



## **CORPORATION MEETING**

**17 October 2013**

### **MINUTES**

<b>Present:</b>	Carole Thorogood (Chair)	)	
	Tony Bates	)	
	Richard Cox	)	
	Mark Dunwell	)	
	Larry Greenwell	)	External governors
	Gill Lane	)	
	Clive Rix	)	
	Stephen Russell	)	
	Mark Shaw	)	
	Malcolm Cowgill		Principal
	Brendan Coulson		Staff governor (non-teaching)
	Roger Fletcher		Staff governor (teaching)

<b>In attendance:</b>	John Snow	Vice Principal Corporate Services
	Yultan Mellor	Vice Principal Curriculum
	Jason Folkett	Vice Principal Learner Services
	Debbie Duggan	Vice Principal Organisation Development
	Ian James	Clerk to the Corporation

### **PART 1**

#### **APOLOGIES FOR ABSENCE**

35 Apologies were received from Bill Colley.

#### **DECLARATION OF INTERESTS**

36 The Chair reminded governors of the requirement to declare their interest in any agenda items. Following any such declaration governors would not be able to speak or vote on the matters under discussion.

### **MINUTES**

37 **Resolved** that the minutes (Part 1) of the meeting held on 19 September 2013 be approved as a correct record and signed by the Chair

#### **MINUTES OF THE AUDIT COMMITTEE**

38 The Committee received the minutes of a special meeting of the Audit Committee at which the Internal Audit Annual Plan had been discussed and recommended for approval by the Board. The Clerk reminded the governors that they had given approval at their last meeting for the first of the audit reviews (relating to Marketing) to proceed as the work was due to start before this Board meeting.

- 39     **Resolved**     that the Internal Audit Annual Plan be approved and that the Committee be authorised to make any alterations they feel are necessary to the Plan during the year

## **REPORT FROM THE GOVERNANCE & SEARCH COMMITTEE**

40     The Committee had met immediately prior to this meeting and the Committee Chair gave a brief synopsis of the items discussed by the Committee. The minutes of the meeting would be presented at the next Board meeting.

## **BEESTON CAPITAL APPLICATION**

41     The Vice Principal Corporate Services explained the circumstances affecting this application which had resulted in it being unsuccessful.

## **CHILD PROTECTION POLICY**

42     The Board received the updated version of this Policy for approval. Changes related to updated job titles and named postholders.

43     Attention was drawn to minor amendments that were required. A query as to whether DBS checks should be mandatory for lecturers teaching learners aged 14-16 would be considered by management outside the meeting.

- 44     **Resolved**     that, subject to the minor amendment amendments noted, the Child Protection Policy be approved

## **FINANCIAL REGULATIONS**

45     The Vice Principal Corporate Services submitted revised Financial Regulations for Board approval. The main changes related to increased authorisation levels and the inclusion of a Bribery and Corruption Policy. The Vice Principal added that he would be arranging staff training as appropriate and the production of 'user guides' for the revised Regulations

- 46     **Resolved**     that the revised Financial Regulations be approved

## **EMERGING STUDENT SUCCESS RATES FOR 2012/13**

47     The Board received a presentation providing them with the latest data relating to student success rates for 2012/13. Overall success rates had improved by 1%, a good outcome bearing in mind that this was on top of an improvement of 3% in 2011/12. The figures had yet to be finalised but success rates looked to be positive in nearly all areas.

48     Outcomes in Apprenticeships and Work Based Learning continued to present challenges although it was noted that Apprenticeships had improved significantly on the previous year whilst WBL was now at very low volumes.

## **FINANCE UPDATE**

49     The Vice Principal Corporate Services updated the Board on the expected outturn for the financial year 2012/13 and on current issues affecting 2013/14. Savings of £1.5m had been made in the current financial year to address the College's reduced level of funding and a full reforecast would be presented at the next Board meeting with an update available at the November seminar.

## **DASHBOARD**

50 The Board received the routine dashboard report enabling them to monitor progress with key performance indicators. It was too early in the year to draw any firm conclusions although the Board were pleased to note that HE numbers were now on target.

## **ANNUAL SAFEGUARDING REVIEW**

51 The Board received the Annual Safeguarding review and were pleased to note that the College was the first in the Country to be awarded a 'Quality Standard in Carer Support' by the Carers Federation for its support service for students who performed a caring role at home in addition to their studies.

## **ANNUAL HEALTH & SAFETY REVIEW**

52 The Board received the Annual Review and the Vice Principal Corporate Services drew attention to areas of interest to governors. It was noted that there were some issues regarding the printing of the report and therefore copies would be emailed to the governors after the meeting.

## **ANNUAL HUMAN RESOURCES REVIEW**

53 The Board received the Annual Review and the Vice Principal Organisation Development drew attention to particular areas of interest to governors. The report provided an overview of the composition of the workforce, including key changes from 2011/12, and identified key issues for 2013/14. 2012/13 had been an especially challenging year in view of the restructuring and redundancy programmes that the College had undertaken.

## **ACADEMY TRUST UPDATE**

54 The Principal briefly updated the Board on progress with the Academy Trust including a proposal to change the name of the Trust to Central Academy Trust. The new build at South Nottinghamshire Academy was now planned to commence in September 2014 with completion in two years.

## **CORPORATION SELF ASSESSMENT**

55 Following the completion of an on-line self assessment exercise by governors, the Governance & Search Committee had analysed the results and proposed a series of actions designed to address the issues raised and to improve governance practice in the College. The governors went through the list in detail and approved the proposals made.

## **DATE OF NEXT MEETING**

5.30pm, 12 December 2013

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Chair

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Date