

## **GRANTHAM COLLEGE CORPORATION MEETING**

**Minutes of the Meeting held on 13 March 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 J Addlesee	Student Member
Mr P Cartwright	Staff Member
Mr P Deane	Principal & Chief Executive
Mr G Hayton-Hill	General Member
Mr I Hyland	General Member
Mr M Kalbassi	General Member
Mr N Manoussakis	General Member
Mr S Parsons	Staff Member
Ms N Skins	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.*

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	<b>19/106 - Apologies for absence</b>	
1	Apologies were received from; Mr G Brewis, General Member Mrs S Macpherson, General Member Miss D Matchett, Student Member Mr B Slater, General Member	
2	Apologies were also received from Katie Nevitt, Vice Principal – Business Development.	
	<b>19/107 – Confirmation of eligibility, quorum and declarations of interest</b>	
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.	

	<b>19/108 – Minutes of the previous meetings; 18 December, 5 February 2019 &amp; Strategic Planning meeting on 5 February 2019</b>	
4	<b>The minutes of the previous meeting held on 18 December 2018 were approved as a true and accurate record.</b>	
5	The minutes of the previous meeting held on 5 February 2019 were amended with the removal of Ms N Skins from the attendance list, <b>subject to the amendment, the minutes from the meeting held on 5 February 2019 were approved as a true and accurate record.</b>	
6	<b>The notes from the Strategic Planning meeting on 5 February 2019 were approved as a true and accurate record.</b>  <b>Matters Arising</b>	
7	In relation to Link Governor roles, these had been discussed by the Governance, Remuneration and Search Committee. Mr S Welton, General Member and Vice Chair was the Accommodation Link Governor. There had been some discussion around whether a Safeguarding Link Governor was required. It was agreed that a Safeguarding Link Governor was needed and Governors were encouraged to consider whether they would like to become the Safeguarding Link Governor. Mrs A Mosek, Chair of the Corporation asked interested Governors to contact her in the first instance.	<b>Action: All July 2019</b>
8	In relation to the action arising regarding estates, Mr P Deane, Principal and Chief Executive explained that the offer on the Police Houses had been accepted and the sale of the property was progressing well. Mr Deane explained the considerations of timing and the sourcing of suitable alternative premises should the Barracks sell. It was suggested that the market should be tested and the site advertised whilst reviewing options for alternative premises. An update would be provided in due course.	
9	All other actions were complete or on the agenda for consideration.  <b>Notification of Urgent Business / Any other business</b>	
10	There had been no items of urgent business / any other business notified.	
	<b>19/109 – Minutes of the previous Committee meetings and other meetings;</b>	

11	<p><b>Standards Committee – 21 November 2018</b></p> <p>Governors noted the content of the draft minutes from the meeting held on 13 February 2019.</p>	
12	<p>Mr Welton explained that the Committee had received a very detailed presentation from Jane Naylor in relation to the provision of education to high needs students. The new quality dashboard had also been reviewed and provided good assurance. The SAR had been reviewed in full and had been provided to all Governors by email.</p>	
13	<p><b>Audit Committee – 27 February 2019</b></p> <p>Governors noted the content of the draft minutes from the meeting held on 27 February 2019.</p>	
14	<p><b>Finance Committee – 5 March 2019</b></p> <p>Mr N Manoussakis, General Member and Chair of the Finance Committee provided a verbal update from the meeting held on 5 March 2019.</p>	
15	<p>Mr Manoussakis explained that the Committee had reviewed new Terms of Reference and the change of name to the Finance and Resources Committee, this was recommended to the Board for approval.</p>	
16	<p>The Committee had received and reviewed the Finance report to end of January 2019 with all appendices. It was agreed at the Committee that the Finance report would be sent to Governors along with the dashboard. It was agreed that the appendices would not be circulated to Governors with Board papers as these were accessible on the Governors meeting library if needed.</p>	
17	<p>The Committee approved a 1% or minimum £250 pay increase to all staff (excluding designated senior post holders) to be implemented in April 2019. This was in line with the Association of Colleges recommendation and with what the majority of Colleges were planning to make.</p>	
18	<p>Mr Manoussakis explained that Committee members had a very interesting discussion about the current state of the sector and had received information on the new Insolvency Regime which was in force.</p>	
19	<p><b>Governance, Remuneration &amp; Search Committee – 13 March 2019</b></p> <p>Mrs Mosek provided a verbal update from the meeting held on 13 March 2019.</p>	

20	Mrs Mosek explained that Mr P Cartwright had been re-appointed as Staff Member for a period of two years, there had been three members of staff nominated to be staff governor and an election held, almost 100 votes had been cast. This was extremely positive and showed staff involvement and engagement in the Governor role. Governors congratulated Mr Cartwright on his re-appointment.	<b>Action: All July 2019</b>
21	The Committee continued to search for new General Members with the following skills; HR, Legal, estates and members with more general skills from local business. A leaflet had been produced to provide information on the role of Governor, any Governors with potential links were asked to contact the Clerk in the first instance.	
22	There had been an amendment to the Association of Colleges Code of Good Governance and a new Remuneration Code developed. This would mean that the Committee role in relation to senior staff would be removed and a new Committee established which would be Chaired by a Lay Member. This would be further considered at the next meeting and new Terms of Reference presented to the July Board meeting.	
23	Feedback from the Annual Review meetings and Committee effectiveness reviews was discussed, it was agreed that a welcome back meeting would be scheduled for Governors in September and an update provided to Governors to confirm what action had been taken.	
24	<b>Governors received the reports from the Committees.</b>	
<b>19/110 – Principal and Chief Executive’s Report</b>		
25	Mr Deane presented the Principal and Chief Executive’s Report.	
26	Mr Deane explained that the changing position regarding West Grantham Academies Trust, progress would be followed and updates provided where needed. Mr Deane explained that he was planning to meet with the new Chief Executive and was currently an ex-officio member of the current Board.	
27	Mr Deane explained that the second issue of the internal staff bulletin ‘GC Success’ had been published and circulated to staff and Governors.	
28	There had been nothing significant for Colleges in the Spring statement. Mr Deane explained that there was some positive news with the reduction in contribution for non levy	

	<p>apprenticeship providers from 10% to 5% and free sanitary products for students. The Comprehensive Spending Review was awaited.</p>	
29	Mr Deane explained that the revised funding allocations might impact negatively on the College with the potential impact on 19+ funding and limits on growth of 19+ loans for level 3 students. Restrictions on non-levy growth would negatively impact on 19+ apprenticeships.	
30	In relation to T-Levels, Mr Deane explained that this would provide an income of £82,000 should the funding continue.	
31	In relation to College finances and intervention, Mr Deane confirmed that the new Intervention regime was being reviewed and information on this would be provided to Finance and Audit Committee members.	
32	Governors noted the National Audit Office report on apprenticeships which had been critical of the reforms in this area and questioned the financial sustainability of the current position.	
33	Mr Deane explained that he had attended the SKDC skills summit and Governors noted the report section on College de-mergers.	
34	In relation to the progress of the Institute of Technology bid, Mr Deane confirmed that the team had attended an interview on 7 March, the outcome from the bid would be notified at the end of March / April.	
35	Governors asked about the relationship between Lincoln University and the cinema complex. Mr Deane explained that he had discussed this with SKDC, the layout and facilities were not known as the site remained under development. It was anticipated that the courses would be leadership and management courses.	
36	<b>Governors noted the content of the Principal's Report.</b>	
	<b>19/111 – Finance Report</b>	
37	Mrs Harrison provided the Finance Report explaining that this had been considered in detail by the Finance Committee.	
38	Mrs Harrison explained that an operating surplus of £181,000 was forecast at year end.	

39	At the end of January 2019 there was a positive income variance of £276,534, Governors were referred to the variances listed within the report.	
40	Apprenticeships remained an area where accurate budgeting was a challenge.	
41	There was a decrease in 16-18 student numbers which would negatively impact on the financial position for 2019/20, this would result in a reduction of income of approximately £200,000 compared to plan.	
42	In year, 16-18, 19+ and apprenticeship funding was above budget, HE was below however, this was in part due to an increase in higher level apprenticeships. There was also more high needs students which would positively increase income in this area.	
43	Pay was currently £176,000 below budget, payroll was being monitored closely and monthly and there would be a net gain in relation to the sale of the Police Houses. For accounting purposes, this was an exceptional item and would therefore not be included in the grading of financial health.	
44	The College had was currently forecasting being graded outstanding in relation to financial health.	
45	Cashflow was closely and regularly monitored, with a current 49 day cash provision. The College was compliant with loan conditions.	
46	Governors asked what steps were being taken to encourage students to attend the College. Mr Deane explained that applications for next year were increased on the position at this time of the previous year. Student mentors were visiting schools and talking about the course offering and different routes to University.	
47	Governors asked Mr J Addlesee, Student Governor about his experience, why he came to the College and whether there was anything further the College could do to encourage students. Mr Addlesee explained that it was the course offering that encouraged him to attend the College, he would think about possible areas to encourage more students to attend the College.	
48	Governors noted the demographic challenge and the large number of local schools offering sixth form provision.	
49	The demographic challenge impact on HE recruitment was also noted along with the impact of Universities offering unconditional offers to students to encourage attendance.	

50	Governors received the Financial indicators report and noted the staff utilisation figures.	
51	Mr Deane explained that the availability of long term credit rating was poor but was out of the College control.	
52	Governors commented on the positive financial indicators.	
53	<b>Governors received the Finance Report.</b>	
	<b>19/112 Self-Assessment Report</b>	
54	Mr Deane explained that the full self-assessment report had been sent to all Governors and had been considered in detail by the Standards Committee.	
55	The College had self-assessed as grade 2, good, against all key judgement areas with the exception of apprenticeships which were graded as 3, requires improvement. This had been reviewed against the most recent Ofsted inspection findings and areas for improvement identified in the Quality Improvement plan.	
56	Governors noted the areas of key strength identified in the report where the College was performing above average.	
57	Governors noted the areas for improvement identified in the report.	
58	The break down for each sector area was discussed and how this influenced areas identified for intervention.	
59	Governors commented that the Self-Assessment report contained very clear information and demonstrated a real understanding of areas where there were difficulties and the improvement action was identified within the Quality Improvement Plan.	
60	Governors noted that in depth information about each course was contained within the appendices of the report.	
61	<b>Governors received and approved the Self-Assessment Report.</b>	
	<b>19/113 Reporting against Strategic Plan 2019-2021 – Dashboard</b>	
62	Mr Deane presented the quality indicators dashboard and provided a summary of how these relate to the strategic goals.	

63	Governors discussed the apprenticeship information, noting that this was above national average for the qualifications offered.	
64	Governors noted that the Employer survey was due to go out in March and were pleased with progress overall, with 67% of students at good or better.	
65	Mr Deane explained that it was early in the year in relation to work experience and that there was work ongoing in relation to retention that was included within the QUIP, adult retention was slightly below the position in the previous year and would be considered.	
66	<b>Governors received the dashboard.</b>	
67	Governors received an update on each of the four main goals identified within the strategic plan.	
68	Mrs T Scarborough, Vice Principal – Quality & Curriculum 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.	
69	<p>Mrs Scarborough made the following comments;</p> <ul style="list-style-type: none"> <li>• There was a number of indicators on the dashboard which supported this goal.</li> <li>• In relation to lessons observations and learning walks, work was ongoing to ensure that observations were occurring in the workplace to ensure that students have the same experience and access.</li> <li>• There was a new co-ordinator for Apprentices</li> <li>• All students were receiving employability support through the timetable, there was access to career and progression events including employment and HE opportunities. Independent career advice was provided.</li> <li>• In relation to student satisfaction, work was ongoing to increase participation, there had been a 'you said, we did' approach taken in accommodation.</li> <li>• Parents were provided with regular reports.</li> <li>• All sector groups were being reviewed in relation to attendance.</li> <li>• In relation to achievement rates, the QUIP identified key priorities</li> <li>• In relation to destinations information, the internal paperwork was being considered to ensure that more detailed feedback could be provided for example in relation to internal progression.</li> </ul>	



	<ul style="list-style-type: none"> <li>• Lots of CPD had been offered with guest speakers attending.</li> <li>• Enrichment tracking was being implemented to ensure all areas are getting access to this to support progression.</li> </ul>	
70	Mr Deane explained that student records would be subject to and internal audit review, this had replaced the learner number review.	
71	Governors asked Mr J Addlesee, Student Governor about his student placement. Mr Addlesee explained that he had enjoyed his placement with a software company. Mrs Scarborough commented that feedback and reports had generally been very good in relation to placements, students reported a positive experience and had been good ambassadors for the College. Mrs Scarborough explained that the College was working hard to ensure that placements were relevant and not done in isolation from the course studied.	
72	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.	
73	<p>The following comments were made;</p> <ul style="list-style-type: none"> <li>• Labour market intelligence was now being used in curriculum planning.</li> <li>• Heads of Curriculums were looking at business plans for their areas taking into account apprenticeships and the needs of the local area.</li> <li>• VECTOR, a web based tool was being used to look at trends, potential learner numbers and competitors.</li> <li>• Student destinations were also being reviewed.</li> <li>• Good practice was being shared between HE and FE.</li> <li>• LEP spending was also being considered regarding employment demand and skills shortages.</li> <li>• Collaboration with local business was underway for example Engineered in Grantham.</li> <li>• Careers fair had been held with good input from local employers, the HE offer had been showcased and there had been a really good atmosphere.</li> <li>• All students were expected to complete work experience and undertaken one hour of employability skills every week.</li> <li>• Targeted learning walks had been undertaken.</li> <li>• All awarding bodies had been considered as part of business planning</li> <li>• Workshops had been held on T-Levels</li> </ul>	

	<ul style="list-style-type: none"> <li>Marketing had changed opening days to fit around other school opening days.</li> </ul>	
74	Dr Peacock explained that the access and participation plan would be tracked throughout the year and that data was being reviewed to monitor attendance and retention on at least a monthly basis.	
75	Governors were encouraged to review the curriculum plan when this was completed. Governors noted that the business plans had been finalised.	
76	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.	
77	<p>The following comments were made;</p> <ul style="list-style-type: none"> <li>The financial dashboard supported this goal.</li> <li>An agreement with Bloom, a procurement company, had been signed, the company will put tenders out on our behalf and shortlist responses, the process is OJEU compliant. It was hoped that this would save staff time and ensure that competitive quotes are received and value for money. Costing of consumables was being reviewed.</li> <li>As part of supported staff, health and wellbeing ambassadors would be recruited to signpost staff for additional support and Sodexo were providing benefits to staff including discounts for gym memberships, guidance and counselling.</li> </ul>	
78	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 work was ongoing to embed STRIVE and staff training would focus on this in the summer.	
79	Governors noted that the strategic goals were being shared with staff, would be shared with new staff during induction and would be incorporated into the appraisal process.	
80	<b>Governors received the update on progress against strategic goals.</b>	
	<b>19/114 Accommodation Post Inspection Plan</b>	
81	Mrs C Temprell, Vice Principal – HR and Student Services explained that the Ofsted Accommodation re-inspection which was due over the Summer / early Autumn had not yet taken place.	

82	Mrs Temprell explained that all actions identified following the last inspection had been addressed and this was reflected in the action plan.	
83	<b>Governors noted the content of the update and progress against the Post Inspection Action Plan.</b>	
	<b>19/115 Staff Survey</b>	
84	Mrs Temprell explained that there had been improvements in responses to all questions except one. There had also been an improvement in response rate.	
85	Areas of development and areas of strength were contained within the report.	
86	Mrs Temprell referred to 'GC Success', the internal communication and the opportunities this provided to share knowledge between staff.	
87	In relation to sharing the results from the staff survey, Mrs Temprell explained that this would be done through team meetings and ideas for areas for improvement discussed.	
88	Mrs Temprell explained that workload was an area of focus going forward.	
89	Governors asked about participation and whether this differed between support and academic staff, Mrs Temprell confirmed that she would check this and provide an update to the next meeting.	<b>Action: Mrs Temprell July 2019</b>
90	Staff Governors confirmed that the results were good and representative of the current staff feeling.	
91	<b>Governors noted the content of the Staff Survey results January 2019.</b>	
	<b>19/116 Terms of Reference – Finance and Resources Committee</b>	
92	Governors reviewed the amended terms of reference for the Finance and Resources Committee.	
93	Governors noted that the remit of the Committee had increased and the name of the Committee had changed.	
94	<b>Governors approved the Finance and Resources Committee Terms of Reference.</b>	

<p>95</p> <p>96</p> <p>97</p> <p>98</p>	<p><b>19/117 Schedule of Meetings 2019/20</b></p> <p>Governors received the Schedule of meetings for 2019/20.</p> <p>It was noted that there would be an additional meeting scheduled in September to welcome Governors back after the summer break. This date would be notified in due course.</p> <p>It was agreed that Mrs Taylor-Holmes would circulate the Schedule of Meetings by email and circulate information about the September date.</p> <p><b>Governors received the Schedule of Meetings for 2019/20.</b></p>	<p><b>Action: Mrs Taylor-Holmes July 2019</b></p>
<p>99</p> <p>100</p> <p>101</p> <p>102</p>	<p><b>19/118 Impact on Students of Items Discussed / Agreed</b></p> <p>There had been discussion around student attendance and retention, employer input and student destinations.</p> <p>Governors discussed learner voice and how this might be brought further into consideration by Governors. Mr Welton commented that he intended to visit the learner voice forum for accommodation students as part of his Accommodation link governor role.</p> <p>Governors were encouraged to participate in learning walks.</p> <p>Governors had received feedback from Mr Addlesee during the meeting.</p>	
<p>103</p> <p>104</p>	<p><b>19/119 Urgent Business / Any other Business</b></p> <p>There was one item of confidential business notified, the content of this discussion is recorded in separate minutes for General Members only.</p> <p>There being no further business the meeting closed.</p>	

**Date of next Meeting:**

Thursday 4 July 2019

Signed as a true and accurate record

Approved at the meeting on 4 July 2019

Chairman

Date

## Action Table

Agenda Item	Description	By whom	By when
<b>Matters Arising</b>	There had been some discussion around whether a Safeguarding Link Governor was required. It was agreed that a Safeguarding Link Governor was needed and Governors were encouraged to consider whether they would like to become the Safeguarding Link Governor. Mrs A Mosek, Chair of the Corporation asked interested Governors to contact her in the first instance.	All	July 2019
<b>Governance, Remuneration &amp; Search Committee – 13 March 2019</b>	The Committee continued to search for new General Members with the following skills; HR, Legal, estates and members with more general skills from local business. A leaflet had been produced to provide information on the role of Governor, any Governors with potential links were asked to contact the Clerk in the first instance.	All	July 2019
<b>19/115 Staff Survey</b>	Governors asked about participation and whether this differed between support and academic staff, Mrs Temprell confirmed that she would check this and provide an update to the next meeting.	Mrs Temprell	July 2019
<b>19/117 Schedule of Meetings 2019/20</b>	It was agreed that Mrs Taylor-Holmes would circulate the Schedule of Meetings by email and circulate information about the September date.	Mrs Taylor-Holmes	July 2019