

Minutes of a Corporation meeting held in the NCS Conference Centre at 1730 hrs on 11 December 2018

Present	Martin Ballard	Barny Baricz Hughes (Trg)	Vincent Brittain
	Rob Cottrell	Ryan Clarke (Trg)	Anne Earle (Trg)
	Peter Fraser (Trg)	Tony Keeling (Trg)	Shane Nightingale (Trg)
	Janet Meenaghan (Principal) (Trg)	Jason Olley (Trg)	David Pennell
	Phil Smith	Allison Sunley (Chair)(Trg)	Jonathan Teesdale (Trg)
	Jack Thubbron (Trg)	Doug Ward (Trg)	Paul Wingfield
In Attendance	Ralph Devereux (Clerk)	Louise Perry (VPFR)	Alison Fox (VPCQ)
Apologies	Charlotte Favill	Richard Wheeler (Trg)	

The Chair welcome all to the meeting, in particular:

- a. the elected student members, Shane Nightingale, who had apologised for the last meeting and Jason Olley the newly elected HE member.
- b. The Meeting was preceded by induction for the new members, some current members had attended as refresher training. The session, delivered by the Principal the VP(F&R) and the Acting VP(C&Q), was well received; those attending had been annotated in the table.

12/18 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.

13/18 STANDING ITEMS

- a. The minutes of the meeting held on 17 October 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 23/18 below.)**

14/18 POSSIBLE MERGER (PART TWO)

15/18 COMMITTEE MEETINGS

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

- a. Curriculum, Quality and Standards Committee (CQS). The minutes of the CQS Committee meeting (06.11.18) were noted to inform Item 7;
- b. Finance and Resources Committee (FRC). The general and the confidential minutes of the FRC Committee meeting (04.12.18), were noted to inform Item 8; and
- c. Audit Committee (AC). The minutes of the AC meeting (04.12.18) were noted to inform Item 8.

a. **The information was received.**

b. **Actions had been identified. (See Table 23/18 below.)**

16/18 PRINCIPAL

- a. Report. The Principal's Report was considered, merger issues had been considered in the former Item and other matters of general interest included in the report were discussed and noted.
- b. Key Performance Indicators (KPI). The KPI dashboard was considered and discussed.

The information was noted and received.

17/18 SELF ASSESSMENT REPORT (SAR)

- a. Completion of the SAR had been a complex and detailed process reflecting the widest possible input and interests to ensure responsive, high quality and relevant provision; the document had been based on the Common Inspection Framework (CIF) and the narrative was supplemented by a comprehensive suite of tabulated data. The Report had been moderated by a panel on 19 November, chaired by the Corporation Chair and validated electronically by the Director of Quality from Selby College. The overall assessment was Grade 2 (Good) with ne area (Personal development, behaviour and welfare) as Grade 1 (Outstanding). Summary grades were:

(i) Key Judgements:

- Overall Effectiveness – 2;
- Effectiveness of Leadership and Management – 2;
- Quality of teaching, learning and assessment – 2;
- Personal development, behaviour and welfare – 1; and
- Outcomes for Learners – 2.

(ii) Types of Provision:

- 16-19 Study Programmes – 2;
- Adult Learning Programmes – 2;
- Apprenticeships – 2; and
- Provision for learners with high needs – 1.

The Report at Appendix 1 was considered and discussed. The actions contained in the QIP were recognised as clear, objective and effective and were designed to deliver improvement needed to achieve outstanding overall effectiveness. Members were reminded that the QIP as discussed was the top-level document, informed by detail from subordinate focused departments, each with bespoke plans. The papers were welcomed and clearly represented a considerable amount of work by a strong team, all of whom were commended. The SAR and QIP were approved wie. **(Action 2)**

- b. Higher Education (HE) Validation. Current HE validating partners would not provide the service to enable extension of provision to enable Level 6 (L6) delivery and concurrently to provide flexibility in fee levels. To inform consideration of the solution a full business case had been determined and had been considered by the FRC Committee who had recommended the outcome. The case had clearly demonstrated the benefits of changing validating partners for HE provision since it provided flexibility with fees and allowed extension of provision to Level 6. However, the College could apply to the Open University (OU) initially to validate two HE programmes; Creative Industries and Professional Studies, with further programmes to follow. The options and the cost implications of each had also been closely scrutinised, fully discussed and considered by the FRC and it was

unanimously agreed to accept the committee proposal and progress the case with the OU.
(Action 3)

- a. **The information was received and noted.**
- b. **Action had been agreed. (Register 23/18)**

18/18 FINANCE

- a. Management Accounts. The comprehensive management accounts accurate to 31 October 2018 had been considered, discussed and recommended by the FRC Committee. The Report was to a revised format with KPIs and the Financial Summary as the lead in sections. The situation was looking sound with current performance to date generally on target; overspending elements had been identified in the report and would be closely monitored throughout the year. The overall variance was just adverse, c(£29k) against budget, favourable income by c£130k with all variances clearly explained, payroll expenditure adverse, through higher than expected agency staff and SEND costs, non-payroll costs also adverse, generally because of start of year purchase on supplies. The detailed summary of financial performance and commentary, was welcomed. The additional transport costs were noted. MOT Centre and Stamford Gas Training had been discussed by the Committee. It was noted that expenditure on high needs learners was considerable and may be increased still further. The balance sheet remained positive with a strong cash balance. Bank Covenants were noted as in-scope and Identified Risks and Opportunities were discussed. The Report was received. **(Action 4)**
- b. Committee Annual Report to the Corporation. The annual report to the corporation had been informed by the final external audit information and was presented to the Corporation to inform consideration of the AFS. The IAS annual report indicated a satisfactory response to implementation of previous audit recommendations. The Committee opinion had been formed after due deliberation of the IAS annual report and the External Audit information. The Committee Annual Report had been recommended to the Corporation. **(Action 5)**
- c. Highlights and Management Letter. The external auditor's Management letter to the Committee had been considered by the AC. There were no qualifications and unqualified opinions were expected for the AFS, QRS and the Regularity Report. Key Audit Risks had been identified and notified. Misstatements, detailed in Appendix two were not material and were noted. The Management Letter had been recommended to the Corporation; that was accepted and the letter approved for signature. **(Action 6)**
- d. Annual Financial Statements (NCS and QRS). After scrutiny and discussions and having considered all supporting assurances and recommendations, the AFS for NCS and QRS were approved for signature by the Corporation Chairman and the Accounting Officer. **(Action 7).**
- e. Additional Documents. The additional document was the Letter of Representation, which was approved for signature **(Action 8).**
- f. Risk. The latest marked up version of the Risk Register, had been scrutinised by the AC and it was studied:
 - (i) recently introduced risks were shown in red type;
 - (ii) amendments were shown in blue type; and
 - (iii) new actions were shown in green type.

Each Risk had been RAG rated in the vital columns of the Register, using the post mitigation (High) calculation and with additional and valuable control information columns after the final risk column. Each of the Red rated risks was considered and discussed individually, noteworthy comments were;

- (iv) GLLEP funding would be required to fund extension of teaching accommodation at Bordeville;
- (v) apprenticeship arrangements were well managed and unlikely to fail to meet targets;

- (vi) challenges with recruitment and retention of (particularly construction) staff were generally discussed; and
- (vii) improvement in relations with the football club had slowed since the Club Chair was convalescing.

The information was received.

19/18 BUSINESS

The comprehensive Business Report, now had full scope to embrace the wider aspects of employer engagement. The report detailed Apprenticeships, Adult Learning Loans, Subcontracting, Community Learning, European Social Fund (ESF) and wider Employer Engagement. Contrary to the national trend, there had been a startling 68% increase in apprenticeship starts over the previous year and this was welcomed. The concentrated work with Levy paying employers was now returning results, evidenced by 70 associated apprentices. The unique selling point (USP), which would continue to make a significant contribution, was the close attention to personal contact and individual development; members took comfort from the performance. Associated areas were fully detailed in the paper, they were noted as all positive and the widening contact and networking was welcomed. Mechanical Services were particularly considered and discussed; Electrical Installation and Plumbing apprentices required assessment and it was increasingly difficult to retain suitable qualified assessors; it had been recommended by the FRC that partnership with EAS Mechanical Services would provide the solution and that had been recommended, accordingly the partnership was approved. **(Action 9)** The RAG rated Apprenticeships Action Plan was scrutinised and was noted as largely amber and green, reassurance was given that the red items were being addressed.

The information was received.

20/18 GOVERNANCE

- a. Regularity SAR. The self-assessed statement of compliance with Regularity and Propriety Procedures, which required signatures of the Board Chair and the Accounting Officer was received and approved for signature. **(Action 10)**
- b. Whistleblowing Policy. The Whistleblowing Policy based on the AoC exemplar edition was approved for implementation. **(Action 11)** During considerations a query was raised over assurance that the Policy was functional. This led into wider discussions, it was a valid point which it was agreed to consider in a management meeting. **(Action 12)**
- c. Coming events. Dates of Governance and College events were noted.

a. The information was received.

b. Actions had been identified. (See Table 23/18 below.)

21/18 URGENT BUSINESS

This had been Rob Cottrell's last meeting and his enthusiasm, commitment and support as a staff member over the last 5 years had been outstanding; thanks were recorded for the whole package. **(Action 13)**

22/18 DATE OF NEXT MEETING

The next meeting would be at 1730 on 20 March 2018.

23/18 ACTION REGISTER

For full information see referenced minute.		resp	date
Action 1	13/18. Minutes (17.10.18) confirmed for electronic signature.	Clerk	asap
Action 2	17/18a. SAR and QIP approved.	JM	wie
Action 3	17/18b. Validation partner as OU to be progressed.	VPCQ	asap
Action 4	18/18a. Management Accts received.	VPFR	wie
Action 5	18/18b. AC Annual Report received.		
Action 6	18/18c. Ext Aud Mgt Letter approved for signature.		
Action 7	18/18d AFS (NCS & QRS) approved for signature.		
Action 8	18/18e. Letter of Representation to be signed.		

Action 9	19/18. Partnership with EAS Mechanical Services approved.	VPCQ	
Action 10	20/18a. Regularity SAR approved for signature.	VPFR	
Action 11	20/18b. Whistleblowing Policy approved	JM	
Action 12	20/18b. Functionality of Policies to be examined	VPCQ	asap
Action 13	21/18. Thanks recorded to Rob Cottrell for his contribution,	All	wie

Ralph Devereux (Clerk) for Allison Sunley (Chair)

Ralph Devereux (Clerk) for Allison Sunley (Chair) (Mar 25, 2019)

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Final Audit Report

2019-03-25

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