GRANTHAM COLLEGE
CORPORATION MEETING

Minutes of the Meeting held on 9 July 2024, 18.00
Conference room and Remote access via Microsoft Teams

Present:

Mrs J Adams	General Member
Mr G Brewis	General Member (Chair)
Mrs C Dewhirst	General Member
Mr P Deane	Principal & Chief Executive
Mr N Jones	General Member
Mr C Turner	General Member

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

Agenda: There were no changes to the agenda.

1	**24/123 - Apologies for absence** Apologies were received from Ms B Dungarwalla, General Member Mrs A Treacy, General Member Ms S Ellis, Staff Member Ms L Smith, Staff Member Mr B Redfearn, General Member Miss L Langton, Student Member Miss E McNaught, Student Member Miss G Wilson, Student Member	
2 3	**24/124 – 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.	

	24/125 – Minutes of the previous meetings: 25 March 2024 and 14 May 2024	
4	**Resolved –** The minutes of the previous meeting held on 25 March 2024 were approved as a true and accurate record.	
5	The minutes of the previous meeting held on 14 May 2024 were amended with the inclusion of Mr C Turner in the attendance list. Subject to amendment, the minutes were approved as a true and accurate record.	
	Matters Arising	
6	Matters arising and progress was noted.	
7	Governors noted that Mrs C Temprell, Vice Principal – HR and Student Services was scheduled to meet with Ms B Dungarwalla, General Member and Safeguarding Link Governor next week.	
8	It was noted that a number of the matters arising were complete.	
	Notification of Urgent Business / Any other business	
9	There had been no items of urgent business / any other business notified.	
	24/125 – Minutes of Committee and other meetings	
	Strategic Planning session – 14 May 2024	
10	Governors received the notes from the Strategic Planning session held on 14 May 2024.	
	Standards Committee – 11 June 2024	
11	Governors received the minutes from the Standards Committee meetings held on 12 March 2024 (noting the verbal feedback had been provided to the previous Board meeting) and 11 June 2024.	
12	Mr C Turner, General Member and Chair of the Standards Committee explained that the Committee had met on 1 June 2024. The Committee had;	

13	• Received a presentation from Ms L Smith, Staff Governor on the TeacherMatic AI system.	
14	• Received the quality dashboards and update on progress. Discussion around destinations data and Skills builder / building other more softer skills for students and acknowledging progress in this area had taken place.	
15	• Received the Quality report including the Quality Improvement Plan. There was significant discussion around attendance and the plans in place to support students in the next academic year including reference to timetabling and the expectations meeting for students at the commencement of the year. There was also a discussion around changes in the sector and the possibility of further change following the General Election. Committee members had also received the student survey results.	
16	• Received an update on Apprenticeships. The progress was pleasing in terms of the timely achievement rate and the work being done with assessors to support students.	
17	• Reviewed risks relating to the Committee and noted the risk in relation to potential political change.	
18	• Agreed presentations from Heads of Curriculum to future meetings and that there would be a presentation on VR software to the November meeting.	
	Finance & Resources Committee – 19 June 2024	
19	On behalf of Mrs A Treacy, General Member and Chair of the Finance & Resources Committee, Mr P Deane, Principal and Chief Executive provided feedback from the meeting held on 19 June 2024 as follows;	
20	1. Received and reviewed the Finance report to end of January 2024 with all appendices. The College As at the end of April 2024, the College was reforecasting an operating deficit of £184.6k. Earnings Before Interest Tax and Depreciation (EBITDA) is being predicted at £214.1k surplus or 2.28% of income which should result in a 'Good' financial health grade for 2023/2024. The above did not take into account sale proceeds from North Lodge. The Committee agreed the postponement of the decision regarding staff pay increase to November when the outcome of the year end and student numbers were	

	known. The May position would be provided to the Board in July and is on the agenda.	
21	2. The budget was reviewed and recommended to the Board to approval. (on the Board agenda).	
22	3. Received the HR update and noted that recruitment and turnover targets had been achieved, the Committee had asked for an additional breakdown of sickness absence information.	
23	4. Estates & Capital update received. The Committee approved the plans and progress to auction for the North Lodge property (along with a reserve)	
24	5. Received and considered a number of amendments to Financial Policies; Financial Regulations and Treasury Management Policy. Financial Regulations presented to the Board for approval along with the Procurement Policy / strategy.	
25	6. Considered the financial risks to the College and asked the Risk Management meeting to consider the addition of risks relating the leases (and any other risks arising from the amendments to the Financial Policies)	
	Audit Committee – 9 July 2024	
26	On behalf of Mr M Argyle, General Member and Chair of the Audit Committee, Mrs J Taylor-Holmes, Clerk to the Corporation explained that the Committee had met on 9 July 2024, verbal feedback was provided to the meeting.	
27	It was agreed that the following items would be reported to the Corporation;	
28	External Audit plan – The Audit Committee had approved the External Audit plan.	
29	Internal Audit Plan - approved subject to removal of the H&S report; this would be updated by RSM and circulated to Committee members.	
30	• Risk Management Report had been received. • Follow up report received and agreed that Ms Steptoe would be invited to a future Audit	

	Committee meeting to provide an update on apprenticeship. • Internal Audit reports received in three areas, Budgeting, Funding Assurance and follow up. Committee members had discussed the recommendations received and the management action taken. Committee members were pleased that there had been good progress against the follow up against previous recommendations. • Received the Relevant sector information • Approved; Anti-Bribery Policy, Fraud Corruption & Irregularities Policy and the Risk Management Policy	
31	The Committee had discussed the VAT review costing and agreed that this would not be pursued.	
32	**Resolved;** Governors received the Committee updates.	
	24/127 - Chair's Report & activity report from Governors	
33	Mr G Brewis, General Member and Corporation Chair explained that he had attended the strategic conversation annual meeting with ESFA. This had been a very positive and useful meeting to share information.	
34	The student awards evening had been very positive and Governors had attended and celebrated the success of the students.	
35	Ms C Dewhirst explained that she had attended College and had undertaken some lessons visits and attended the accommodation. It was noted that there were only two students currently in accommodation.	
36	**Resolved -** Governors noted the content of the Chair's Report and Activity report from Governors.	
	24/128 – Principal & Chief Executive's Report	
37	Mr Deane, Principal & Chief Executive presented the Principal and Chief Executive's Report and a summary of key matters.	
38	Mr Deane commented that following the election, Labour had indicated the development of Skills pledges. There was a manifesto pledge around investment in schools however	

	a recent letter from the Education Minister, suggested that this investment had been extended to Colleges.	
39	The Institute for Fiscal Studies had referred to spending elsewhere and how this may impact on the sector and education more widely.	
40	It had been suggested that the former Home Secretary may become the new Skills Minister. Ofsted reform had been mentioned; this may include the removal of safeguarding from the leadership and management area of assessment and the move to an annual review.	
41	Changes to the administration of the levy had also been suggested so this may mean that this could be used on Higher technical qualifications.	
42	Mr Deane commented that, following the election of Labour, there remained lots of areas of unknowns eg. LEPS and the continuity of.	
43	Mr Deane commented that a budget was expected in Autumn.	
44	Mr Deane explained that Labour had mentioned a 'Youth guarantee' which may be positive for the sector and the College.	
45	Mr Deane confirmed that Accountability statement had been submitted; it was noted that this was not discussed as part of the annual strategic conversation.	
46	The RAAC update was noted. Mr Deane commented that there were 11 temporary buildings planned in total and that some would not be in place until Autumn. With the removal of some scaffolding, the College should be able to redecorate some areas.	
47	Mr Deane confirmed that the Anglian Water apprenticeship contract had been renewed, it was agreed that this was very positive.	
48	Mr Deane explained that work had been underway to create more work space for construction and VR equipment.	
49	The NHS Collaboration agreement was to be reviewed and approved; these were reviewed by the Board and support	

	the development and undertakings around the workforce plan.	
50	Governors agreed that this was very positive for the College and Governors supported the development.	
51	**Resolved:** • Governors noted the content of the Principal's Report. • Governors approved the (NHS) Strategic Partnership Agreement and the Partnership Ambitions.	
	24/129 - Reporting against Strategic Plan 2022-2025	
52	Governors received the dashboards.	
53	Mr Deane referred to the targets and progress made.	
54	Governors received the finance dashboard.	
	Strategic Plan Progress Report Governors received an update on each of the four main goals identified within the strategic plan.	
56	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; noted achievement rate improvements.	
57	Ms L Steptoe, Vice Principal – Apprenticeships and Business Development commented that recruitment in relation to apprenticeship had improved and the College would be above national average in terms of overall achievement. The biggest issue referred to in feedback from employers remained around communication and timely reviews undertaken.	
58	Mrs T Scarborough, Vice Principal – Quality & Curriculum explained that the College continued to work hard in relation to student attendance, the texting service trial was going well and would be rolled out in September. Retention was improved on the same time in the previous year; however, it was too early to make a comparison regarding achievement.	

59	Governors commented that it was good to see the students and employer and staff involvement and success at the student awards event.	
60	Ms Dewhirst explained that she had spoken with students and parents during the event and there was lots of positive feedback before the event started; lots of good feedback around progression and next steps.	
61	It was noted that employer engagement with the event was very positive.	
62	The Performance Director – Team GB table tennis at Olympics with team, was a previous student very inspirational speech.	
63	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.	
64	Ms L Steptoe confirmed that the College was working with the Employer Advisory Committee and exploring different models of engagement. The College had asked employers to attend the College and support the development of the curriculum plan, with Care and Automotive members of college staff are visiting employers. There had been interest from employers in delivering bootcamps.	
65	Heath and media T-Levels would be delivered from September.	
66	The College was in the process of writing a new draft of the Access and Participation Plan looking at potential gaps.	
67	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.	
68	Mrs Harrison confirmed that the College was projecting a return to good financial health, which was positive after a number of financial health assessments of requires improvement.	

69	Mr Deane commented that there would be a delay in the decision around pay award for this year. The 10% pay award had been made when inflation higher in the previous year.	
70	The Staff HR dashboard had been reviewed at the Finance and Resources Committee. There was some long-term absence which was impacting of sickness absence. The College was seeing improvement in this area.	
71	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.	
72	Mrs Temprell referred to staff wellbeing and physical activities which were planned over the following few days. Students had finished at the College on 9 July.	
73	Mrs Temprell referred to the activity around student wellbeing; for example, the cafe, support on sleep and mental health.	
74	There was Awareness training which was a government initiative providing mental health support for students and staff.	
75	Communication; there was an end of year staff briefing, opportunity and the to have a staff team rounders match and picnic.	
76	Next year the College will focus how we continue to demonstrate how we value staff (other than staff pay award). Staff feedback had confirmed that they enjoyed more informal interaction and thank you letters from SLT.	
77	Alumni; the College was looking at developing this area to demonstrate positive progression.	
78	**Resolved:** Governors received the update on progress against strategic goals.	
	24/130 – HE update	
79	Mrs Scarborough provided the HE update. Governors were referred to the conclusions within the paper as follows;	

80	• Application and enquiries are similar to those at this time last year.	
81	• 2023/24 in-year performance is currently good in terms of retention and attendance, with all Curriculum areas External Examiners releasing their qualifications for certification	
82	• 2024/25 Recruitment: proactive marketing is being undertaken in house with existing learners and externally with our local feeder schools.	
83	• OfS: The successful capital funding bid submission to refurbish and update equipment in our Mechanical and Maintenance Engineering workshops has allowed us to move Automotive back to main site, update workshops equip the areas with industry standard and current equipment. The move back to college main site has been successful.	
84	• LIoT was successful in the bid for £2.5m additional HTQ funding. The funding is £8000 per learner equating to £80,000 for intended HTQ delivery Creative & Design-Media production co-ordinator course. The money is required to be spent by December 2024, with a start date for the HTQ September 2025.	
85	• The college has participated with the STEM challenge and supported a local school with their projects and will have a stand at the Grand Final.	
86	• Student Experience: The introduction of new qualifications to our HE/HTQ portfolio will enhance the college provision, supporting student progression, reduce employers' skills gaps and allow social mobility.	
87	• Access and Participation Plan for a submission date, October 1, 2024, is being created as per the template aligned with our gaps and areas of risk to equality of opportunity	
88	**Resolved:** Governors received the HE update.	
	24/131 –Finance Report	
89	Mrs Harrison provided the Finance Report.	

90	The report summarised the financial position at the end of May 2024.	
91	Mrs Harrison explained that as at the end of May 2024, the college was reforecasting an operating deficit of £183.6k. Earnings Before Interest Tax and Depreciation (EBITDA) was being predicted at £215.1k surplus or 2.29% of income which should result in a 'Good' financial health grade for 2023/2024. The above did not take into account sale proceeds from North Lodge.	
92	It was noted that this was slightly different to the paper detailing the out-turn which was more accurate.	
93	The Senior Leadership Team (SLT) recommended deferring any decision in relation to pay increase to Autumn 2024 when there would be greater certainty in relation to the outturn position for year and funding allocations as well as inflation. Although no firm recommendation was made, the forecast outturn included a 3% pay increase as budgeted.	
94	Governors were referred to the cash position, the information on loan covenants and the overall forecast.	
95	Mrs Harrison confirmed that the Management Accounts were submitted to Finance and Resources Committee members each month for information.	
96	In response to a question from Governors, it was noted that any profit from the sale of North Lodge would be reinvested in capital expenditure; this was a condition of the Managing Public Money guidance.	
97	**Resolved:** Governors received the Financial Report to the 31 May 2024.	**Action: Finance & Resources Committee November 2024**
98	**Resolved:** Governors resolved that the decision regarding staff pay increase be deferred to Autumn 2024.	
	24/132 – Forecast out-turn 2023/24 and Budget 2024/25 and 2025/26	
99	Mrs Harrison presented the forecast out-turn for 2023/24 and the budget for 2024/25 and 20025/26.	
100	Mrs Harrison referred to the assumptions made with the budget including the provision made in relation to potential clawback. Governors reviewed the assumptions made.	

101	Governors were referred to the table detailing the assessment of financial health rating and the assessment that this would be good for both financial years covered by the budget.	
102	Mrs Harrison confirmed that the budget had been reviewed at the Finance and Resources Committee. The College was forecasting a small surplus of £15,200 and for 2025/26 and £13,700 for 2025/26 with good financial health for both years.	
103	Changes from the position reported to the Finance and Resources Committee in June (following feedback from Committee members) were noted within the paper.	
104	Mrs Harrison referred to the inclusion of self-funded capital of £50,000 over both years of the budget and commented on the possible impact of the sale of North Lodge in relation to the capital budget.	
105	Mrs Dewhirst asked about accommodation and where this was located within the budget and whether this was profit making. It was noted the student accommodation was provided by the College but the College also supplied residential accommodation for external organisations such as the NHS.	
106	Mr Deane explained that the accommodation was not full during 2023/24. The College did attempt to raise accommodation costs in line with inflation annually. It was noted that the accommodation was not an offer in place in other Colleges and that this supported the sport academies. It was agreed that the offer was good for the student experience. Governors also noted that the accommodation did bring in income over the Summer when students were not present at the College.	
107	Governors discussed the catering provision and onsite refectories.	
108	**Resolved** – Governors; 1. Approved the budgets for 2024-25 & 2025-26 to allow completion of CFFR.	
109	2. provided approval for Chair of the Finance & Resources Committee and the Chair of the Corporation to approve final	

	version of CFFR electronically once completed to allow submission to ESFA by 31st July 2024.	
	24/133 Policies and Procedures	
110	Governors reviewed the Procurement Policy and Strategy.	
111	It was noted that this complied with HM Managing Public Money regulations. The College was required to publish contracts on the Government websites and was working with publishing frameworks to support the College administer procurement and the requirements.	
112	Thresholds were referenced within the paper and the contract value over the whole years covered by the contract.	
113	Reference to the requirement to advertise; Mrs Harrison referred to the 15 new steps to be undertaken.	
114	In response to question about concerns, this was in relation to the review of and the compliance with the policy and procedure.	
115	Mrs Harrison commented that it may be that Colleges were exempt from some elements as some were not applicable to schools, however this had not been confirmed.	
116	**Resolved:** Governors approved the Procurement Policy and Strategy.	
	24/134 – Capital / Estates Projects update	
117	Mr Deane provided a RAAC update; it was noted that photographs had been requested of the work undertaken; this had been done and the funding application can now be submitted. It was noted that the College had not been informed of the requirement in advance and it was useful that the Estates team had been taking photographs of the progress.	
118	Mrs Harrison referred to the discussions held in relation to the proposed sale of North Lodge. The Auctioneer had suggested that there would be the opportunity to reduce the reserve, this was rejected. Mrs Harrison confirmed that there had been some interest in the property. In response to a question from Governors, it was noted that the property would be re-entered in a future auction if not sold.	

119	Mrs Harrison referred to the requirements under the Managing Public Money guidance to ensure that the income from the sale would be ringfenced for use on capital projects.	
120	**Resolved:** Governors received the Capital / Estates projects update.	
	24/135 – Governance update	
121	Governors received the Governance update.	
122	Mrs J Taylor-Holmes, Clerk to the Corporation presented the Committee memberships schedule for 2024/25 and the schedule of meetings for 2024/25.	
123	**Resolved:** a. Governors approved the Committee memberships schedule 2024/25 b. Approved the timetable of meetings for 2024/25.	
	24/136 - Urgent Business / Any other Business	
124	Mr Brewis thanked Governors for their wider efforts and thanked the staff team for their work during the year.	
125	It was noted that there was optimism about the future and the new Government.	
126	There being no further business the meeting closed.	

Meeting:
Tuesday 15 October 2024

Signed as a true and accurate record

Chairman
Date

Action Table

Agenda Item	Description	By whom	By when
23/110 – Capital / Estates update	Capital spend was being reviewed along with the cost and logistics of	**Mrs Harrison**	**TBC**

	replacing the roof, an update would be provided when possible.		
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 To F&R Committee**
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**	**June 2024 <u>UPDATE</u> NOW Deferred until Autumn 2024**
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 To be rescheduled**
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 Strategic Development Session**
23/163 - Annual Diversity, Equality and Inclusion for Students 2022/23	Mrs Temprell explained that the next step was the development of an action plan. Ms B Dungarwalla, General member offered support.	**Mrs Temprell / Ms Dungarwalla**	**TBC**
24/131 – Finance Report	Resolved: Governors resolved that the decision regarding staff pay increase be deferred to Autumn 2024.	**Finance & Resources Committee**	**November 2024**