
48	Governors received the dashboards.	
	Strategic Plan Progress Report	
49	Governors received an update on each of the four main goals identified within the strategic plan.	
50	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.	
51	<p>Mrs Scarborough made the following comments;</p> <ul style="list-style-type: none"> • This was very clearly linked to the new Education Inspection Framework. • Deep dives in two areas had commenced; science and Hospitality & Catering and included observations and work with the Heads of Curriculum. • The deep dives were very focussed on Intent, Implementation and the drive towards Impact. • Targeted CPD had been developed around the EIF and how to link personal development to teaching. • HOC's had established parent forums to allow sharing of information, these had proved positive. • The developing work with the TRIP had commenced, there had been a first session on construction and engineering and masterclasses on Maths were being developed. • Inter-College competitions were also occurring. 	
52	Mrs Scarborough explained that the deep dives were going well so far and had identified a number of areas to explore. The business planning element was also being explored as course are developed in line with potential destinations. Schemes of work had been changes so that these start with the intent of the qualifications.	
53	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.	
54	<p>The following comments were made;</p> <ul style="list-style-type: none"> • Last year's information was being collated and the information was being used to support planning. 	

	<ul style="list-style-type: none"> Planned destinations were being developed so that this element can be tracked. Apprentice monthly tracking has improved and monthly monitoring would be extended to the classroom. 	
55	<p>Dr Peacock explained that there continued to be a focus on reducing gaps, there had been lots of analysis undertaken in relation to the equality and diversity of student data which had contributed to the access and participation plan in relation to HE.</p>	
56	<p>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.</p>	
57	<p>The following comments were made;</p> <ul style="list-style-type: none"> The financial dashboard supported this goal. 	
58	<p>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 for and achieve the highest standards.</p>	
59	<p>The following comments were made;</p> <ul style="list-style-type: none"> STRIVE workshops had been delivered and there had been a real focus on core values. Appraisal documentation was now linked to core values. New employees receive an induction with the SLT in relation to core values and recruitment questions are now linked to core values. New Keeping Children Safe in Education guidance had been reviewed and changes implemented. Values information should be in all classrooms. There had been a new system for recognising student and staff achievement implemented and there was now a wall of recognition which would be updated each half term. 	
60	<p>Governors noted the significant amount of work being undertaken in relation to embedding the values throughout the College.</p>	
61	<p>Governors received the update on progress against strategic goals.</p>	
62	<p>19/151 – Finance Report and Enrolment Update</p> <p>Mrs A Harrison, Director of Finance provided the Finance Report explaining that the figures were a summary of the</p>	

	<p>year end position which was currently being audited by the Financial Statement auditors.</p>	
63	<p>Mrs Harrison explained that an operating surplus at year end had increased to £274,285 due to the sale of the Police Houses. The College maintained a good grade in relation to financial health at year end.</p>	
64	<p>Governors commented on the positive financial indicators.</p>	
65	<p>Mr N Manoussakis, Chair of the Finance and Resources Committee had made the following comment in relation to the Finance Report; I think it is another good performance by the College for another year.... The only concern related to the reduced number of students.</p>	
66	<p>Mrs Harrison explained that whilst there had been a reduction in the number of 16-18 year olds enrolled at the College, there had been an increase on adult numbers. The College had achieved its loan allocation limit and had asked for more in relation to Level 3 adults. It was still early in relation to HE enrolments and apprenticeship enrolment looked positive.</p>	
67	<p>Mr Deane explained that there were more school leavers attending the College and the numbers were down as a result of a reduction in students progressing to year 2.</p>	
68	<p>Governors asked why this was the case. It was noted that student mentors were ringing students to ask why students were not returning for year 2 but a lower intake the previous year was partly to blame.</p>	
69	<p>Mr Deane commented that the local demographic looked positive for next year and the growth in apprenticeship income was also positive.</p>	
70	<p>Governors received the Finance Report and enrolment update.</p>	
	<p>19/152 - Accommodation Post Inspection Plan</p>	
71	<p>Mrs Temprell explained that the Ofsted Accommodation re-inspection which was due over the Summer / early Autumn 2018 had not yet taken place.</p>	
72	<p>Mrs Temprell explained that standards had greatly improved and a number of positive comments had been received about staff and the support students were receiving.</p>	
73	<p>There had been a number of social events including a BBQ at the beginning of the academic year and there was a quiz</p>	

	planned after half term. The first student voice meeting was due to take place with feedback to be received from each corridor.	
74	Governors noted the content of the update.	
	19/153 – Hot Topic	
75	Mrs Temprell presented the Hot topic. It was noted that this was on the new Keeping Children Safe in Education guidance.	
76	Governors had received the updated guidance by email.	
77	Mrs Temprell explained that this new guidance had been received in September and staff had been updated on the key changes.	
78	Mrs Temprell explained that there had been additions on upskirting and peer on peer abuse. Mrs Temprell provided a definition of upskirting and explained that there may be some modifications to the building design needed to prevent the possibility of upskirting.	
79	Honour based abuse and FGM had also been included and was referenced within the guidance.	
80	Mrs Temprell commented that there had been some instances of violent behaviour outside of College, the Police had been involved and had been asked to have a greater presence at the College. There had also been some new guidance in relation to knife crime.	
81	There had also been a recent case of an ex-student upon which the College had received contact from Ofsted and the support which the young person received.	
82	Mrs Temprell explained that the College was looking at ways to support and protect staff and students on the site which was an open site. An alarm system was being considered for staff along with estate management.	
83	Governors asked about staff training. Mrs Temprell explained that the College was looking at reintroducing reasonable force training for staff. It was noted that the security team do have training and one of the new security team has a background in the prison service. Strategies for diffusing situations and safeguarding training was available for staff.	
84	Mrs Temprell referred to the new Safeguarding Policy and the updates which had been made.	

85	Governors approved the new Safeguarding Policy.	
	19/154 – Equality and Diversity for Employees and Students	
86	Mrs Temprell provided the equality and diversity information in relation to staff.	
87	It was noted that this was similar in relation to the previous year's data.	
88	Governors noted that 14% of staff were from the EU and the College was working with staff regarding settlement status.	
89	There had been a reduction in the number of agency staff workers in the engineering department, permanent male staff had been recruited.	
90	Governors commented on the aging employee population and noted the work being undertaken to identify any skills gaps and develop plans in these areas.	
91	Dr Peacock provided the Equality and Diversity update in relation to students.	
92	Dr Peacock explained that any gaps in achievement and retention had been reviewed for students in relation to the protected characteristics.	
93	Governors noted the gaps, gaps closed and improvements identified at page 1 of the report.	
94	Dr Peacock confirmed that those areas where gaps had been identified would be included on the Equality and Diversity Committee action plan, Dr Peacock confirmed that he chaired that Committee.	
95	The Access and Participation Plan was also referred to.	
96	Governors received the Equality and Diversity updates for staff and students.	
	19/155 – Sub-contracting Report	
97	Mr Deane presented the sub-contracting report and confirmed that the College did not have any sub-contracting in place during 2018/19 and did not plan to enter into any sub-contracting arrangement in 2019/20.	
98	Governors noted the Sub-Contracting Policy 2019/20 and the update.	

<p>99</p> <p>100</p> <p>101</p> <p>102</p> <p>103</p>	<p>19/156 Institute of Technology update</p> <p>Dr Peacock provided an update on progress in relation to the Institute of Technology (IoT) project.</p> <p>Dr Peacock explained that the project was progressing well, the joint venture contracts had been signed and plans were in place to get other contracts signed in the coming weeks.</p> <p>A project manager has been recruited and work with the architect to ensure that the project is on time and within budget and work would commence in the coming weeks to secure the main contractor.</p> <p>It was noted that the plan was to open the new Institute of Technology Centre in September 2020.</p> <p>Governors received the IoT update.</p>	
<p>104</p> <p>105</p> <p>106</p> <p>107</p> <p>108</p> <p>109</p>	<p>19/134 Governance Report</p> <p>The recruitment of the new Governor had taken place at agenda item 19/145.</p> <p>Governors noted the Schedule of Business 2019/20.</p> <p>Mrs Taylor-Holmes explained that the College seal would be used in the coming weeks in relation to a number of contracts relating to the Institute of Technology project.</p> <p>Governors were asked to ratify the use of the seal in advance of the signing of the documents outlined within the paper.</p> <p>The Board received the Schedule of Business for 2019/20.</p> <p>Governors ratified the use of the College seal.</p>	
<p>110</p> <p>111</p> <p>112</p> <p>113</p>	<p>19/136 Impact on Students of Items Discussed / Agreed</p> <p>There had been discussion around the progress against strategic plans.</p> <p>The continued consideration of the student accommodation.</p> <p>The discussion around Safeguarding and the equality and diversity update.</p> <p>The development of the Institute of Technology.</p>	

19/137 Urgent Business / Any other Business

114	There being no further business the meeting closed.	
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Date of next Meeting:

Tuesday 17 December 2019

Signed as a true and accurate record

Approved at the meeting on 17 December 2019

Chairman

Date

Action Table

Agenda Item	Description	By whom	By when
19/149 - Chair's Report	Mrs Mosek referred Governors to training, the Association of Colleges were running some training, a staff Governors' conference on 26 November 2019 and the Governance Summit on 31 March 2020. It was agreed that Mrs Taylor-Holmes, Clerk to the Corporation would circulate details on training opportunities.	Mrs Taylor-Holmes	October 2019