

Minutes of the meeting of the Corporation Held on Monday 9 October 2017

at City Centre Campus, Room H102a, at 4.45 pm

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

Apologies

Chair
Vice-Chair
Principal

In attendance

Heather Cross
Jayne Davis
Barbara Owen
Rachel Hepworth
Jonathan Creed

Clerk to the Corporation
Deputy Principal
HR Director (for item 5 only)
Finance Director Designate
ICCA (until item 11)

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| <p>1. Apologies
Apologies were received from the Chair, Carole Stott. The Vice-Chair, Andy Furse took the chair for the meeting.</p> <p>2. Declarations of Interest
None</p> <p>3. Confidentiality of Items
Item 5 was noted as confidential.</p> <p>4. Minutes of the meeting of the Corporation held on 17 July 2017 and any matters arising
The minutes of the last meeting which were held on 17 July 2017 were considered and agreed.</p> | <p>ACTION</p> |
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In response to a question, given the importance of positive student recruitment numbers, the meeting was informed that the college was over its target for 16 to 18 year olds.

5. CONFIDENTIAL – Local government pension scheme discretions policy

See separate confidential minute.

6. Presentation – Key features 2016/17 and looking into 2017/18

The Principal gave a presentation, highlighting the key features of the 2016/17 year. Significant activity had taken place relating to finance, in order to improve the college's financial position and the staffing restructure had resulted in a reduction of approximately 84 roles. A satisfactory waiver had been secured from the college's bankers concerning a key banking covenant, which had satisfied the external auditors and enabled a satisfactory move forward into the end of year audit. The FE Commissioner had been alerted to the college's deficit and had confirmed that all appropriate action had been taken.

It was reported that college achievement rates altogether were above the national levels and the rates for 16 to 18 years olds was almost 5% above the national average. Overall the college was about 3.6% above the national rate, although it was noted that the averages for the previous year would not be reported until February in the following year. It was noted that there had been a slight decline in the performance in apprenticeships of 3% but the college remained significantly above the national average. There had been an increase in 'timely' which had moved from 54.4% to 60.6%. The results for English and Maths had been particularly good, with 54% success in both, these levels being some of the best nationally. The levels of external work experience had increased from 51% to 78%. The college was making good progress in being ready for Ofsted and being able to relate a positive picture.

Governors noted that a number of very positive steps had been made in a very difficult year. The success in having the Construction building at Somer Valley ready for occupation for the start of the year was recognised and Adam Reed was thanked for his hard work in realising this. Careful consideration was being given to planning for the replacement of the Ralph Allen accommodation; the Estates Strategy was to be presented at the next Board meeting.

The Principal reported on the start of the current year, with target enrolments exceeded and the possibility of an additional recruitment drive in January. Teaching contracts had been made more efficient and were in line with the sector average. Four levy paying contracts had been secured and more were coming in, all of which would be an improvement to the bottom line as none had been included in the budget.

Governors thanked the Principal and her team for the achievements in a year otherwise dominated by finance issues and asked Laurel to share their thanks with staff. They were particularly complimentary concerning the results achieved in English and Maths examinations.

7. Strategic Plan document

The medium term business plan had been circulated. This had been prepared such that the themes linked to the Open for Business Document were reflected. The document had been amended in line

with the College's financial situation. Governors suggested that some statements from students could be helpfully included. The extent of the detail in the document was recognised. Governors thanked college staff for their work in preparing the document and **approved** the Plan.

8. Key Performance Indicator monitoring

A report providing a data dashboard in quality for the college had been circulated. Where improvements had not been made, adjustments had been made to the courses offered. Performance was considered and whether there were patterns in performance, but there was no trend which could be identified. FE and HE student rates of satisfaction were included and it was noted that the same issues had applied to both groups. The Self- Assessment report would focus on the critical areas for attention and those where there were strengths and the associated action plan would inform and shape the college's next data-set. Governors were particularly pleased to see the significant increases in success for English and Maths. More detailed discussion including gaining student views would take place with the discussion of the Self-Assessment Report which would be finalised and presented later in the term. Indications were provided to this meeting including those areas where improvements were required.

The report was **received**. Governors were complementary about the significant improvement in English and Maths.

9. Management Accounts out-turn to 31/7/17

The Management Accounts report to 31 July 2017 had been circulated previously. The improvement of £250K was noted but it was still a matter of regret that there was a significant deficit. Governors asked questions specifically about the actions taken to pursue bad debts and requested that they receive the figures for the month of September 2017 as soon as possible.

10. Risk Register 16/17 and proposals for 2017/18

The risk register for the 16/17 year, reflecting the end of year position had been circulated, together with 17/18 proposals. The risks included were discussed. It was agreed that there should be a strategic risk included for pensions, although it was noted that the ESFA monitor financial performance without taking the pension valuation into account. Questions were asked concerning the college's compliance with any issues about the building fabric, following the matters identified in the recent tragic Grenfell Tower fire – the necessary checks had been carried out and there were no issues to address.

The risk register for 16/17 was noted and the proposals for 2017/18 were accepted.

11. Annual Report

A report showing the proposed content and format for the report, had been circulated for the 2015/16 year . The meeting generally agreed the proposed content and format, but proposed that the report be published on the college website at the same time as the 16/17 report was to be available.

It was suggested that the stakeholder section could helpfully include some quotations and some case studies. It was also suggested that the reports on student performance should include apprentices.

12. Safeguarding and Prevent Annual Report

The annual report concerning safeguarding and Prevent had been circulated previously. The data contained in the report was reviewed, including the three year comparison which had been provided. Mental health was clearly identified as one of the key issues. Recorded bullying had increased but it was hoped that this reflected greater publicity of the issue itself.

The report was **noted and received**

13. Health and Safety Annual Report

The annual report concerning health and safety had been circulated. Adam Reed spoke to this item in his capacity as college health and safety manager. He commented that there were no matters of concern.

The Accident and incident data was examined, with catering and land-based being the areas which featured most prominently, although this reflected the nature of these activities. There were no matters of concern or unusual activity. Although there was a high number of reported accidents these in fact included a high number of illnesses reported at Somer Valley, which were not in fact reportable. It was noted that the college had experienced a near miss when a fire almost broke out earlier in the summer. A fire safety audit had taken place and Avon Fire Service had advised on a number of minor adjustments which were recommended, although it was a matter of regret that they had recommended some compartmentation in the Midford building at Somer Valley, but of course the college would comply. An emergency response group had been formed to consider disasters and a number of health and safety amendments had been made within college as a result.

Governors considered the report and asked a number of questions. It was requested that confirmation be given in the annual report in future years that all statutory health and safety obligations were carried out in a timely fashion and are compliant.

The report was **noted and received**.

14. Self- Assessment Questionnaire provided to External Audit

A report had been circulated introducing this questionnaire. In recent years it had been advised that all governors should be provided with an opportunity to comment on the contents of the form prior to it being submitted to external audit to aid their audit preparations. This was the reason why the questionnaire had been circulated for this meeting. It was noted that the occasion of this annual return was the first time that the Chair of the Corporation had been asked to sign the submission.

The report was **received**.

15. Governor Involvement Options

A document was circulated which set out the various options for governors added involvement with the college. It was suggested that three of the identified activities should be a maximum. In the immediate future governors would be asked to indicate their availability to join self-assessment meetings.

A record would be kept by the Clerk of the activities to which governors had signed up.

16. Notes of the Quality Working Group meeting (5 October 2017)

The notes of this recent meeting were tabled for information and were received.

**17. Any Other Business
Bath Education Trust**

It was reported that there was a vacancy for a Bath College governor on the Trust Board as this was going to be meeting more frequently again. Governors requested that more information about what might be involved in taking on this role be provided to them after the meeting in order to assist with their decision-making.

It was noted that a number of the papers for this meeting had been received and distributed close to the meeting, but additional scheduling in the college should ensure this would be remedied.

18. Date of Next Meeting – Monday 27 November 2017 at 4.45 pm, Somer Valley campus

It was noted that the next meeting was at Somer Valley campus. It was agreed that governors be offered a tour of the new construction building, to commence at 3.45pm on that same afternoon prior to the board meeting.