

## **Minutes of the meeting of the Corporation held on Monday 20 May 2019**

at Bath City Campus, Room H102

### **Present**

Andy Furse (AF)	Chair
Paul Blenkinsopp (PB)	Staff Governor
Erica Draisey (ED)	
Mike Oram (MO)	
Andy Parker (AP)	
Laurel Penrose (LP)	Principal
Jane Shaw (JS)	
Gary Waylen (GW)	
Jenny Williams (JW)	
Neil Wilson (NW)	
Julian Young (JY)	

### **In attendance**

Jayne Davis (JD)	Deputy Principal, Curriculum & Quality
Barbara Owen (BO)	Director, Human Resources & OD(for item 6.5)
Anne Roberts (AR)	Head of Governance
Jo Whistler (JSW)	Director of Finance & Corporate Services

Attendance: 85%

### **1. Apologies**

Apologies were received from Carole Stott (CS) and Victor da Cunha (VC)

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

There were no declarations of interest.

### **3. Confidentiality of items**

The following papers were agreed as confidential: (6.2.2) Finance & Estates, (6.4.1) Risk Register, (6.6.1) H&S update, 7.2 Audit Committee minutes (until approved by Audit Committee),(8.1.1) Catering and Hospitality.

### **4. Minutes of the meeting held on 29<sup>th</sup> March 2019 and any Actions arising**

The notes of the Away day and the minutes of the formal Board held on 29<sup>th</sup> March 2019 were approved as an accurate record and the minutes were signed by the Chair.

The Board considered the Action Register and the following was noted:

2(v) The Mission statement would be discussed at the Staff Awayday on 23 May and come back to the Board for approval

9(ii) LP had incorporated VC's comments into the SEND business case. An outcome from B&NES was expected at the end of May

All other items had been completed or were on this or future Corporation agendas.

## **5. STRATEGY**

### **5.1 Principal's Update**

LP provided a verbal update:

- The College was holding its first Staff Conference on 24 May, looking at the mission statement, vision and strategic plan. External speakers were attending
- A meeting had been held at Weston College on 16<sup>th</sup> May in relation to the Institute of Technology bid which had been confirmed
- A lot of work was taking place on curriculum/quality and finances
- The first college to go into administration under the new Insolvency Regime was reported as Hadlow College, Kent. Stourbridge College was being closed (though not under the insolvency regime) and its students taken on by two other colleges (Dudley College of Technology and Halesowen College).

### **5.2 FE Workforce Data Collection**

The Board considered the FE workforce Data Collection consultation document and draft response. LP confirmed that this was unlikely to have resource or HR systems implications, although it would be advantageous to upgrade the HR MIS to a later version. In relation to the collection of data on FE Governors, it was noted that the FE consultation referred to 'elected' members of FE providers' governing bodies. The majority of members of the Governing body were not elected. The Board considered that collective information on demographics and qualifications & experience of Governors could be useful but not pay or other staff related categories.

The draft response was agreed subject to a response to be added to Q6.

**ACTION: AR** to draft a response to Q6 and provide to BO for return by the deadline of 11<sup>th</sup> June 2019

## **6. SCRUTINY**

### **6.1 Curriculum & Quality**

#### **6.1.1. Quality Improvement Plan**

JD provided an update on the Plan highlighting the changes to the targets since the last time the plan was reported, and the forecast rating for the end of the academic year. The amber ratings for the ILT and Apprenticeships fields were queried. A discussion was held about when the 'green' rating should be used as this reflected where the Plan was compared to where it should be at this time of year, rather than when the impact was known. JD confirmed that she would review the Plan in more detail with the Quality Working Group on 21 May 2019.

### **6.1.2 Quality Dashboard**

Members were pleased to learn of the actions in place particularly in relation to attendance and retention. The decline in English & Maths attendance was concerning. There was a discussion about the change in policy in relation to use of functional skills rather than all students having to do GCSE Maths. JD reported on the work taking place with three other colleges in the Midlands to embed English and Maths. 'Front-loading' of English and Maths at the start of the year would take place with more focus on attendance. There was a discussion on how this area could be embedded in other work and whether the environment had an impact. JD would take ideas forward. The Quality Dashboard report was noted.

### **6.1.3 Learner Outcomes – predictions**

JD reported on the predicted achievement rates. Members asked why the predicted timely achievement rates for Apprenticeships had gone down. JD reported that this was down to a mixture of English & Maths and retention. Much of this was to do with employability or demands on employers. The profile of students was also changing with more mature students. Drop-out rates were being monitored and further breakdown on the detail would be done.

The report was noted including the actions being taken.

### **6.1.4 Student Applications 2019/20**

JD reported on the decline in applications and associated conversions compared to the previous two years which she believed reflected the demographic trend in 16 year olds as well as competition from other local institutions. She reported on the actions being taken to help address this. Members discussed whether the College should compete in certain areas. Further scrutiny of the report would be done by the Quality Working Group.

The report was noted including the actions being taken.

### **6.1.5 Quality Working Group**

The draft notes of the Quality Working Group held in March were received for information. These would be considered at its next meeting on 21 May 2019.

## **6.2 FINANCE**

### **6.2.1 Management Accounts and Finance Dashboard**

The Accounts for the months ending March 2019 and April 2019 were considered. It was noted that the year to date actual position showed a breakeven position compared to the £663k budgeted surplus for the year to date. The forecast outturn position remained at a £272k deficit. JSW reported that some improvements were expected over the remaining months of the academic year and actions were in hand to further maximise the funding and cash position. Discussions were continuing on refinancing the bank loan and this, and draft financial projections would come back to the Board in July.

Members asked what was being done to maximise income and make better use of the College's assets as further work was required in this area. The work being done with ICCA consulting to achieve growth and maximise efficiencies was noted, as was the appointment of a new Business Development Manager.

### **6.2.2 Finance & Estates Working Group**

The notes of the meeting held on 16 April 2019 were received. The Chair of the Group reported on discussions held at its meeting on 15 May 2019 in respect of the catering and hospitality, as well as the detailed scrutiny of the assumptions in the 3 year draft outline financial plans.

## **6.3 ESTATES**

### **Catering**

LP provided a verbal update. The tender for Phase 1 & 2 of the Catering and Hospitality had been issued with a deadline for response of 11 June 2019. The Finance & Estates Group had scrutinised the costs and plans on 15 May 2019. The Corporation would be asked to approve contracts in June.

*(confidential minute follows)*

### **Institute of Technology**

LP reported on her meeting with the DfE and other institutions in the consortium. The bid had been accepted but re-costing work was needed. Bath College was the only college in the WECA area. LP reported on the proposal that the delivery unit be sited at UWE and she had asked for a further meeting to discuss this. Members agreed that the unit needed to be somewhere central and easily accessible to all partners. The aim was for a September start for a certain number of courses, with capital development over the Summer. MO asked about the widget funding – women in IT for which the College had a small grant to promote and JD reported that this was going well.

### **SEND Centre**

LP reported that the bid was in its third iteration and the outcome was expected at the end of May.

### **Digital and Creative New Build**

The outcome of the bid to WECA was expected mid-June

## **6.4 RISK**

### **6.4.1 Risk Register**

The Risk Register was scrutinised, following discussion at SMT and Audit Committee. A new risk relating to staff capacity had been added.

## **6.5 HR**

### **6.5.1 Facilities Time Report**

The Director of HR & OD attended for this item. Members queried the definitions and asked about union activity. BO explained that union membership was active but meetings took place out of work hours. Members

asked for an explanation to be added in the report which explained why there was a zero return in relation to union activity. **ACTION: BO**

It was agreed that the final report should be published on the College website and on the Government central reporting service.

## **6.6 HEALTH & SAFETY**

### **6.6.1 Health & Safety update**

JSW provided an update on recent key issues. Monitoring was ongoing and no further issues had been reported. Since the Board met, chemicals at Somer Valley Campus had been safely disposed of and procedures put in place for future monitoring. Work experience risk assessments were being reviewed and followed up. An advisory audit on Health & Safety had taken place in which training and development and visibility of H&S issues had been advised and this would be considered by the Audit Committee. The SMT and H&S Committee were meeting regularly and would report regularly to the Board. Members noted the actions being taken and asked that an H&S dashboard be produced for consideration at Board meetings.

**ACTION: JSW**

### **6.6.2 Health & Safety Policy**

The revised Health & Safety Policy was considered. This had been reviewed by the Auditors and by the H&S Committee and would be updated annually and also covered work placements. Members asked for consistency of terminology ('students' to be replaced by 'learners'), for an additional sentence to cover the responsibilities of the Executive and for para on Board of Governors to reflect the need to meet the H&S at Work Act, rather than having to maintain 'highest standards' in doing so. JY offered to provide some additional wording. Subject to these comments and additional wording, the Policy was approved.

**ACTION: JSW** to update the Policy and disseminate

## **7. GOVERNANCE**

### **7.1 Student Governor update**

JD provided an update on the elections taking place for the Student Union President and associated roles. She and LP were meeting with the student reps after half term and would discuss the role of Student Governor. AR also offered to speak with them about the role. An update would be given to the Search & Governance Committee on 4 June 2019.

### **7.2 Audit Committee**

The draft minutes of the Committee were received for information. JY reported that the new format of the audit reports were well written, timely and well researched. There were a substantial number of actions in relation to HR activity.

### **7.3 Proposed Calendar of Meetings 2019/20**

The Board considered the proposed calendar of meetings. Following discussion, it was agreed that the timing of the Corporation meetings should

change to 17:00 in future. The calendar of meetings was approved subject to confirmation of dates by the Working Groups and the SSEC.

**ACTION: AR** to issue the final Calendar

#### **7.4 Board Intelligence Feedback**

AR asked for feedback on the use of Board Intelligence which had been used now for nine months. Members reported positively and felt it was very easy to use to review Board papers. JS reported that there was no functionality on Android devices, just PDFs and she had spoken to the support desk about this. It was agreed that there should be a 5 minute slot on the agenda to go through its features, for training purposes.

**ACTION: AR**

### **8. OTHER ITEMS**

#### **8.1 Approvals**

##### **8.1.1 Catering & Hospitality design**

The Board noted the progress and approval by the Vice Chair, following a recommendation from the Finance & Estates Working Group, of the catering and hospitality plans. This had now gone out to tender, as reported earlier.

##### **8.1.2 Utilities Contract**

AF reported that, following delegated approval by Board members, he had approved the award of the utilities contracts as set out in the paper. Thanks were given to Paul Davies and the Finance team for the costs and the detailed work on this.

##### **8.1.3 Lease of Ralph Allen Building**

AR reported the signing and sealing by the College of the lease until 30 September 2019 of the Second and Third floors of the Ralph Allen Building.

### **9. AOB**

The BET Governance Event on 17 May 2019 had been publicised to all members.

#### **9.1 Link Governor Roles, Safeguarding Lead, Chair of Quality Working Group**

AR discussed with governors the introduction of some link roles, namely in relation to HR and H&S. JY offered to be a link governor on H&S. It was agreed that if anyone would like to be a link in relation to HR, to let AR know.

The Chair reported that ED had been proposed to take on the Safeguarding Governor Link Lead and also Chair of the Quality Working Group, with the departure of Jane Shaw. The Board unanimously approved this.

The Chair reported that this was Jane's last meeting of the Board, although she remained a Governor until July. The Board thanked Jane for all her hard work and for the valuable contribution to the development of the College, particularly in respect of her oversight of Quality and Standards. The Board presented Jane with a gift. Jane thanked members and said that she had been privileged to spend time at the college and to meet such talented learners.

### **10 Date of Next Meeting**

Monday 24<sup>th</sup> June 2019 at 16:45 at Bath City Campus

