



**WEST NOTTINGHAMSHIRE COLLEGE
CORPORATION BOARD**

Minutes of the Corporation Board meeting held in Room 021, Derby Road site on Thursday 22 November 2012

GOVERNORS PRESENT: Chris Bodger
Terry Dean
Diana Gilhespy
Jean Hardy, Chair
Adrian Harpham (from 5.15 pm)
John Holford
Asha Khemka
Mike McNamara
Amy Mellon
Marie Oakton
David Overton (until 5.45 pm)
John Robinson
Colin Sawers
Chris Winterton (from 5.15 pm)

ALSO IN ATTENDANCE: Maxine Bagshaw, Clerk to the Corporation
Andrew Martin, Deputy Principal
Patricia Harman, Deputy Principal
Tom Stevens, Executive Director: Capital Projects & Estates
Louise Knott, Director of Communications, Marketing & Learner Engagement
Graham Howe, Vice Principal: Business Development

13.21 DECLARATION OF INTEREST

The Chair reminded those present to declare at the start of the meeting any interests in matters to be considered. Standing declarations of interest were noted, it was agreed that none of the declarations prohibited participation in discussion.

13.22 WELCOME AND APOLOGIES FOR ABSENCE

Apologies for absence were received from Kate Allsop, Tim Clarke, Nevil Croston and Malcolm Hall.

Amy Mellon, the new Student Governor, was welcomed to her first meeting.

13.23 MINUTES OF THE MEETING HELD ON 11 OCTOBER 2012

The minutes were agreed as a true and correct record and were signed by the Chair.

ACTION by whom	DATE by when
Chair	22 Nov 2012

Signed : _____ Chair

Date:

AGREED: to approve the minutes of the meeting held on 11 October 2012.

13.24 MATTERS ARISING AND ACTION PROGRESS REPORT

Members noted the action progress report and, as a matter arising, the Executive Director: Capital Projects & Estates confirmed that the Health & Safety Executive have made a second visit to the College and that the investigation remains ongoing. A further update will be provided as soon as an outcome in relation to the investigation is known.

EDCP&E

2012/13

13.25 GOVERNOR APPOINTMENTS

The Clerk to the Corporation Introduced this item and confirmed that the second Student Governor vacancy had been filled following an internal election process. It was confirmed that Amy Mellon, who is currently studying for her 'A' levels at Derby Road site, was the successful candidate.

AGREED: to appoint Amy Mellon as a Student Governor from 22 November 2012 until 31 July 2013 (or until such a time that she ceases to be a student at the College, whichever is the earlier).

Members were also advised that the Principal and Director of Finance have met with two potential individuals recently following the Search Committee's decision to target and strengthen membership through the recruitment of individuals with financial expertise. The Principal indicated that unfortunately the two individuals who have been invited into College did not have the right level of knowledge and expertise for the roles required. She indicated that there is another potential candidate that she will be meeting soon and this is a Finance Director at City & Guilds. Members were asked to simply note the actions being taken to recruit an individual with strong financial capabilities and an understanding of the complexities of the FE Sector.

AGREED: to note the update provided.

13.26 EXCEPTION REPORT – SAFEGUARDING EQUALITY & DIVERSITY

The Deputy Principal introduced this item and confirmed that, in relation to Safeguarding (College), there were three reported incidents in October 2012. One incident was disclosure of emotional abuse by a boyfriend. The parents of the student are supporting their daughter with this. The second incident related to an adopted student, whose mother refused access to the Social Worker. The student has now been re-housed. The third incident was emotional abuse within the family. The student was unwilling to make a complaint to the Police. Children's Social Care is aware of the issue but unable to take it further due to the student's age. All students are supported by College staff. In relation to Safeguarding (Partner Provision), there were no reported incidents.

Signed : _____ Chair

Date:

Members were advised that there were no reported incidents either in relation to College or Partner Provision in relation to Equality and Diversity issues. The Deputy Principal was happy to assure Governors that there were no serious issues outstanding in relation to the reported incidents referred to.

AGREED: to note the update provided.

13.27 SUCCESS RATE DATA 2011/12

The Deputy Principal introduced this item and provided a summary of 2011/12 success rates compared to the previous year:

- Under 16 year olds 85%, an increase of 2%.
- 16-18 overall success 81%, and increase of 1%.
- 16-18 - increases in success rates for long level 2, long level 3 and very short qualifications.
- 16-18 - decreases in entry level, long level 1 and short qualifications.
- Adults overall success 82%, an increase of 2%.
- Adults - increases in success for long level 1, long level 2, long level 4 and very short qualifications.
- Adults - decreases in success for long entry level and long level 3 qualifications.
- Adults - success rates for short courses remains static.
- HEFCE funded success rates improved by 4% to 71%.
- Apprenticeships – overall success rates declined by 3% to 75%, timely success declined by 8% to 61%.
- Advanced apprenticeships – overall success declined by 8% to 78%, timely success declined by 24% to 58% (timely success rates may however improve as further statistics are gathered).
- Workplace learning – overall success rates increased by 3% to 93%, timely success rates remain static at 85%.

Members' attention was drawn to the detail of the report and in particular the key issues to address. In relation to 16-18 year olds these are:

- Retention on long level 1 and long level 3 qualifications.
- Achievement rates for level 2 qualifications.
- Retention on short courses.
- Achievement on AS level qualifications.

Key issues to address to improve adult success rates are:

- Retention and achievement on entry level qualifications.
- Retention on level 1 and level 2 courses.
- Retention on GCSE qualifications.
- Retention 'A' level qualifications.
- Retention on short qualifications.

Signed : _____ Chair

Date:

In relation to Higher Education, success rates continue to improve, but require yet more improvement. Retention is also an issue to tackle here.

Members acknowledged that, in relation to success rate statistics, the College has a considerable challenge. They were, however, confident that the Executive Team were making appropriate plans to bring about improvements and tackle the decline in performance seen in some areas.

Members reviewed the headline data of the success rates and acknowledged that there was more detail in the SAR. It was noted that some areas had seen increases and others a decrease and these were obviously areas to address. Members reviewed the data tables at pages 53 and 54 and were advised that the differing groups and student ages all have different issues and that there is no one particular reason for the declines seen.

The Deputy Principal indicated that for 2012/13 there has been a significant amount of work undertaken to ensure that all students are on the right course at the beginning of the year. This, hopefully, will improve retention rates. In addition, the systems in place allow better tracking to ensure any students not attending are spoken to quickly and advised appropriately regarding the courses on offer.

Members were advised that a lot more detail is available at course level and that very specific targets have been set. Governors indicated that they would find it very useful to have target statistics sitting alongside the data tables in future reports, this will then allow Governors to better understand where the College currently sits alongside its KPI's and key initiatives.

Governors discussed the fact that there are a number of ways to improve success rates, these include 1) ability selection, 2) narrowing of entry criteria, 3) improve teaching and learning.

Members all felt that there had to be a careful balance, particularly in relation to the narrowing of entry criteria. The Deputy Principal confirmed that the College is now doing more analysis regarding its 'A' level students and that it does regularly consider whether it could or should raise entry criteria. The balance to be struck is the fact that the College does not wish to exclude anyone from the opportunity of further educational development and, in its view, what is key is getting individuals on the right course and this involves accurately assessing their ability levels from day one.

Members discussed the importance of success rate data generally and acknowledged that whilst Ofsted do have a very specific view regarding the statistics, this is only one consideration. In reality, it was acknowledged that Ofsted are also now recognising the importance of other indicators and achievements, particularly progression into employment.

Deputy
Principal

2012/13

Signed : _____ Chair

Date:

AGREED: to note the content of the report provided.

13.28 STAFF GOVERNOR UPDATE

Adrian Harpham introduced this item and drew members' attention to the content of his update. Several members of the Board, including the Chair, expressed some surprise regarding the content of issues raised. The Staff Governor explained that he had wanted to present a summary of staff points of view raised and in preparing his report. He had invited comments from all Programme Area Leaders. He acknowledged that only a very small number of responses were provided and, therefore, there has to be a question mark regarding how valid and representative the comments made are. He indicated that comments made to him may only be a dissenting view, but that what was presented accurately reflected issues raised.

Members of the Board acknowledged the concerns raised and asked that the Staff Governor discuss further with members of the Executive to try and isolate problem areas to be addressed. It was noted that seven Programme Areas Leaders had responded, and that whilst this was a small number, this did represent seven different areas of delivery. Governors acknowledged that there will always be 'staff issues', no matter the size or shape of the organisation. They acknowledged how difficult it must be for a member of staff to raise such concerns and thanked him for his honesty. It was agreed that there was a need for them to 'unpick' the comments made and get a better understanding of problems to address. It was agreed that this would be done by the Executive, and a further report/update would be provided detailing the actions developed.

The Director Communications, Marketing & Learner Engagement advised the Board that the College has recently closed its Whole Staff Perception Survey and that this should give a more representative view of staff issues, concerns, comments, etc. It was noted that the response rate for the survey was 39%, this should be put in context of the highest response rate ever achieved by the College was 46%.

AGREED: to note the update provided.

13.29 PRINCIPAL'S REPORT

The Principal introduced her report and updated Governors on the following:

1) Studio School

She confirmed that a lot of work had been done to try and progress this initiative. It was acknowledged that a separate email was sent out to Governors. She indicated that what was critical at this time, was that if the College does decide to proceed as principle sponsor, then the College

Principal 2012/13

Signed : _____Chair

Date:

and College Board will need to be collectively supportive and positive regarding the initiative as it will come with its own set of challenges within the community. She confirmed that the proposal was now at the stage where consultation was needed with a wider audience, including school headteachers, parents, a wider group of employers, students, potential students and other key stakeholders. Until the College has completed this wider consultation it will not be in a position to gauge demand or desirability. It is the Principal's intention to write to all local school headteachers and then arrange for consultative meetings with them on the 30 November. It was confirmed that a further update on this proposal will be presented at the next meeting.

Principal

Dec 2012

2) The Lingfield Report

October saw the publication of the Lingfield Report, an independent review on professionalism in Further Education. The report considers how, in the absence of registration, professionalism in FE might be characterised and supported. She explained that within the report there is the proposal that LSIS will cease to exist and its responsibilities will transfer to other organisations. However, some roles will not transfer to the new organisation, eg, intervention, and this will alternatively move to sit with Ofsted and the SFA. The aspiration is to see more dynamic leadership and governance arrangements in place and to support this the Leadership Exchange has been established. The role of this group is to make appropriate contributions in ensuring that the framework established is the right one. Members' attention was drawn to the detail within paragraph 3 of the Principal's report which summarises the main recommendations of the Lingfield publication.

3) The Hesselstine Report on Growth

Members were advised that this report has 84 recommendations. The sector has a clear steer from Vince Cable to take the recommendations seriously and, as a consequence, there will need to be a review of the likely implications for the FE Sector.

In reviewing the summary of the key recommendations of particular concern to the Board was the suggestion that there be an allocation of a single funding pot to LEPs and local employers.

4) Visit by HRH the Duke of York and Establishment of Employers Advisory Board

On Tuesday 16 October 2012 the College was chosen to host a visit by his Royal Highness the Duke of York. The purpose of the visit was for his Royal Highness to explore with local employers and the College during an employers round table discussion how he could help in addressing the growing problem of youth employment. Following on from discussions, the College has established an Employers Advisory Board Chaired by Mike Carr from the University of Nottingham, and with broad membership

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from local employers, including Boots, Center Parcs and DB Schenker. The idea behind the Board is for employers to have a real say in the skills training that the College provides, ensuring that it is relevant, innovative and more than anything meets their needs. The first meeting took place during the Skills Show at Birmingham NEC and after that meetings will occur half termly.

5) The Skills Show

The College participated in the Skills Show from 15 – 17 November. This was a very inspiring event. The College was able to take approximately 300 of its own students and approximately 100 students each from 7 local schools. All agreed that the College's sponsorship and participation in this event really worked to raise its national profile. It was acknowledged that the Skills Show works to raise the reputation of the FE Sector as a whole generally.

6) Job Evaluation

Members were advised that UNISON have accepted the College's pay model proposals for job evaluation. All agreed that this had been an excellent result and the Director of HR was commended for her success on this piece of work.

7) Best Companies 2013

Regrettably only 39% of employees participated in the survey, this is an insufficient participation rate to allow the College to compete. It is anticipated that results will be available in early 2013, where a further update will be provided to the Board with a detailed analysis undertaken. The results will be used to action plan the College's employer engagement going forward.

Principal March 2013

8) Pay Award Proposals 2013

Union Representatives are currently sharing the proposals with members. It is anticipated that they will respond by the 30 November. The agreed proposal will be confirmed to Governors either at the December or January Board meeting.

Principal Jan 2013

9) Bloodhound Project

This was an incredibly successful event. Over 500 children from 11 primary schools and secondary schools attended College to undertake activity workshops whilst learning more about the industry and the skills required in today's workplaces. It was a huge success and went some way to strengthen the College's links with local schools.

Signed : _____ Chair

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10) Launch of Vision Entrepreneur

All agreed that this had been an excellent event with a high turnout. All felt that Karren Brady had been inspirational as a guest speaker.

11) HE Graduation

This takes place on Saturday.

12) AoC Conference Headlines

Included:

- a) Development of the FE Guild.
- b) Charter Status and the ability for organisations to seek to achieve Charter Status.
- c) Funding Changes.
- d) The Minister is very keen to see a level playing field between schools and colleges. It will be interesting to see how this develops.
- e) From September 2013, colleges will have the ability to enrol 14 year olds directly.
- f) Hesselstine Review.
- g) Theme of Enterprise and Entrepreneurship.
- h) Potential for double funding for functional skills (Maths and English). It was agreed that further assessment needs to be undertaken regarding how this will work in practice.
- i) Traineeships – money to be made available to the sector to ensure that students are made job and apprenticeship ready.
- j) Apprenticeships and Higher Apprenticeships – more training pilots are to be launched.

Chris Winterton confirmed to the Board that he had been able to attend the AoC Conference and had found it very informative and rewarding. He indicated that he had attended a very interesting session provided by Dame Ruth Silver and that she had highlighted ten things for Governors to watch out for. These included the Richard Report, Charter Status, Data References, LSIS, March Governance Conference and Listening to College Neighbours.

Members, in reviewing the content of the Principal's report, all agreed that the implications of the Hesselstine Review and, in particular, the responsibilities to be picked up by the LEPs, were a concern, particularly in relation to their resources and their very varied approach. It was felt that there is the possibility within the newly proposed arrangements for the College to be disadvantaged. The Principal acknowledged that the geography of the College's location makes its position within new proposals very challenging.

(David Overton left the meeting at 5.45 pm).

Signed : _____ Chair

Date:

13.30 PROPERTY STRATEGY UPDATE

The Executive Director Capital Projects & Estates introduced this item and drew members' attention to his written report, the following was specifically noted:

- Enhanced Renewal Grant – the Board will recall the submission of a bid for capital funding to support the relocation of Visual Arts from Chesterfield Road to Derby Road. The Skills Funding Agency has now completed its assessment of applications and the College has been successful in its bid and, subject to confirmation of a Grant letter, will receive £780k. This is in addition to the £120k renewal grant already received. The project is estimated to cost £2,364,141, of which the College will fund £1,584,141 with the shortfall made up with the £780k grant.
- Refurbishment will fully commence following relocation of Fabrication & Welding to a new Engineering Centre in 2013. Interim work to provide classrooms to support the decant process whilst the six storey tower is clad commencing early January 2013. It was noted that the Finance & Estates Committee, which met earlier in the day, had agreed some enabling works in advance of this date.
- New build and covered courtyard – the building contractors, Mansells, have formally requested a seven-week extension of contract from 7 December 2012 to 25 January 2013 (including a two week Christmas closure). Work to date would indicate that it is unlikely that this date will be improved within the time remaining. With this in mind, the 25 January 2013 is the target date. Members' attention was drawn to the visuals of the Health Spa, Restaurant and Hair Salon provided at pages 25 and 26.
- Building work will be substantially finished at Christmas, with completion of external works, commissioning and fit out through January 2013. At present the overall cost commitment to the College remains within the project budget of £10,968,853. It is anticipated that the Hair & Beauty Department will move to the new premises at half term. Catering is to have a phased approach to allow proper staff and student orientation.
- Six storey tower and other buildings cladding – tenders have been issued and returns provided on 21 November 2012. It was noted that there may need to be a further special meeting of the Finance & Estates Committee before the Board meeting on 6 December 2012, this is to be considered further by the Executive Director Capital Projects & Estates.

AGREED: to note the update provided.

(Patricia Harman left the meeting at 5.50 pm).

EDCP&E

Nov 2012

Signed : _____ Chair

Date:

13.31 2011/12 INTERNAL AUDITOR ANNUAL REPORT

The Deputy Principal introduced this item and confirmed that this report summarises all of the internal audit work completed in the 2011/12 academic year. Members' attention was particularly drawn to page 31 and the internal audit assurance statement. He confirmed that this statement is as positive as it can be, and that no higher accolade than the College having 'adequate and effective' arrangements in place for Governance, Risk Management and Control. Members reviewed page 34 onwards and noted the summary of work undertaken and the assurances given.

AGREED: to note the 2011/12 Annual Internal Audit Report.

13.32 EMPLOYER RESPONSIVE DELIVERY PLAN 2012/13 – 2014/15

The Vice Principal Business Development introduced this item and confirmed that the report was a follow up plan to proposals and discussions made at the residential in June 2012. He confirmed that the challenge for this area of College delivery is ensuring the maintenance of quality whilst seeking to grow numbers and work with partners.

Members reviewed the content of his report and noted that whilst enjoying an established reputation for working with employers and the significant growth seen, this comes with some real challenges:

- During rapid growth in funding streams the College has seen a decline in its success rates, (Train to Gain in 2008/9 and Apprenticeships in 2011/12).
- During this period of financial success the College has not seen growth in College directly delivered provision with employers.
- The College's relatively aggressive approach to its partnership management fee has led some providers to place business, where there is a greater margin, elsewhere.
- Though the College has had significant success delivering the Adult Skills budget, it has under delivered on the 16-18 Apprenticeship target for the last two years, and this is the more secure funding stream for the foreseeable future.

Members reviewed the target set for 16-18 Apprentices on page 14. Key actions identified to ensure growth targets are achieved were noted as:

- 1) Investment in telesales capacity to ensure sufficient sales appointments are generated for employers to recruit 16-18 apprentices.
- 2) Increase case load efficiencies to ensure higher learner volumes are maintained.
- 3) Potential decrease in management fee percentage to maintain the College's position in a competitive market.
- 4) Proactive engagement of new partners that work within the 16-18

Signed : _____ Chair

Date:

apprenticeship market.

- 5) Utilisation of the new Nottingham office to increase the number of city employers engaged in 16-18 apprentices.
- 6) Consideration of other regional targets, dependent on the success of the Nottingham office.

Members all acknowledged that the target set for 2012/13 of £1,851,000 College delivery was very challenging and certainly the increase in 2013/14 to £2,700,000 was a real stretch.

Members noted the targets for 19+ apprentices, and acknowledged that achievement of the targets set in this area were medium risk rather than high. Similarly, targets set for NVQ were low risk.

Members` attention was drawn to the key performance indicators established on page 47, it was agreed that performance against these targets would be reported as a standing agenda item for the Board meetings.

VPBD

Standing
Agenda
Item

AGREED: to note the Employer Responsive Delivery Plan for 2012/13 – 2014/15.

13.33 MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 8 NOVEMBER 2012

AGREED: to note the content of the minutes.

13.34 AOB

As a matter of additional business the Chair raised the request to move the start time of the Board meeting on 6 December back to 6.00 pm. It was explained that the Principal has an important meeting with the local authority regarding Studio School proposals and would wish to be able to fully participate in this meeting and then report to the Board. Members were entirely happy to agree to the change in the start time.

It was noted that a light buffet would be prepared. John Holford tendered his apologies for 6 December Board meeting.

Staff and students left the meeting at 6.05 pm.

13.35 MINUTES OF THE REMUNERATION COMMITTEE MEETING HELD ON 11 OCTOBER 2012

AGREED: to note the content of the minutes.

13.36 CONFIDENTIAL MINUTES OF THE CORPORATION BOARD MEETING HELD ON 11 OCTOBER 2012

The minutes were agreed as a true and correct record and were signed by

Chair

22 Nov

Signed : _____Chair

Date:

the Chair.

AGREED: to approve the confidential minutes of the Board meeting held on 11 October 2012.

2012

13.37 **DATE OF NEXT MEETING**

The Clerk to the Corporation reminded Governors that the next meeting was scheduled for 6 December with a new start time of 6.00 pm.

Meeting closed at 6.10 pm.

Signed : _____Chair

Date: