

GRANTHAM COLLEGE CORPORATION MEETING

Minutes of the Meeting held on 17 December 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 P Cartwright	Staff Member
Mr P Deane	Principal & Chief Executive
Mrs N Halliday	General Member
Mr I Hyland	General Member
Mr E Ohanekwu	Student Governor
Mr T Radley	General Member (appointed at item 19/161)

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>19/160 - Apologies for absence</p> <p>Apologies were received from; Mr G Brewis, General Member Mr G Hayton-Hill, General Member Mr N Manoussakis, General Member Mr S Parsons, Staff Member Ms N Skins, General Member Dr J Smith, General Member Mr N Oxley, Student Governor Mr L Platts, Student Governor</p>	
2	<p>Apologies were also received from Ms L Steptoe, Vice Principal – Business and Curriculum Development</p>	
3	<p>19/161 – 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> <ul style="list-style-type: none"> • Appointment of Student Member - 	

4	Governors welcomed one new Student Member and confirmed their appointment.	
5	Resolved – The Board approved the appointment of Mr E Ohanekwu as Student Governor for a period until 31 July 2020.	
	<ul style="list-style-type: none"> • Appointment of General Member – 	
6	Mrs A Mosek, Chair of the Corporation and General Member explained that a Governor application had been received from Mr Timothy Radley who introduced himself to the members. Mr Radley left the meeting briefly at this point. Mrs Mosek explained that the appointment was recommended by the members of the Search and Governance Committee.	
7	Resolved – The Board approved the appointment of Mr Timothy Radley as General Member for an initial period of four years.	
	19/162 – Election of Vice Chairman	
8	Resolved – The board approved the appointment of Mr S Welton as Vice Chairman for a period of two years.	
	19/163 – Minutes of the previous meeting; 17 September 2019 and 15 October 2019	
9	Resolved – The minutes of the previous meetings; held on 17 September 2019 and 15 October 2019 were approved as a true and accurate record.	
	Notification of Urgent Business / Any other business	
10	There had been no items of urgent business / any other business notified.	
	19/164 – Minutes of committee and other meetings	
	Search and Governance Committee	
11	Mrs Mosek explained that the Search and Governance Committee had been held on the 5 th of November 2019. The main focus of the meeting had been on the search for potential new governors.	
12	It was noted that Steve Parsons was due to come to the end of his tenure as Staff Governor and this was therefore his last corporation meeting. Governors thanked Mr Parsons for his significant commitment and dedication to the role.	

13	The Committee had also received an update on compliance with the Association of Colleges Code of Good Governance.	
	Standards Committee	
14	Mr S Welton, Chair of the Standards Committee provided an update on matters discussed on the 27 November 2019. Governors noted the content of the minutes.	
15	Mr Welton explained that a very interesting presentation had been received from Hazel Gunby, Head of Curriculum for Hair and Beauty, Performing Arts, Construction, Hospitality and Catering. It was noted that the deep dive strategy was now being used to mirror the Ofsted inspection regime. Mr Welton also explained that the Quality Dashboard had been reviewed along with benchmark data.	
16	A Good rating had been received following the recent Ofsted reinspection undertaken in the accommodation.	
17	The Quality Improvement Plan had been reviewed and an update received on HE and progress of the Institute of Technology.	
18	There were two items of matters arising; one in relation to the role of learning support and one specific in relation to the Automotive Department, both items would be considered by the Committee in due course.	
19	Mr Welton drew Governors attention to the change in date of the next Standards Committee meeting.	
	Audit Committee and Finance & Resources Committee	
20	The main item discussed at both Committee meetings was the Audited Financial Statements for year ending 31 st July 2019.	
21	Many of the items discussed were on the Agenda for consideration.	
	19/165 - Matters Arising	
22	From the meeting held on 17 th of September 2019 it was noted that the access and participation plan had been approved by the Office for Students.	
23	All other actions were complete or on the agenda for consideration.	
	19/166 – Principal’s Report & Hot Topic	

24	Mr P Deane, Principal and Chief Executive presented the Principal and Chief Executive's Report.	
25	Mr Deane explained that the general election was due to be held in the coming days. The Association of Colleges had provided a summary of the manifesto of each of the main parties reflecting issues relevant to the College. This was provided to Governors.	
26	Governors discussed the potential impact of the election and in particular noted the Conservatives pledge of £1.8bn worth of capital investment.	
27	Additional funding for the National Skills Fund was also noted.	
28	There were no additional revenues provided and the capital funding scheme may require match funding.	
29	Governors discussed the impact of a new local MP and it was agreed that the MP would be invited to attend the College.	
30	Mr Deane explained that our Head Coach had been seconded and was now the GB men's Coach for the Tokyo 2020 Olympics.	
31	As previously mentioned, the Ofsted reinspection of the residential provision had been positive and a grade of Good awarded. Governors thanked Mrs C Temprell and all the staff involved for their substantial effort to improve provision in this area.	
32	Mr Deane confirmed that the Department for Education had signed the relevant documentation creating the Institute of Technology releasing capital funding to redevelop Stonebridge House. Planning permission had also been granted. Governors agreed that this was a very positive development and thanked all staff involved.	
33	In relation to the recent Education and Skills Funding Agency visit, Mr Deane explained that the visit had been positive there was no discussion around mergers and the items discussed were similar to issues raised in other colleges.	
34	Governors asked whether there were any specific issues the ESFA was concerned about. Mr Deane explained that there was some national concern about T-level delivery.	
35	Governors noted the content of the Principal's Report.	

<p>36</p> <p>37</p> <p>38</p> <p>39</p> <p>40</p> <p>41</p>	<p>19/167 - Chair's Report</p> <p>Governors received the Chair's Report detailing activity undertaken since October 2019.</p> <p>Mrs Mosek thanked Governors for their contribution to the Governor review meetings. Mrs Mosek explained that she had two reviews to complete and it was hoped that the outcomes from the review meetings would be provided to the April Governor meeting.</p> <p>Mrs Mosek explained that she had attended a collaboration meeting with New College Stamford and Boston College and had received an update on the appointment of the new Principal at Boston and latest merger discussions with Peterborough. Mrs Mosek confirmed that this was the last collaboration meeting but the colleges would continue to work together in the context of student competitions.</p> <p>Mrs Mosek confirmed that there would be a consultation on the proposed merger between New College Stamford and Peterborough Regional College however no date had been issued.</p> <p>Mrs Mosek explained that she had chaired the student hustings event at the end of November and had undertaken a learning walk and spoke to a number of students.</p> <p>The Governors noted the information in the update report.</p>	
<p>42</p> <p>43</p> <p>44</p> <p>45</p> <p>46</p>	<p>19/168 - Reporting against Strategic Plan 2019-2022 – Dashboards</p> <p>Mr Deane presented the quality indicators dashboard.</p> <p>In relation to overall achievement rates, it was noted that work was continuing to improve consistency across sector subject areas. A particular focus was on Apprentice achievement rate.</p> <p>In relation to the FE Choices Survey on student satisfaction the college was ranked slightly lower than the average on recommendation questions.</p> <p>Governors noted that the 'you said we did' publication would be rolled out throughout other areas in the college.</p> <p>Another area for improvement identified was in relation to GCSE English.</p>	

47	Governors noted that the overall quality indicators position had improved.	
48	In relation to the Finance dashboard. Governors noted that in relation to availability of long-term lending, this was a Nationwide issue.	
49	Governors received the dashboards.	
	Strategic Plan Progress Report	
50	Governors received an update on each of the four main goals identified within the strategic plan.	
51	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.	
52	<p>Mrs Scarborough made the following comments;</p> <ul style="list-style-type: none"> • Deep dives were progressing well. • The intent of the curriculum was being linked to local community need. • EIF training was progressing well to ensure that deep dives mirrored Ofsted visits. • Deep dives included communication with students and staff • There were ongoing discussions around improving surveys provided to students. • Twice yearly reports were being provided to parents of 16-18 students. • Work continues with local colleges in relation to competitions and sharing local practise. • NICDEX indicators for 16-18 and adult progression into work was good and this would support the self-assessment process. 	
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"> • The next round of curriculum planning was progressing and work was ongoing to consider the offer and labour market intelligence • The business planning templates had been changes to meet EIF measures 	

	<ul style="list-style-type: none"> • The first open evening held had been incredibly busy with another planned in January 2020 • All apprenticeships had been changed to Standards • Positive destinations were being reviewed • The sector offering was being reviewed and the team was also going through the funding database to see what other courses could be offered • The LEP draft skills assessment was being reviewed and in particular the provision of leadership and management courses. Expansion into apprenticeships in this area was being considered • Expanding recruitment with courses in AI, Robotics and Visual Effects was also being reviewed and linked to industry 	
55	<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>	
56	<p>The following comments were made;</p> <ul style="list-style-type: none"> • The financial dashboard supported this goal. • A full financial report along with the Audited Financial Statements for year ending 31 of July 2019 were on the agenda for consideration. 	
57	<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. Mrs Temprell provided an update in this area.</p>	
58	<p>The following comments were made;</p> <ul style="list-style-type: none"> • Staff appraisals were being undertaken and linked to core values • The college leadership team was undertaking a hundred-day challenge with the aim to raise £10,000. All staff were encouraged to get involved • In response to Governors questions around staff feeling, Mrs Temprell explained that there had been some incredibly challenging behaviour in students. Six extra closure days had been allocated and the AOC recommended pay rise would be considered • A further staff survey was planned • A total benefit statement was to be created and provided to staff • The current financial pressures were explained to staff 	

59	Governors received the update on progress against strategic goals.	
19/169 – Finance Report and Financial Plan Update		
60	Mrs A Harrison, Director of Finance provided the Finance Report explaining that the reports were considered at the finance and resources committee on the 3 rd December with the forecasted outturn for this financial year.	
61	The Report contained a number of appendices covering, Income and Expenditure Account for period ending 31 st October 2019, Balance Sheet at 31 st October 2019, Cashflow forecast to November 2021, Finance Dashboard, Debtors Report and Capital Expenditure and Details of Asset Additions 2019-20.	
62	Mrs Harrison explained that an operating deficit of £127,000 at year-end had been reforecast with the College predicting a good financial health rating as graded by ESFA.	
63	Appendix H of the report showed the variables and included lower funding on adults and HE, the increase in 16-18-year-old funding allocations the increase in pension scheme contributions the increase in high needs funding and the loss of the nursery contract.	
64	Mrs Harrison explained that there had been guidance received from the ESFA on the information required to be submitted at the end of February 2020, and a new template was required to be submitted.	
65	Governors asked for additional information regarding the reforecasting and how this would impact on the future timetabling of budget considerations. How this linked to business planning and curriculum planning would also be considered.	
66	Governors expressed some concern about missing learner number targets particularly in 16-18 and HE. It was noted that there were plans in place to consider this. It was further noted that the HE market was extremely competitive with an increase in unconditional offers by universities. The Augur report had provided a number of very sensible recommendations around the imbalance between HE and FE and would be considered.	
67	Governors discussed the reduced numbers in accommodation Mr Deane explained that this related to Anglian water students when 23 students were enrolled against a suggested 30.	

68	Dr Peacock explained some of the work being undertaken in relation to HE numbers including a review of the courses offered and maximising internal progression. The IoT project was also focused on the HE level in computing and engineering.	Action: Mrs Taylor-Holmes January 2020
69	Governors noted the success of the table tennis academy and that this was going from strength to strength.	
70	The Governors approved the reforecast and that the final plan for submission into the ESFA would be approved at an additional Corporation Board meeting on the 18th February 2020.	
71	Governors received the Financial Report to the 31 October 2019.	
	19/170 – Self-Assessment Report	
72	Mr Deane explained that the Self-Assessment report had been discussed at the Standards Committee and whilst there was no requirement to submit the report to Ofsted the requires improvement grading for apprenticeships highlighted the importance of the report.	
73	Overall, the College had Self-Assessed as good including in the apprenticeships area which had seen improvements.	
74	Governors were referred to the new Ofsted framework and the different indicators being used such as destinations data and the three I's and the Deep Dives.	
75	Governors discussed the challenges faced by apprenticeships and noted that this related to health and social care apprentices and the challenges in passing the Maths and English functional skills element.	
76	It was noted that there was no external validation planned this year and internal observations and Deep Dives were providing validation. There were other options available including working with other Colleges such as Boston College to share improvement practise.	
77	Governors received the Self-Assessment report update.	
	19/171 - Accommodation Post Inspection Plan	
78	Mrs Temprell, Vice Principal HR and Student Services explained that the Ofsted Accommodation re-inspection had taken place in November and their report published.	

79	The report had graded the accommodation as Good. A number of minor actions had been identified and these would be included within an action plan.	
80	Mrs Temprell explained that there was a recommendation in relation to references for new staff and induction processes for new staff and mandatory training. It was noted that reference checks include very limited employment information however safeguarding and security checks were completed for all staff before employment commenced.	
81	Mrs Temprell commented on the fantastic feedback received from both staff and students and the positive comments received in relation to safeguarding. Ofsted recognised the work done to integrate with external partners to support students.	
82	Governors congratulated staff on the report findings. Mrs Temprell thanked Mr Welton for his support.	
83	Governors noted the content of the update.	
	19/172 – Audited Financial Statements for Year Ending 31st July 2019	
84	Mr Deane explained that the Audited Financial Statements for year ending 31 July 2019 had been reviewed by both the Audit and Finance Committee. The audit was a clean audit with no audit matters raised with no post year adjustments.	
85	Mr Deane explained that there had been a few layout changes to mirror OfS requirements and senior management salaries had been put into bands of £5,000 rather than £10,000 bands. In addition, the median of the Chief executive salary had been added with pay multiples.	
86	The management letter had been replaced with an audit completion document.	
87	No audit adjustments had been identified, the College was a going concern and financial covenants were in place.	
88	Governors thanked the Finance Team for their assistance in this area.	
89	Governors noted the content of the Audit Completion Document Year Ended 31 July 2019 and approved the Letter of Representation and the Draft Audited Financial Statements for signature.	

90	It was agreed that Mr Deane and Mrs Mosek would sign the Letter of Representation and the Audited Financial Statements.	
	19/173 – Audit Committee Issues	
	a. Annual Report to the Corporation	
91	Mrs Harrison explained that the annual report had been to the Audit Committee and was presented for approval. The report also included the Risk Management annual report for 2018/19.	
92	Governors received the Annual Report to the Corporation detailing the activity of the Audit Committee during the 2018/19 academic year.	
93	Governors approved the Audit Committee Annual Report.	
	19/174 – Search and Governance Committee Issues	
	a. Annual Report to the Corporation	
94	Governors approved the Search and Governance Committee Annual Report.	
	b. Confidential Business Review	
95	Governors approved the Confidential Business Review	
	19/175 – Health and Safety Annual Report	
96	Mrs Harrison presented the Health and Safety annual report.	
97	Mrs Harrison explained that a new Health and Safety Advisor had been appointed in March 2019 and was reviewing and implementing a number of issues identified as part of an internal audit review. The internal audit review had been a useful baseline for the position in health and safety at the time of the appointment.	
98	The Health and Safety Advisor was now working in curriculum areas particularly concentrating on those high-risk areas such as construction and health and beauty.	
99	Regular reports were being provided to the SLT and near miss recording was taking place.	
100	New health and safety training had been introduced and the additional historic RIDDOR reportable incidents were linked	

101	<p>to the requirement to report carpal tunnel syndrome under RIDDOR.</p> <p>Governors received the annual health and safety report.</p>	
102	<p>19/176 – Safeguarding Report 2018/19</p> <p>Mrs Temprell provided the overview of the Safeguarding Young People and Vulnerable Adults Report 2018/19.</p>	
103	<p>It was noted that this report was usually provided in October however this had been moved to December as an update on Keeping Children Safe in Education had been provided in October.</p>	
104	<p>Mrs Temprell explained that the College had supported 66 cases of safeguarding which was an increase of 24 cases from the previous year.</p>	
105	<p>Governors noted the top three safeguarding concerns and the emerging themes identified during this year.</p>	
106	<p>Governors noted that the college was working closely with the local Police and they had been supporting the College by being present in reception and highlighting the dangers of gangs and knife crime. The Police had agreed to attend College to deliver workshops for students.</p>	
107	<p>Mental health and wellbeing sessions had been held for students in particular providing distraction techniques to counter negative thoughts.</p>	
108	<p>Training had been provided to staff in the safeguarding team and students have a good awareness of where to go and how to report safeguarding concerns.</p>	
109	<p>Governors reviewed and supported the recommendations within the paper.</p>	
110	<p>It was agreed that themed weeks were a positive introduction with external speakers providing a good way to remember messages.</p>	
111	<p>Governors noted the zero-tolerance approach being taken to bullying and the involvement of parents and disciplinary action against students.</p>	
112	<p>Governors discussed the need to ensure that staff were appropriately trained to deal with difficult behaviour and appropriate support provided.</p>	

113	Governors received the Safeguarding Report.	
	19/177– Terms of Reference Search and Governance Committee	
114	Mrs Taylor-Holmes explained that the Terms of Reference had been amended to increase the number of lay members permitted on the Committee to two recognising the usefulness of gaining support from those who are well known in the local community.	
115	Governors approved the updated search and governance committee terms of reference.	
	19/178 Institute of Technology update	
116	Dr Peacock provided an update on progress in relation to the Institute of Technology (IoT) project.	
117	Dr Peacock explained that the project was progressing well, all contract documentation had been completed and planning permission granted.	
118	A project manager has been recruited and work with the architect to ensure that the project is on time and within budget and the tender package for the main contractor went out on the 5 th December with a return deadline of 24 th January 2020.	
119	Governors noted that the receipt of tenders was crucial to ensure that the project was within budget. The demolition and asbestos removal had been separated out from the main contract.	
120	Mrs Harrison explained that the first submission for funding from the DfE was due on the 20 th December.	
121	Governors received the IoT update.	
	19/179 Impact on Students of Items Discussed / Agreed	
122	There had been discussion around the progress against strategic plans which was focused of student needs.	
123	The Ofsted report into student accommodation.	
124	The discussion around Safeguarding and the Health and Safety annual report.	
125	The development of the Institute of Technology.	

	19/180 Urgent Business / Any other Business	
126	There being no further business the meeting closed.	

Date of next Meeting:

Tuesday 18th February 2020

Signed as a true and accurate record

Approved at the meeting on 2 July 2020

Chairman

Date

Action Table

Agenda Item	Description	By whom	By when
19/169 – Finance Report and Financial Plan Update	Additional Corporation Board meeting on the 18 th February 2020.	Mrs Taylor-Holmes	January 2020