

Minutes of the meeting of the Corporation Held on Monday 22 May 2017 at 4.45 pm

at City Centre Campus, Herschel Building Room H402

Carole Stott
Andy Furse
Laurel Penrose
Victor da Cunha
Erica Draisey
Kez Hawkins
Adam Reed
Jane Shaw
Gary Waylen
Neil Wilson
Julian Young

Chair
Vice-Chair
Principal
Apologies

Apologies
(Present until item 11)

In attendance

Heather Cross
Jayne Davis

Clerk to the Corporation
Deputy Principal

The meeting was preceded by a meeting of the Chair of the Board with representatives of the Student Union Executive, discussing a number of student-related issues. Students asked about the location of curriculum departments and student facilities affected by the move out of the Ralph Allen building. The introduction of the Construction Centre at Somer valley campus in a few months' time and the changes to apprenticeships coming in from the current months, were discussed and noted. The Chair encouraged students to work with the Student Union President as their representative on the Board. It was suggested that the new SU Exec should meet the Governors at the first meeting in the new academic year.

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| <p>1. Apologies
Apologies were received from Victor da Cunha and Jane Shaw.</p> <p>2. Declarations of Interest
None</p> <p>3. Confidentiality of Items
A number of items on the agenda were confidential and would be minuted separately.</p> | <p>ACTION</p> |
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4. Minutes of the meeting of the Corporation held on 27 March 2017 and any matters arising

Both the open and confidential minutes of the meeting held on 27 March 2017 which had been circulated previously were accepted as a true record of the meeting.

5. Notes of a joint meeting of the Finance and Estates Working Group and the Audit Committee – see separate Part 2 Confidential minutes

6. Redundancy programme – see separate confidential minutes

7. Recovery Plan – see separate confidential minutes

8. Estates - see separate confidential minutes

9. Financial Planning update – see separate confidential minutes

10. Management Accounts

The Management Accounts for April 2017 together with a commentary and a series of documents showing the cashflow position as at 18 May 2017 which had been circulated previously were received.

Governors noted that the accounts and the cashflow were now being presented on an actual basis rather than by using notional profiling. The increased forecast deficit position for the current year end was noted with concern. Board members encouraged the college executive to continue with its plan to address the deficit position.

11. Risk Management – see separate confidential minutes

12. KPI Dashboard – April 2017

A Dashboard for April 2017 had been circulated previously. The Deputy Principal highlighted the charts which showed the performance of under-performing areas in 2015-16 in terms of current retention and pass rate. It was noted that the pass rate figures would be replaced in the next few weeks with actual rather than the current largely predicted data. Retention was currently showing a high figure of 95%.

Governors asked questions about the reliability of departments in providing predicted data and requested more information on potential outcomes. In response it was noted that in the following year information would be available from Markbook which would provide regular updates and it was recognised that using attendance as a proxy for results was unsatisfactory, although it did give a broad indicator. The Principal commented that the college was sitting currently at 1 to 2 % above average, whereas the position should be at more than 5% over to be guaranteed a 'good' classification. The real indicators would be available in July to September. It was decided that an addition should be made to the risk management report of not meeting student performance targets, although Ofsted performance was included.

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13. Curriculum Planning presentation

The Deputy Principal gave a presentation identifying key issues in curriculum planning. A key task had been to link up the budgets with the curriculum plan, which was normally a fundamental concept but one not routinely deployed in the college previously. Targets had been missed previously because group sizes had not been discussed against application numbers. Heads were now being asked with full time courses to look carefully at study programmes and to monitor and maintain student hours so that income was maintained. Also the focus was being placed on areas of high value including converting love2learn courses to be funded by the adult skills budget. In the area of apprenticeships department processes and selling strategies were being redesigned to maximise income and to focus activity on key employers. In addition HR data was to be linked into the process to ensure there was good staff utilisation and a contribution analysis for each course would be provided, with a target of 40 to 50%. Other areas of activity were to identify courses suitable for intensive delivery and distance learning as alternative options, to identify multiple entry points in the year in order to maximise income. Schools liaison activity was being increased as was the frequency of engagement with Job CentrePlus courses. Heads were being provided with the performance dashboard and training days were being organised at the end of the year to assist.

It was noted that the college had a significant amount of average performance and average income, so planning should bring about significant improvements and time was available to make the necessary changes. Level 1 courses were a key issue. The current year there would be more use of subcontracting but this was intended to be a short term contingency measure.

It was confirmed that the tools were available to motivate staff to close the gaps.

The Board thanked Jayne for her presentation and encouraged the continuation of the planning work.

14. Subcontractor fees and policy

The subcontractor fees and policy document 2017 and a document showing the fees proposed for the 2017 year as amended from the previous year's version were both discussed and **approved**.

15. Minutes of meetings

Minutes of the Quality Working Group held on 20 March 2017 and of the Audit Committee held on 23 March 2017 which had been circulated previously were received.

16. Corporation Membership

It was reported that two candidates with commercial backgrounds, one from a construction firm near Radstock and another working with a local health provider whose work background was related to digital development, were both being actively pursued. Subject to interest, interviews would take place through the Search and Governance Working Group and recommendations then made to a subsequent Board meeting.

The possibility of a former local authority representative returning to the Board once the current conflict of interest in relation to estates matters had been addressed, was discussed and it was agreed that this be actively and positively explored.

17. Date of Next Meeting

Further to a proposal circulated by email that the date of the next Board meeting be brought forward a week to Monday 12 June, it was confirmed that sufficient governors had confirmed they could attend on this date to be able to hold a quorate meeting. It was therefore **agreed that the next meeting be moved to Monday 12 June.**

18. Any Other Business

a. Bank Mandate

A proposal was made that Jayne Davis be added to the college bank mandate of authorised signatories. **The addition of Jayne Davis, Deputy Principal, to the list of authorised signatories was approved.**

b. Recent and imminent visits

It was noted that the college was about to host a visit from the recently elected Mayor for the West of England and various party political figures had or were due to attend to meet with students as part of the current general election campaign.

b. MinutePad

The Chair thanked governors for working effectively with MinutePad for the first time, the new e-governance system which had been introduced with this meeting. She encouraged governors to direct any comments they had on the use of the system and any protocols which they thought might be useful for meetings in future to her or the Clerk. The Clerk commented that she would be circulating soon to governors some simple reminders for use of the system.