

Minutes of the Corporation meeting held in the Conference Centre in NCS at 1730 hrs on 18 October 2017

<b>Present</b>	Martin Ballard	Rob Cottrell	Peter Fraser
	Alison Grant (Chair Item 1 only)	Jack Thubbron	Sarah Hobbs
	Jasmine Kelly-Gobuiwang	Janet Meenaghan (Principal)	Anthony Partington
	David Pennell	Louise Perry	Phil Smith
	Allison Sunley (Chair Item 2 on)	Paul Wingfield	
<b>In Attendance</b>	Andrew Clare (VP(F&R))(06/17b on)	Ralph Devereux (Clerk)	Alison Fox (VP(P&S))
	Rachel Nicholls (VP(C&Q))		
<b>Apologies</b>	Charlotte Favill		

**Before the meeting began the Principal presented Alison Grant, the outgoing Chair, with a gift as a mark of appreciation by the Corporation for her outstanding contribution during her tenure. She had become Chair at short notice at a challenging time and had instituted wide and beneficial changes to members and practice; all this during an extremely busy and successful professional career. Sincere thanks were recorded.**

**01/17 ELIGIBILITY, QUORUM AND DECLARATION OF INTERESTS**

- a. The apology was accepted. No notice had been received of any Member becoming ineligible to hold office, the meeting was quorate and there had been no declared interests.
- b. There was no urgent business requested.

**02/17 CORPORATION REGISTER**

- a. Clerk. The Clerk designate, Ralph Devereux, was introduced to the meeting and his appointment was unanimously and retrospectively confirmed wef 1 September 2017. **(Action 1)**
- b. Election of Chair. It had been previously agreed (08.02.17) that Allison Sunley would be nominated as successor to Alison Grant at this meeting; that was confirmed and Allison Sunley was unanimously elected as Chair. **(Action 2)**
- c. Election of 2 Vice Chairs. The Clerk had invited nominations for the 2 Vice-Chair posts, Anthony Partington (AP) and David Pennell (DP) had responded and further nominations were requested from the meeting; there were none and AP and DP were unanimously elected as Vice-Chairs. **(Action 3)**
- d. Appointment of New Members. The Appointments Panel had recommended the following appointments
  - (i) Staff Member (Teaching) Phil Smith;

- (ii) Student Member, Jasmine Kelly-Gobuiwang; and
- (iii) Student Member, Jack Thubbron.

All recommendations were accepted and all were appointed. **(Action 4)** All members then introduced themselves.

- a. **The information was received.**
- b. **Actions had been identified.** (See Table 09/17 below.)

### 03/17 STANDING ITEMS

- a. The minutes of the meeting held on 12 July 2017 were confirmed and signed.
- b. Matters Arising. re Item 5. Principal's Report. The Principal circulated a copy of her letter regarding apprenticeships to the MP (Nick Boles (NB)) on 26 July, NB had forwarded the letter to the Minister for Skills, she had replied but the content related to a different and earlier letter on a separate subject; NB office had been informed. No reply to the original, had yet been received but the delay may have been caused by purdah associated with the party conference season, nevertheless it appeared inordinately prolonged. It was agreed to write again and express disappointment at the confusion and tardiness if no reply had been received by the end of October. **(Action 5)**
- c. Outstanding Actions. Action on other actions was noted.
- a. **The information was received.**
- b. **Actions had been identified.** (See Table 09/17 below.)

### 04/17 PRINCIPAL'S REPORT AND DASHBOARD

The Principal's report was considered, members were now familiar with the general content, but some matters prompted further and wider discussion.

- a. Institutes of Technology (IoT). It was noted that the long awaited DfE policy statement on IoT had now been released.
- b. Growth and Diversification. The success of the MOT Training Centre in exceeding the first year income target of £50k and having set a challenging £120k for the current year was welcomed and appreciation was recorded to all concerned. The planned launches of the Gas Training Centre and the evening/weekend Gym in February 2018 was noted and also welcomed. Discussions continued with the Lincoln College Group (LCG) and the College of West Anglia regarding collaboration on the RAF sponsored Air and Defence Career College (ADCC), which is about to enter the second operational year, with some additional and collateral provision. A NCS initial project plan for the collaboration was being worked up with an initial budget of £40k for consideration as necessary by the Finance and Resources Committee (FRC). This wider relationship with the LCG was then considered in relation to the commitment to the South Lincolnshire Colleges' Group (SLCG), which was fully discussed. It was agreed that there was no conflict with this matter; it had always been made absolutely clear that participation in the SLCG would not be exclusive and this initiative was not in conflict with the organisational agreements. Full support was confirmed and recorded for the LCG initiative. **(Action 6)**
- c. Greater Lincolnshire Local Enterprise Partnership (GLLEP). As agreed at the Governors' Development Event, NCS had submitted a bid, which had been shortlisted, for an imaginative and wide refurbishment of the Information Technology (IT) facility to transform it into a "Digital Skills Hub" enabling prestigious commercial certifications. The cost of the project would be £912k, of which 48% would be represented by the bid; the residual 52% could be raised through college reserves or further bids to local stakeholders, including the South Kesteven District Council (SKDC) and local businesses, members would be kept informed of progress. **(Action 7)**
- d. National Leaders of Further Education (FE). The Association of Colleges (AoC) was seeking volunteer Executive Teams to participate in strategic mentoring and supporting of colleges

in need of improvement, the scheme would attract a £10k bursary and NCS was considering an application.

- e. AoC Conference. NCS would be leading a national college breakout session at the AoC Conference in November on “Getting to Good” (Governance). This was in response to the creditable journey from “Requires Improvement” to “Good” and a “Key strength” in less than 2 years, Members took comfort from the information.
  - f. NCS had been a signatory to a letter from >140 Colleges to the Prime Minister regarding the under-funding of 16-19 education.
  - g. Dashboard. It was too early in the academic year to populate all elements of the Performance Dashboard, however the available data was considered and discussed. The 16-18 enrolments had improved with consequent positive implication for 2018/19 funding. The size of the “Adult Loans” contribution had grown from £70k to £377k over recent years, a considerable achievement, and it was agreed to include this information on the future dashboards. **(Action 8)** The current presentation of the information was confirmed.
- a. **The information was received.**
  - b. **Actions had been identified.** (See Table 09/17 below.)

#### 05/17 CURRICULUM AND QUALITY

- a. Safeguarding Annual Report and Policy. Safeguarding including “Prevent” represented an important and premium Corporation responsibility. During the year data management had been considerably enhanced by the move to “ProMonitor” and the consequent availability of additional capability; regular meetings were held with the nominated member and the Deputy Principal (DP). It was confirmed that the Policy had been updated to include the recent additional ESFA requirements and these were in red font in the document. Safeguarding issues had been rigorously updated and the key actions resulting from the review initiated in October 2015 were detailed at the start of the report, which included comprehensive data tables and graphical information supplemented by textual updates. The report was discussed and the relatively high level of incidents in the IT area was challenged; it was confirmed that this had been analysed and no specific reason had been identified, issues were unrelated with no common theme. Assurance was sought and received that all partner agencies were subject to rigorous Due Diligence (DD) processes. Moving to the Policy. It was confirmed that the previously informed change (P14) was the only amendment to that previously approved and the Policy was unanimously approved. **(Action 9)**. Performance against the Action Plans for the previous year and planned for the coming 12 months, had been RAG rated for ease of reference and was noted. The Corporation welcomed the strong report and stressed that focus must be maintained on this issue.
  - b. Outcomes 2016/17. The comprehensive report compared forecasted performance for 2016/17 against the previous year and the national averages, the data was robust but the final shut down and reconciliation would be in 3 days. Key information was explained and noted, informed by data tables and explanatory text and the detailed information would be thoroughly scrutinised by the CQS Committee. There was discussion around the sometimes conflicting demands of the Value Added (VA) and Qualification Achievement Rate (QAR) methodologies. The extremely sound vocational results were welcomed. Members felt that it would be useful to receive (educational) definitions of key words, for example “Achievement” and “Qualification” and that would be circulated. **(Action 10)**
- a. **The information was received.**
  - b. **Actions had been identified.** (See Table 09/17 below.)

#### 06/17 FINANCE AND RESOURCES COMMITTEE (FRC)

- a. Committee Chair’s update. The FRC Chair (DP) updated on financial matters, the positive enrolment numbers were clearly welcome for the future and the £389k surplus for the previous year represented a good outcome and reflected well on the VP (F&R) and staff. All banking covenants remained in scope and the borrowing and cash-flow forecasts were all above the threshold.

**The VP(F&R) joined the meeting.**

- a. Draft Financial Position 31.7.17. The year-end audit was proceeding to planned schedule and it was clear that the draft outcome was likely to be met. The outturn would provide a sound basis for moving into the coming year. No significant issues had emerged to date and none were expected. The F&R Committee had recently met and, amongst other matters, had considered the capital works programme, that would be circulated to all members. **(Action 11)** The current financial report referencing the unaudited year-end position was then briefed; the comprehensive document comprised a narrative informed by graphical and tabulated detail, including information on variances which were explained and considered.
- b. Apprenticeship Growth Strategy (AGS). The AGS, approved in late 2016, informed determination of the associated action plan, which had been RAG rated for ease of scrutiny; the plan was then scrutinised by item and discussed. Apprentice funding was separated into several lines and it was hoped to consolidate into a single entry to ease monitoring. Recruitment was solid and several large levy paying employers were now established as clients. Robust efforts to continue to bring in numbers continued with Health and Social Care being a strong source. Good news recently received indicated that, in the near future, c180 apprentices would be transferred from another agency that was having difficulties.
- c. Enrolment and Funding update. The full details of the present learner numbers and associated funding were considered. Details were recorded by source and type of funding and additionally listed apprenticeship targets and performance. The increase in adult funding was again welcomed.
- d. Risk Register (RR). The 13 red rated risks on the current RR were reviewed and discussed. Financial Risks 4&5 were considered in particular and it was agreed that no changes should be made at present. Similarly, no change would be made to the strategic risk relating to the possible change of ownership of the Eastern School of Performing Arts.
- e. Quality Resourcing Solutions (QRS) Ltd. There was nothing to report on QRS.

**The information was received and noted.**

**07/17 URGENT BUSINESS**

There had been no urgent business requested.

**08/17 DATE OF NEXT MEETING**

The next meeting would be at 1730 on 13 December 2017.

**09/17 ACTION TABLE**

Action Table		resp	date
Action 1	02/17a. RD confirmed as Clerk to the Corporation.	<b>RD</b>	<b>01.09.17</b>
Action 2	02/17b. AS unanimously elected as Chair.	<b>All</b>	<b>18.10.17</b>
Action 3	02/17c. AP & DP unanimously elected as Vice-Chairs.	<b>All</b>	
Action 4	02/17d. PS, JKG & JT appointed as staff and student members.	<b>All</b>	
Action 5	03/17b. JM to write to MP if no satisfactory response.	<b>JM</b>	<b>31.10.17</b>
Action 6	04/17b. Support confirmed & recorded for LCG/ADCC initiative.	<b>All</b>	<b>18.10.17</b>
Action 7	04/17c. Keep all informed of fund raising for Digital Skills Hub.	<b>Exec</b>	<b>wie</b>
Action 8	04/17g. Adult funding to be included on dashboard.	<b>Exec</b>	
Action 9	05/17a. Safeguarding Policy approved.	<b>All</b>	<b>asap</b>
Action 10	05/17b. Education descriptors to be explained.	<b>Exec</b>	
Action 11	06/17a. Capital works programme to be circulated.	<b>AC</b>	

Signed: *Ralph Devereux (Clerk) for Allison Sunley (Chair)*  
Ralph Devereux (Clerk) for Allison Sunley (Chair) (Jan 25, 2018)

Date: 4.1.18



# (FINAL) Corporation minutes 18.10.17RDJMAS

Adobe Sign Document History

25/01/2018

Created:	25/01/2018
By:	Ralph Devereux (office.mpe@btconnect.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAOA7EB6OX7efyQ2fNSscM-fO2prz14DTw

## "(FINAL) Corporation minutes 18.10.17RDJMAS" History

-  Document uploaded by Ralph Devereux (office.mpe@btconnect.com) from Reader  
25/01/2018 - 03:04:26 PST- IP address: 81.129.96.210
-  Document emailed to Ralph Devereux (Clerk) for Allison Sunley (Chair) (clerk.mpe@btconnect.com) for signature  
25/01/2018 - 03:05:04 PST
-  Document viewed by Ralph Devereux (Clerk) for Allison Sunley (Chair) (clerk.mpe@btconnect.com)  
25/01/2018 - 03:16:31 PST- IP address: 81.129.96.210
-  Document e-signed by Ralph Devereux (Clerk) for Allison Sunley (Chair) (clerk.mpe@btconnect.com)  
Signature Date: 25/01/2018 - 03:18:02 PST - Time Source: server- IP address: 81.129.96.210
-  Signed document emailed to Ralph Devereux (office.mpe@btconnect.com) and Ralph Devereux (Clerk) for Allison Sunley (Chair) (clerk.mpe@btconnect.com)  
25/01/2018 - 03:18:02 PST