

## GRANTHAM COLLEGE CORPORATION MEETING

### Notes of the Meeting held on 2 April 2020 18.00 Remote meeting via Microsoft Teams

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 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
Dr J Smith	General Member

In Attendance:

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

*Agenda: There were no changes to the agenda.*

1	<b>Apologies for absence</b>  Apologies were received from; Mr E Ohanekwu, Student Member Ms N Skins, General Member	
2	<b>Confirmation of eligibility, quorum and declarations of interest</b>  No notice had been received of any Member becoming ineligible to hold office. The meeting was quorate and there were no declarations of interest in agenda items.  • <b>Resignation of General member</b>	
3	Governors received the resignation of Mr G Hayton-Hill, General Member.	

4	Governors thanked Mr Hayton-Hill for his contribution and commitment to the role of Governor.	
	<ul style="list-style-type: none"> <li>• <b>Resignation of Student member</b></li> </ul>	
5	Governors received the resignation of Mrs L Platts, Student Member.	
6	Governors thanked Mrs Platts for her contribution to the Corporation Board and the Standards Committee.	
	<ul style="list-style-type: none"> <li>• <b>Appointment of Staff Member -</b></li> </ul>	
7	Governors welcomed the Mrs N Flint and confirmed her appointment as Staff Member.	
8	<b>Resolved – The Board approved the appointment of Mrs N Flint as Staff Governor for a period of two years until 2 April 2022.</b>	
	<b>Impact on the College of Coronavirus</b>	
9	Mr P Deane, Principal and Chief Executive explained that the principle aim of the meeting was to provide Governors with an update on what action had been taken following the Government decision to close schools and Colleges at the end of March 2020 and how the College was responding to delivery.	
10	Mr Deane explained that there were a number of decisions required and each member of the SLT would provide an update relevant to their area on action taken.	
11	The following decisions were required; <ul style="list-style-type: none"> <li>1. In relation to furloughing staff to try and recoup staff costs through the Government scheme open to the College</li> <li>2. In relation to the IoT construction works and the continuation of those works.</li> </ul>	
12	Mr Deane commented that the preparation for shut down started at the end of February when a lock down was looking likely. Staff were asked to start thinking about remote delivery of lessons and IT supporting the new IT software.	
13	The College closed two days earlier than the date instructed by Government as staff were being told to self-isolate and it was felt that it was sensible to close in orderly fashion and use the Thursday and Friday to upskill	

	staff and use the Wednesday to prepare students for the new delivery.	
14	Students with EHCP and those whose parents were key workers were contacted and referred to the Government advice and there was no take up / demand for the college to remain open.	
15	Since then Mr Deane had been trying to keep staff, students and parents up to date. Mr Deane confirmed that he was meeting with SLT every day using Microsoft teams. Throughout the process, the priority had been the safety of staff and students, then continuing to provide students with education and trying to ensure finances were intact.	
16	There had been a real focus on communication between the College and others and creating FAQ's for staff / students.	
17	Whilst there had been some updates on examinations, there was lots of further guidance and information expected.	
18	Mrs C Temprell, Vice Principal – HR and Student Services provided information on the potential to furlough staff.	
19	Mrs Temprell explained that the College was looking at furloughing 1/3 <sup>rd</sup> of workforce from 3 April 2020. This had been a very difficult decision and was in relation to a number of roles within the College where staff could not work from home due to the nature of their roles such as catering staff / cleaning staff and those in residential accommodation.	
20	With the College closing, the impact of the closure is a reduction of income.	
21	Governors were asked to consider the furlough of those identified employees for April and May and the continued payment of 100% of wages during that period (the Government had committed to pay 80% of wages). Governor question – would bursaries stop; no – bursaries were continuing.	
22	Governors asked for clarification of the furlough scheme. Mrs Temprell explained that the scheme meant continuing to pay staff, with the employment contract remaining the same, length of service etc continues. But being paid to stay at home and not carry out any work for the College.	
23	Mrs Temprell explained that the Government job retention scheme had agreed to pay 80% of the wage for those	

	members of staff who could not do their work from home. If it was agreed that the College would continue paying 100% salary to employees, the College would have to pay 20% to give staff 100% of the salary.	
24	Mrs Temprell confirmed that the College doesn't have to pay the additional 20%, can just pay the 80%, have debated this – when talking to Irwin Mitchell, should air on the side of caution.	
25	Don't want to look at implementing consultation periods for redundancy.	
26	If go through consultation would have lost the opportunity to claim some of the furlough back.	
27	Not looking at this stage to make any post redundant. However, if the College continued to be closed beyond May, the college would reconsider this issue and whether to continue paying 100% or reduce to 80%.	
28	Governors discussed in detail the staff involved and the advice received in relation to consultation. It was noted that this was required due to a change in the employment contract and consent would be required from staff. The Governors discussed the potential cost and delay of any consultation period.	
29	It was noted that while not looking at redundancy at the moment this may need to be considered in the future.	
30	<b>It was agreed that those staff identified would be furloughed initially until the end of May and would receive 100% salary.</b>	
31	The Pay award previously agreed by the Finance & Resources Committee was discussed. It was noted that this had been provisionally agreed at 1% pay award from April however, given the current situation with the College being closed and loss of income this was now not looking to be a viable option. It was questioned whether the pay award should be implemented or put on hold. It was agreed that this would be further considered following financial input.	<b>Action: TBC</b>
32	Mrs Temprell explained that student mentors had been extremely busy ensuring that students were engaging with remote learning. Lots of time on phone speaking to students. Supporting students with any difficulties e.g. Lack of internet, trying to support students with access. No safeguarding issues had been identified at the moment, but the College was keeping a list of students who were not engaging with learning at the moment. Looking at how to	

	engage with those students and how to manage as student safety is priority.	
33	Mrs Temprell confirmed that there was one student in accommodation who had nowhere else to stay. He is over 18 and living in one of houses and the College was keeping in daily contact with him.	
34	The College was looking at supporting staff and students around mental health, students were working very differently and facing personal issues around this. That support will be ongoing.	
36	Mrs A Harrison, Director of Finance provided an update on the financial position. Mrs Harrison explained that she had sent out the financial impact report, these contained very rough calculations, wanted to ensure that highlighting the financial impact. Increase of college deficit just over £1.2million as opposed to £227,000. Non restricted cash reduces and therefore cash flow days reduce. In terms of financial health grade, the College would overall assess as being inadequate based on the figures in the report.	
37	Mrs Harrison referred Governors to the cashflow and spreadsheet and the variances in column Y.	
38	Mrs Harrison referred to the income decrease of £1.1m, the position regarding apprenticeship worse-case scenario (£560,000 if don't complete by July or if all learners are breaking learning), the possibility of a clawback of £160,000 (adult funding) and the dropping of other income such as project income, day break and residential income. Mrs Harrison explained that the impact report has been drafted on the basis of the same payroll costs, perhaps looking at £70,000 saving on furlough staff per month. Overall, Mrs Harrison explained that there would be a decrease of £126,000 due to reductions on some expenditure costs.	
39	Governors discussed the options available, Mrs Harrison explained that the College could apply for CBIL (Coronavirus Business Interruption Loan), however, having discussed this, the Bank had suggested that the College may not be eligible as this was only available for SME's with no assets.	
40	Another option would be a payment holiday on existing loan (approx. £10,000 per month) or a deferment on VAT (approx. £3000).	

41	Mrs Harrison confirmed that she had spoken to the Bank and a loan was an option, but this may be linked to assets. The Bank did confirm that the College should not be overly concerned about breaking bank covenants.	
42	Mrs Harrison recommended that the College ask the bank to support cashflow through a loan.	
43	Governors asked about the income and if the education of students was continuing if the income was too. Mrs Harrison explained that the College was guaranteed to receive 16-18 funding. However, if the College doesn't achieve figures on adult funding there may be clawback, in addition, a number of courses were scheduled to run in the Summer term which could not go ahead.	
44	Governors asked whether any funding from the Government was available. Mrs Harrison explained that there was some funding packages available from the ESFA however, these were to be seen as a last resort.	
45	Mrs A Mosek, Chair explained that she had joined the regional virtual Governors meeting on 1 April and the general feeling from the sector locally was that there was no option other than to go through the bank initially.	
46	Mr Deane explained that currently the College gets paid in arrears for work completed, the highest risk currently was in relation to apprenticeship provision. There continued to be uncertainty about completion of existing qualifications, there had been some minimal guidance in relation to GCSEs and A Levels but further information was due and there was no information released yet in relation to other qualifications.	
47	Mrs Harrison confirmed the current loan level is £600,000, Governors discussed the potential benefits of applying for the loan even if this was not used. Mrs Harrison referred to the variances line 14 on cashflow and the fact that cash drops by £850,000 which gives 43 cash days.	
48	Governors asked about continued payments and whether there were any cost savings such as business rates / pension contributions / Erasmus.	
49	Mrs Harrison confirmed that the College may have to pay some money back to Erasmus and gets charitable relief on rates. On pension difference between furlough income and what have to pay in 3% v 23%.	
50	Governors discussed the potential for extending the overdraft facility.	

51	<b>The was agreed that Mrs Harrison should approach the bank to see what options were available e.g. Loan and overdraft facility and work hard at securing the income we can. It was noted that the bank would require security in relation to a potential loan and that the College could possibly use the Barracks</b>	Action: Mrs Harrison
52	Mrs Harrison confirmed that there was no current debenture on the college, the existing loan was unsecured.	
53	It was suggested that the College could possibly look at a revolving credit facility when needed.	
54	Dr S Peacock, Vice Principal – Higher Education & Institute of Technology asked Governors in relation to a decision around allocating the contract for the IoT works in relation to the main contractor.	
55	The contract value was in the region of £1million and Dr Peacock provided details of the bids submitted. Dr Peacock commented that Taylor Pearsons had submitted a bid at a level permissible and this had been forwarded to DfE. The lockdown was clearly likely to have impact on IoT works and the DfE had asked all of the IoT partners to complete an impact assessment. It was accepted that the works may go beyond original deadline.	
56	The advice from Government was currently that construction work was permissible at the moment so long as safety position is followed such as social distancing is maintained.	
57	Questions from Governors included, whether the contract for the main contractor should be awarded and the potential financial and reputational risk that awarding the contract may bring. And if the contract is awarded, should the work start?	
58	Dr Peacock confirmed that the demolition contractor had completed most of the asbestos removal and were likely to continue with the demolition.	
59	<b>It was agreed that decisions to award the contract would be deferred currently until there is a little more certainty about the position and how this was developing. It was agreed that the situation would be reviewed at the end of May. In the meantime, it was agreed that the contractors would be contacted and the position explained.</b>	

60	Governors asked whether there was any downside to delaying?	<b>Action: Dr Peacock and Mrs Harrison</b>
61	Dr Peacock agreed to contact the main contractor and ask whether there would be changes based on 2 month pause. It was agreed that Dr Peacock and Mrs Harrison would look at the cost implications and any impact on the DfE because money had to be spent by March 2021.	
62	Dr Peacock explained that he was in regular contact with HE tutors and group, there was good engagement from students approx. 70%, staff were following up where there was a lack of student engagement.	
63	There had been no guidance yet on how qualifications would be assessed which was the same with BTEC and HND and HNC qualifications. Guidance would be issued in due course.	
64	Mrs T Scarborough, Vice Principal – Quality & Curriculum explained that there had been an unprecedented impact on the curriculum she had been liaising with line managers who in turn have been liaising with staff and students to ensure engagement. Staff have been looking at the impact on students including apprenticeships students.	
65	Engagement has been good with the majority of staff using Microsoft Teams.	
66	Mrs Scarborough explained that the student and learner voice was really important and a survey had been provided to students. There had been 167 responses from both full time and part time students.	
67	The survey had provided for feedback looking at contact, support, learning, progress and feedback from the College along with mental health and wellbeing	
68	The survey results had been very positive.	
69	The College had been liaising with EHCP to ensure students were engaging. The Local Authority had been contacting students to ensure that College is liaising with students and completing EHCP plans.	
70	Mrs Scarborough explained that there was a major announcement planned on the calculation of grades for GCSE and A Levels. There may be changes to the timetable of the publication of results, these are usually in August but dates might alter. The impact of this might be in relation to dates and places for enrolments and getting staff in at different times.	



71	There were announcements due in relation to other courses eg. Automotive / construction in future weeks.	
72	Mrs Scarborough confirmed that the teams were also planning for the next academic year, the curriculum and business plans.	
73	Mrs Scarborough also confirmed that all external quality assurance would be online.	
74	Governors thanked Mrs Scarborough for the very helpful update and for the positive steps taken to gather feedback from students.	
75	Question from Mr N Oxley, Student Governor on Teams chat – <i>I have 3 online assessments to complete by July 1st when my course should be 100% complete. I'm at 86% complete right now. When can I complete these 3 online assessments?</i>	
76	Mrs Scarborough explained that this was being done in a different way, passwords would be directly inputted by the tutor to enable access. Further information would be provided by the tutor.	
77	Mrs T Hart, Director of Planning, Funding and Information provided an update on the funding position and how teams were dealing with qualifications.	
78	The College was looking at new and innovative ways to recruit students and work was ongoing to create an online enrolment form to try and reach adult budget. Different opportunities to run courses by distance learning were being considered however, it was likely there would be a funding deficit in this area.	
79	In relation to apprentices, the College was not aware of any breaks at the moment but there may be in the coming weeks and months, this would be monitored.	
80	Applications were slightly below the number in previous years and there was work underway to develop new ways of capturing internal data.	
81	Any guidance received regarding assessments would continue to be reviewed.	
82	There had been some work getting the payroll system updated, an upgrade had not performed correctly and the	

83	company used were all working from home which was presenting some difficulties.	
84	Ms L Steptoe, Vice Principal – Business & Curriculum Development explained that the current staff team had done really well at rising to the challenges and opportunities of the current circumstances. The student survey had been well developed and positive.	
85	In relation to marketing, the team were looking at alternative ways to approach potential students, there were a number of scheduled open days which were likely to be cancelled.	
86	The Awards evening planning had been put on hold. Ms Steptoe explained that the biggest area of work was employer engagement and the team had been putting a lot of effort into contacting employers and offering support.	
87	Governors asked how apprentices could continue learning whilst on furlough? Ms Steptoe explained that advice and assistance was being provided to employers. It currently looked like 2% of apprentices had been made redundant, however, many had been put on furlough. It was unclear what the impact of this would be for this year's apprentices or indeed the extent of the impact of apprenticeships for next year e.g. The number of apprentices who would be appointed by Anglian water as recruitment had been put on hold.	
88	In relation to projects and contracts and the impact and delivery, Ms Steptoe explained that a lot of the projects are similar to AEB funding as they are heavily weighted on achievement. Some delivery can and will continue through remote methods however, it is unlikely that the College will achieve the levels expected.	
89	Governors commented on the significant work being undertaken by staff to ensure that the business of the College is continuing.	
90	Governors thanked SLT and College staff for their significant contribution.	
	<b>Governors noted the content of the update</b>	
	<b>Any other Business</b>	
91	There being no further business the meeting closed.	

**Date of next Meeting: 12 May 2020, Strategic Planning session**

Signed as a true and accurate record

*Approved at the meeting on 2 July 2020*

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Chairman

Date

**Action Table**

Agenda Item	Description	By whom	By when
Impact on the College of Coronavirus	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
Impact on the College of Coronavirus	The was agreed that Mrs Harrison should approach the bank to see what options were available e.g. Loan and overdraft facility and work hard at securing the income we can. It was noted that the bank would require security in relation to a potential loan and that the College could possibly use the Barracks	Finance and Resources Committee / Mrs Harrison	TBC
Impact on the College of Coronavirus	It was agreed that Dr Peacock and Mrs Harrison would look at the cost implications and any impact on the DfE because money had to be spent by March 2021.	Dr Peacock / Mrs Harrison	TBC