GRANTHAM COLLEGE
CORPORATION MEETING

Draft Minutes of the Meeting held on 17 October 2023, 18.00
Conference room and Remote access via Microsoft Teams

Present:

Mr G Brewis	General Member (Chair)
Mrs C Brocklebank	General Member
Mr P Deane	Principal & Chief Executive
Ms B Dungarwalla	General Member
Mr N Jones	General Member
Ms M Marshall	Staff Member
Mrs N McCoy-Brown	General Member
Ms L Smith	Staff Member
Mrs A Treacy	General Member
Mr C Turner	General Member
Miss L Langton	Student Member (appointed 23/133)
Miss E McNaught	Student Member (appointed 23/133)
Miss G Wilson	Student Member (appointed 23/133)

In Attendance:

Mrs A Harrison	Director of Finance
Mrs T Hart	Director of Planning, Funding & Information
Mrs T Scarborough	Vice Principal – Quality & Curriculum
Ms L Steptoe	Vice Principal – Apprenticeships and Business Development
Mrs C Temprell	Vice Principal – HR and Student Services
Mrs J Taylor-Holmes	Clerk
Mrs F Chalk	Observer

Agenda: There were no changes to the agenda.

	23/133 - Apologies for absence	
1	Apologies were received from Mr B Redfearn, General Member	
	• **Student Governor appointment**	
2	**Resolved;** Governors appointed Miss L Langton as Student Governor until 31 July 2024.	
3	**Resolved;** Governors appointed Miss E McNaught as Student Governor until 31 July 2024.	

4	**Resolved;** Governors appointed Miss G Wilson as Student Governor until 31 July 2024.	
	23/134 – Confirmation of eligibility, quorum and declarations of interest	
5	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.	
6	Governors reviewed the Forms for completion; ● Declaration of Eligibility ● Declaration for Fit and Proper Persons ● Declarations of Interest ● Code of Conduct – noting the changes related to the ONS decision regarding reclassification of Colleges as public sector.	
7	**Resolved;** 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.	
	23/135 – Appointment of Chair / Vice Chair	
8	Mr Brewis and Mr Turner did not vote on items connected to their appointment.	
9	**Resolved:** Mr G Brewis was appointed as Chair for a period of two years.	
10	**Resolved:** Mr C Turner was appointed as Vice Chair for a period of two years.	
	23/136 – Minutes of the previous meeting: 4 July 2023	
11	**Resolved –** The minutes of the previous meeting held on 4 July 2023 were approved as a true and accurate record.	
	Notification of Urgent Business / Any other business	
12	There had been no items of urgent business / any other business notified.	
	23/137 – Matters Arising	

13	Matters arising and progress was noted. In particular, there had been some spend on roof repairs, this would be shared at the Joint Audit and Finance & Resources Committee meeting in November. The action in relation to the UK Shared prosperity fund had been superseded.	
	23/138 - Chair's Report & activity report from Governors	
14	Mr Brewis thanked governors for their time and contribution as part of the governor one-to-one review process. All reviews had been undertaken and feedback would be included within the governor development plan which would be finalised after the external governance review.	
15	Ms C Brocklebank, General member and Mr Brewis had attended the college to speak with Ofsted as part of the accommodation inspection. Mr Brewis thanked Ms Brocklebank for the work she had undertaken as accommodation link Governor role and for her contribution to the inspection. Ofsted had been very complimentary about the governance arrangements in place and the governor oversight of this area.	
16	Mr C Turner, General member and Chair of the Standards Committee explained that he had attended an AoC network meeting for curriculum committee Chairs which had been very useful. Key themes included feedback from more recent Ofsted inspections, a deterioration in mental health of students and governor proactive involvement in quality improvement.	
17	Mrs N McCoy-Brown, General member commented that she was scheduled to attend a number of AoC events including one on culture and organisational development.	
18	**Resolved -** Governors noted the content of the Chair's Report and Activity report from Governors.	
	23/139 – Principal & Chief Executive's Report	
19	Mr Deane, Principal & Chief Executive presented the Principal and Chief Executive's Report and a summary of key matters.	
20	Mr Deane commented on the decision over the summer by the DfE to review the potential risk in relation to Reinforced autoclaved aerated concrete (RAAC). The problem was	

	identified in 2018 however the DfE had now instructed all educational establishments including the College that any buildings within which RAAC was present should be evacuated.	
21	A number of areas (approximately 14 rooms) had been affected and closed following the guidance and a statement placed on the College website.	
22	The College had been allocated a DfE case worker and Cost Consultant to review the areas. An initial meeting with the Estates Manager had been held however further feedback was required before any further action could be taken.	
23	Impacted areas included part of the link block, part of the energy centre and the electrical bays within the workshop. Discussions were ongoing with the DfE where proof had been requested that RAAC was not present for example in the library and one of the brickwork workshop's roofs.	
24	Mitigation was in place to reduce the risk of any RAAC deterioration which may cause a health and safety risk. The College had managed by the re-timetabling of courses however some specialist equipment could not be accessed which was having an impact on the quality of student experience.	
25	The Structural Engineers report had been shared with the DfE and the College was awaiting a response for the next steps. There were some concerns about expenditure and how the costs of any remedial work would be covered, an update would be provided to future meetings.	**Action: Mr Deane When available**
26	Mr Deane referred to the investment in engineering in automotive and commented that refurbishment and the project overall was progressing well and was within budget. The impact of the exit from Belton Lane was noted, longer term there would be a decrease in costs and an increase in student experience. In relation to the significant dilapidation cost, when spread over the ten-twelve years of the lease this represented reasonable value for money.	
27	Mr Deane commented on the Prime Ministers announcement on the creation of a new advanced British standard to bring A levels and T levels together. It was noted that this was a considerable time in the future and further information would be provided when known.	

28	The College funding announcement in July 2023 was seen as a positive development and Mr Deane referred to the pay award to given to staff in April 2023. Consideration of the pay award for staff going forward would be made at the Finance and Resources Committee in March 2024.	**Action: Finance and Resources Committee March 2024**
29	Mr Deane referred to success of the Local Skills Improvement Fund (LSIF) bid and the collaboration with other Colleges. The College had been successful and would seek capital investment in construction and engineering, digital capacity and essential skills and an element of revenue funding would also be provided.	
30	Mr Deane referred to the letter circulated by the DfE providing a summary of the outcomes of the second round of the Annual Strategic Conversation programme.	
31	Governors noted the changes to the senior leadership team and the responsibilities. The previous role of Vice Principal Higher Education & Institute of Technology had not been replaced with the responsibilities being shared around existing SLT members. Mr Deane thanked SLT members for their continued support. It was noted that generally in the sector HE income had reduced.	
32	Mr Deane referred to a new efficiency pilot underway to potentially reduce work load for teachers and support staff through the introduction of a new AI tool – Teachermatic.	
33	**Resolved -** Governors noted the content of the Principal's Report.	
	23/140 - Reporting against Strategic Plan 2022-2025	
34	Governors received the dashboards.	
35	In relation to the quality dashboard for year 2022/23 Mr Deane explained that achievement rates had improved however had not returned to pre-pandemic levels. There had been a positive improvement in the timely completion of apprenticeships with the number of overdue or out of date apprentices decreasing.	
36	Attendance had improved three percentages points on the previous year and it was noted that nationally there continued to be challenges around attendance.	

37	Governors received comparison data in relation to GCSE results and noted that the grading boundaries had returned to pre pandemic levels.	
38	There was a discussion in relation to Maths and English performance against the national position and it was noted that 41% of students came to the college with neither Maths or English. There was also a significant discussion about the approach being taken to encourage all students to partake in GCSE Maths and English provision rather than functional skills. Governors expressed concern about changing grade boundaries.	
39	Governors received the finance dashboard.	
40	**Strategic Plan Progress Report** Governors received an update on each of the four main goals identified within the strategic plan.	
41	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 and sustainable local economy and community; discussed as part of the quality dashboard.	
42	Mrs T Scarborough, Vice Principal, Quality & Curriculum 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.	
43	Mrs Scarborough explained that the College had commenced delivery of HN Flex which provided the opportunity to study at HE level in units; this was supported by the IoT and included courses in engineering, digital and science. The HE Co-ordinator was working with the marketing team to encourage recruitment onto the new courses.	
44	Mrs Scarborough explained that the next T levels to be offered would be in the areas of media and beauty therapy.	
45	The College was working with the NHS to provide CPD to deliver functional skills, it was hoped that this may result in additional opportunities in relation to apprenticeships.	

46	Mrs T Hart, Director of Planning, Funding & Information explained that there had been an increase in recruitment, 16-18 year old numbers were now above target and bootcamp numbers were now also improving. Adult, apprenticeships and HE numbers were all comparable to the previous year.	
47	Mr Brewis asked whether there had been any feedback to understand the increased numbers of 16-18 year olds. Mrs Hart explained that there had been an increase in 16-18 numbers in the FE sector and the demographic showed a slight increase. There had been no specific reasons provided for the increase. When further asked about the areas of increase, Mrs Hart explained that there had been an increase in automotive and a decrease in performing arts. It was noted that performing arts was not a priority in the LSIP.	
48	Mr Deane explained that the strategic planning session on the 7th November would provide Governors with an update on the actions to respond to the LSIP.	**Action: Mr Deane November 2023**
49	Mrs A Harrison, Director of Finance explained that much of the information in relation to goal 3 was within the Finance papers. Goal 3; Maintaining a financially robust and sustainable organisation that allows us to continue to invest in delivering our mission.	
50	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.	
51	Mr Deane commented that at the request of Governors an additional point had been added under this goal in relation to residential accommodation. Mrs Temprell commented on the verbal feedback provided by Ofsted and the excellent comments made in relation to the support for students, the professionalism of all staff involved and the quality of the estate.	
52	There were no recommendations for improvements. The full report would be published in November and be considered at the next board meeting. It was agreed that the positive result would be publicised when available.	
53	HR indicators were positive and continued to show a reduction in staff sickness and an improvement in staff	

	retention. Performance against the lost time target was 1.97% against a target of 2.5%.	
54	In relation to student wellbeing, mental health referrals had increased however, there were additional support programs in place including lunch walk and talk sessions and self-defence sessions.	
55	The College was also working with the NHS to provide workshops for students with anxiety through the development of coping strategies.	
56	In relation to staff support, a staff training day was planned for the 30th October looking at efficiencies and how to improve the working ethos in the College. As Mr Deane had mentioned previously, AI options were being explored to improve staff workload and simplify processes. Governors agreed that this also impacted on goal three, regarding investments in staff development and staff absence.	
57	**Resolved:** Governors received the update on progress against strategic goals.	
	23/141 –Finance and Enrolment update	
58	Mrs Harrison provided the Finance Report.	
59	The report summarised the financial position at the end of July 2023.	
60	Mrs Harrison explained that as at end of July 2023, the College was reporting an operating deficit of £823,000 (excluding the pension adjustment) against the original out-turn budgeted deficit of £509,000 and a financial health assessment of 'requires improvement'. It was noted that the draft year end out turn included £261,700 in relation to the dilapidation work following the College vacating the rented property on Belton Lane.	
61	Mrs Harrison explained that she was confident that the position would improve during 2023/2024.	
62	Governors were referred to the cash position.	
63	Mrs Harrison explained that the external auditors were currently completing the financial statements audit and these would be presented in draft to the Joint Audit and Finance & Resources Committee meeting in November and	

	to the Board in December 2023. There was a deadline of 31 December 2023 for submission to the ESFA.	
64	**Resolved:** Governors received the Financial Report to the 31 July 2023.	
	Enrolment	
65	Comments included in agenda item 23/140	
66	**Resolved:** Governors received the enrolment update.	
	23/142 –Equality and Diversity for Employees	
67	Mrs Temprell provided the equality and diversity update for employees.	
68	The presentation provided an overview of the number of employees and a review of protected characteristics.	
69	Mrs Temprell explained that information was collated from staff on commencement of employment and the onus was on staff to update any changes.	**Action: Mrs Temprell/ Mrs Taylor-Holmes December 2023**
70	It was agreed that Mrs Taylor-Holmes would circulate the presentation slides to Governors.	
71	It was noted that there had been little change in the gender profile. This reflected the trend across the FE sector.	
72	There were no members of staff going through gender reassignment however, there was one member of staff last year to which this applied and there was training put in place for staff and students in relation to this. The reason the individual left the College was for a complete career change.	
73	82% of staff presented as non-disabled and there was a decreasing number of married staff.	
74	In relation to the age profile, the College continued to have an aging workforce with 67% of staff 45 years or older. Mrs Temprell explained that she had reviewed the 2021 census data which had shown an increase in the number of people locally aged 65 years or older. It was agreed that succession planning to pass on skills and knowledge was essential.	

75	In relation to religious belief, there was an increase in the number of staff declaring no religion and a larger number of staff not answering the question regarding sexual orientation. It was suggested that the reluctance to answer the question could be explored within the staff voice group to ensure that there are no barriers to answering this question.	
76	Ms B Dungawalla, General Member asked about reporting and the use of the information. Mrs Temprell explained that there were reporting requirements such as the gender pay gap report and that the information was used to review recruitment and advertisement practices. It was agreed that Mrs Temprell and Ms Dungawalla would discuss this further.	**Action: Mrs Temprell / Ms Dungarwalla TBC**
77	Mrs McCoy-Brown asked about any programs at the College to attract younger members of staff and referred to the Local Authority National Graduate Programme which provided six months experience in different directorates. Mrs Temprell explained that a similar programme had been discussed for the progression of teaching staff however there hadn't been the resources to deliver this yet.	
78	Further in relation to actively seeking any changes in protected characteristics, Mrs Temprell explained that this was not routinely done and there was a reliance on staff to notify of changes. This could be considered in the future.	
79	**Resolved –** Governors noted the update.	
	23/143 –Subcontracting Report 2022/23 and Subcontracting Policy 2023/24	
80	Ms L Steptoe, Vice Principal Apprenticeships and Business Development presented the Sub-Contracting report and confirmed that the College did not have any sub-contracting in place during 2022/23 and did not plan to enter into any sub-contracting arrangement in 2023/24.	
81	**Resolved:** Governors noted the Sub-Contracting Report 2022/23 and Subcontracting Policy 2023/24	
	23/144 – HE and IoT update	
82	Governors received and reviewed the HE and IoT update.	

83	The conclusions of the report were reviewed and comments made as follows;	
84	• 2022/23 end of year performance in terms of attendance, and retention had increased on the previous year.	
85	• 2023/24 HE enrolments and applications were slightly down on this time last year; however, enrolments were still taking place. The introduction of scholarships did not increase the number of applications to enrolment and the College would not continue with this reduction in fees for 2024-2025.	
86	• To agree the proposed fee increase for our HE provision enrolments, 2024- 2025 to the maximum fee of £8000. Governors discussed the proposed fee increase and the fees being charged by competitors. Student Governors provided their thoughts on going to university whether any fee increase would influence their decision to go to university locally or staying away from home.	
87	There was a significant discussion around the challenges faced by students in relation to the access to university education and the lack of understanding in relation to fees and the cost of university of both students and parents / carers. It was noted that careers guidance information was available at the College and other opportunities to share information on student finance would be considered. It was agreed that this would also be extended to parents / carers perhaps through easy-read guides.	
88	• The success of the capital funding bid has allowed for the refurbishment of the College Mechanical and Maintenance Engineering workshops.	
89	• Automotive had returned to the main College stie improving College experience of all learners as part of the OFS successful bid for Engineering.	
90	• Skills Bootcamps: continuing delivery of Digital Skills Bootcamps and Wave 3 Digital and Green Skills bootcamps; numbers had increased across the provision. Enrolments can be submitted as part of the LIOT returns at L4. **Resolved;** Governors approved the increase in fee for HE provision to £8000 for 2024-25.	
91	Governor received the HE and IoT update.	
92		

	23/145 – Safeguarding update	
93	Mrs Temprell provided the Safeguarding update.	
94	The main amendments to the Keeping Children Safe in Education guidance were noted as follows;	
95	• To ensure education establishments have IT monitoring and filtering software in place which monitors student activity when using College IT devices that identifies individuals being drawn into terrorism, engaging in extreme views and will report on key words related to topics such as: cyberbullying, drugs and substance misuse, grooming, self-harm and suicide. The Safeguarding team monitor and investigate any infringements daily. This process has been in place for a number of years.	
96	• Children Missing from Education are classified as those who are absent for prolonged periods of time and or on repeat occasions. Home visits are carried out by the Student Services team on students who we believe to be 'missing'.	
97	• It is a crime for anyone to arrange for a child under the age of 18 years old to marry, even if there has been no violence, threat or coercion used.	
98	The Safeguarding Policy had been updated as follows;	
99	• 9c Child Marriage – is classified as a crime for anyone to cause a child under the age of 18 years old to marry, even if there has been no violence, threat or coercion used – page 6	
100	• H Children Missing from Education – identified as those who are missing for prolonged periods of time and or on repeat occasions – page 8	
101	• L Recruitment and Selection Procedures – The College will carry out an on-line search as part of the recruitment due diligence process on anyone we are looking to offer an employment position at the College – page 16	
102	• N Monitoring and Filtering section – The College's monitoring and filtering system is Senso. Senso is IT software the College has purchased which reports on Safeguarding concerns to help prevent/identify young people or vulnerable adults from being drawn into terrorism and or engaging in extreme views – page 17	

	Governors reviewed the Safeguarding Policy.	
103	Governors were asked to confirm that they had read and confirm approval of the revised policy update of 2023-2024.	
104		
105	It was noted that, on approval, the updated Policy would be published on the Colleges website and staff and student's intranet.	
106	It was agreed that an update on the Senso IT software system would be provided to Governors at a future Strategic Development session.	**Action: Mrs Temprell TBC**
107	**Resolved;** Governors noted the report and approved the Safeguarding Policy	
	23/146 – Governance Report	
108	**Resolved:** Governors noted the Corporation Schedule of Business for 2023/24.	
	23/132 - Urgent Business / Any other Business	
109	Mr Brewis thanked Governors for their support and contribution to meetings over the 2022/23 academic year. Mr Brewis also thanked the Senior Leadership Team and the staff.	
110	There being no further business the meeting closed.	

Meeting:
Tuesday 12 December 2023

Signed as a true and accurate record

Chairman
Date

Action Table

Agenda Item	Description	By whom	By when
22/151 – Matters Arising	The action in relation to reporting from staff voice meetings; Ms L Smith, Staff Governor would be invited to provide feedback at the next meeting.	**Ms L Smith**	**Ongoing**

23/110 – Capital / Estates update	Capital spend was being reviewed along with the cost and logistics of replacing the roof, an update would be provided when possible.	**Mrs Harrison**	**TBC**
23/126 – Forecast out-turn 2022/23 and Budget 2023/24 and 2 year forecast	It was agreed that project income streams would be added to the dashboard for to enable easy monitoring.	**Mr Deane**	**Autumn 2023**
23/130 – Governance Issues	It was agreed that areas of focus for recruitment would be shared with Governors and Governors would be asked to share opportunities within their networks. It was agreed that it would be useful to have more employer representation of the Board, perhaps those who have experience of apprenticeship provision.	**Mrs Taylor-Holmes**	**December 2023 ON AGENDA**
23/139 – Principal & Chief Executive report	The Structural Engineers report had been shared with the DfE and the College was awaiting a response for the next steps. There were some concerns about expenditure and how the costs of any remedial work would be covered, an update would be provided to future meetings.	**Mr Deane**	**When available**
23/139 – Principal & Chief Executive report	The College funding announcement in July 2023 was seen as a positive development and Mr Deane referred to the pay award to given to staff in April 2023. Consideration of the pay award for staff going forward would be made at the Finance and Resources Committee in March 2024.	**Finance & Resources Committee**	**March 2024**
23/139 – Principal & Chief Executive report	Mr Deane explained that the strategic planning session on the 7th November would provide Governors with an update on the actions to respond to the LSIP.	**Mr Deane**	**November 2023 COMPLETE**
23/142 – Equality and Diversity for Employees	It was agreed that Mrs Taylor-Holmes would circulate the presentation slides to Governors.	**Mrs Temprell/ Mrs Taylor-Holmes**	**December 2023 COMPLETE**
23/142 – Equality and Diversity for Employees	Ms B Dungawalla, General Member asked about reporting and the use of the information. Mrs Temprell explained that there were reporting requirements such as the gender pay gap report and that the information was used to review recruitment and advertisement practices. It was agreed that Mrs Temprell and Ms Dungawalla would discuss this further.	**Mrs Temprell / Ms Dungarwalla**	**TBC**
23/145 – Safeguarding update	It was agreed that an update on the Senso IT software system would be provided to Governors at a future Strategic Development session.	**Mrs Temprell**	**TBC**