

Minutes of the Corporation meeting held in the Conference Centre in NCS at 1730 hrs on 4 July 2018

<b>Present</b>	Martin Ballard	Rob Cottrell	Anne Earle
	Peter Fraser	Janet Meenaghan (Principal)	David Pennell
	Phil Smith	Allison Sunley (Chair)	Jack Thubbron
	Paul Wingfield		
<b>In Attendance</b>	Andrew Clare (VPFR)	Ralph Devereux (Clerk)	Alison Fox (APPS)
	Rachel Nicholls (DPCQ)		
<b>Apologies</b>	Charlotte Favill	Jasmine Kelly-Gobuiwang	Anthony Partington

**The Chair welcomed Anne Earle to her first Corporation meeting and all introduced themselves.**

**71/17 ELIGIBILITY, MEMBERSHIP, QUORUM AND DECLARATION OF INTERESTS**

- a. The apologies were accepted.
- b. No notice had been received of any Member becoming ineligible to hold office, the meeting was quorate and there had been no declared interests.
- c. Alison Grant and Sarah Hobbs had resigned since the last meeting.
- d. There was no urgent business requested.

**72/17 STANDING ITEMS**

- a. The minutes of the meeting held on 16 May 2018 were confirmed for electronic signature, Clerk to Action. **(Action 1)**
  - b. Matters Arising. There were no matters arising.
  - c. Outstanding Actions. Actions from the previous meeting were reviewed:
    - (i) re Action 4. Chair and Principal share attendance at MCA meetings; and
    - (ii) re Action 3. Other colleges had also queried the OfS data requirements;
 All other actions had been completed,
  - d. Urgent Business. There was no Urgent Business informed or requested.
- a. The information was received.**  
**b. Actions had been identified. (See Table 81/17 below.)**

**73/17 COMMITTEE MEETINGS**

- The minutes of the following committee meetings were considered:
- a. Curriculum Quality and Standards (CQS). The minutes of the CQS Committee meeting (20.06.18), in particular 44/17, were noted to inform 59/17;

- b. Finance and Resources (FRC) The minutes of the FRC meeting (26.06.18) were noted to inform 60/17; the following were noted:
    - (i) re 60/17. staff costs ratio rising but not above benchmark;
    - (ii) re 62/17. management accounts recommendation;
    - (iii) re 64/17. Budget and Medium Term Financial Plan (MTFP) recommendation;
    - (iv) re 70/17. Fitness Centre budget to be circulated to all; and
    - (v) re 70/17. Phase 3 details to be circulated to all.
  - c. Quality Resourcing Solutions (QRS) The minutes of the QRS Board (26.06.18) meeting were noted.
  - d. Audit Committee (AC) The AC Acting Chair explained the proceedings of the last meeting (27.06.18); the following were noted:
    - (i) re Internal Audit Service (IAS) Reports Plan 2018/19 and fee recommended; and
    - (ii) re External Audit Engagement Letter, Plan and fee recommended.
  - e. Search and Governance Committee (S&G) The S&G Chair explained the proceedings of the last meeting held earlier that day; the following were noted:
    - (i) re 17/17. Recommendations for appointment;
    - (ii) re 17/17. AC Chair appointment recommendation: and
    - (iii) re 18/17. Scrutiny of meeting schedule
- a. **The information was received.**  
 b. **Actions had been identified. (See Table 81/17 below.)**

#### 74/17 PRINCIPAL

- The previously circulated Principal's report was considered, members were now familiar with the general content, but some matters prompted further and wider discussion.
- a. The Greater Lincolnshire Institute of Technology (IoT) submission, under the leadership of the University of Lincoln, had been included in the 16 progressing to the next round and the University secretariat were now drafting the required legal framework for the 8 partners' consideration, the outline would be considered by the next IoT meeting and would then be circulated to all partners for scrutiny and agreement. In response to a query it was confirmed that partners could withdraw from the arrangement at any point. The possibility of widening the work with key local employers (Cummins Generators) to include more and wider agencies (eg ZEECO Burners) was discussed and agreed as a sound idea, members were asked to suggest possible candidates to the Principal. **(Action 2)**
  - b. The Air and Defence Career College (ADCC) continued to grow with 23 students against the target of 20 and the Greater Lincolnshire Local Enterprise Partnership (GLLEP) had formally confirmed the £483.5k enabling grant for the Digital Skills Centre (DSC).
  - c. There was a scheme to establish 20 Centres of Excellence for Mathematics; NCS met the application criteria and would apply at the appropriate time as a stand-alone bid.
  - d. Three entries for the local Mercury Business Awards had been submitted, members would be kept informed of their progress.
  - e. KPI Dashboard. The KPIs were considered and discussed. The suggested change in terms of service to aid recruitment of construction lecturers had not been introduced and advertisements for replacements had produced a better than expected response. The HAS numbers were reassuring at +5% and thanks were recorded to Martin Ballard for his input.

f. Strategic Plan. Management had considered the Strategic Plan and had recommended no substantial changes from last year as essentially the aims and direction of NCS remained as written and all had cross college traction; the last Corporation meeting had supported that process. The final version was then considered and discussed, it was agreed that some references to “East Midlands” should be replaced by “Neighbouring Counties” and some more imaginative photographs could enhance the overall impact; it was confirmed that the latter was already in hand. The Plan was approved **(Action 3)**

a. **The information was received.**

b. **Actions had been identified.** (See Table 81/17 below.)

#### **75/17 CURRICULUM AND QUALITY**

Members were reminded of the current policy for GCSE EAM which had been considered at the last meeting. The CQS Committee had discussed the suggestion once more in the light of EAM Staff responses and, whether the proposal was in students’ best interests. It was finally agreed to select one curriculum area and run a pilot in the next academic year to provide information which would be assessed and inform further consideration. **(Action 4)** The 3-Year Curriculum and Business Plan would be considered as part of the next item.

a. **The information was received.**

b. **Actions had been identified.** (See Table 81/17 below.)

#### **76/17 FINANCE REPORT**

a. Management Accounts. The comprehensive management accounts accurate to 30 April 2018 (Month 9) had been closely considered and discussed by the FRC. The overall variance was c£33k against budget, favourable income by c£265k with all variances clearly tabulated; the percentage payroll expenditure was adverse by .88% because of agency staff expenditure, non-payroll costs were positive. The balance sheet remained positive with a strong cash balance. Identified Risks and Opportunities were discussed and all Bank Covenants were noted as in-scope. The accounts had been recommended to the Corporation and they were accepted. **(Action 5)**

b. Curriculum and Business Plan. The document had been prepared in accordance with governance policies and the full detail was supplemented by clear and comprehensive notes, including the background and clear links to the Strategic Plan. All elements had been closely scrutinised and discussed by the FRC. The implications, assumptions and associated risks were clearly detailed and noted and the financial objectives and assumptions for the forecast were clearly explained. The budget had balanced necessary efficiencies with future development and opportunities and provided adequate staffing and resources. The general information was discussed and issues included the adjusted surplus, which had been challenged and accepted by the FRC, and the possible effect on any need for contingency bank loans; assurance was given and accepted that that would not occur but Banks themselves had a reduced appetite for lending to the sector. The excellent curriculum plan was particularly noted. The Appendices were then explained. The Financial Plan represented a high investment in planning and commitment; members recorded thanks for the work of the VPFR and the FRC and accepted the recommendation for approval. The Curriculum and Business Plan was approved. **(Action 6)**

c. Risk Register. The RAG rated table of 14 Red Risks was considered, the possibility of adding a risk associated with the privatisation of FE was under consideration; the table was noted.

a. **The information was received.**

b. **Actions had been identified.** (See Table 81/17 below.)

#### **77/17 BUSINESS DEVELOPMENT**

The Business Development Report had been scrutinised by the FRC. Contrary to the national trend (nationally down by 40% in May), apprenticeship numbers at NCS remained the same as this point in the last year. The concentrated work with 14 Levy paying employers and partners (all listed in the paper) had been justified and all were now providing apprentices. Work with sub-contractors, including two new agencies, planned to increase from September, which further widened the profile. Associated areas were fully detailed in the paper, they were noted

as all positive and the widening contact and networking was welcomed. The RAG rated Apprenticeships Action Plan was scrutinised and was noted as largely green with some amber; there were no red ratings, reassurance was given that the amber items were receiving attention.

- a. **The information was received.**
- b. **Actions had been identified.** (See Table 81/17 below.)

#### 78/17 GOVERNANCE

- a. Attendance Reports. The attendance Report for the current year was considered and discussed; three members had fallen below the minimum attendance level as specified in SO 1.7.4. which had been approved by the Corporation in December 2017. The Clerk had written accordingly (text in the accompanying paper) and the reaction to the letter was openly and frankly considered and discussed, informed by the detail in the Report. Members put forward individual points of view regarding conflicting pressures on time and other influencing matters, all of which were accepted. The wording of the letter was rather blunt; that was accepted and regretted but what had clearly emerged was a consensus that the SO required change. In the light of the overly restrictive wording the Clerk would undertake a full and thorough evaluation of all the regulatory documents in time for scrutiny by the S&G Committee early in the next academic year. **(Action 7)** The attendance criteria would address members' unavoidable absence to avoid any possibility of inadvertently slipping below agreed minimums. Members also agreed an informal code regarding omnibus electronic communication.
- b. Business and Meetings Schedule. The Annual Cycle of Business was attached for information, however the S&G Committee had felt that there may be scope for reducing the overall number of meetings and accordingly the Clerk would scrutinise the process for consideration by the S&G Committee early in the next academic year. **(Action 8)** Members were asked to diary the attached schedule since the planned changes would only result in reduced commitment; **(Action 9)**
- c. New Members. The Committee had recommended the appointment of 3 potential members all recommendations were accepted and they were appointed for an initial term of 2 years from the first meeting of academic year 2018/19. **(Action 10)**
  - (i) Jonathan Teesdale (JT) a local independent Primary School Headteacher was enthusiastic and energetic and his skill set would easily complement the existing corporate knowledge.
  - (ii) Vincent Brittain (VB) had shown an interest in governance through his relationship as the head of Inspire, a sub-contractor in partnership with the College. He had visited informally and attended the last Corporation meeting as an observer.
  - (iii) Gp Capt Tony Keeling (TK) had expressed an interest in becoming a member of the Corporation to the Principal during the course of their respective civic duties, he as the Station Commander at RAF Wittering and Janet as the College Principal. He had visited informally and had shown great interest.
- d. AC Chair. MB had agreed to chair the last meeting of the AC and had volunteered to continue; he was appointed with thanks. **(Action 11)**

- a. **The information was received.**
- b. **Actions had been identified.** (See Table 81/17 below.)

#### 79/17 URGENT BUSINESS

There had been no Urgent Business requested.

#### 80/17 DATE OF NEXT MEETING

The next meeting would be at 1730 on 17 October 2018.

#### 81/17 ACTION TABLE

For full information see referenced minute.		resp	date
Action 1	71/17. Last meeting Minutes (21.03.18) confirmed for signature.	Clerk	asap
Action 2	74/17a. Local agencies for inclusion in IoT process to Principal.	All	

Action 3	74/17f. Strategic Plan approved.		wie
Action 4	75/17. EAM pilot to inform wider decision.	DPCQ	2018/19
Action 5	76/17a. Mgt Accts received.	VPFR	wie
Action 6	76/17b. Curriculum and Business Plan approved.		
Action 7	78/17. Regulatory documents to be thoroughly revised.	Clerk	01.09.18
Action 8	78/17b. Meeting/Business Schedule to be scrutinised.		
Action 9	78/17b. Members to diary current schedule.	All	wie
Action 10	78/17c. JT, VB & TK all appointed as members. (2 years)	Clerk	01.10.18
Action 11	78/17f. MB appointed Chair of AC.	All	wie

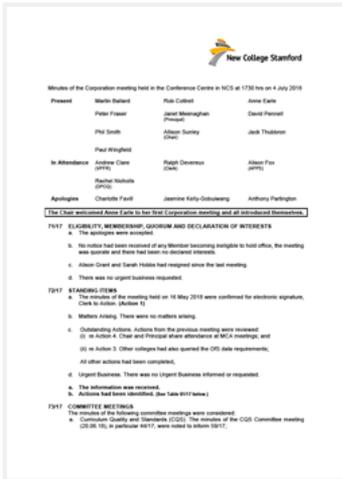
*Ralph Devereux (Clerk) for Allison Sunley (Chair)*

Ralph Devereux (Clerk) for Allison Sunley (Chair) (Oct 22, 2018)

# Corporation minutes 04.07.18

Adobe Sign Document History

22/10/2018



Created: 22/10/2018

By: Ralph Devereux (office.mpe@btconnect.com)

Status: Signed

Transaction ID: CBJCHBCAABAA7qWWZQ4cR4UV\_3LEF3z0eLFcfYofw\_Vc

## "Corporation minutes 04.07.18" History

-  Document uploaded by Ralph Devereux (office.mpe@btconnect.com) from Reader  
22/10/2018 - 01:50:35 PDT- IP address: 81.129.98.235
-  Document emailed to Ralph Devereux (Clerk) for Allison Sunley (Chair) (clerk.mpe@btconnect.com) for signature  
22/10/2018 - 01:50:57 PDT
-  Document viewed by Ralph Devereux (Clerk) for Allison Sunley (Chair) (clerk.mpe@btconnect.com)  
22/10/2018 - 04:40:07 PDT- IP address: 81.129.98.235
-  Document e-signed by Ralph Devereux (Clerk) for Allison Sunley (Chair) (clerk.mpe@btconnect.com)  
Signature Date: 22/10/2018 - 04:41:00 PDT - Time Source: server- IP address: 81.129.98.235
-  Signed document emailed to Ralph Devereux (office.mpe@btconnect.com) and Ralph Devereux (Clerk) for Allison Sunley (Chair) (clerk.mpe@btconnect.com)  
22/10/2018 - 04:41:00 PDT