



CORPORATION MEETING

15 October 2015

MINUTES

Present:	Gill Lane (in the Chair))	
	Richard Cox)	
	Clive Rix)	External governors
	Dianne Roden)	
	Stephen Russell)	
	Mark Shaw)	
	Malcolm Cowgill)	Principal
In attendance:	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
	Janice Thompson		Head of Partnerships (minutes 40-43)

PART 1

APOLOGIES FOR ABSENCE

38 Apologies were received from Carole Thorogood and Brendan Coulson (staff governor, non-teaching).

DECLARATION OF INTERESTS

39 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.

PARTNERSHIP STRATEGY & SUB-CONTRACTING PLAN 2015/16

40 The Head of Partnerships introduced this report advising the governors of tighter regulations imposed by the SFA due to the perceived high risk nature of this provision. The College was already compliant with the new requirements which included the condition that the strategy and plan must both be approved by the Board.

41 The report included the revised strategy although there were few changes from the previous version. The sub-contracting plan with a risk assessment for 2015/16 was also presented and the governors raised questions on the risk criteria to ensure they were satisfied that the assessments were reasonable.

42 A particular question was asked regarding the requirements on sub-contractors in relation to the safeguarding and PREVENT agendas and the governors were advised that the same procedures and training as required in the College were stipulated in the contract. Asked about the financial checks made on sub-contractors, the Vice Principal

Corporate Services advised that he applied the same financial health criteria when assessing sub-contractors as the SFA used to assess the College.

43 **Resolved** that the Partnership Strategy & Sub-Contracting Plan 2015/16 be approved

MINUTES

44 **Resolved** that the minutes (Part 1) of the meeting held on 17 September 2015 be approved as a correct record and signed by the Chair

MINUTES OF THE AUDIT COMMITTEE

45 The Board received for information the minutes of the Audit Committee held on 10 September 2015. The Committee Chair drew attention to the Internal Audit Annual Report and the changes to accounting requirements on Colleges introduced by FRS 102. Both of these would be referred to later in the meeting.

REPORT FROM THE GOVERNANCE & SEARCH COMMITTEE

46 The Chair of the Committee gave a brief report on a meeting held immediately prior to this Board meeting referring in particular to the currently reduced membership of the Board and the potential for quoracy problems. An item would be placed on the next Board agenda to consider reducing the number of governors and thus the quorum.

47 The Chair also reported that the Committee had examined the good practice recommendations of the new Code of Governance and found that the College already had the large majority of these in place. Nevertheless, consideration was being given to placing a short annual report from the Board on the College website. Governors were also asked to make suggestions as to how the Board might engage more with the students.

FINANCE UPDATE

48 The Vice Principal Corporate Services submitted an update on the Colleges finances including:

- The likely outturn for 2014/15
- The revised forecast for 2015/16
- The affordability of making a pay award
- Funding for the skills hub project and the financial risk to the College of the next stage of development

Outturn for 2014/15

49 The external audit of the College's 2014/15 accounts was well under way with no material issues raised to date. The outturn was currently expected to be an operating surplus of £313k, slightly ahead of the forecast of £300k before FRS17 and restructuring costs.

Revised forecast for 2015/16

50 Following the SFA announcement in July of a further reduction in adult funding for 2015/16, colleges had been invited to submit a revised forecast for the year and the Vice Principal Corporate Services advised that the College had taken that opportunity. This had the impact of reducing the budgeted surplus of £400k to £25k and the forecast would be revisited at the December Board meeting.

Pay award

51 Given the current financial position, the report recommended that a pay award was not affordable at the current time although this would be considered again at the second quarter of the year.

Skills Hub

52 The next stage of the skills hub project would involve drawing down £5m of LEP capital grant and this amount had to be underwritten for repayment if the merger did not proceed. Site works at Broadmarsh East were part of this stage of the project and the City Council would therefore underwrite £1.9m being the estimated improvement in the value of the site.

53 The remaining risk of £3.1m needed to be underwritten by the LEP, the City and the colleges and, at present, it was suggested that the two colleges should underwrite half of the remaining risk between them. This would involve each college underwriting £775k although this was not thought likely to materialise in full as any doubt over the merger should be removed before much of the expenditure was incurred. The intention at this stage was that the LEP be offered a guarantee against the proceeds of sale of the site at Greythorn Drive.

54 Asked about the progress of the sale, the Vice Principal advised that discussions over certain aspects of the site were continuing between the developer and the neighbouring school.

WHISTLEBLOWING POLICY

55 The Board received this Policy which was due for review although no changes were proposed.

56 **Resolved** that the Whistleblowing Policy be approved

FINANCIAL REGULATIONS

57 The Board received the Financial Regulations which were due for review and re-approval. Governors' attention was drawn to the new accounting requirements to be imposed on colleges by FRS 102 which had been discussed in detail by the Audit Committee. These changes had been reflected in the revised Financial Regulations.

58 **Resolved** that the revised Financial Regulations be approved

SAFEGUARDING POLICY

59 The Board received a revised version of the Safeguarding Policy and governors' attention was drawn to changes made in order to reflect recent changes to legislation and the introduction of the Prevent Duty. The Board was also requested to sign off the Nottinghamshire County Council Safeguarding Children in Education Audit Governor Compliance Checklist which required approval and signature by the Chair and the safeguarding governor.

60 **Resolved** that the Safeguarding Policy and Governor Compliance Checklist be approved and that Gill Lane (safeguarding governor) and Clive Rix (Vice Chair in the absence of the Chair) be authorised to sign the Checklist

ENROLMENT UPDATE

61 The Board received a report updating the governors on the current position with enrolment for 2015/16 and they were pleased to note that recruitment had been strong and that the targets were likely to be achieved in most areas. A notable exception was recruitment to the international programme which had been adversely affected by recent changes introduced by the UK Visa and Immigration Department.

EMERGING SUCCESS RATES

62 The Vice Principal Organisation Development submitted a report on the current data relating to College success rates in 2014/15 and the governors noted that, while attendance remained at around 87% (against a target of 90%), success rates at 16-18 had improved by 3% overall and, at level 3, were 5% up and now at national level.

63 Current indications were that 19+ outcomes would be down by 1% and, across all age groups, there was an improvement by 1% to 84%. The final figures would be reported to the Board in December.

DASHBOARD

64 The Board received the routine dashboard report updating them on progress with the key performance indicators. At this early stage of the year, there were no issues causing concern.

ANNUAL SAFEGUARDING REVIEW

65 The governors received and noted the Annual review of Safeguarding. Particular attention was drawn to the increasing quantity of work involving students with mental health issues.

ANNUAL HEALTH & SAFETY REVIEW

66 The governors received and noted the Annual Review of Health & Safety. Attention was drawn to a restructuring in the Estates department resulting in changed health & safety responsibilities.

INTERNAL AUDIT ANNUAL REPORT

67 The Vice Principal Corporate Services introduced the Internal Audit Annual Report which provided the Board with assurance on the three areas of control, governance & risk management. The auditor's opinion was RAG rated with governance and risk management receiving 'green' opinions and control an 'amber' opinion. These were the same rating as the previous year and represented a positive opinion.

POLICY REVIEW

68 The Vice Principal Organisation Development presented this report enabling governors to track the progress and timeliness of policy reviews.

DATE OF NEXT MEETING

12 November (planning event) and 5.30pm, 10 December 2015

Chair

Date