

**Minutes of the meeting of the Corporation
held on Monday 27 March 2017 at Somer Valley
Campus, Wellow Board Room at 5.00 pm**

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

In attendance

Heather Cross	Clerk to the Corporation
Jayne Davis	Deputy Principal
Julian Tucker	Executive Director of Finance (EDoF)
Karen Fraser	Director of Marketing and Student Services (DoMSS), until item 6)

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| <ol style="list-style-type: none"> 1. Apologies
Apologies were received from Andy Furse, Kez Hawkins, Gary Waylen and Julian Young. 2. Declarations of Interest
None 3. Confidentiality of Items
It was noted that item 7, Estates Update and Item 17, Bank Mandate, were confidential items. 4. Minutes of the meeting of the Corporation held on 27 February 2017 and any matters arising
The minutes of the meeting which had been circulated previously were accepted and signed as a true record. The confidential minutes of the | <p>ACTION</p> |
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meeting which had been circulated previously were accepted and signed as a true record, apart from the removal of a section starting at the middle of page 7, following subsequent clarification of what was required to be recorded in the minutes concerning discussions about the bank mandate.

5. Presentation on Apprenticeship Levy update

Jayne Davis gave a report concerning the college's preparations for the new Apprenticeship arrangements which would be operating from the start of May 2017.

Jayne spoke about the college target from May which the college had not yet met, but the increase required was only just over a 100. She identified for the meetings all the current performance by area. A key decision would be whether to aim for large cohorts of apprentices in certain areas, which would be delivered very well, or aim for a good spread throughout.

In answer to a question governors asked about the extent of mapping against competitors, it was explained that this had yet to be done, but where there were opportunities identified these would be seen as in addition to the targets and target areas already in place. The College's work in refrigeration and stonemasonry would be unique in the region. Floristry would be a new area. The college would shortly have an account with the Digital Apprenticeship service.

Questions were asked about using Traineeships and working with groups of employers to build a pipeline of employees for their industries, which was a practice which operated well in another college in the region. It was confirmed that the needs of the individual student were taking primacy and also a bespoke service for large businesses was being developed. An apprenticeship management team had been formed recently. The relationship with the local Council was very important and being developed, as in recent times it had not worked sufficiently well.

The Apprenticeship Manager had recently resigned, following securing a promotion elsewhere, and the opportunity was to be taken to re-organise the college's operations in this area. Tracking of students and other standard processes, which were routine in all other areas of the college were being introduced throughout.

Governors welcomed the report and the arrangements being made to be ready to deliver from 1 May 2017.

6. Marketing report

A report had been circulated with the agenda, which was designed to give further information on how the marketing activity supported the curriculum and key income areas.

It was noted that the college ranked 54th in the national rankings for website and social media and much better than any of its competitors.

The market share of 16 to 18 year old students was discussed; as the college focussed on technical rather than academic subjects it was considered that more information on how the college was performing in these areas should be provided and the understanding of why Bath was chosen and what action could be taken concerning those students who chose to go elsewhere.

A number of campaigns and their reach was discussed, and governors asked whether the college was comfortable with its performance in this area and requested in future that there should be a clear demonstration of how the marketing was being strategic.

Governors expressed some concerns about the extent to which applications could be certain to be converted in enrolments. In previous years, the conversion rate had been 25%. A number of areas in the college were up on this time last year.

For future reports it was requested that applications be set against planned numbers so that the extent of success, where was further work was required and what the overall capacity was, could be more readily identified.

The Board thanked Karen Fraser for her report and requested that a strategic marketing report be presented in about 12 months' time. DoMSS

7. Estates Update – see confidential minutes

8. Funding Allocations for 2017-18

A report on the EFA Allocation summary had been circulated and it was noted that there would be a reduction in funding in the forthcoming year with a reduced number of learners anticipated. Numbers for high needs students had also slightly reduced. The Executive Director of Finance commented that key funding allocations from the SFA and for HE had yet to be received and all would be analysed once received.

9. Risk Management Review

The latest risk management report had been circulated. A number of key risks relating to finance and funding were noted as high and these were causing concern and be subject to further debate at future meetings. Governors commented that the number of actions which went past their due date had been discussed at the Audit Committee and a request made that this be remedied.

The Principal undertook to present a summary sheet as far as possible for future meetings. P

10. Key Performance Indicator Monitoring

The dashboard for key performance Indicator monitoring had been circulated previously. It was agreed that this information was helpful. The importance of maintaining good attendance and retention figures as they impacted on achievement rates was acknowledged.

11. **Management Accounts for February 2017**

The management accounts for month 7, February 2017, had been circulated. It was noted that the year to date deficit was £229K higher than budget and many of the income lines were showing significant under-achievement through reduced student numbers. The report presentation showed that pay was in line with budget. In summary the report showed a significant adverse financial position.

It was reported to the Board that a joint meeting of the Finance and Estates Working Group and the Audit Committee together with the Chair of the Corporation was being planned for the end of April 2017 in order to receive the final report of ICCA, financial consultants in the sector, who were conducting a review of the 2016/17 Financial Forecasts.

It was agreed with regret, that further to discussion which had taken place at the December Board meeting, as voluntary redundancy had not identified sufficient savings, that compulsory redundancy would have to be considered at the start of the summer term. The extent of the funding gap was still being confirmed. The Principal commented that the curriculum plan needed to relate to the funding allocation and the financial plan.

The Board noted that they awaited further reports on the current financial picture.

12. **MinutePad – e- governance proposal**

The proposal for the introduction of these arrangements was **approved**. Governors looked forward to the new arrangements being implemented and noted that the first meeting which would operate with the system would be 22 May 2017.

13. **Minutes of meetings**

- a. **The minutes of the Finance and Estates Working Group held on 8 March 2017 which had been circulated were received.**

14. **Bank Mandate and Charge – see confidential minutes**

15. **Reassignment of a lease for Zebedee's nursery**

This would be dealt with by an agreement outside the meeting.

16.

Date of Next Meeting

This date was noted as Monday 22 May 2017 at the City Centre Campus