

Minutes of a Corporation meeting held in the NCS Conference Centre at 1730 hrs on 17 October 2018

Present	Martin Ballard	Barny Baricz Hughes	Vincent Brittain
	Anne Earle	Peter Fraser	Janet Meenaghan (Principal)
	David Pennell	Phil Smith	Jonathan Teesdale
	Allison Sunley (Chair)	Jack Thubbron	
In Attendance	Ralph Devereux (Clerk)	Rachel Nicholls (DPCQ)	Louise Perry (VPFR)
	Alison Fox (VPPS)		
Apologies	Charlotte Favill	Tony Keeling	Shane Nightingale
	Anthony Partington		

The Chair welcome all to the first meeting of the academic year, in particular:

- a. the newly appointed general members, Vincent Brittain and Jonathan Teesdale. (Tony Keeley had apologised owing to an unavoidable diary clash); and
- b. the elected student members, Barny Baricz Hughes and Jack Thubbron for his second year. (Shane Nightingale had apologised as he was on other College business)

The Meeting was preceded by an interactive presentation and discussion on achieving excellence with focus on Governance involvement. The 30-minute presentation, delivered by the Principal and Deputy-Principal (CQ), was well received and prompted lively exchanges, it concluded with collation of individual members' views of how to influence the journey to excellence.

01/18 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. There was no urgent business requested.

02/18 STANDING ITEMS

- a. The minutes of the meeting held on 4 July 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 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 Register 11/18 below.)

03/18 COMMITTEE MEETINGS

Minutes of Committee meetings were now included with the advance meeting papers to provide supplementary information. The minutes of the following committee meetings were considered:

- a. Finance and Resources Committee (FRC). The general and the confidential minutes of the FRC Committee meeting (04.10.18), were noted to inform Item 5;
- b. Search and Governance. (S&G) The minutes of the S&G meeting (04.10.18) were noted to inform Item 6.

a. The information was received.

b. Actions had been identified. (See Table 11/18 below.)

04/18 PRINCIPAL

The Principal introduced the revised "Cover Sheet", which was RAG rated in the "Action Required" box: Red required a decision, Amber requested comments and Green was information alone. The previously circulated Principal's report was then considered, members were now familiar with the general content, some matters prompted further and wider discussion.

a. The first 5 Items all related to the parlous state of FE funding, notably:

- (i) increased public concern on FE funding;
- (ii) the Association of College (AoC) week of action (15-19 October). Locally, a social media campaign had been mounted and staff and students (including Shane Nightingale) were participating in a march and rally to the Houses of Parliament, where they would be hosted by Nick Boles the local MP;
- (iii) a ballot for industrial action would be held locally by the University and College Union (UCU) in response to the decision not to implement their request for a 5% (or £1500 pa), pay increase; and
- (iv) the Teacher Pension Scheme (TPS) contribution would increase in stages by 44% or £176k pa;

b. Institute of Technology (IoT) The suggestion for a local IoT had now been abandoned as support for the project had unavoidably diminished.

c. Centre for Excellence. NCS and 20 other colleges had been appointed as "Centres of Excellence in Maths" and would receive an enabling grant from a £40m national allocation. A paper explaining implementation plans and scope of provision would be brought to the next CQS Committee meeting for discussion. **(Action 2)**

d. The Digital Skills Centre (DSC) was now operational and would be officially opened on 15 January 2019, all members were invited.

e. Governor Advocacy, six opportunities for members to support the College in wider terms were explained and noted.

a. The information was received.

b. Actions had been identified. (See Register 11/18 below.)

05/18 KEY PERFORMANCE INDICATORS (KPI)

a. 2017/18. The final KPI dashboard for 2017/18 was considered and discussed, the following were noted in particular:

- (i) the overall income target had been met;
- (ii) student numbers exceeded the original target, retention improved (.1%) although the overall target was not achieved;
- (iii) staff numbers had exceeded the target; and
- (iv) more rigorous H&S scored audits had been introduced. (this had been considered by the FRC at FRC Minute 09/18)

- b. 2018/19. The KPI layout for the current year was scrutinised, the layout was similar to that for last year with some additional indicators, all of which were noted. Some changes to the HR and HAS indicators had been made and during consideration of these it was suggested that:
 - (i) a threshold of 85% could be introduced, this would probably mean an increase of “Red” assessments although some banding of these could provide additional information, the HAS Committee would consider the suggestion; **(Action 3)** and
 - (ii) enhanced information of HR sickness data to indicate whether long or short term and whether physical or mental would be considered by the FRC. **(Action 4)**
- a. **The information was received.**
- b. **Actions had been identified.** (See Table 11/18 below.)

06/18 CURRICULUM AND QUALITY

- a. Safeguarding Annual Report and Policy. Safeguarding including “Prevent” represented an important and premium Corporation responsibility. The Policy had been updated to comply fully with the recently released DFE publication “Keeping Children safe in Education”. Data management continued to be enhanced by use of “ProMonitor”; regular meetings were held between the nominated member and the Deputy Principal (DP). Safeguarding issues had been rigorously evaluated and the comprehensive report included comprehensive data tables and graphical information supplemented by textual updates. The report was discussed and the relatively high level of incidents was challenged; it was confirmed that this had been analysed and no specific reason had been identified and it was accepted that increasing awareness and ease of reporting were probable influences, issues were unrelated with no common theme. Assurance was sought and received that all contractors on site were subject to the requirements. Moving to the Policy, the previously informed changes were the only amendments of note and the Policy was unanimously approved. **(Action 5)** 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, including that 98% of students felt safe and stressed that focus must be maintained on this issue. Consideration was given to increasing the frequency of information to the Corporation and it was agreed to include a standing agenda item to reassure members of compliance, the information should normally be limited to a short statement. **(Action 6)**
- b. Student Outcomes 2017/18. The comprehensive report compared forecasted performance for 2017/18 against both the previous year and the national averages (NA)(2016), although, the data was robust, 2017/18 NA numbers would not be available until March 2019. 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 general provision. The extremely sound results were summarised:
 - (i) overall Achievement was predicted at 86% (84.5% previous year);
 - (ii) 16-18 improved over 2016/17 by 1% to 84%;
 - (iii) eight subject sector areas (SSA) had improved over 2016/17 and 8 were above NA; and
 - (iv) both apprenticeship achievement better than provider group average.

Members took comfort from the performance which should see an improvement in the National Achievement Rates Tables (NART).

- c. Governor Link. The Governor Link Scheme had been established for some years and was a positive process for improving members’ awareness of College processes and personalities, both staff and students. The papers included guidance notes for members, exemplar templates and suggested pairings, the scope had now been widened to include business support areas. If any member wished to change responsibility then they should

contact the Deputy Clerk; however, subject to such changes the allocations were approved. **(Action 7)**

The information was received.

Actions had been identified. (See Table 11/18 below.)

07/18 FINANCE AND RESOURCES

- a. Draft Financial Position 31.7.18. The year-end audit was proceeding to planned schedule and it was clear that the draft outcome was likely to be met. The comprehensive management accounts accurate to 31 July 2018 had been closely considered and discussed at the FRC meeting held on 4 October 2018. The situation was looking sound and all financial KPI had been met. The overall positive variance was c£168k against budget, favourable income by c£806k with all variances clearly tabulated, payroll expenditure adverse c(£171k)(60%), non-payroll costs also adverse, again with all variances clearly tabulated in the detailed summary of financial performance and commentary, which was welcomed. The FRS 102 adjustments were clearly explained and tabulated. 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.
- b. Learner Numbers and Funding. The comprehensive Learner Number/Funding comprised tabulated data for each funding stream and apprenticeship targets for the current year. At the time of the report enrolments had exceeded the allocation by 104 and was 30 over the financial plan, a sound performance. It was unclear however whether the increase in apprenticeship numbers would result in additional funding. The implications of the numbers were discussed and the positive effect on 2019/20 was recognised.
- c. Sub-Contracting. The college had worked with partners to deliver education and training in previous years and a planned reduction in the number and an increase in quality had been achieved. Poor quality and failures in the private trainer sector had prompted both the EFA and SFA to publish guidelines during the previous year. The External Auditors had completed scrutiny of the provision and had issued the necessary certificate of compliance. NCS remains totally committed to the highest standards in all provision and obligations in respect of these guidelines were clearly detailed in the accompanying report and Policy, which were welcomed; the Policy had been recommended to the Corporation for approval by the FRC, that was accepted. **(Action 8)**
- d. Risk Register (RR). The 10 red rated risks on the current RR were reviewed and discussed and it was agreed that no changes should be made at present.

a. The information was received.

b. Actions had been identified. (See Table 11/18 below.)

08/18 GOVERNANCE

- a. New Members. New members had been sought to reinforce the AC and FRC membership, as explained in the S&G minutes (S&G 03/18 refers) the service provided by the specialist recruitment agency "Peridot" was recorded as excellent and the Committee had recommended the appointment of 3 potential members:
 - (i) Ryan Clark;
 - (ii) Doug Ward; and
 - (iii) Richard Wheeler.

all recommendations were accepted, and they were appointed for an initial term of 2 years from the next meeting (11 December 2018). **(Action 9)**
- b. Re-Appointment. David Pennell's term of office would end shortly and, to avoid a special S&G meeting, members unanimously approved a further 2-year term. **(Action 10)**
- c. Vice-Chair. Anthony Partington had resigned as Corporation co-Vice-Chair through work commitments and Peter Fraser was unanimously appointed to the vacancy. **(Action 11)**

- d. Regulatory Documents. The Regulatory Documents had now been comprehensively reviewed and updated, (changes to thrust and process were shown in red) and after scrutiny the Committee had recommended their approval (S&G 04/18a); the recommendation was agreed for immediate implementation. **(Action 12)**
- e. Association of Colleges (AoC) Code.
- (i) the Corporation had formally adopted the AoC English Colleges Code of Good Governance; annual compliance had been reported to the Committee and they had recommended continuance (04/18b), that was confirmed; **(Action 13)** and
- (ii) Senior Staff Remuneration Code. The Committee had recommended acceptance of a new Senior Staff Remuneration Code and that was agreed. **(Action 13)**

a. The information was received.

b. Actions had been identified. (See Table 11/18 below.)

09/18 URGENT BUSINESS

There had been no Urgent Business requested.

10/18 DATE OF NEXT MEETING

The next meeting would be at 1730 on 11 December 2018.

11/18 ACTION TABLE

For full information see referenced minute.		resp	date
Action 1	02/18. Minutes of the last meeting (04.07.18) confirmed for signature.	Clerk	asap
Action 2	04/18c. "Excellence in Maths" presentation to CQS Committee.	DPCQ	06.11.18
Action 3	05/18b. HAS KPI parameters tbc in Committee.	JM	asap
Action 4	05/18b. Sickness KPI parameters tbc by FRC.	Clerk	04.12.18
Action 5	06/18a. Safeguarding Policy approved.	DPCQ	wie
Action 6	06/18a. Safeguarding to be a standing agenda item.		
Action 7	06/18b. Governor Link pairings conditionally approved	JM	
Action 8	07/18c. Subcontracting Policy approved	VPPS	
Action 9	08/18a. RC, DW & RW appointed general members for 2 yrs.	Clerk	11.12.18
Action 10	08/18b. DP re-appointed for 2 years.		
Action 11	08/18c. PF appointed Vice-Chair.		
Action 12	08/18d. Regulatory Documents approved.		
Action 13	08/18e. Both AoC Codes adopted for 12 months		

Ralph Devereux (Clerk) for Allison Sunley (Chair)

Ralph Devereux (Clerk) for Allison Sunley (Chair) (Dec 17, 2018)

Corporation minutes 17.10.18

Final Audit Report

2018-12-17

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