

Minutes of the Corporation meeting held on 7 February 2018 at 17:40 in the Conference Centre

Present:

Allison Sunley (Chair)	Jasmine Kelly-Gobuiwang (Student Governor)
Janet Meenaghan (Principal)	David Pennell
Martin Ballard	Louise Perry
Rob Cottrell (Staff Governor – Support)	Phil Smith (Staff Governor - Academic)
Alison Grant	Jack Thubbron (Student Governor)
Sarah Hobbs	Paul Wingfield

In attendance:

Andrew Clare (VP Finance & Resources [VPR])	Rachel Nicholls (Deputy Principal, Curriculum & Quality [DPCQ])
Alison Fox (Asst Principal Partnerships & Skills [APPS])	Denise Pitt (Assistant Clerk to the Corporation)

Apologies: Peter Fraser, Charlotte Favill, and Anthony Partington.

26/17 **Eligibility, Quorum and Disclosure of Members Interests:** The apologies were accepted, no notice had been received of any Member becoming ineligible to hold office, the meeting was quorate and there were no declarations of interest beyond those already recorded in the Register of Interests.

No requests for urgent business had been received.

27/17 **Minutes of the Corporation meeting held on 13 December 2017**
The minutes of the Corporation meeting held on 13 December 2017 were agreed as a true record.

28/17 **Actions Table and Matters Arising from the Minutes of the Meeting held on 13 December 2017**

- a. Technical and Further Education Action 2017 – The ‘Baker’ Clause – from January 2018 – Under the ‘Baker’ Clause, schools must allow education and training providers the opportunity to talk to pupils in Years 8-13 about approved technical qualifications and apprenticeships. The College has sent a letter to feeder schools, with a copy of the Strategic Plan 2017/20, Annual Report 2016/17 and 50th Anniversary history of the College, offering support to meet the ‘Baker’ clause, which came into effect on 2 January 2018. The Marketing team are undertaking follow-up calls with schools. **Action 1: The Principal will send a list of the schools contacted to the Chair.**

Peterborough Careers Show - The College is considering its options regarding the Peterborough Skills Competition which last year was free to enter for participating colleges, however, a fee has been applied this year which has not been budgeted for. Value for money is a concern and the new GDPR regulations will restrict the collection of data from this age group without parental consent. An end-of-year festival is a possible alternative, a broader event to which schools would be invited.

- b. Governance Documents Update – **Action 2: The Clerk to the Corporation will redesign all Governance statutory documentation which will be brought to the Corporation for approval.**
- c. All other actions from the last meeting had been completed.

29/17 **Committee Meeting Minutes**

a. Finance & Resources – 13 December 2017

The Committee had discussed the Penny Lane Shop lease, increased enrolment figure in 2017/18 which will mean additional funding in 2018/19 and the worthwhile major incident planning event held for managers on 20 October 2017.

b. Quality Resourcing Solutions Ltd – 13 December 2017

All actions from the meeting complete.

c. Search & Governance Committee – 18 January 2018

The successful appointment of Anne Earle as a Corporation member had been discussed at the meeting. Anne has a legal background and will be joining in April/May 2018. There are three other potential applicants from around the local area who have been sent information on becoming a Governor. Others have indicated they would be unable to make the commitment.

Action 3: Amend agenda item 10/17 Membership to read David Pennell.

The Student of the Year Award had been discussed and the decision taken for the Principal/DPCQ to find a way to jointly award the Student of the Year/Past Mayors' Prize, a change from the previous year.

Update on Governor Training Events

- Wednesday 26 April 2018 – Strategic Planning Event and Governors' Dinner
- Saturday 12 May 2018 – IT and Digital Hub
- Wednesday 27 June 2018 – Apprenticeships focus –what is happening nationally

Governors' Skills Audit – Members were thanked for completing the skills audit which has identified a gap in terms of Finance and Audit experience. To help bridge these gaps for the time being, the Principal and her team will look at links to monies around apprenticeships and Louise Perry will offer guidance on financial strategy/implications for Governors. Governors said they would appreciate training around their judgement of the College's strong financial health.

d. Curriculum, Quality & Standards – 24 January 2018

Items discussed included T Levels – this initiative will be monitored and where it is heading in terms of costs; Student Voice Strategy – surveys and timing; Apprenticeship Growth Action Plan – regular updates being received; Quality Improvement Plan – monitoring student progress through the CAR process; Governor Link Scheme Visits – important for Governors to attend.

30/17 **Principal's Report**

Institutes of Technology (IoT) – This initiative is part of the national Government agenda which is looking to close the gap in Level 4/5 technical skills. There is £170m available nationally for up to 10 IoTs. There are likely to be around 100 bids for the 10 awards. The College has joined a pan-Lincolnshire IoT bid support group (9 providers) and is looking to tie the bid in with other local initiatives, which could benefit the town in a variety of ways. The University of Lincoln is writing the bid for the group; the submission date is 1 March 2018, with the decision expected in the summer. Growth funding is likely to be available if the bid is successful. A mini business plan and profit and loss sheet covering a 5-year period has been drawn up to show how the proposal might work.

16-19 Funding – The College recruited well in 2017/18, therefore, securing additional funding in 2018/19, alongside improvements in quality, being financially

sound and building growth in identified sectors. This is a good performance during eight years of austerity and flat-lined funding forecast for 2018/19. The College has a good reputation.

Collaborative Working – The College is in discussions with a local education partner, to further enhance the longstanding positive working relationship, through exploring potential opportunities for working strategically together on a number of initiatives including shared facilities, curriculum offer and other shared services.

31/17 **Performance Dashboard – January 2018**

KPI Dashboard – The dashboard shows an overall pleasing position. 16-18 apprenticeships are below target, however, the number is higher than the national average which is currently 41% below the Government's target. A higher number of green RAG rated items are recorded on the dashboard due to improvements made over the past two years. Good tracking and structures are now in place for Health and Safety. Full-time enrolments have increased by 65. Other improvements include diverse income streams in Business Development, more adult apprenticeships and an increase in apprenticeship funding. Governors discussed the variations in funding available for different apprenticeships. The levy is beginning to hit target and needs time to develop. The College will work with the changes to apprenticeships as they arise over the next three years and beyond. Governors were encouraged to attend the Apprenticeship training evening on 27 June 2018 when the complexities of the apprenticeship offer will be explored; this will also be discussed at Finance & Resources and CQS Committees in more depth. **Action 4: APPS to share table of apprenticeship funding bands with Governors for information.**

32/17 **General Data Protection Regulation (GDPR) Update**

The new legislation comes into force on 25 May 2018. The Principal ran through the main differences between the current Data Protection Act and the new GDPR regulations. The College has convened a Task and Finish Group to discuss the changes from which a draft action plan has been devised recording areas to be addressed including awareness raising, an information audit and data security. The definition of a Data Controller has been considered and an appointment made. The offer of assistance from one of the Governor was noted.

Governors were asked to endorse the action plan which they duly **agreed**.

Action 5: It was agreed the F&R Committee will consider progress against the action plan and report back to full Corporation.

33/17 **Insolvency Regime**

The Corporation is being kept up-to-date regarding the new legislation and what it will mean for Governors, however, the College is financially sound and personal liability insurance is in place, therefore, this is not a cause for concern. The F&R and Audit Committees scrutinise the College's financial health and report to Corporation. The new legislation is unlikely to affect Governors as there would have to be a deliberate, criminal act. The Insolvency Regime is already in place for Academy Trusts and schools, and will bring colleges in line with other educational providers. **Action 6: The Chair and Principal will discuss how to fill the gap identified via the Governors' Skills Audit to provide robust challenge by the Corporation.**

34/17 **Equality and Diversity and Safeguarding Update**

The Corporation were asked to consider and approve the Single Equality Scheme (SES), Equality & Diversity Action Report and Equality & Diversity Action Plan. The documents had been updated, with minor changes to the SES.

The Corporation **approved** the three updated documents. The approved

documents will be published on the College's website.

The Gender Pay Gap Report was discussed at the last F&R Committee meeting and, as the number of qualifying college staff is below the required publication threshold of 250, the decision had been made not to publish the College's report.

- 35/17 **Prevent Update, Risk Assessment and Action Plan**
The Prevent paperwork has been presented to the Corporation a number of times. It sits within the 'non-criminal space' and aims to prevent people from being drawn into terrorism. The reports are seen by Ofsted and scrutinised by an external Prevent officer. Prevent is included in tutorials and enrichment, embedded across college and the College remains vigilant. The scoring matrix is the same used in the Risk Register. A number of referrals are recorded through Channel each year. Prevent is an area the College has successfully moved forward with over the past few years and the DPCQ was thanked for her hard work in relation to improvements.
- 36/17 **School and College Performance Tables**
These tables were published two weeks ago. They provide benchmarking data of performance across all 16-19 providers and include progress (A Levels, Applied General qualifications), attainment, progress (English and maths) and sustained destinations (retention will be reported in March 2018). The tables only provide data at learner and enrolment levels for A Levels and Applied General. For the College, the measures represent 22% of 2016/17 16-18 year olds. The measures, when applied to FE, are limited and narrow in scope as detailed in the report; they are aimed at schools. Having no clear comparators across the sector is problematic. Governors requested clarification regarding the College's English and maths performance as reported in the School Performance Tables. Members will forward any questions regarding the report to the Chair of CQS, which will then be looked at in more detail at the next CQS Committee, including a definition on the difference between Tech Certificate, Applied General and Tech Level.
- 37/17 **Management Accounts – December 2017**
Overall, the College is performing slightly above the year-end target by £17k. High needs learner numbers have grown significantly. Governors will be seeing some costs coming through regarding infrastructure to support this level of offer. Apprenticeship numbers are positioning the College well for 2018/19 and Adult loan applications have increased. The College is compliant with bank covenants. Cash levels will be lower next month, typical of the sector at this time of year. The Corporation noted the College's good financial position.
- 38/17 **Mid-Year Funding, Enrolment and Retention Report**
16-18 learning numbers have exceeded the Financial Plan by 21 equalling a total of 1,851 students. A review of the enrolment strategy will be undertaken.
- 39/17 **Risk Register – January 2018 (Key Risks)**
A number of risks are likely to be downgraded to amber as their effect on the College lessens; these include achieving funding allocation requirements, delivering the Financial Plan and arrangements in place for a new franchise partner.
- 40/17 **Business Development and Partnerships Report**
Apprenticeship starts at period 6 equal 105, which is above the figure for the same period in 2017/18. By period 8, numbers will be well above last year's figures, which is a good achievement against the national picture as minuted above. The College is working with 8 new levy paying employers with 11 apprenticeship enrolments. The College continues to work with the Health & Social Care sector, resulting in apprenticeship and Levels 3 and 4 enrolments where students are

taking out advanced learning loans.

Curriculum Performance Reviews (CPRs) with partners are going well and retention rates are good. Quality monitoring visits will be undertaken by the new Compliance Officer commencing in March 2018.

41/17 **Scheme of Delegation**

The Corporation agreed this is a useful record showing the level at which decisions are made and **approved** the updates to the document.

42/17 **Any other urgent business**

There was no other urgent business.

43/17 **Date of next Meeting**

The next meeting of the Committee will be held on **Wednesday 21 March 2018** at 17.30 in the Conference Centre.

The meeting closed at 19:18.

Action Table				
Act No.	Minute No.	Action	Resp	Date
1	28/17a	<u>Baker Clause</u> - List of schools contacted to be sent to the Chair.	Principal	12/02/18 Complete
2	28/17b	<u>Governance Documentation - Update</u> - Clerk redesigning all Governance documentation to be presented to Corporation for approval.	Clerk	Summer 2018 Closed
3	29/17c	Amend agenda item 10/17 Membership to read David Pennell.	Clerk	09/02/18 Complete
4	31/17	<u>KPI Dashboard</u> - APPS to share table of apprenticeship funding scales with Governors for information.	APPS	End Feb 2018 Complete
5	32/17	<u>GDPR</u> - F&R Committee to consider progress against the action plan and report back to full Corporation.	F&R Committee	March 2018
6	33/17	<u>Insolvency Regime – Skills Gap</u> - The Chair and Principal will discuss how to fill the finance and audit skills gaps identified via the Governors' Skills Audit to ensure robust challenge by the Corporation.	Chair/ Principal	Summer 2018

Ralph Devereux (Clerk) for Alison Sunley (Chair)

Ralph Devereux (Clerk) for Alison Sunley (Chair) (Mar 23, 2018)

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