

## Minutes of the meeting of the Corporation Held on Monday 25 June 2018 at Somer Valley Campus

at 5.00 pm in the Wellow Board Room

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

Chair  
 Vice-Chair  
 Principal  
 Apologies  
 Apologies

Apologies

### **In attendance**

Heather Cross  
 Jayne Davis  
 Rachel Hepworth

Clerk to the Corporation  
 Deputy Principal  
 Director of Finance and  
 Corporate Services

### **1. Apologies ACTION**

Apologies were received from Erica Draisey and Neil Wilson.

### **2. Declarations of Interest**

None

### **3. Confidentiality of Items**

It was noted that item 8 was a confidential item.

### **4. Minutes of the meeting of the Corporation held on 14 May 2018 and any matters arising**

The minutes of the meeting held on 14 May 2018 which had been circulated previously were accepted and signed as a true record.

It was noted that subsequent to the last meeting the College made its submission to the Office for Students by the deadline. A decision was awaited.

### **5. Principal's update**

The Principal gave a verbal report to the meeting commencing with the latest application figures. These were down by 367 and the situation had

not improved since the last report. Conversion rates remained higher and there continued to be a significant number of students still to accept. In response to a question she confirmed that careful modelling of course numbers was taking place to ensure that staffing was being carefully planned. Governors asked questions about why the applications rate could be down but in response the Principal commented that there was no discernible reason, with other colleges reporting numbers to be steady but not increasing.

She reported on the outcome of recent bids – Two bids made to the West of England Commissioning Authority (WECA) had just been beaten by another, but there was the potential these might still be successful from elsewhere and the college had won funding to develop them further. It was a matter of regret that the college had not been awarded the T levels pilot as this had been granted to colleges in the region which had 'outstanding' designation, irrespective of the length of time this had been held without re-inspection. Some of the decisions nationally were considered to provide an unbalanced pilot, including for instance no colleges in London being included.

Governors congratulated the college on being awarded a TEF silver for its HE teaching which was better than most competitor colleges. It was requested that the governors' thanks be passed on to the team. More good news was the move to the second phase of competition for the collaborative bid for an Institute of Technology, from 45 bids down to 14.

It was a pleasure to report that a signed contract had now been secured with the local authority for the SEND centre.

Governors thanked the Principal for her report.

## **6. Curriculum Plan and Marketing Strategy**

The proposed Curriculum Plan had been circulated previously. The Plan had been discussed the previous week with the Chair of the Quality Working Group.

The Deputy Principal reported that the plan had been based on developing realistic planning targets taking into consideration demographic data, apprenticeships, traineeships and the introduction of T levels, but the Institute of Technology had not been included as it was not yet certain. The Plan incorporated the LEP and BANES priorities. In answer to a question it was commented that the plan was based on 95% utilisation of all existing staff. Curriculum numbers were linked to the People Plan, including training requirements. The Plan included the necessary marketing activity and a progression plan. Governors commented concerning the latter that this would need review in due course to see if it was working. A question was asked about the college's involvement with Hinckley Point and it was confirmed that the college was registered with the development but at present there was little training resulting.

Governors welcomed and approved the comprehensive Curriculum Plan and thanked Jayne Davis for the considerable work in preparing it.

In due course an update on implementation would be provided to the

Board.

**7. Student Union Impact Statement**

A report on the Student Union year provided by Tesh Baber, the Student Union President, had been circulated previously. Tesh spoke to her report and identified a number of issues including a number of successes. Some of the pressures on staffing to support SU activity were identified. It was proposed that another Vice-president dedicated at Somer Valley was being put in place. The top three 'tackles' in the year had been the smoking shelter, pot holes in the roads at Somer Valley and the provision of water fountains. Many students at City Centre campus were requesting air conditioning in classrooms, especially in Herschel, where rooms got extremely hot.

The main issue for the future was not having been able to recruit a new president for the new year and this was receiving considerable attention.

Governors thanked Tesh for a very comprehensive report and for commenting on a number of issues which otherwise governors would not hear about.

**8. Estates Update – Joint Venture Proposal**

See separate confidential minutes

**9. Facilities Time Publications Requirements Report**

A report setting out the amount of time provided to union representatives which was shortly to be a government reporting requirement, was considered and received. The circulated information was **agreed** for publication.

**10. Subcontracting**

A report making a recommendation for £30,000 of activity from Smart Training and Recruitment Ltd, a new subcontractor, had been circulated previously.

In response to a question it was confirmed that thorough due diligence had been carried out on the provider.

After careful review of the report the contract with Smart Training and Recruitment Ltd for £30,000 of activity was **approved**.

**11. Quality Dashboard Summary and Post Inspection Action Plan update**

The Quality Dashboard summary and Post Inspection Action Plan had been circulated previously. It was noted that attendance statistics were the same as the previous month. Retention was similar to the May-reported figures but was slightly above target and just over 3% better than the previous year. English and Maths was marginally below target.

All QIP actions were expected to be 'green' by year end apart from the AEB budget which would stay 'amber'. Stretch and challenge was improving.

The reported statistics were **noted**.

**12. Financial reports and Financial Dashboard**

The Management Accounts which had been circulated previously were

discussed. The College was showing a small surplus of £83K currently. The end of year position was expected to be a £300K deficit. Many of the same contributory features continued to pertain. £50K dilapidations costs had to be allowed for the Centurion building together with £20K expenditure agreed earlier in the meeting for capital scheme development.

The income and expenditure forecast was improved with a better debtor position. The debt recover profile was to be included with the minutes of the Audit Committee. The cash position was reasonably stable.

The dashboard was reviewed. There was non-compliance with bank covenants and there was no remedy available to the college in this financial year. The reason for the situation largely related to high levels of accrual because of redundancy payments and the bank had indicated it understood what had caused the issue, recognising it was an exceptional circumstance. There would be likely to be a charge but no further action.

It was noted that the college's financial health rating continued to improve and was now into 'good'. The college contribution rate had now exceeded target.

The financial reports and the current position were **noted**.

**13. Risk Register**

The latest risk register had been circulated previously. Amended entries in the register concerning the Office for Students registration application and the situation with student mental health were discussed and **agreed**.

**14. Amendment to the Instrument and Articles of Government concerning governor eligibility**

A report had been circulated from the Clerk which explained about legislative changes coming into effect on 1 August 2018 concerning governor eligibility and automatic disqualification from charity trusteeship in certain circumstances. In order to be compliant Instruments 8 and 10 required revision. Wording amendments prepared by Eversheds-Sutherland had been circulated as recommended. The amendments to Instruments 8 and 10 which had been circulated previously were **approved**.

**15. Department for Education updated guidance on safeguarding – sexual harassment and sexual violence between young people**

The guidance document recently published by the Department for Education was noted and **received**.

**16. Governor appointments**

Following a series of interviews of potential governors conducted by the Search and Governance Committee the appointments of Mike Oram, Andy Parker and Jenny Williams, all of whose CVs were circulated, were **approved** for a first term of office from July 2018 – July 2022.

**17. Minutes of the Quality Working Group held 21 6 18**

The minutes of last week's meeting had been approved that afternoon by the Working Group Chair and would be added to the pack for this

meeting for reference. There were no specific issues to draw to the Board's attention as key matters from the meeting had been discussed earlier in the meeting.

**18. Any Other Business**

None.

**19. Date of next meeting**

This was, as previously agreed, to be held on Monday 16 July 2018 at 4.45 pm at City Centre campus.