

**Minutes of the meeting of the Corporation  
held on Monday 18 July at 4.45 pm**

in Room 202, Futures Hub, City Centre campus

Carole Stott  
Andy Furse  
Matt Atkinson  
Donna Baddeley  
Louise Fradd  
Richard Harvey  
Kez Hawkins  
Paul Myers  
Adam Reed  
Jane Shaw  
James Wallace  
Gary Waylen  
Neil Wilson

Chair  
Vice-Chair  
Principal

**In attendance**

Heather Cross  
Judy Lye-Forster

Rob Sibley

Julian Tucker

Clerk to the Corporation  
Vice Principal Quality and  
Students (VPQS)  
Vice Principal  
Curriculum(VPC)  
Executive Director of  
Finance (EDoF)

**1. Apologies**

Apologies were received from Donna Baddeley, Kez Hawkins, Paul Myers and Julian Young. The Clerk reported that Paul Myers had communicated to her that he had taken the decision that he would have to resign from the Board as he was finding it impossible to attend meetings.

**2. Declarations of Interest**

None

**3. Confidentiality of Items**

??

**4.**

**ACTION**

**Re - appointment of a Corporation Member and the Chair of the Corporation.**

Carole Stott withdrew from the meeting and Andrew Furse took the Chair.

The Clerk reported that Carole Stott's first term of office as a governor would be coming to an end in September 2016.

**Andrew Furse proposed, Neil Wilson seconded and it was unanimously agreed that Carole Stott be reappointed for a second four year term until September 2020.**

The meeting considered Carole's reappointment as Chair of the Corporation.

**Andrew Furse proposed, Neil Wilson seconded and it was unanimously agreed that Carole Stott be reappointed as Chair of the Corporation to serve co-terminously with her appointment as a governor.**

Carole re-joined the meeting and thanked Board members for her appointment.

**4. Minutes of the meeting of the Corporation held on 20 June 2016 and any matters arising**

The minutes of the meeting held on 20 June 2016 which had been circulated previously were accepted and signed as a true record.

The Chair advised the meeting that Laurel Penrose, Principal and Chief Executive appointee was scheduled to start at the end of October 2016. In the previous week an Interim VP Quality, Jayne Davis, had been appointed in order to provide cover for 6 months initially and her start date was imminent, allowing for a good handover with Judy Lye-Forster.

The Executive Director of Finance reminded governors that he had circulated the requested copy of the email from the college bankers confirming their agreed arrangements for payment of the current loan and their willingness to offer further facilities in future. (minute 5 of 20 June meeting refers)

The Clerk confirmed that the terms of reference for the Finance and Estates Working Group had been finalised following final consultation with the group members.

**5. Budget, Financial Objectives and 2 Year Finance plan and report from Finance and Estates Group**

The Budget, Financial Objectives and 2 Year Finance plan which had been reviewed by the Finance and Estates Working Group had been circulated and was considered. The Executive Director of Finance identified the key points of the budget. There was a surplus of £2.383m for the year which included a 'gain on sale of fixed assets' arising from the sale of the Ralph Allen building, however the underlying position was a deficit of £672K. A significant change in 2016/17 was a reduction

of EFA income by £800K, although this position was guaranteed income. However there was scope to over-recruit by up to 127 learners. The pay position included in the budget was constant and there was no provision made for a cost of living increase. There was a significant increase in the pay to income ratio. There were reductions in non-pay and the expenditure on subcontractors had reduced. On the non-pay side it was noted that there should be a substantial saving from the ceasing of a facilities management contract which would now be covered in-house. Utilities costs were considered to be high and as a result a utility consultant was being engaged to conduct an audit. A governor offered to comment separately on further steps which might be taken on consumption management.

The Principal advised that setting a prudent budget which made no assumptions about growth being achieved was the preferred course of action. Governors asked a series of questions testing the budget assumptions and were satisfied. It was recognised that if enrolments indicated that the dip in income was likely to be more than a one year picture, then actions would be necessary potentially in the Autumn as a consequence. The financial health grade of the college remained satisfactory. The financial objectives of the college reflected the Skills Funding Agency requirements and governors noted the considerations to be taken into account as set out in a recent letter from the Skills Funding Agency concerning financial planning.

**The Corporation approved the Budget and the Financial Plan for 2016/17 and the proposed capital expenditure for 2016/17, noting that the Plan would refer to the Construction Skills Centre cost assumptions.**

EDoF

**It was agreed that the Finance and Estates Working Group would continue to monitor financial performance closely.**

It was requested that the Acting Principal send a weekly report to governors to update on enrolment numbers during the main exercise in order to demonstrate progress towards target.

Acting P

**6. Construction Skills Centre at Somer Valley Campus – update and scheme proposals**

A report had been circulated summarising the position concerning the decisions taken to date and key information relating to the project all of which were noted. The appointment of Fusion Project Management to co-ordinate the major estates projects associated with this and other proposed relocations was noted.

It had been agreed that the project go to tender and these were expected to be received in August. Governors were reminded of the total build cost of £3,342,000 with a 75% contribution from the West of England Local Enterprise Partnership. **The scheme details were provided and these were agreed.**

It was noted that at its previous meeting the Board had agreed that approval post-tender be delegated to the Finance and Estates Working Group and Vice-Chair in view of the likely timing of a recommendation on contractor appointment arising in August.

**7. West of England Area Review report**

The full final report from the West of England Area Review had been circulated and the contents were noted. The recommendation for Bath College to stand alone had been reported previously and accepted.

In discussion it was observed that Gloucestershire, Swindon and Wiltshire Area Review was about to start and the recommendations from this review should be watched carefully. This college had had some early discussions with Wiltshire concerning possible partnership links.

**8. Risk Management review**

The latest risk register and covering report had been circulated. Three new risks had been added to the register namely, 'inability to deliver the Estates Strategy', 'Moving Construction to SVC' and 'Capacity and resilience of the senior team'. In discussion it was suggested that a number of more specific risks including the college's cash position, the completion of the Ralph Allen sale on time, risks from restructuring, recruitment and retention should be added to the register. Quality of student data was noted as a significant risk in terms of the quality action plan. It was suggested that how the college tracked enrolment and the funding for apprenticeships should be closely examined once the Director of Apprenticeships post holder was in place.

**It was agreed that the additional risks discussed should be added to the risk register. EDoF**

**9. Key Performance Indicator Report – Learner Numbers & Funding Performance and Retention**

Governors scrutinised the performance of the college in ~~relation to the~~ *relation to the* SFA and EFA contracts. It was noted that the 15/16 16 to 18 learner numbers were slightly down on contract and there was underperformance in Apprenticeships, although this remained within tolerance. Adult classroom learning was currently well below target but a number of elements were still to be added. Current departmental retention data was noted and discussed.

**10. SFA Quality and Finance dashboards**

The recently published government prepared dashboard reports were reviewed. These were welcomed by governors and it was decided that regular information from the college be provided in dashboard format, as issues were easy to identify, discuss and determine a course of action.

**11. Health and Safety Policy**

The revised policy, with minor amendments was circulated.

**The revised policy was approved.**

**12. Staff Disciplinary Policy**

The revised policy was circulated and **was approved.**

**13. Preparations for Inspection**

A report was circulated showing the preparations already underway and those planned to support a successful Ofsted inspection in 2016-17. Position statements for each area were being prepared and the Quality Working Group would analyse these as they were finalised.

The preparations already underway and those planned, to support a successful Ofsted inspection in 2016-17, were noted.

**14. Quality Improvement Action Plan**

A report showing the actions taken and progress made in their completion in the Quality Improvement Action Plan was considered. To consider and note progress made towards completion of the actions on the quality improvement plan. It was agreed that the items for leadership and management, curriculum management and behaviour and welfare be removed as they were completed. In response to a question it was confirmed that the latter had become embedded into the college.

Three new areas were to be added - English and Maths; work experience and learner progress and tracking.

Judy Lye-Forster was thanked for her work on the Quality Improvement Action Plan.

**15. Management Accounts – Month 10**

The management accounts for Month 10 – May 2016 – had been circulated. These showed a surplus position of £132K, £307K lower than budget, which was as a direct result of the additional sub-contract work. The year end forecast of an operating deficit of £41K and an overall deficit of £270K, again as a result of subcontractor costs was noted.

**16. Membership update**

The Chair commented on work to identify new governors to fill forthcoming vacancies. The Search and Governance Group would be considering the position in more detail shortly.

**17. Code of Governance for English Colleges**

A report showing the Board's performance against this code which was adopted in summer 2015 was reviewed. There were many areas where the college already fully met the recommendations of the Code but the report highlighted a number of actions where the Board could enhance its practice in order to meet all of the recommended good practice. In discussion it was agreed that gathering stakeholder opinion and steps to improve hearing the Learner Voice were important enhancements to develop. Governors commended addressing all of the recommendations, although recognising that the college met all the requirements.

**18. Notes of the Finance and Estates Working Group held 4 July 2016**

Circulated and received.

**19. Any Other Business**

The Board recorded its great thanks and farewell to Matt Atkinson, who had thoroughly transformed the college in his time working as Principal. Thanks were recorded to Judy Lye-Forster, Vice Principal for all her hard work in her role at the college. Good wishes were expressed to Matt and Judy for their new working roles.

The Board thanked Richard Harvey for his service as a governor on the occasion of the end of his term of office. Richard commented on the strong leadership from both Matt and the Chairs of Corporation he had served with and wished the college every continued success.

**20. Date of Next Meeting – 10 October 2016 at 4.45 pm at Somer Valley Campus**

A handwritten signature in black ink, appearing to be 'J. H. St. H.', written in a cursive style.