

**GRANTHAM COLLEGE
CORPORATION MEETING**

**Minutes of the Meeting held on 4 July 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
Mr I Hyland	General Member
Mr M Kalbassi	General Member
Mr S Parsons	Staff 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	19/122 - Apologies for absence Apologies were received from; Mr J Addlesee, Student Member Mr G Hayton-Hill, General Member Mrs S Macpherson, General Member Miss D Matchett, Student Member Mr N Manoussakis, General Member Ms N Skins, General Member	
2	Apologies were also received from Katie Nevitt, Vice Principal – Business Development.	
3	19/123– Confirmation of eligibility, quorum and declarations of interest 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.	
4	The Register of Interests was reviewed and updated.	
	19/124– Minutes of the previous meetings; 13 March 2019, Confidential minutes (General Members and	

	Principal only) & Strategic Planning meeting on 14 May 2019	
5	The minutes of the previous meeting held on 13 March 2019 (and confidential minutes) were approved as a true and accurate record.	
6	The notes from the Strategic Planning meeting on 14 May 2019 were approved as a true and accurate record.	
7	It was noted that the areas shaded yellow within the minutes were to be removed from the published minutes as these were confidential. This would be referenced within the minutes and would be reviewed in the course of the regular business of the Search and Governance Committee.	
9	Mrs A Mosek, Corporation Chair and General Member explained that the website was currently being updated with minutes from the previous meetings.	
	Matters Arising	
10	In relation to Link Governor roles, and the Safeguarding Link Governor, Mrs Mosek explained that an application had been received from a potential Governor who had a health and social care background and may be interested in the role, it was agreed that this would be discussed with the potential Governor.	Action: Mrs Mosek July 2019
11	In relation to the action arising regarding the staff survey, Mrs C Temprell, Vice Principal – HR and Student Services explained that an email update would be provided to Governors. Participation rates had improved overall.	Action: Mrs Temprell October 2019
12	Mrs J Taylor-Holmes, Clerk confirmed that there would be a welcome back meeting for all Governors from 5.30pm on Tuesday 17 September 2019, an email would be sent to Governors confirming details of the meeting.	Action: Mrs Taylor-Holmes September 2019
13	All other actions were complete or on the agenda for consideration.	
	Notification of Urgent Business / Any other business	
14	There had been no items of urgent business / any other business notified.	
	19/125– Minutes of the previous Committee meetings and other meetings;	

	Standards Committee – 11 June 2019	
15	Governors noted the content of the draft minutes from the meeting held on 11 June 2019.	
16	Mr S Welton, Corporation Vice Chair and Chair of the Standards Committee explained that the Committee had received an area update and presentation from Theresa Cope, Head of Curriculum for Business, Engineering and Automotive. Data was reviewed and progress against goals in the curriculum area noted. Committee members had been informed about Engineering in Grantham.	
17	The quality dashboard had been shared and showed an improving position.	
18	The behaviour report had also been received which had shown that whilst the number of warnings issued had increased against the previous year, behaviour overall was less concerning with fewer written warnings and exclusions.	
19	Ofsted had not visited the accommodation to reinspect, the staff team were prepared for the inspection.	
20	Committee members had received information on the New Inspection Framework and had discussed the new approach considering intent, implementation and impact. It was suggested that future presentations from Curriculum areas to the Committee were provided to respond to the three I's.	
21	The Quality update had provided information on the improvement in student survey results which were positive, including from Anglian Water students. A positive HE report had also been received.	
	Governance, Remuneration & Search Committee – 19 June 2019	
22	Mrs Mosek provided a verbal update from the meeting held on 19 March 2019.	
23	Mrs Mosek explained that an application had been received from Dr Joanne Smith, a lecturer at Bishop Grosseteste University, she was recommended to the Board for appointment as General Member. Board members approved the appointment of Dr Joanne Smith subject to a meeting with Mrs Mosek and Mr P Deane, Principal on 23 July (as per the recruitment process).	
24	Mrs Mosek explained that Mrs Thea Hood, lay member on the Audit Committee had resigned. Mr Ben Slater, General member had also resigned.	
25	Governors thanked both for their contribution.	

26	The Committee would continue to search for new General members and in particular, as had been discussed previously, new General Members with the following skills; HR, Legal, estates and members with more general skills from local business.	
27	Governors had received the glossary which would be kept updated, this had been created in response to an action following the Annual Review meetings.	
28	A questionnaire had been circulated to Governors regarding the Governors meeting library, Governors were asked to complete this and return to Mrs Taylor-Holmes. Responses would be considered and any improvement action identified.	
29	The Committee had reviewed compliance with the Association of College's Code of Good Governance, the Committee had confirmed compliance against all 'must do' statements. There were some improvement actions identified which would be implemented.	
30	In relation to the Office for Students registration, there is a requirement for the College to consider whether Governors are fit and proper persons. The Committee considered this and additional checks would be undertaken to support the Governor eligibility self-declaration which was completed annually in the Autumn term. Mrs Taylor-Holmes would provide further information on the checks to be undertaken.	
31	As mentioned at the previous meeting, there had been an amendment to the Association of College's Code of Good Governance and a new Remuneration Code developed. This had been further discussed and new Terms of Reference were presented to the Board meeting for approval.	
	Finance Committee – 5 March 2019 and 19 June 2019	
32	Governors received the approved minutes from the meeting on 5 March 2019 and noted the draft minutes from the meeting held on 19 June 2019.	
33	Governors noted that the financial papers provided and the budget had been discussed in detail at the Finance Committee meeting on 19 June 2019.	
	Audit Committee – 19 June 2019	
34	Governors noted the content of the draft minutes from the meeting held on 19 June 2019.	
35	It was agreed that Mrs Taylor-Holmes would circulate the Governance Internal Audit report to all Governors.	

36	Governors received the reports from the Committees.	Action: Mrs Taylor-Holmes October 2019
	19/126 – Principal and Chief Executive’s Report	
37	Mr Deane presented the Principal and Chief Executive’s Report.	
38	Additional information had been provided to Governors on T Levels and the Post-18 review of education and funding: Independent panel report chaired by Philip Augar.	
39	Mr Deane explained that he had received information to confirm that the proposed take-over of West Grantham Academies Trust would go ahead on 1 September 2019. There was some ongoing discussion regarding the nomination of a Governor to the Board. A further update would be provided in due course.	
40	Mr Deane explained that the third issue of the internal staff bulletin ‘GC Success’ had been published and circulated to staff and Governors.	
41	In relation to T-Levels, the following update was provided. Mrs Temprell explained that 36 students had started the T Level pilot industry placements and 22 students had completed them, as had been discussed previously, this included a significant work placement (45 days). There had been some challenges for some students and staff within the College and nationally with the work placement model which it was useful to identify at the pilot stage.	
42	The students who had completed the programme had benefited from the work placement and there had been positive feedback from all involved in the placements, including staff and employers. Some students had already been successful in gaining employment through the placement process.	
43	By mid-July the College would be informed whether they had been successful in funding for 2019/20. If successful, 80 students would be required to complete the programme. There were some concerns around the logistics of this due to College, student and employer location, the significant amount of work placements and work experience for other students which was required and competition in the area (a local sixth form had also been involved in the pilot).	
44	Governors agreed that T Levels were important for students and for engaging and developing relationships with employers.	

45	Governors noted the information on the rollout of T Levels from 2020 onwards.	Action: Mrs Temprell October 2019
46	Governors also commented on the tremendous efforts of staff to secure work placements and work experience for students.	
47	Governors asked what information is provided to employers in relation to the programme. It was agreed that the T Level easy guide for employers would be circulated to Governors. It was also noted that at least five meetings were held with employers in advance of the placement commencing and regular meetings were held with employers following commencement to ensure that there is a positive experience for students and employers.	
48	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 delivery of T Levels. There would be a collaborative approach and would provide a peer to peer approach with staff gaining valuable insights through industry and working with other Colleges.	
49	In relation to the Augar Report, Mr Deane referred to the list of recommendations which had been provided to Governors. There were many welcomed positive recommendations to Government and lobbying continued to try and ensure implementation. An open letter had been sent to the Chancellor signed by all College Principals in England.	
50	Governors noted that the Ofsted new Education Inspection Framework had been published and that feedback had been received from a local College who had undertaken a pilot inspection under the new Framework. It was agreed that this would form part of the first strategic planning session of 2019/20.	
51	Mr Deane commented on the recent issues regarding Hadlow College which had been the first college to enter the new Insolvency regime. Governors also noted the approach taken by ESFA and the banks with regard to Bradford College.	
52	Governors noted the content of the Principal's Report.	
	19/127 Reporting against Strategic Plan 2019-2021 – Dashboards	

53	Mr Deane presented the quality indicators dashboard. It was noted that this had been discussed at the Standards Committee meeting.	
54	Governors discussed the retention and achievement figures. It was noted that if the pass rate is similar to the 2017/18 figures, the College would be above average for the qualifications offered.	
55	Mr T Scarborough, Vice Principal – Quality & Curriculum explained that there had been some dip in relation to adults, this was being reviewed. There were intervention meetings in place in all relevant areas where there were concerns identified.	
56	There had been a recent College experience day. Some areas had been better attended than others however, overall, attendance was about average for the type of event.	
57	Governors reviewed information provided in relation to Non-Apprentice achievement rate forecast.	
	Governors received the dashboard.	
	Strategic Plan Progress Report	
58	Governors received an update on each of the four main goals identified within the strategic plan.	
59	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.	
60	<p>Mrs Scarborough made the following comments;</p> <ul style="list-style-type: none"> • There was a number of indicators on the dashboard which supported this goal. • The new Education Inspection Framework had been reviewed, where the College is against it and how it is being put into place. • Deep dives would be undertaken • Curriculum planning was very focussed on Intent, Implementation and the drive towards Impact. • Two reports are provided to parents and parents evenings are in place. Next year there will be an early opportunity to meet with parents at the beginning of the academic year. • Lots of enrichment activities planned and other services on offer. • Internal audit focussed on progress. 	

	<ul style="list-style-type: none"> • New members of staff can clearly see the requirements in this area and this applies to all staff, assessors and apprenticeship staff and support staff. 	
61	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.	
62	<p>The following comments were made;</p> <ul style="list-style-type: none"> • Access and Participation was being considered for all including reference to social mobility • There was an Equality and Diversity Plan in place for FE and HE, work was continuing to bring these together. • There was a focus on progression, destinations and employment. • SAR performance gaps were reviewed, not all students perform consistently well. The access and participation plan sets actions and dates for improvement. • In FE most gaps had disappeared, there were no gaps identified in relation to disability and the gap had reduced in relation to ethnicity. • Curriculum plans were being discussed and built alongside financial plans. 	
63	Dr Peacock explained that the access and participation plan in relation to HE was on the agenda for consideration.	
64	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.	
65	<p>The following comments were made;</p> <ul style="list-style-type: none"> • The financial dashboard supported this goal. • Mr N Manoussakis now received monthly management accounts. • There was a focus to eliminate single use plastics. • staff development sessions had been held on sustainability. • Lot of work undertaken in relation to staff wellbeing and reducing staff sickness • Appraisal documentation was being reviewed and amended. • All Internal Audit reports had been unqualified. 	

66	Governors asked about food waste. Mrs Harrison explained that the plan was for food waste to be composted for use on site.	
67	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.	
68	<p>The following comments were made;</p> <ul style="list-style-type: none"> • STRIVE workshops would be delivered during July • Appraisal documentation was being reviewed and will link to core values. • Core interview questions will be created. • Work was being undertaken to review how staff receive communications in relation to goal 4. There was significant work to be undertaken and staff would be better informed post September. It was agreed that a general summary of progress against strategic goals would be useful for staff. • Mrs Mosek explained that she had delivered two sessions for staff on what governors do. • The Senior Leadership Team were reviewing progress in this area more regularly than had been done previously. 	
69	Governors received the update on progress against strategic goals.	
19/128 – Finance Report		
70	Mrs Harrison provided the Finance Report explaining that the April information had been considered in detail by the Finance Committee.	
71	Mrs Harrison explained that an operating surplus of £42,000 was forecast at year end. The College continued to forecast an outstanding grade in relation to financial health at year end.	
72	There was favourable variance in relation to income and payroll. The non-pay budget was being closely monitored with all spend requiring sign off from either Mrs Harrison or Mr Deane.	
73	It was hoped that the sale of the Police Houses would be completed in July 2019 which would positively impact on the year end surplus position.	

74	The balance sheet and cashflow remained positive and the College remained compliant with loan covenants.	
75	In relation to the forecast out-turn, the revised operating surplus was £71,000, with a forecast of a grade of outstanding financial health. The forecast was on the assumption that the College will achieve 97% of adult funding. Full achievement would result in an additional £35,000.	
76	Mr N Manoussakis, Chair of the Finance Committee and General Member had emailed an additional question to Mr Deane and Mrs A Harrison, Director of Finance. The question was in relation to the May financial results and the forecast column, which was showing a better number for the year's outcome than the one shown in the April accounts. Mrs Harrison confirmed that there were no unforeseen 'surprises' and that the results anticipated for July, as shown in the budget, would remain the same.	
77	Governors commented on the positive financial indicators.	
78	Governors received the Finance Report.	
19/129 – Budget and Financial Forecast		
79	Mr Deane explained that the budget and financial forecast had been considered at the Finance Committee, comments and feedback received and incorporated in the draft presented to the Board.	
80	Governors noted the budgeted surplus of £28,000 for 2019/20. It was noted that the forecast surplus would result in a good health grade.	
81	Governors discussed the assumptions presented and the comments on page 2 of the report and at sheet 3b.	
82	The expenditure costs were reviewed and it was noted that the additional costs of Office for Students registration (£30,000) and some additional cost in relation to the Institute of Technology project had been included.	
83	The challenges around pension contributions to the TPS were noted and the potential ongoing pressure in this area in future years.	
84	Mrs Harrison confirmed that the College had been successful in the Salix loan application in relation to the boiler replacement. This would allow the costs to be repaid interest free over a five-year period.	

85	It was noted that work would continue on the plan until the deadline at the end of July.	
86	Mrs Mosek explained that the Finance and Resources Committee had considered the contributions from the curriculum areas. Curriculum plans were being drafted alongside financial plans to ensure alignment.	
87	Mr Deane explained that applications for 16-18 were positive and it was hoped that the current figures would be exceeded. There was likely to be a slightly reduced adult budget. The position regarding apprenticeships was positive and there was some growth from Anglian water. Contribution figures were reviewed.	
88	In relation to automotive, it was noted that the position improved when the premises lease costs were removed.	
89	There was significant work being undertaken to review staffing cost and provision to ensure that this was as effective and efficient as possible.	
90	Governors approved the draft budget and 3-year financial plan, noting that this had been recommended by the Finance & Resources Committee.	
19/130 Accommodation Post Inspection Plan		
91	Mrs C Temprell, Vice Principal – HR and Student Services explained that the Ofsted Accommodation re-inspection which was due over the Summer / early Autumn 2018 had not yet taken place.	
92	Mrs Temprell explained that all actions identified following the last inspection had been addressed and this was reflected in the action plan.	
93	Work was continuing to prepare for the new students who would be coming in September. A new induction process had been planned with greater emphasis to support independent living. A buddying system would also be introduced with existing students.	
94	Governors noted the content of the update and progress against the Post Inspection Action Plan.	
19/131 HR Dashboard		
95	Mrs Temprell presented the HR dashboard. It was agreed that the dashboard would be circulated to Governors.	Action: Mrs Temprell October 2019

96	Governors discussed the staff sickness figures and the differences in the curriculum areas. It was noted that there were only three members of staff on long term sickness.	
97	Mrs Temprell explained that there had been significant work undertaken to support staff and managers in relation to sickness absence. This included meetings with staff members before trigger points were reached, using occupational health services and the new GC benefits scheme which allowed access to counselling to support mental health issues.	
98	Governors commented on the relatively low spend on staff training, however, it was noted that there was a significant amount of training undertaken in house.	
99	Governors noted the mandatory training figures and that there was a focus on Safeguarding training. It was noted that compliance of 95% was slightly below the normal 98% figure.	
100	In relation to employee relations, it was noted that there were three disciplinary cases ongoing.	
101	Whilst the overall number of staff had increased, the majority of staff were part time.	
102	Governors noted the reduction in staff turnover and agreed that this was positive.	
103	Mrs Temprell explained the ongoing work to celebrate staff achievement and how this was linked to staff motivation.	
104	Governors commended areas where there had been no staff sickness.	
105	Governors received the HR Dashboard.	
	19/132 Institute of Technology	
106	Dr Peacock provided an update on progress in relation to the Institute of Technology (IoT) project.	
107	Dr Peacock explained that RGP Architects, who were engaged on the project were in the process of RIBA stage 3 which included planning applications. The heritage impact assessment had been completed on 28 June and a good verbal report had been received.	
108	RGP Architects would be going through the procurement strategy and holding workshops with staff to discuss the layout and space allocations.	

109	Mr Deane explained that there had been significant discussions around the legal aspects connected to the project including the legal documentation, the Department of Education had released some guidance and all documentation was being reviewed. It was hoped that document in relation to the licence and capital funding would be signed by the 19 th of July.	
110	Mr Deane reported that there had been an extremely positive meeting with Teledyne E2V in Lincoln who, it was hoped, would become involved in the IoT as an employer. It was agreed that this was an important relationship to develop.	
111	Governors received the IoT update.	
	19/133 HE Update	
112	Dr Peacock provided the HE update and the Office for Student's Access and Participation Plan.	
113	The improvement plan would be provided by the end of July 2019.	
114	Governors noted areas where the College was doing well against targets and milestones in place and areas where there was improvement action identified.	
115	It was noted that this the Access and Participation Plan was a requirement of the Office for Students where the provider intended to charge beyond the basic fee of £6150 and consideration of access, success and participation is considered against the protected characteristics.	
116	Governors considered the areas for improvement such as employment after leaving and raising attainment.	
117	The Office for Students had provided a dashboard for completion but as the College numbers are very low in relation to ethnicity and disability, the numbers would be consolidated and the College had been asked to contextualise the figures against national and regional figures. The Access and Participation Plan links to the Improvement Plan.	
118	More generally in relation to the Office for Students, it was noted that there were no conditions on the Office for Student's registration.	
119	The College had been asked to prepare an improvement plan regarding continuation rates and success rates. The data is	

	looking very positive and it was noted that a skills support tutor had been employed to provide further support in this area.	
120	Governors noted the significant administrative burden to complete the relevant returns and information to support continued registration. It was noted that there would be additional information to consider in Autumn.	
121	Governors received the HE Report.	
	19/134 Governance Issues	
122	Mrs Taylor-Holmes explained that following the recent guidance from the Association of Colleges in relation to senior staff pay, the Committee remit had been changed. The Governance, Remuneration and Search Committee remit would be split and two Committees formed; the Search and Governance Committee and the Senior Post-Holders Employment and Remuneration Committee.	
123	Governors reviewed the amended terms of reference.	
124	Governors reviewed the Schedule of Delegation	
125	Governors reviewed the Committee Membership for 2019/20. It was noted that due to recent resignations, there was some pressure on the Audit Committee. This would be considered further. Any General Members who were not on the Finance and Resources Committee were welcome to join the Committee. It was agreed that any new Governors would be asked to join the Audit Committee.	
126	Governors approved the Search and Governance Committee and the Senior Post-Holders Employment and Remuneration Committee Terms of Reference.	
127	Governors approved the Schedule of Delegation.	
128	Governors approved the Committee Membership for 2019/20.	
129	Mrs Taylor-Holmes explained that the College seal had been used in relation to the Contract for the Sale of Land at Stonebridge Road and the associated TP1 Land Registry transfer form.	
130	As per the College Standing Orders, Mrs Mosek had signed the documents and these had been witnessed by Mr Deane.	
131	Governors ratified the use of the College seal.	

	19/135 Schedule of Meetings 2019/20	
132	Governors received the Schedule of Meetings for 2019/20.	
	19/136 Impact on Students of Items Discussed / Agreed	
133	There had been discussion around the progress against strategic plans and the curriculum planning process.	
134	The continued consideration of the student accommodation.	
135	The progress of the IoT project and the access and participation plan and support for students.	
136	The recent developments in relation to T-Levels and the potential to provide further opportunities to students.	
	19/137 Urgent Business / Any other Business	
137	Mr M Kalbassi explained that this was his last meeting as Governor. Governors expressed thanks and gratitude for his huge commitment and dedication to the role of Governor and for his time as Chair of the Corporation. It was agreed that Mr Kalbassi would continue as a lay member of the Search and Governance Committee and other Committee(s) by agreement. It was noted that Mr Kalbassi had been presented with an award for his service at the recent Staff Awards.	
138	There were no items of confidential business notified.	
139	There being no further business the meeting closed.	

Date of next Meeting:

Tuesday 15 October 2019

Signed as a true and accurate record

Approved at the meeting on 15 October 2019

Chairman

Date

Action Table

Agenda Item	Description	By whom	By when
Matters Arising	In relation to Link Governor roles, and the Safeguarding Link Governor, Mrs Mosek explained that an application	Mrs Mosek	September 2019

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19/125 – Minutes of the previous Committee meetings and other meetings;	It was agreed that Mrs Taylor-Holmes would circulate the Governance Internal Audit report to all Governors.	Mrs Taylor-Holmes	October 2019
19/126 – Principal and Chief Executive's Report	Governors asked what information is provided to employers in relation to the programme. It was agreed that the T Level easy guide for employers would be circulated to Governors.	Mrs Temprell	October 2019
19/131 HR Dashboard	It was agreed that the dashboard would be circulated to Governors.	Mrs Temprell	October 2019