



**WEST NOTTINGHAMSHIRE COLLEGE  
CORPORATION BOARD**

***Minutes of the Corporation meeting held in the Boardroom at the Derby Road site on Thursday, 24 November 2011 at 5.00 pm.***

**BOARD MEMBERS PRESENT:**  
 Kate Allsop  
 Howard Baggaley (until 5.45 pm)  
 Tim Clarke  
 Nigel Cooper-Fowkes (until 5.45 pm)  
 Libby Crane (until 5.45 pm)  
 Nevil Croston  
 Terry Dean  
 Jean Hardy (Chair)  
 Asha Khemka  
 Phillip Lancashire (until 5.45 pm)  
 Mike McNamara  
 Brian Stopford  
 Chris Winterton

**ALSO IN ATTENDANCE:**  
 Maxine Bagshaw, Clerk to the Corporation  
 Andrew Martin, Deputy Principal, Director of Finance  
 Tom Stevens, Executive Director: Capital Projects & Estates  
 Patricia Harman, Deputy Principal Teaching & Learning  
 Louise Knott, Director Marketing & Communications  
 Graham Howe, Vice Principal: Business Development  
 Tracey Thompson, Director of HR

**11.109 DECLARATION OF INTEREST IN ANY ITEMS ON THE AGENDA**

Standing declarations of interest were noted. Howard Baggaley confirmed that he had had an opportunity to speak to the Executive Director: Capital Projects & Estates and they had agreed that there were no conflicts of interest arising on the agenda today.

**11.110 WELCOME INTRODUCTIONS AND APOLOGIES FOR ABSENCE**

Apologies for absence were received from Diana Gilhespy, John Holford, David Overton, James Stafford and John Robinson. Libby Crane, the new Student Governor, was welcomed to her first meeting of the Board.

The Principal took the opportunity to present the Chair of the Board with a commemorative photograph capturing her visit to the Palace to collect her OBE. All agreed it had been a fantastic day and was a fitting acknowledgement to the Chair's continued commitment to the College.

ACTION by whom	DATE by when

Signed : \_\_\_\_\_ Chair

Date:

11.111	<b><u>MINUTES OF THE MEETING HELD ON 13 OCTOBER 2011</u></b>	<b>ACTION by whom</b>	<b>DATE by when</b>
	The minutes were agreed as a true and correct record and were signed by the Chair.		
	AGREED: to approve the minutes of the meeting held on 13 October 2011 as a true and correct record.	Chair	24 Nov 2011
11.112	<b><u>MATTERS ARISING AND ACTION PROGRESS REPORT</u></b>		
	There were no matter arising and members noted the action progress report.		
11.113	<b><u>PRINCIPAL`S REPORT</u></b>		
	The Principal introduced this item and asked members to take 'as read' the content of her written report. She took the opportunity to circulate an additional update following recent announcements made by the Government, the following was drawn to members' attention:		
	<ul style="list-style-type: none"> <li>a) New Boost for Apprentices – the Business Secretary, Vince Cable, announced new measures to ensure young people benefit from an apprenticeship and to help employers gain the skilled workers they need to grow. The plans seem to look for some 'quick wins' and include an incentive of £1500 to be paid to small businesses taking on their first young apprentice aged 16-24 – this will support up to 20,000 new apprentices in 2012/13. There is an intention to simplify processes, target programmes where apprenticeships deliver greatest value, including younger adults, new employees, high level qualifications and particular sectors.</li> <li>b) £250million employer ownership pilot – the Priminister announced a new employer ownership pilot whereby companies will have direct control of £250million of money to use on training. Details are still to be provided, but the announcement confirmed that employers will be able to bid to access the money with the idea coming from the UK Commission for Employment and Skills (UKCES). The £250million plan is designed to give businesses the power to design, develop and purchase the vocational training programmes they need and thereby boosting economic growth and ensuring that the UK workforce has the skills that businesses require.</li> <li>c) A £50million innovation fund announced – this is open to anyone who can innovatively work with partners, with further details to be circulated.</li> </ul>		
	Members acknowledged that there were lots of new initiatives at the moment and opportunities to be grasped as appropriate. One additional point raised by the Principal was the fact that the College has a planned visit from Lord Rana – he has a particular interest in Creative Arts and Construction.		

Signed : \_\_\_\_\_Chair

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Members` attention was drawn to the key performance indicators progress report for 2011/12, detailed at paragraph 4 of the Principal`s written summary.

AGREED: to note the content of the report presented.

**11.114 FINANCIAL VARIABLES OF THE MAIN BUILDING OF THE NEW BUILD**

The Deputy Principal took this opportunity to update members on the financial mapping and affordability of the accommodation strategy. He explained that the purpose of his presentation was to:

- a) revisit Governors` conference assumptions,
- b) report against what we know now,
- c) reassess affordability, now `v` then,
- d) confirm accuracy/impact assumptions,
- e) assess current and recorded process and,
- f) consider budget and borrowing requirements.

Members noted the assumptions made at the time of the Governors` Conference in June 2011 and in particular the full cost of the planned programme and the likely level of commercial debt required. In terms of current performance, members were reminded that the financial performance for the year ended 2010/11 was very strong and that this will have a positive impact upon the capital project. The following was noted

- 2010/11 Operating surplus – forecast £1.228million, actual £2.442million
- cash balance forecast as at 31 July 2011, forecast £3.635million, actual £7.169million
- long term debt as at 31 July 2011, forecast £0 actual £0

Members were advised that the implications of current performance are increased College reserves. This will lead to increased College contribution, reduce borrowing on the same programme, delay borrowing requirements, reduce interest charges by implication and reduce annual capital repayments.

Members reviewed the assumptions made for August 2011 against current position and were pleased to noted that, overall and indeed each area, were almost in line with expectations. Members were advised that the College`s indicative allocations for the 2012/13 academic year would be received in December and that this will further crystallise the accuracy of assumptions made.

In terms of important current assumptions, members` attention was drawn to the following:

- 16-18 apprenticeship performance
- Indicative allocations for, a) adults skills budget (December 2011), and b) 16-18 FE (December 2011)

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- 16-18 learner numbers target of 3,238, current estimate of 3,238
- Tendered cost of phase 3 new build
- Loan availability and cost of funds

The Deputy Principal talked in more detail regarding the cost of funds and confirmed that it is the intention of the College to go out to tender for banking facilities in December 2011. He explained that the market has changed substantially over the last few years and indeed months, and that the cost of lending, if in fact banks are prepared to lend, has increased. He confirmed that the College, in identifying the banks to utilise and the reset positions likely, had taken advice from a broker called Finn Analysis who were well thought of within the sector.

Members questioned whether there was anything that the College could do in relation to 'hedging' regarding the loan facilities. The Deputy Principal confirmed that action could be taken, but that it was very expensive in the current market. It was noted that the outcome of the bank tender process would be reported to the Board at its meeting in January.

AGREED: to note the content of the update provided.

ACTION by whom	DATE by when
Deputy Principal	26 Jan 2012

**11.115 PROPERTY STRATEGY UPDATE**

The Executive Director: Capital Projects & Estates introduced this item and drew members` attention to the following:

- Phase 1 – the CREATE facility was formally opened by HRH the Duke of Kent on 14 November 2011, the building is now officially open for business. All external red and grey panelling is replaced, but several panels still do not colour match and will require replacement for the second time. A date to commission the technical equipment for compliance for the specifications is to be confirmed, also provision of external lighting is still not satisfactorily resolved but is moving in the right direction.
- Renewal grant and enhanced renewal grant - an acknowledgement form has been completed and returned for the SFA for £100k of funding to offset the construction costs of the Sports Hall. An application to bid for £1.9million to support the cost of the new build has been submitted to the SFA, they are committed to making a decision on applications and informing colleges of the outcomes before 24 December 2011.
- The new build planning application has been successful, a number of expected conditions have been applied, the most significant of which is to resolve access for contractors to the site given that it will be from the busy Nottingham Road.
- Tenders for the new build contract have been received and form the basis of confidential discussions at the Finance & Estates Committee. The College is currently working through the costs

Signed : \_\_\_\_\_Chair

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with the intention of the Corporation Board being able to consider appointment of a building contractor at its meeting on 8 December 2011.

AGREED: to note the update provided.

**11.116 STAFF GOVERNOR UPDATE**

Nigel Cooper-Fowkes introduced this item. Members reviewed the written report presented. Of particular attention were:

- 1) Potential health and safety concerns regarding the Ashfield site – it was confirmed that Sarah Le Good is working with students on this constantly and that the College is reviewing its risk assessments with the potential of reintroducing smoking shelters as has been done at Chesterfield Road.
- 2) Lesson Observations – it was acknowledged that some staff may find these stressful. In terms of the very valuable purpose of lesson observations, it was accepted that there needs to be a balance between sensitivity and striving for improvements and the stress/model issues for staff. It was agreed that the Deputy Principal would speak to Staff Governors outside the meeting on this particular point.
- 3) Branding – it was agreed that the College would provide briefings to the Business Support and Finance Team regarding the branding changes introduced. It was felt that these were the teams who were most likely to receive queries regarding the change in logo, etc.

AGREED: to note the update provided.

**11.117 HR SUMMARY REPORT 2010/11**

Members reviewed the document and all agreed that it was a very positive story with a lot of significant progress made, of particular note were the following points:

- 22% increase in teaching staff fully qualified from 2008/9.
- 10 work experience placements provided to local year 10 and 11 Pupils.
- A recent CIPD report noted that stress has overtaken muscular skeletal disorders as the main cause of long term absence.
- The College continues to prioritise the well-being of its workforce. This prioritisation is evidenced in the fact that stress related absence is significantly below benchmark despite a more challenging year for colleagues across the College.

AGREED: to note the content of the report.

Signed : \_\_\_\_\_ Chair

Date:

ACTION by whom	DATE by when
VP	8 Dec 2011

**11.118 FINANCE REPORT TO SEPTEMBER 2011**

The Director of Finance introduced this item and drew members` attention to the detail of the executive summary. He confirmed that the content of this report had been presented to the Finance & Estates Committee who had undertaken a very thorough review. In relation to general trends, he explained that the College has seen a relatively slow start to the beginning of the year, particularly in relation to Employer Responsive Provision. He felt that the College was slightly behind expectations, but at this point in time there was no concern regarding the College`s ability to catch up. As commented upon on many occasions, he reiterated that the challenge for the College is recruitment of 16-18 year olds.

Members were asked to note that the College has benefited from a number of early payments (front end loading) and that, as a consequence, it has high cash balances.

AGREED: to note the content of the update provided.

**11.119 EMPLOYER RESPONSIVE PROVISION UPDATE**

This item was introduced by the Vice Principal, Business Development. He drew members` attention to the written content of his report which provides performance to date for the first quarter. He drew members` attention to the following:

- Funding claim in quarter one of this year for apprenticeship and NVQ's is £1.5million ahead of what was claimed in quarter one of 2010/11.
- Success rates are significantly ahead of planned targets, although most achievements are due in the second half of the year.
- 90% of partners completed their self-assessment in the agreed deadline, the remainder will be completed in the coming weeks. A grade profile will be available at the next Corporation Board meeting.
- 28 lesson observations have been completed as opposed to 7 during the same period last year. 39% have been graded good or better as opposed to 0% in the same period in the last year. The grade profile is consistent with the challenges from moving to NVQ only to full framework delivery.

Members were advised that, whilst the College is currently behind target for the year in this area, there is confidence in the ability to catch up as the College is already £1million ahead of the same point in the previous year. It was felt that the behind target position was a profile issue rather than any ability to hit targets.

AGREED: to note the update provided.

Signed : \_\_\_\_\_Chair

Date:

ACTION by whom	DATE by when

**11.120 EXCEPTION REPORT - SAFEGUARDING, EQUALITY & DIVERSITY**

The Deputy Principal introduced this item and drew members` to a report, which was self explanatory. The only issue that she wished to bring to members` attention was the fact that this report has, for the first time, included information from partners. She explained that there were two partners with some issues that needed to be addressed and that the College has offered support to resolve the areas identified.

AGREED: to note the content of the report.

**11.121 E-GOVERNANCE SECURITY REVIEW**

The Director of IT introduced this item and confirmed that, in his view, the system itself is very secure and that if there were any weaknesses, it is usually that they rest with users. He explained that most systems sustain breaches because of user password weakness and that if this can be addressed, there should be no issues regarding security. Members all agreed that the system appeared to be operating effectively.

AGREED: to note the update provided.

**11.122 SUCCESS RATE DATA 2010/11**

The Deputy Principal introduced this report and drew the following to members` attention:

2010/11 success rates:

- Under 16 year olds 81%, an increase of 5% on the previous year
- 16-18 year old overall success 80%, an increase of 1% on the previous year
- 16-18 increase in success rates at entry level, long level one, long level two and short courses
- 16-18 a decrease in success rates in long level three and very short courses
- Adult overall success 80%, an increase of 1% from the previous year
- Adult increase in long entry level, long level one, long level three short and very short qualifications
- Adult long level three success rate remains static
- Adult long level four decline in success rates
- HEFCE funded provision – an increase in success rates
- Apprenticeships/level two success rates have declined, but the level three success rate has improved
- Timely success for apprenticeships has decreased, but is 5% above the national average

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Date:

ACTION by whom	DATE by when
Principal	Nov 2011

- Train to Gain overall success and timely success have improved.

Members were advised that where the College has seen dips in relation to its success rate, there has been a direct correlation with a decline in retention. It was confirmed that the College needs more sophisticated systems to enable the capture of data regarding why the College is unable to retain its enrolled students. This is particularly in relation to explanations, ie, have they obtained jobs, promotions etc. It was explained that the College needs to be able to capture this data to ensure that it can properly assess its performance and look at 'outcomes' rather than simple 'achievement'.

AGREED: to note the content of the report provided.

**11.123 FOUNDATION CODE OF GOVERNANCE**

The Clerk to the Corporation introduced this item and reminded members of the background to the development of this document. She confirmed that the code is intended to provide a statement of over arching principles and best practice. She confirmed that, given the existing governance framework, it was her view that the Board of Governors would have no difficulty in meeting the requirements of the code.

AGREED: to approve and adopt the Foundation Code of Governance 2011.

**11.124 MINUTES OF THE STANDARDS COMMITTEE MEETING HELD ON 13 OCTOBER 2011**

Members reviewed the content of the minutes and were happy to note the detail and to approve the recommended HE Strategy.

AGREED to:

- a) note the content of the minutes of the Standards Committee meeting held on 13 October 2011, and
- b) approve the HE Strategy presented.

**11.125 CONFIDENTIAL ITEMS**

It was agreed that confidential items would be recorded separately.

**11.126 AOB**

It was noted that Howard Baggaley had recently been awarded a lifetime achievement accolade and that this was in tandem with Baggaley Construction also receiving an award. It was agreed that the Principal would review the full detail of these awards and contact Howard on the Board's behalf to offer congratulations.

Signed : \_\_\_\_\_Chair

Date:



11.127 **DATE OF NEXT MEETING**

The next meeting was confirmed as Thursday 8 December 2011.

Staff, students and Howard Baggaley left the meeting at 5.45 pm.

ACTION by whom	DATE by when

Signed : \_\_\_\_\_Chair

Date: