

## GRANTHAM COLLEGE CORPORATION MEETING

**Minutes of the Meeting held on 12 October 2021, 18.00**  
**Refectory, Grantham College**  
**Remote access via Microsoft Teams**

Present:

Mr G Brewis	General Member (appointed Chair 21/168)
Mrs C Brocklebank	General Member (appointed at 21/166)
Mr P Deane	Principal & Chief Executive
Mrs N Flint	Staff Member (via MS Teams)
Mr I Hyland	General Member (via MS Teams)
Mr N Jones	General Member
Mr A Joy	General Member
Mr K Lyon	General Member
Mr N Manoussakis	General Member (appointed Vice Chair 21/168)
Mr T Radley	General Member
Ms L Smith	Staff Member
Mr C Turner	General Member (appointed at 21/166)

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
Mrs C Temprell	Vice Principal – HR and Student Services
Mrs J Taylor-Holmes	Clerk

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

1	<b>21/163 - Apologies for absence</b>  Apologies were received from; Mrs L George, General Member Dr J Smith, General Member	
2	<b>21/164 – 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 (with the exception of items where appointments were made).	

3	Governors reviewed the Forms for completion;	
4	<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>	
5	<b>Resolved;</b> Governors approved the forms for completion and it was agreed that these would be completed by Governors and returned to Mrs J Taylor-Holmes, Clerk to the Corporation.	<b>Action: All Autumn 2021</b>
	<b>21/165 – Minutes of the previous meetings; 6 July 2021</b>	
6	<b>Resolved –</b> The minutes of the previous meeting held on 6 July 2021 were approved as a true and accurate record.	
	<b>Notification of Urgent Business / Any other business</b>	
7	There had been no items of urgent business / any other business notified.	
	<b>21/166 - Matters Arising</b>	
8	All actions were for completion at a future meeting.	
	<b>21/167 – Search and Governance Committee</b>	
9	Mrs C Brocklebank and Mr C Turner were not present for this agenda item.	
	<ul style="list-style-type: none"> <li>• <b>Appointment of Governors</b></li> </ul>	
10	On behalf of the Search and Governance Committee, Mrs J Taylor-Holmes, Clerk to the Corporation explained that the Committee had considered two applications that had been received.	
11	A brief update on the applicants was provided to Governors.	
12	Mrs Taylor-Holmes confirmed that the Committee recommended the appointment of the applicants for a period of four years.	

13	<b>Resolved</b> – The Board approved the appointment of Mrs Carolyn Brocklebank as General Member for an initial period of four years.	<b>Action: Mrs Taylor-Holmes Autumn 2021</b>
14	<b>Resolved</b> – The Board approved the appointment of Mr Christopher Turner as General Member for an initial period of four years.	
15	It was agreed that Mrs Taylor-Holmes would confirm the appointments with the new Governors and set up induction sessions with a visit to site to ensure that adequate support is provided.	
16	It was noted that Mr S Welton had resigned from his position of Governor. Governors thanked Mr Welton for his commitment and contribution to the role.	
<b>21/168 – Election of Chair / Vice Chair</b>		
17	Mr Brewis and Mr Manoussakis did not vote on items connected to their appointment.	
18	<b>Resolved:</b> Mr G Brewis was appointed as Chair for a period of two years.	
19	<b>Resolved:</b> Mr N Manoussakis was appointed as Vice Chair for a period of two years.	
<b>21/169 – Principal &amp; Chief Executive’s Report</b>		
20	Mr Deane presented the Principal and Chief Executive’s Report and a summary of key matters.	
21	Governors noted the appointment of the new Education Secretary, the Minister for Higher and Further Education and the new Minister for Skills.	
22	Governors were pleased to note that the new Education Secretary had met with the Association of Colleges following his appointment and had previous experience in education and as an Apprenticeship Advisor.	
23	Mr Deane explained that the conclusions of the three-year spending review would be announced in the Autumn budget on 27 <sup>th</sup> October. It was hoped that the sector would see an increase in funding rates as there had been no increase in over ten years. The focus on skills and improving the	

	education and outcomes for the general population did indicate that there may be some investment in the sector.	
24	Governors noted the outcome of the capital bid applications. Mr Deane explained that further information had been submitted to support the T level capital bid which had been approved in principle and a decision was awaited.	
25	It was noted that work had commenced on the Energy Centre and that the IoT building was nearing completion.	
26	In relation to the Sandon Road site, planning permission had been sought and the outcome awaited.	
27	Governors noted the content of the ESFA letter from the new interim Chief Executive, in relation to the annual financial statements.	
28	Mr Deane confirmed that a business case had been submitted in relation to AEB clawback. A decision should be provided on November 15 <sup>th</sup> .	
29	Governors noted that the College allocation in relation to education recovery was lower than in the previous year, due to the number of students coming to the College who had achieved grade four or above in English and Maths through the teacher assessed grade system. This would unfortunately also impact on future years.	
30	Mr Deane explained that the College Annual Strategic conversation with the ESFA had been held on July 8 <sup>th</sup> , the letter providing a summary of the discussion had been provided to Governors.	
31	Governors noted the continuation of the Level 3 consultation on the removal of funding from many B-Tec courses. Mr Deane commented that there had been significant feedback provided that the removal of B-Tec's could disadvantage further some of the most disadvantaged students.	
32	Governors noted the MP visit to the College. Mr Deane explained that he had used the opportunity to share information on the Energy Centre, IoT Centre and recent initiatives developed to support and meet the local skills need. Mr Deane confirmed that he would be contacting the local MP further about the AEB clawback implications and	

	stressing the importance of the sector in the comprehensive spending review.	
33	Governors noted the progress of the Skills for Jobs White Paper and the progress of funding opportunities.	
34	Governors welcomed the work done by the College to secure additional funding noting that the majority of the projects involved collaborative work.	
35	Ms L Smith, Staff Governor provided further information in relation to the Nearpod project and explained that this was a teaching platform to embed interactive resources for students. It was hoped that the system would also be developed to provide a method of assessment.	
36	Governors asked whether any feedback had been provided following notification of unsuccessful bids. Mr Deane commented that the transformation fund had been hugely oversubscribed and had been focused on those assessed to have the greatest need on the basis of the condition survey. It was agreed that feedback would be sought from those Colleges that had been successful in progressing to stage two to see if any improvements could be made to the College bid to improve chance of success in future rounds.	<b>Action: Mrs Harrison Autumn 2021</b>
37	Governors asked whether other methods of fundraising had been considered such as crowd funding. Mr Deane explained that there had been very few opportunities to bid for funding for capital improvements however any opportunities would be explored.	
38	<b>Resolved</b> - Governors noted the content of the Principal's Report.	
	<b>21/170 - Reporting against Strategic Plan 2019-2022</b>	
39	Governors received the dashboards.	
	<b>Strategic Plan Progress Report</b>	
40	Governors received an update on each of the four main goals identified within the strategic plan.	
41	Mrs T Scarborough, Vice Principal – Quality and 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.	
42	Mrs Scarborough explained that work was commencing to implement T levels. The College was currently preparing to deliver T Levels in Engineering, Construction, Business, Science and Childcare from 2022. A level two transition program was currently being developed for those students who were not ready for a level 3 T Level course.	
43	Mrs Scarborough explained that all students were now back on site and lesson observations and curriculum reviews were underway.	
44	In relation to teaching, learning and assessment, CPD was being delivered for staff against key targets and skills builder.	
45	UCAS events had commenced to support students to complete their personal statements and applications in readiness of the January deadline.	
46	In the absence of work experience, careers and employability opportunities were being provided to students to enable them to engage with employers virtually. All students were receiving one hour per week specifically allocated to getting them ready for the world of work.	
47	The skills builder project was now embedded within the College and new students were completing the initial assessment stage which would enable progression to be better monitored. Growbar had also been introduced to provide a work experience link between the employers and College and students were able to access and document progression.	
48	A number of drop-in sessions were also being provided for students for additional support in areas such as CV writing with more intensive workshop sessions for students where needed.	
49	In relation to apprenticeship progression, Dr Peacock explained that the College was working closely with local employers who had apprentices with the College. Some changes had been identified and implemented to respond to some concerns. A different Management and Assessment team were being supported by the Quality team to improve employer satisfaction. This had been an area of challenge	

	which was being addressed. A wide range of issues had been identified including improved liaison with employers through more regular communication.	
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.	
51	Governors noted that two digital projects had been delivered; level three courses in digital skills including coding and software development and IT networking and level three to level four courses, an introduction to cloud computing and cyber security.	
52	The courses were online and free and were dependent on local employer input.	
55	There would be a focus on marketing the courses using social media and the development of the courses was an example of links between the IoT and the design of the curriculum.	
56	In relation to enrolment numbers 16-18 numbers were slightly below allocation and apprentices were also slightly lower than forecast. It was hoped however that apprenticeship numbers would improve.	
57	In relation to adult enrolment, as enrolment activity continued throughout the year the College was hopeful that figures would improve as adult courses returned to face to face provision.	
58	Mrs A Harrison, Director of Finance explained that much of the information in relation to goal 3 following within the Finance papers, budget and the capital funding bids. Goal 3; Maintaining a financially robust and sustainable organisation that allows us to continue to invest in delivering our mission.	
59	In addition, Mrs Harrison explained that the College was part of the ESPO consortium which had been established to procure energy. In May 2021 the consortium had purchased most of the consortium requirements for 2021/22 which would mean that energy prices would remain constant for this period. This would be considered again in May 2022.	

60	It was noted that the IoT project was nearing completion with the opening planned in November. all equipment was now on site and the project represented a £3.6million investment. Further investment of £2million in the Energy Centre and investment in T-levels was underway.	
61	A campaign focusing on sustainability, energy usage and the environment would be run in the curriculum areas between the 1st and 12th of November to coincide with COP 26.	
62	Governors asked about opportunities for growth especially in the areas where there had been investment. It was noted that although apprenticeship numbers had not grown in head count there had been a shift in focus as the College was no longer providing apprenticeships in areas such as health and social care and the food industry.	
63	There was growth in high value engineering and construction areas and this was an area of high demand. There had also been an increase in demand in plumbing.	
64	T-levels remained a risk with the biggest challenge being the commitment of employers to provide students with the placement required. It was accepted that whilst industry placements were very valuable there was an acknowledgment that these should be purposeful and linked to the course provided. There were some logistical challenges to ensuring the students were able to attend industry placements.	
65	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.	
66	Mrs Temprell explained that the Staff Survey had recently closed and results would be provided to the December Board meeting. it was agreed that both staff governors would be invited to review the results and support development of the action plan.	<b>Action: Mrs Temprell December 2021</b>
67	A number of CPD opportunities had been provided to staff particularly around the hybrid approach to teaching delivery.	<b>Action: Governors / SLT</b>



68	Governors agreed that work would be undertaken to develop some key indicators to measure performance against each of the strategic goals.	<b>2021/22</b>
69	Governors commented that the current strategic plan remained relevant and provided a positive framework for improvement.	
70	<b>Resolved:</b> Governors received the update on progress against strategic goals.	
	<b>21/171 – Finance Report</b>	
71	Mrs Harrison provided the Finance Report.	
72	The Report summarised the financial position at the end of July 2021. Mrs Harrison explained that the College was current forecasting an operating deficit of £440,800 at year end and a financial health assessment of 'Requires Improvement'.	
73	Mrs Harrison referred Governors to section 3.1 and the fact that the May Management Accounts showed that the College had an operating deficit of £630,500 against a budgeted deficit of £1.2m. The figures did not include a provision for FRS102.	
74	In relation to clawback of AEB funding this was likely to be in the region of £180,000 compared to £260,000 which was the original reforecast position.	
75	Governors were referred to information within the reports in relation to loan covenants.	
76	It was noted that the capital expenditure included IoT expenditure at the end of July.	
77	Mrs Harrison explained that the External Auditors had commenced work to prepare the Annual Financial statements and no adjustments had been identified to date. The Auditors had been made aware of the case that had been submitted in relation to AEB clawback. It was noted that the AEB clawback outcome may not be known before the Financial Statement submission date. If the College was successful in the business case, the outcome may have to be reported in the 2021/22 financial year.	

78	Governors asked about the impact of the 'requires improvement' financial health grading. Mrs Harrison explained that this was due to the 0 award against performance in EBITDA as a percentage of income. If the clawback case was successful, this would improve the health grading to good.	
79	If the College was to continue into future years graded as 'requires improvement' this may lead to intervention by the FE Commissioner.	
80	Mrs Harrison commented that there had been significant effort to develop a realistic budget which would deliver a surplus position at year-end and work would continue to monitor costs and expenditure to ensure that this was achieved.	
81	The long-term challenge of the lack of increase in the funding rates for the last 10 years was noted against a position of ever-increasing costs, national minimum wage increases and a significant increase in inflation.	
82	The comprehensive spending review was anticipated however in the meantime changes to the curriculum were being planned to ensure greater efficiency.	
83	Governors noted the EBITDA measured profitability which remained a challenge in the sector.	
84	<b>Resolved:</b> Governors received the Financial Report to the 31 July 2021.	
<b>21/172 – Equality and Diversity for Employees</b>		
85	Mrs Temprell provided an update for Governors on the workforce profile in relation to Equality and Diversity.	
86	It was noted that the census survey results would not be published until April 2022 and therefore the most recent community data was not known. There had been no real changes in relation to the workforce profile since the last report. Brexit had not impacted in the ethnic origin of staff and for those staff where it was needed, support had been given to ensure settled status.	
87	The report contained information from the Black Leadership FE Group and recommended actions were contained within the 10-point plan at Appendix one.	

88	Governors reviewed the recommendations within the report at section five and supported all recommendations.	
89	Governors asked about the student profile and it was agreed that parents would be approached in relation to the Governor role to try and ensure that the College community was represented on the Board.	
90		
91	<b>Resolved</b> – Governors noted the report.	
<b>21/173 – Subcontracting Report 2021/22</b>		
92	Mr Deane presented the Sub-Contracting report and confirmed that the College did not have any sub-contracting in place during 2020/21 and did not plan to enter into any sub-contracting arrangement in 2021/22.	
93	<b>Resolved:</b> Governors noted the Sub-Contracting Policy 2021/22 and the update.	
<b>21/174 – Institute of Technology / HE update</b>		
94	Dr Peacock provided an update on the progress of the IoT and the HE update.	
95	Dr Peacock commented that the HE learner completions for 2020/21 were lower than in the previous year. The current enrolments with comparisons to the same time last year were also provided.	
96	Section 2.2 of the report provided additional information on the digital skills bootcamps and other recent projects.	
97	Governors noted that the College had been successful in the bid for £200,000 of capital and resource costs from the Higher Technical Education Provider Growth Fund. This would provide a number of additional qualifications in digital health and science commencing in September 2022.	
98	The IoT project was nearing completion and the Governor Strategic Planning session on the 9th November 2021 would be held at the IoT site. Governors would be invited to the official opening in due course.	<b>Action: Dr Peacock When known</b>
99	<b>Resolved:</b> Governors received the update.	

	<b>21/175 –Governance Report</b>	
100	Governors noted the Corporation Schedule of Business for 2021/22.	
101	Mrs Taylor-Holmes, Clerk to the Corporation, explained that one to one meetings would be scheduled between individual Governors and Mr Brewis over the coming weeks with the aim of developing some improvement themes for the Board.	<b>Action: All / Mr Brewis Autumn 2021</b>
102	The Equality and Diversity profile of the Governing body would also be reviewed.	<b>Action: All / Mrs Taylor-Holmes March 2022</b>
103	<b>Resolved:</b> Governors approved the Corporation Schedule of Business 2021/22.	
	<b>21/176 - Urgent Business / Any other Business</b>	
104	There being no further business the meeting closed.	

**Date of next Meeting:**

Tuesday 14 December 2021

Signed as a true and accurate record

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Chairman

Date

**Action Table**

Agenda Item	Description	By whom	By when
<b>21/157 – Safeguarding Update</b>	It was agreed that in future years, bullying incidents would be included within the Annual Safeguarding report.	<b>Mrs Temprell</b>	Annual Safeguarding Report
<b>21/164 – Confirmation of eligibility, quorum and declarations of interest</b>	it was agreed that these would be completed by Governors and returned to Mrs J Taylor-Holmes, Clerk to the Corporation.	<b>All</b>	Autumn 2021
<b>21/167 – Search and Governance Committee</b>	It was agreed that Mrs Taylor-Holmes would confirm the appointments with the new Governors and set up induction sessions with a visit to site to	<b>Mrs Taylor-Holmes</b>	Autumn 2021 COMPLETE

	ensure that adequate support is provided.		
<b>21/169 – Principal &amp; Chief Executive's Report</b>	It was agreed that feedback would be sought from those Colleges that had been successful in progressing to stage two to see if any improvements could be made to the College bid to improve chance of success in future rounds.	<b>Mrs Harrison</b>	Autumn 2021
<b>21/170 Reporting against Strategic Plan 2019-2022</b>	Mrs Temprell explained that the Staff Survey had recently closed and results would be provided to the December Board meeting. it was agreed that both staff governors would be invited to review the results and support development of the action plan.	<b>Mrs Temprell</b>	December 2021 ON AGENDA
<b>21/170 Reporting against Strategic Plan 2019-2022</b>	Governors agreed that work would be undertaken to develop some key indicators to measure performance against each of the strategic goals. Governors commented	<b>Governors / SLT</b>	<b>2021/22</b>
<b>21/174 – Institute of Technology / HE update</b>	The IoT project was nearing completion and the Governor Strategic Planning session on the 9th November 2021 would be held at the IoT site. Governors would be invited to the official opening in due course.	<b>Dr Peacock</b>	<b>When known COMPLETE</b>
<b>21/175 Governance Report</b>	Mrs Taylor-Holmes, Clerk to the Corporation, explained that one to one meetings would be scheduled between individual Governors and Mr Brewis over the coming weeks with the aim of developing some improvement themes for the Board.	<b>All / Mr Brewis</b>	<b>Autumn 2021 COMPLETE</b>
<b>21/175 Governance Report</b>	The Equality and Diversity profile of the Governing body would also be reviewed.	<b>All / Mrs Taylor-Holmes</b>	<b>March 2022</b>