

**GRANTHAM COLLEGE  
CORPORATION MEETING**

**Minutes of the Meeting held on 13 October 2020, 18.00  
Remote 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 T Radley	General Member

In Attendance:

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

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

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	<b>20/120 - Apologies for absence</b>	
1	Apologies were received from; Dr J Smith, General Member	
2	Apologies were also received from Mrs C Temprell, Vice Principal – HR and Student Services	
	<b>20/121 – 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.	
4	Governors reviewed the Forms for completion;	

5	<ul style="list-style-type: none"> <li>• Declaration of Eligibility</li> <li>• Declaration for Fit and Proper Persons</li> <li>• Declarations of Interest</li> <li>• Code of Conduct</li> </ul> <p><b>Resolved;</b> Governors approved the forms for completion and it was agreed that these would be circulated to Governors by email for completion.</p>	
6	<p><b>20/122 – Minutes of the previous meeting; 2 July 2020 and 25 August 2020</b></p> <p><b>Resolved – The minutes of the previous meetings; held on 2 July 2020 and 25 August 2020 were approved as a true and accurate record.</b></p> <p><b>Matters Arising</b></p>	
7	<p>There were two actions outstanding, one in relation to the staff salary increase and a further one in relation to the Finance and Resources Committee considering the budget planning cycle during the financial year. Both actions would be considered in due course.</p>	
8	<p>Mr P Deane, Principal and Chief Executive explained that the decision in relation to staff pay increase remained deferred. This would be considered further in due course.</p>	
9	<p>It was noted that the year-end remained the end of July and budget planning would be done when required.</p>	
10	<p>It was noted that the curriculum planning process was due to go to the Standards Committee in November.</p>	
11	<p>All further actions were either complete or on the agenda for the meeting.</p> <p><b>Notification of Urgent Business / Any other business</b></p>	
12	<p>There had been no items of urgent business / any other business notified.</p>	
13	<p><b>20/124 – Appointment of Chair / Vice Chair</b></p> <p><b>Resolved:</b> Mrs A Mosek was re-appointed as Chair for a period of two years.</p> <p><b>Resolved:</b> Mr G Brewis was appointed as Vice Chair for a period of two years.</p>	

14	Governors thanked Mr S Welton for his commitment to the role of Vice Chair.	
<b>20/111 – Principal &amp; Chief Executive’s Report</b>		
15	Mr P Deane, Principal and Chief Executive presented the Principal and Chief Executive’s Report.	
16	Mr Deane explained his report provided an update explaining that there would be a separate hot topic on the impact of COVID.	
17	The flexible lifetime learning loan was discussed. It was noted that the PM’s ‘skills guarantee’ applied to all people who did not have a Level 3 qualification. The Association of Colleges (AoC) were requesting further guidance and it was likely that this would be available before April.	
18	In relation to re-opening. Mr Deane commended staff on efforts to reopen safely from September. It was noted that remote delivery was still being used for a minority of planned hours. Mr Deane commented on the challenges with the track and trace systems which has meant that some staff and students have had a long time to wait for test results. The College was mindful that there were rising cases in the County, the College had the first staff positive case and a small number of other positive tests during the week.	
19	Mr Deane also commented on the increased number of complaints from those students who did not get the grades they expected, these were being considered through the College Complaints procedure.	
20	Governors noted that there had been some clarity in relation to exam arrangements for 2021.	
21	Mr Deane referred to the receipt of £287,000 for the capital funding grant. There were tight restrictions on what the grant could be used for and the grant needed to be used by the end of March 2021. This would be a challenge as it was hoped that the grant could be utilised to refurbish buildings and delivery would be needed throughout the time. The DfE have said the College could apply for an extension in the timescale if needed, this would be considered.	
22	Mr Deane referred to a LEP bid which had been submitted for creating and energy centre and for refurbishing the link	

	block, the project had been costed around £2million and the LEP bid was for a grant of £1.6million. The outcome of the bid was due on 19 October, but the College will need to inform the DfE how we are going to spend the capital grant by 16 October. The projects were linked and work would be done to ensure that the DfE submission deadline is met.	
23	Mr Deane referred to the successful College Collaboration fund application. £42,000 had been awarded to support staff with a focus on new tools, artificial intelligence to support students with maths and English, internal staff would be utilised to deliver the project.	
24	In relation to the IoT, demolition work had finished, and completion was planned for April / May 2021.	
25	The report provided information on the catch up funding which had been received; £104,000 to support students, this was restricted to 16-18 year olds and the types of support being offered was detailed in the report.	
26	Governors noted that the dashboards were at agenda item 20/127	
27	<b>Governors noted the content of the Principal's Report.</b>	
	<b>20/126 - Chair's Report</b>	
28	Governors received the Chair's Report detailing activity undertaken since July 2020.	
29	Mrs Mosek explained that she had attending the East and West Midlands Chair meeting. Discissions included the number of cases in Colleges. Two other Colleges had also had Ofsted visits and on both, Ofsted had chosen not to speak to Governors. Ofsted had also not needed to speak to Governors as part of the recent visit to the College.	
30	<b>The Governors noted the information in the update report.</b>	
	<b>20/127 - Reporting against Strategic Plan 2019-2022</b>	
31	Governors noted the dashboards. For both financial dashboard for year-end position, 2019/20 and for 2020/21.	
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33	Mr Deane commented that the education and training achievement rates for the year-end position were lower than normal. This would be analysed. DfE/ESFA/Ofsted have stated that no results would be published and used in relation to 2019/20. The Standards Committee would review and consider the data.	
34	In relation to % achievement in Maths and English, in 2019/20 this was based on Centre Assessed grades, nationally the pass rate increased by 10%, it was too early to comment on this year.	
35	Attendance statistics were looking positive. There was a breakdown on the figures on the basis on a number of indicators.	
36	Mr Deane commented that the College was not planning for students to start work experience until January 2021 given the difficulties sourcing placements.	
37	Mrs A Mosek, Chair commented that the use of the previous year's targets should be reviewed. It was year's agreed that this would be considered by the committee's and the targets reviewed to reflect the current position.	
38	Mr Deane commented that he would be reviewing and revisiting the Strategic plan and the goals and would assess the impact of the lockdown on these.	
39	<b>Strategic Plan Progress Report</b> Governors received an update on each of the four main goals identified within the strategic plan.	
40	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.	
41	Mrs Scarborough provided an update following the Ofsted visit, it was noted that this was part of an interim Ofsted visit schedule as inspections against the EIF were suspended. Under current plans, inspections would not recommence until January 2021.	
	Mrs Scarborough explained that a phone call had been received on Monday and Ofsted had visited the College on	

42	Wednesday and Thursday. The visit had reviewed IT and online learning provision and attendance at College and there was a real focus on what the College had done to enable the College to open safely.	
43	The Lead Inspector had commented that it had been a pleasure and a privilege to come onto site. The Inspector had been very complementary on what measures were in place regarding ICT facilities and was also very interested in the plans for utilising the catch-up funding. The visit was triangulated through discussions with staff, students and employers.	
44	Ofsted also wanted to know about the College SEND students and what plans were in place for those students in the event of a lockdown.	
45	The visit provided good positive assurance about the plans in place and provided a good opportunity to review and reflect on the current position.	
46	It was noted that surveys had been sent out and lesson visits undertaken, being mindful of bubbles in place.	
47	Governors asked if there was any feedback provided in terms of how the College compared to other Colleges. Mrs Scarborough explained that there was no published judgment but it was likely that there would be a statement that there were no areas of concern.	
48	Ofsted did comment that employer feedback had been extremely positive. This was really great to hear but may not make it into any report.	
49	Governors congratulated the staff and SLT on the positive visit.	
50	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.	
	The following comments were made; Mrs Hart commented that there had been a move in the curriculum during the lockdown, there continued to be much more online delivery to all students including adults. Lots of	

51	community courses are continuing online, real positive feedback had been received and this delivery method would continue. Some sessions such as counselling were working better online than face to face.	
52	Mrs Hart explained that work had commenced to collate destination data. This had been considered against intended destination data, and in reflection of the current challenges in this labour market, this was disappointing.	
53	As mentioned previously, the current plan was to commence work experience from January 2021.	
54	It was noted that a number of students had moved to complete courses in 2020/21.	
55	In relation to the bid with the LEP, Mrs Hart explained that the College had worked with the LEP to consider skills gaps in the community, this was work was linked into the bid for the energy centre, especially the need in construction and engineering.	
56	Dr Peacock explained in relation to Access and Participation; the College had submitted an expression of interest to better support care leavers and the Equality and Diversity Committee would be considering 'Black Lives Matter' and how the College can embed related issues into the curriculum and support students on the access and participation plan.	
57	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.	
58	Mr Deane commented that the College is maintaining a good ESFA financial health rating for 2019/20 which was positive, this would be discussed further under item 20/128.	
59	In relation to the estates strategy this would be considered in relation to the capital grant funding, this can be submitted with the final return in March 2021.	
60	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.	
	The following comments were made;	

	<ul style="list-style-type: none"> <li>• Invested increasing amounts in CPD, to support staff in ICT, released some staff to provide more professional development for staff.</li> <li>• Involved with number of other local colleges in College Collaboration funds to look to better develop our digital capability. Identified staff who are able to support / facilitate staff. Ofsted were very interested in online and blended delivery</li> <li>• Partner with Derby College – EdTech, had one of e-learning masterclass on interactive presentation and masterclass on Teams, working to digital compliance.</li> <li>• IoT and bid for energy centre are new developments to support employers. Working hard with employers at the moment around incentives and Government issues coming out around kick start and apprenticeships. Working on different strategies to raise apprenticeship numbers as these are down which are reflective of the national position.</li> </ul>	
61	Mr T Radley, General Member asked about size of businesses being approached, Mrs Steptoe commented that largely apprenticeships were in the small / micro employer size in the area.	
62	It was noted that Grantham Business Club were recommencing utilising virtual meetings.	
63	Governors were pleased to note the positive developments and the work being done to adapt to the current environment.	
64	<b>Governors received the update on progress against strategic goals.</b>	
	<b>20/128 – Finance Report, Dashboard &amp; Budget</b>	
65	Mrs A Harrison, Director of Finance provided the Finance Report.	
66	The Report contained a number of appendices covering, Income and Expenditure Account for period ending 31 July 2020, Balance Sheet at 31 July 2020, Cashflow forecast, Finance Dashboard, Debtors Report and Capital Expenditure and Details of Asset Additions.	
67	Governors noted that this was the draft year end position figures; 31 July 2020. Originally a £437,000 deficit had been	



	forecast. This had been continually monitored and the actual year end position was now a £205,000 deficit. The reduction in the deficit had been assisted by no clawback from the ESFA in relation to adult funding.	
68	The report provided information on the £41,500 variance.	
69	Mrs Harrison referred to the pension adjustment of £561,000, if the pension adjustment was removed, there was a £6,000 impact.	
70	The non-payroll favourable variance due to lockdown was reported in the table.	
71	Mrs Harrison commented that cash days were currently 71, with a cash balance of £1.7million. The pensions reserve had been impacted significantly due to the actuary report and the loss of £2.7million, this had increased the deficit on pensions.	
72	Mrs Harrison explained that the cash balance had improved by £40,000 at the year end. Cash balances do reduce over the current planned position. By the end of July 2022, the cash position reduces by £1.3million. Mrs Harrison confirmed that the cash position is continually being reviewed. It was noted that the Cashflow into 2020/21 does assume a full bounce back on income for next year.	
73	Governors discussed at length the cash position and that this was due to dip in March / April 2022. The Governors discussed assets, Governors had previously discuss the Barracks site and the potential sale of the site.	
74	Governors discussed the option in terms of how to obtain the best value for the land. It was noted that the cost of developing an architects plan and obtaining planning consent would be in relation of £15,000 plus VAT, however, it was suggested that this would increase the value of the site.	
75	Governors noted the challenges around students' numbers and the reduction in available apprenticeships.	
76	Governors discussed in depth the challenges around the sale of the assets and there was a general reluctance to sell assets to fund working capital. Governors also noted the banks reluctance to lend to cover working capital and considered whether there were any options available to	

	provide an income to the College such as through developing the site to realise rental income.	
77	It was noted that the income from the sale of the site could be used to provide match funding for capital projects if capital funding became available and this was required.	
78	Governors asked about the current use of the Barracks site. Mr Deane explained that only carpentry and brickwork were delivered on the site. A lease on alternative premises could be needed however, there were plans to build a construction centre on the existing site to support this curriculum area.	
79	It was noted that the Barracks was not listed.	
80	<b>Resolved;</b> Governors agreed to engage an architect to develop plan for the site to be developed for 14 houses. A maximum cost of £20,000 was allocated to this work. Governors agreed that a further discussion would be held in relation to the sale of the site on completion of this work.	
81	Governors expressed concern about the numbers of 16-18-year olds.	
82	In relation to budget planning, Mrs Harrison explained that the ESFA required an updated balance sheet at the end of November 2020 and revised cashflow in January 2021. It was noted that there would be a rolling budget this year.	
83	<b>Governors received the Financial Report to the 31 July 2020.</b>	
84	Governors received an enrolment update.	
85	It was noted that in the second month of recruitment; 16-18 numbers were down, 37 on the target and 47 down on previous year. Long way below where need to be in relation to adult numbers however, some starts had been put back due to students not yet completing courses from 2019/20.	
86	In relation to Apprenticeships; 2/3rds on where the college was last year, £54,000 up in 16-18 year olds on where expected to be. £300,000 down on where were in previous year.	
87	Most Colleges were down on adult recruitment and apprenticeships, 16-18 mixed picture and was more dependent on the local school situation. In some cases,	

88	<p>students received higher grades than would normally be expected so were staying on to do A levels.</p> <p>Demographic picture was expecting numbers to increase but numbers starting are down and will have a knock-on effect on second year.</p>	
89	<p>There were concerns as to whether the College staff would be able to visit schools to speak to students in the usual way.</p>	
90	<p>It was noted that as funding for 16-18 year old students was lagged, this would impact on 2021/22 if it remained below target.</p>	
91	<p>It was further noted that an offer was being developed for early 2021 to try and enrol more students at this time.</p>	
92	<p>The current financial position was a reduction of £170,000 in income for 16-18 year old funding for 2021/22. There was however, a positive variance against forecast position in relation to residential and day break income.</p>	
93	<p><b>Governors noted the enrolment update.</b></p>	
	<p><b>20/129 – Hot Topic – COVID19 Impact Update</b></p>	
94	<p>Mr Deane provided an update on the current position regarding COVID cases. Mr Deane confirmed that the first staff positive case had been received in the previous week and there had been two cases this week, effecting residential students.</p>	
95	<p>The College was discussing all cases with DfE and Public Health. The cases had been considered and it had not been defined as an outbreak. There were a number of staff and students awaiting results.</p>	
96	<p>The numbers of staff isolating was increasing. In Engineering, there were very few members of staff on site due to self-isolation, this was proving a challenge.</p>	
97	<p>Risk assessments were undertaken on each individual or case and consideration was being given to the impact, close contacts were being reviewed along with whether delivery can continue on site or be moved to remote delivery.</p>	
98	<p>Mr Deane provided the context by PowerPoint slide. In South Kesteven, there had been a 230% increase in one week in</p>	

	positive cases. Whilst the volume of numbers was lower, there was a faster increase than in other high case areas.	
99	Mr Deane explained that work was being done to prepare to move to remote delivery if this was needed. Governors noted the pressure on staff to consider each case and the steps being undertaken to work with HR and subject areas, close contacts, logistics and impact of self-isolation of staff. Remote delivery, accommodation for sets of students, dealing with employers and thinking about apprentices.	
100	Governors expressed thanks to all staff and the SLT for working through this difficult period.	
101	Mr P Cartwright, Staff Governor commented that the return to College had gone remarkably well since September, the rules were being observed by both staff and students.	
102	Concerns about staff covering staff during a period of illness or self-isolation were noted due to the need to maintain bubbles.	
103	Governors offered any support needed.	
104	<b>Governors noted the update</b>	
	<b>20/130 – Equality and Diversity for Employees</b>	
105	Governors noted the report and that the report for students would be presented to the December Board meeting.	<b>Action: Dr Peacock December 2020</b>
106	<b>Governors noted the update</b>	
	<b>20/131 – Sub-Contracting Report</b>	
107	Mrs Steptoe presented the sub-contracting report and confirmed that the College did not have any sub-contracting in place during 2019/20 and did not plan to enter into any sub-contracting arrangement in 2020/21.	
108	<b>Governors noted the Sub-Contracting Policy 2020/21 and the update.</b>	
	<b>20/132 – Institute of Technology / HE update</b>	
109	Dr Peacock provided an update on HE enrolment. Dr Peacock explained that HE enrolment was lower than in the previous	

	year. Steps were being taken to provide a new course offer from January 2021.	
110	In relation to IoT, Dr Peacock explained that demolition had finished on site, the contractors had stayed on site and the site was COVID secure with fencing. Diggers were now on site to commence the next phase and the Site Manager was working closely with the Head of Estates.	
111	The College had submitted a revised specialist equipment list to DfE, most of which had been put towards a potential contingency. The DfE had agreed and the College had submitted the list of equipment, the College was awaiting approval from the DfE.	
112	Dr Peacock explained that the College continued to sit on the relevant committees and to contribute to the IoT Board.	
113	Dr Peacock referred to the possibility of reprofiling some of the student numbers for our site and the whole Lincolnshire IoT, the proposed to reduce numbers in this year and next due to COVID and apprenticeships but then to cumulatively build up to original target, bringing in different courses, connected to energy centre and some additional Level 3 numbers.	
114	Governors commented that it was good to see the flexibility on numbers to reflect the challenges faced in enrolment.	
115	<b>Governors received the update.</b>	
	<b>20/133 – Governance report</b>	
116	<b>Governors noted the Corporation Schedule of Business 2020/21.</b>	
117	<b>Governors noted the use of the College Seal.</b>	
	<b>20/134 - Impact on Students of Items Discussed / Agreed</b>	
118	Discussion around arrangements for students in relation to safety and COVID.	
119	Ofsted visit and assurances received following the visit.	
120	New facilities in relation to the energy centre and IoT.	

121	Improvements in technology for students.	
122	Better position than expected in relation to Finance.	
<b>20/135 - Urgent Business / Any other Business</b>		
123	Governors again expressed thanks and congratulated staff for the positive Ofsted visit. Governors asked that the SLT pass on thanks to staff and congratulate staff on doing a great job in challenging circumstances.	
124	There being no further business the meeting closed.	

**Date of next Meeting:**

Tuesday 15 December 2020; 18.00 (rescheduled to 20 January 2021)

Signed as a true and accurate record

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Chairman

Date

**Action Table**

Agenda Item	Description	By whom	By when
<b>20/103</b> – <b>Integrated</b> <b>Financial model</b>	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	November 2020 <b>COMPLETE</b>
<b>20/103</b> – <b>Integrated</b> <b>Financial model</b>	It was agreed that the Finance and Resources Committee would consider the timetabling for budget approval in future years.	Finance and Resources Committee / Mrs Harrison	TBC
<b>20/130</b> – <b>Equality and</b> <b>Diversity</b>	It was agreed that the ED report for students would be provided to the December Board meeting	Dr Peacock	December 2020 <b>ON AGENDA</b>