

**GRANTHAM COLLEGE
CORPORATION MEETING**

Minutes of the Meeting held on 14 December 2021, 18.00
Remote access via Microsoft Teams

Present:

Mr G Brewis	General Member (Chair)
Mr P Deane	Principal & Chief Executive
Mrs L George	General Member
Mr N Jones	General Member
Mr A Joy	General Member
Mr T Radley	General Member
Ms L Smith	Staff Member
Mr C Turner	General Member
Miss R Tapper	Student Governor (appointed 21/178)

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	21/177 - Apologies for absence Apologies were received from; Mrs C Brocklebank, General Member Mrs N Flint, Staff Governor Mr K Lyon, General Member Mr N Manoussakis, General Member Dr J Smith, General Member Mr E Ohanekwu, Student Member	
2	21/178 – 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. Mr Brewis declared an interest in relation to his re-appointment.	

<p>3</p> <p>4</p> <p>5</p>	<p>• Appointment of Student Governors</p> <p>Resolved – The Board approved the appointment of Miss Rennique Tapper as Student Governor for an initial period until 31 July 2022.</p> <p>Resolved – The Board approved the appointment of Mr Emeka Ohanekwu as Student Governor for an initial period until 31 July 2022.</p> <p>It was noted that Miss Tapper and Mr Ohanekwu were President and Vice President of the Student Union respectively.</p>	
<p>6</p> <p>7</p>	<p>21/179 – Minutes of the previous meetings; 12 October 2021</p> <p>Resolved – The minutes of the previous meeting held on 12 October 2021 were approved as a true and accurate record.</p> <p>Notification of Urgent Business / Any other business</p> <p>There had been no items of urgent business / any other business notified.</p>	
<p>8</p> <p>9</p> <p>10</p>	<p>21/180 – Minutes of Committee and other meetings</p> <p>Search and Governance Committee</p> <p>Mr G Brewis, General Member, Chair and Chair of the Committee explained that the Committee had met on the 9 November, there had been much discussion around changes in the Governing body, how new Governors could be supported, succession planning and Committee memberships.</p> <p>The Committee had also reviewed the confidential business items, the Committee annual report and Committee memberships for approval later in the agenda.</p> <p>Standards Committee</p> <p>Mr Brewis, Chair of the Committee explained that the Committee had received a presentation from Hazel Gunby, Head of Curriculum for Hair & Beauty, Visual Arts, Performing Arts, Media, Catering, Construction & Travel.</p>	

	<p>Mrs Gunby provided an update from on the Curriculum areas, information on strengths, opportunities and business planning was provided.</p>	
11	<p>The Committee had also received an update on the progress of the Self-Assessment Report, an update on Quality Improvement planning including the use of Progress Coaches. Committee members had a good discussion around data and the ability to benchmark. The Committee had also received an update on Higher Education more widely and January IoT intake plans.</p>	
	<p>Joint Audit and Finance & Resources Committee</p>	
12	<p>On behalf of Mr N Manoussakis, General Member and Chair of the Finance and Resources Committee, Mr Deane commented that most of the items discussed were on the agenda for the meeting today. The Committees had met on the 8 December 2021.</p>	
13	<p>There had been feedback received from the Internal and External Auditors. All members were pleased with the outcome of the Annual Financial statements.</p>	
14	<p>Resolved – The Board received the update.</p>	
	<p>21/180 - Matters Arising</p>	
15	<p>All actions were complete, for completion at a future meeting date</p>	
16	<p>In relation to the Transformation Funding bid, Mr P Deane, Principal and Chief Executive confirmed that the assessment process had Colleges who were in greatest need and those with poorer site condition had been prioritised.</p>	
17	<p>The key indicators would be reviewed during 2022.</p>	
18	<p>Equality and Diversity of the Governing body would be considered as part of the Chair's report.</p>	
	<p>21/181 – Principal & Chief Executive's Report</p>	
19	<p>Mr Deane presented the Principal and Chief Executive's Report and a summary of key matters.</p>	

20	Mr Deane commented that the emerging COVID Omicron variant impact was resulting in increasing numbers of staff and student absences.	
21	Advice had been received from the DofE and the only change had been in relation to the wearing of masks in communal areas and advice around foreign travel. Mr Deane commented that the College had some foreign travel planned for next year with Erasmus project, however, contingency plans were in place, should foreign travel be restricted.	
22	Mr Deane commented that the outcome of the comprehensive spending review had been released and it was positive news that there would be an increase in line with inflation for 16-18 year old students. A new numeracy scheme had been launched but there had been little advice about how this would be applied.	
23	Mr Deane confirmed that there had been no increase in adult funding rates. There had been no increase applied for 13 years and this area of work would become unviable. There had similarly been no increase in apprenticeship funding and no increase to cover the increase in National Insurance employer contribution rates from next year.	
24	Mr Deane explained that Ofsted would be inspecting all College with full 5-day inspections, recent inspections in the sector had been a focus on responding to local needs.	
25	The College had been unsuccessful in the T-Level funding application as the College had been assessed as not requiring the space.	
26	Mr Deane commented that the Energy Centre capital project was progressing on time and within budget and a planning decision in relation to Sandon Road was expected in the new year.	
27	Mr Deane explained that the College had been successful in their application for £180,000 in relation to AEB clawback. Governors commended the Senior Leadership team on the success in this area.	
28	Mr Deane commented that there was good news regarding T-Levels as it had been decided that there was no requirement to leave with Level 4 Maths and English.	

29	The Education and Skills Bill was continuing through Parliament and an update would be provided to Governors as soon as available.	
30	Resolved - Governors noted the content of the Principal's Report.	
	21/183 - Chair's Report	
31	Mr Brewis commented that he had now held meetings with all Governors and thanked Governors for their time given and contribution to the meetings. There had been much discussion around membership of Committee and how the Committee structure should operate.	
32	Consideration was being given to developing improvement themes and these would be shared at the Governor Strategy session in February 2022.	
33	Mr Brewis explained that he had attended one online AoC meeting which had been a useful opportunity to receive a sector update, which had been in line with the information provided from Mr Deane.	
34	Mr Brewis commented on the recent appointments to the Board and how it was really important to embed new Governors into the Board and support them with the role.	
35	In terms of recruitment of new Governors, Mr Brewis explained that work would continue to encourage local people to apply and there would be a particular focus on the issue of diversity. This was an area of focus at the moment, and the importance of ensuring that the Board was representative of the local population served was noted.	
36	Resolved - Governors noted the content of the Chair's Report.	
	21/184 - Reporting against Strategic Plan 2019-2022	
37	Governors received the dashboards.	
38	Strategic Plan Progress Report Governors received an update on each of the four main goals identified within the strategic plan.	
39	Mrs T Scarborough, Vice Principal – Quality and Curriculum provided an update on progress against goal 1; Ensure that	

	<p>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.</p>	
40	<p>Mrs Scarborough commented that there remained a key focus on CPD, skills builder and Nearpod T-Levels. Ensuring that students have the skills to go forward to promote progression and social mobility.</p>	
41	<p>The induction survey had been undertaken and over the last 5 years, there had been real distance travelled in some of the key areas including safeguarding and support provided to students. This was really positive to see.</p>	
42	<p>Progress coaches were now in place, looking at short and long term goals of students to hopefully improve destinations.</p>	
43	<p>Significant work had been undertaken during the term in relation to deep dives, going into Classrooms, supporting new staff and lesson observations. Reviews had been undertaken in line with the EIF.</p>	
44	<p>It was noted that the goal linked quite closely with goal 2 and the links with students as part of the EIF.</p>	
45	<p>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.</p>	
46	<p>Dr Peacock explained that he had recently been informed that the College had been successful in the award of a contract with the National Grid for a number of apprentices to join the College next year. This was good news and supported local and national businesses in the area of engineering.</p>	
47	<p>Dr Peacock commented on the number of free short online digital courses which were being offered. The digital skills bootcamps and the IoT in work skills pilot. Both the IoT and D2N2 LEP were very keen for the College to include employers in the design of the courses.</p>	

48	Dr Peacock explained that information would be circulated to Governors to share with employer contacts or within their workforce to encourage participation. It was agreed that the content of the course was in important areas such as cyber security. It was noted that courses were due to commence in January 2022.	Action: Dr Peacock December 2021
49	Mrs Hart explained that work had commenced on the next round of curriculum planning. Recruitment was down against last year in relation to adult enrolments. Over £300,000 of AEB funded courses had been developed and placed onto the market, updates on progress would be provided at future meetings.	
50	Mrs Hart explained that the College had tested the market with large number of courses. Next year the College had changed the model in relation to how curriculum areas were building relationships with local employers to build the curriculum.	
51	One of the sub-goals was to increase numbers of 16-18 year olds. There had been a really positive response received in relation to marketing.	
52	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.	
53	Mrs Harrison explained that increased marketing would be undertaken in January for new courses to increase student numbers.	
54	New income streams were good news regarding apprenticeships.	
55	Work continued to monitor staff utilisation and some estates utilisation will continue in relation to future capital bids.	
56	The estates strategy continued to be monitored to respond to any future capital bids.	
57	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.	
58	Mrs Temprell provided an update on the Staff Survey results. It was noted that the survey had been open for responses from July to September 2021.	
59	From the papers sent and the appendix of report, the senior leadership team had been disappointed with some of the results; there was some work to do regarding employee engagement.	
60	It was noted that working in FE was hard at the moment and continued to be challenging. 58% of staff members had completed the survey and the same questions had been used as used previously to allow benchmarking.	
61	There was a focus around communication, reward and recognition, training and development and leadership and management and questions had been provided in these areas. It was noted that the last survey had been undertaken in December 2018.	
62	Mrs Temprell commented that there was an action plan in place in relation to key areas of improvement; it was also noted that COVID continued to impact on staff and opportunities for face-to-face communication remained limited.	
63	Mrs Temprell commented that from April, a number of staff would be on the national minimum wage, this would have an impact on morale. Where possible, the senior leadership team would have termly meetings with staff to provide staff with updates on progress against the strategic plan, and updates on individual areas.	
64	Mrs Scarborough explained that consideration was being given to the use of teaching triangles to promote the sharing of best practice.	
65	The GC Success newsletter had been re-launched and would be published on a half termly basis. Staff would be encouraged to share successes from departments.	
66	Reward and recognition, the College was placing more of an emphasis on supporting staff, praise including support for students for reward, gift vouchers, the opportunity to get a free lunch were all being offered.	

67	Also, work was ongoing to share the benefits of working with the College, including the generous pension scheme contributions and approach to flexible working.	
68	Further developments in relation to succession planning and progression opportunities for high performing staff were being considered. Recruitment and retention and supporting new staff, mentor development scheme would also be implemented.	
69	Mrs Temprell commented on the introduction of a festival of learning next term which would provide a further opportunity for departments to share best practice.	
70	Staff voice groups were being held and the two Staff Governors were involved in these groups. Staff were missing opportunities to have fun and the lack of face to face communication had had a negative impact on staff motivation. Staff were encouraged to provide ideas to support improvement.	
71	Mrs Temprell commented that the action plan and updates could be provided at future meetings if needed.	Action: Mrs Temprell Frequency to be agreed
72	Governors commented that it was disappointing to see the red ratings on the appendix and asked about the accuracy of benchmarking. Mrs Temprell explained that the benchmarking data was from December 2018 results, which were pre-COVID.	
73	Mrs L Smith, Staff Governor, when asked, confirmed that COVID had had a massive impact for the staff.	
74	Governors commented that the results were comparable to the staff feeling in other local employers, the same issues were being faced. The pandemic continued to have a detrimental effect on everyone and had resulted in changes in working practices.	
75	It was noted that staff morale had also affected by the way students were interacting with the College, some students continued to find learning through MS Teams difficult, this was supported by comments from Miss Tapper, Student Governor.	

76	Mrs Temprell commented that the HR dashboard did not provide any information that would indicate that there were any major problems.	
77	When asked about staff involvement in the action plan, Mrs Temprell explained that a meeting was planned with the leadership team in the New Year when the results and action plans would be shared with all staff. As part of the communication, there would be the opportunity to feed back to the Staff group with Staff Governors.	
78	Mrs Temprell confirmed that staff turnover was monitored at the Finance and Resources Committee.	
79	Mrs Temprell confirmed that there was a free text field in the staff survey, some constructive feedback had been received. The comments had been categorised into different areas and work was ongoing to respond to comments with an action.	
80	It was noted that FE was an increasingly difficult place to work, pay was not comparable to school teacher or University lecturer pay. There were also workload impacts when staff who leave were not replaced.	
81	Mr Deane commented that the senior leadership team were not confident that communications were being appropriately shared through teams or that feedback from the communications was being provided back.	
82	Comments were made on the appropriateness of the benchmarking and whether this was correct.	
83	When asked about Governor oversight of key performance indicators in relation to HR matters, it was agreed that the HR dashboard information would be provided to the Board. It was agreed that HR dashboard indicators could be included within the Board dashboard at forthcoming meetings. This would be discussed further.	Action: Mrs Temprell March 2022
84	Mr Deane commented that 71% of staff were happy from the survey results, whilst that was a reduction in the previous results of 85%, there were still a good proportion of staff who were happy. It was agreed that the honest results were useful and meant that action could be taken to improve.	

85	Resolved: Governors received the update on progress against strategic goals and the Staff Survey results.	
86	21/185 - Self Assessment Report Mr Deane explained that the College was not required to complete a Self-Assessment report, however Ofsted do ask that if the College does complete one, that it is sent to Ofsted.	
87	Mr Deane commented that the completion of the Self-Assessment report had been very difficult to do this year due to the lack of benchmarking data, the usual data sources were not available and comparison to previous years were not accurate.	
88	Mr Deane commented that the data collated so far suggested that the College remained a 'good' College. Many of the things that Colleges who had been assessed as good were doing, the College was doing.	
89	Mr Deane confirmed that the Self-Assessment report would be completed by mid-January and submitted to Ofsted if requested by the end of January.	
90	Resolved: Governors received the update.	
91	21/186 – Finance Report Mrs Harrison provided the Finance Report.	
92	The report summarised the financial position at the end of October 2021. Following the success of the AEB business case, the year-end deficit had been adjusted to £260,000 and the financial health grade had been assessed as good.	
93	Mrs Harrison explained that as at end of October 2021, the College was recording an operating deficit of £129,900 against the original budgeted deficit of £304,800 and a financial health assessment of 'good'.	
94	Cashflow had been supported by the success of the AEB business case.	
95	Mrs Harrison explained that the College was no longer measured against the historical deficit.	

96	Bank covenants were measured monthly, and the College had received information and clarification in relation to the covenants.	
97	Mrs Harrison referred Governors to elements of the report.	
98	Governors congratulated the team for the AEB clawback success.	
99	Resolved: Governors received the Financial Report to the 31 October 2021.	
<p>21/187 Audited Financial Statements for year ending 31 July 2021</p> <p>Going Concern</p>		
100	Mrs Harrison explained that as part of the year end audit the External Auditor required the College to present a consideration of going concern paper to the Corporation.	
101	This was usually a section within the front end of the Financial statements. This was a significant issue within FE, to continue to make steps to ensure liquidity in the sector.	
102	Mrs Harrison explained that the statement within the financial statements is contained within the report along with the reports to the Committees and all work ongoing in relation to the loan covenants and the COVID update included as to where expect to be at the end of the financial year.	
103	Governors reviewed the report.	
104	Resolved – Governors approved the sign off of the Financial Statements as a going concern.	
<p>Audit Findings and Letters of Representation</p>		
105	It was noted that the Audit Findings report had been reviewed by the Joint Audit and Finance & Resources Committee by the Auditors, Cooper Parry.	
106	Mr A Joy, General Member confirmed that the Auditors had not identified any issues and all Committee members were comfortable with the position.	

107	Mrs Harrison provided the recommendations from the Audit Findings.	
108	Mrs Harrison confirmed that the Financial Statements had been updated following the Audit and Finance and Resources Committee meeting to include OfS requirements including the Access and Participation Plan. There had been no material changes in terms of the figures contained within the Annual Financial Statements.	
109	Resolved: Governors noted the content of the Audit Completion Document Year Ended 31 July 2021 and approved the Letters of Representation and the Draft Audited Financial Statements for signature.	
	Electronic signatures	
110	Governors were also asked to approve of use of electronic signatures bearing in mind the lack of face to face contact. Governors were asked to consider the use of electronic signatures if needed.	
111	Resolved – Governors approved the use of electronic signatures if needed	
112	It was agreed that Mr Deane and Mr Brewis would sign the Letters of Representation and the Audited Financial Statements.	
	21/188 - Audit Committee Annual Report	
113	Mrs Harrison provided the Audit Committee Annual Report it was noted that the report also included the Risk Management annual report for 2020/21. It was also noted that report included information on the tender of the internal and external audit function.	
114	It was noted that this was recommended by the Joint Audit and Finance & Resources Committee meeting on 8 December 2021 and was presented for approval.	
115	Governors received the Annual Report to the Corporation detailing the activity of the Audit Committee during the 2020/21 academic year and providing the opinion in relation to internal control.	
116	It was noted that this report would also be presented with the financial statements to the ESFA.	

117	Resolved: Governors approved the Audit Committee Annual Report.	
	<p>21/189 – Search & Governance Committee</p> <p>Search and Governance Committee Annual Report</p> <p>118 Mr Brewis explained that the Annual Report had been considered by the Search and Governance Committee on the 9 November 2021.</p> <p>119 Resolved: Governors approved the Search and Governance Committee Annual Report.</p> <p>Committee Membership</p> <p>120 It was noted that this would be reviewed in the New Year. Governors were encouraged to get involved in Committees.</p> <p>121 Resolved: Governors approved the Committee Memberships.</p> <p>Confidential Business Review</p> <p>122 Resolved - Governors approved the Confidential Business Review</p> <ul style="list-style-type: none"> • Appointment of Governor <p>123 Resolved – The Board re-approved the re-appointment of Mr G Brewis as General Member for a period of four years from 18 December 2021.</p>	
	<p>21/190 – Senior Postholder Employment & Remuneration Committee</p> <p>Annual Report to the Corporation</p> <p>124 Mrs J Taylor-Holmes, Clerk to the Corporation explained that this was a requirement within the Association of Colleges Senior Postholder Remuneration Code within the Code of Good Governance. The College declared compliance with the Code within the Annual Financial Statements.</p> <p>125 Resolved: Governors approved the Senior Postholder Employment & Remuneration Committee Annual Report.</p>	

	21/191 - Health and Safety Report	
126	Mrs Harrison presented the Health and Safety Annual Report for 2019/20.	
127	Mrs Harrison referred Governors to Annex A, it was noted that the Annual Report had been compiled by the Health and Safety advisor and included details of the Health, Safety and Environmental Committee. Responses to actions highlighted within the Internal Audit were included, Mrs Harrison explained that all actions were now complete.	
128	It was noted that Health and Safety was now a standing item on SLT and College Leadership team meetings.	
129	Resolved: Governors received the Annual Health and Safety Report.	
	21/192 - Staff Survey report	
130	Discussed under item 21/184.	
	21/193 – Equality and Diversity for Students	
131	Dr Peacock provided an update for Governors on matters of equality and diversity of the student profile.	
132	The report set out the new 2021/2025 objectives and further information in relation to the gaps identified.	
133	It was noted that the national averages refer back to 2018/19.	
134	Areas which merit reference have all been included within the action plan and were within the Access and Participation Plan for the IoT. Progress would be monitored against the action plan.	
135	Dr Peacock explained that there was a real focus on E&D, a new E&D Champion had been appointed and staff were asking for advice and providing recommendations and feedback.	
136	Resolved: Governors received the update.	
	21/194 – Institute of Technology / HE update	

137	Dr Peacock provided an update on the progress of the IoT and the HE update.	
138	Dr Peacock commented that recruitment was very similar to the previous year. An increase in HE numbers would be planned now that the University Centre was established. The course offer had been refreshed and expanded courses were being offered.	
139	Governors agreed that it was positive that similar student numbers had been maintained. Dr Peacock explained that a new HE short promotional video had been created which brought in the new IoT building, this was just one of a number of things doing to raise awareness. It was hoped that HE numbers would increase in the coming years.	
140	Dr Peacock referred to the skills pilots and funding received to develop new qualifications and put in place more staff training, employer events, breakfast meetings and commented that the teachers were very motivated by this. Mock clinic was being introduced and there were new and exciting developments planned.	
141	IoT was boosting promotion alongside the HEQ's to improve learner numbers in these areas.	
142	Resolved: Governors received the update.	
21/195 - Urgent Business / Any other Business		
143	Mr Brewis thanked everyone for their attendance and commitment to enthusiastically help the College.	
144	Thank you from the Governors for staff efforts in what were very challenging circumstances. Particularly thank you to Miss Tapper, Governors agreed that it was really important to have a voice from the students at meetings.	
145	There being no further business the meeting closed.	

Date of next Meeting:

Tuesday 29 March 2022

Signed as a true and accurate record

Chairman

Date

Action Table

Agenda Item	Description	By whom	By when
21/157 – Safeguarding Update	It was agreed that in future years, bullying incidents would be included within the Annual Safeguarding report.	Mrs Temprell	Annual Safeguarding Report March 2022 – on agenda
21/175 – Governance Report	The Equality and Diversity profile of the Governing body would also be reviewed.	All / Mrs Taylor-Holmes	July 2022
21/184 – Reporting against Strategic Plan 2019-2022	Dr Peacock explained that information would be circulated to Governors to share with employer contacts or within their workforce to encourage participation. It was agreed that the content of the course was in important areas such as cyber security. It was noted that courses were due to commence in January 2022.	Dr Peacock	December 2021 Complete
21/184 – Reporting against Strategic Plan 2019-2022	Staff Survey Mrs Temprell commented that the action plan and updates could be provided at future meetings if needed.	Mrs Temprell	Frequency to be agreed...
21/184 – Reporting against Strategic Plan 2019-2022	Staff Survey When asked about Governor oversight of key performance indicators in relation to HR matters, it was agreed that the HR dashboard information would be provided to the Board. It was agreed that HR dashboard indicators could be included within the Board dashboard at forthcoming meetings. This would be discussed further.	Mrs Temprell	Approach to be agreed... HR Dashboard on March 2022 agenda