

**Minutes of the Board meeting held in the Board Room at the Derby Road site on Thursday 21st May 2015
at 5.00 pm**

GOVERNORS PRESENT: Ian Baggaley
Tim Clarke
Nevil Croston (Chair)
Terry Dean
Dame Asha Khemka OBE DBE
Diana Meale
Beverly Nita
Colin Sawyers
Matthew Robinson
Theresa Upton
Chris Bodger

ALSO IN ATTENDANCE: Patricia Harman, Deputy Principal
Andrew Martin, Deputy Principal
Andrew King, Director Strategy and Innovation
Louise Knott, Director Communications, Marketing and Learner Engagement
Tracy Thompson, Director of Human Resources
Steve Cressey (for the presentation item)
Rachel Bates, Note Taker

	ACTION by whom	DATE by when
<p>15.01 <u>DECLARATION OF INTERESTS</u></p> <p>The Chair reminded those present to declare at the start of the meeting any interests in items to be considered.</p> <p>No interests were declared.</p>		
<p>15.02 <u>WELCOME INTRODUCTIONS AND APOLOGIES FOR ABSENCE</u></p> <p>Apologies for absence were received from Kate Allsop, Malcolm Hall, David Overton, Hari Punchihewa, John Robinson, Chris Winterton, John Holford and The Clerk.</p>		
<p>15.03 <u>MINUTES OF THE MEETING HELD ON 23rd APRIL 2015</u></p> <p>The minutes were reviewed and agreed as an accurate record.</p> <p>AGREED: to approve the minutes of the meeting held on 23rd April 2015. These were signed by the Chair.</p>	Chair	21.05.15

Signed : _____ Chair

Date:

15.04 ACTION PROGRESS REPORT

Members reviewed the action progress table and were satisfied that matters were progressing as requested.

AGREED: to note the update provided.

15.05 PARTNERSHIPS PRESENTATION

Steve Cressey, Head of Partnerships attended the meeting and provided an update in relation to this area of provision. Key information brought to members attention included:

Team Structure

With a Head of Service over each area of activity within the Business Development Unit, each partner has an assigned Account Officer who works with them on data, enrolments and outputs. A Due Diligence Officer is also in place who takes every new partner through a robust assessment process and existing partners requesting to engage in new activity.

Partner Profile

2014/15 54 partners on the system delivering SFA funded mainstream activity including 37 new starts/activity, 17 continuing contract. There are also 27 partners working with the college through the ESF support skills for the workforce project and 12 on the ESF Nottinghamshire NEET project.

Programmes

There are 18,429 programmes of activity of which 9896 are continuing.

Success Data

KPI for 2014/15:

Apprenticeships		
Workplace learning	Overall 98%	
ALR	Overall 98%	Timely 92%
ESF	Overall 98%	Timely 92%
Traineeships	Overall 98%	Timely 92%

Current compared with P9 last year:

Apps all ages – all levels	Overall 74% (currently +2 above)
	Timely 47% (currently +7% above)
Workplace learning	Overall 96% (currently -1 behind)
	Timely 81% (currently -26 behind)
ALR	achieved 99% (currently +-1 behind)
	success 65% (currently +27% above)

Concerns regarding the performance of some partners have resulted in action plans and monitoring processes being put in place with them.

Signed : _____ Chair

Date:

Quality

The QTLP team support partners by reviewing quality, learner performance and teaching and learning. A Learning Consultant is assigned to work with each individual partner carrying out reviews, lesson observations and assisting in SARs and QIPs. This work is essential in developing systems and processes to ensure partner provision is consistent with the college and in achieving success. In terms of the grade profile, this is increasing month on month following the observation process.

Challenges

- Working out the high risk partners who had previously been engaged to deliver stand alone NVQs and have found the transition to employer engagement and work related apprenticeships challenging. Where this has been the case, the college works with those affected learners to do whatever it can to support.
- Increased activity in D2N2 with skills to support the workforce which currently brings in £10.2m activity in to the D2N2 region.
- Engaging partners to develop new programmes around traineeships, ESF and trailblazers.
- Continuing to support quality teaching and learning.

Opportunities

- Engaging more new high performance and high quality partners.
- Better promotion activity with partners.
- Growth in Government identified priority areas.
- New ESF opportunities including skills to support and time 2 change.

The Chair asked that the presentation be circulated to members electronically after the meeting as it was difficult to read the detailed figures on the screen.

PA

22.5.15

Q

Governors asked for reassurance that where partners had gone into administration, that the students had not been affected and had been able to achieve their learning goal. The Head of Partnerships confirmed that the team had done everything they could to support learners however some had chosen not continue with their learning due to transitional aspects and the way they had been engaged with the partner. The Head of Partnerships added that the college carries out a number of tests and reference checks each month to ensure that current partners are qualitatively stable and financially robust.

Q

Governors queried whether the college or industry set the KPIs and if they were at the top quartile of comparable colleges. The Head of Partnerships confirmed that the college sets its own KPIs into the into top quartiles, he added that the college was out-performing national benchmarks of colleges with comparable volumes of activity.

The Chair thanked The Head of Partnerships for his presentation.

Signed : _____ Chair

Date:

15.06 KPI UPDATE

The Director: Strategy and Innovation presented to members a revised version of the KPI report. He advised that he had tried to incorporate more information into the report including national averages and targets.

Members noted that some of the words had been missed off or overlapped on the final printed charts which will be picked up in next months' report. Points to note were highlighted as:

Charts 1- 3

- The total number of learners continue to show an upward trend.
- Table included showing the trend by classroom based learning including workplace learning and HE.
- 16-18 full-time numbers are being maintained although below target within funding allocation.
- Apprenticeship growth remains strong though income generated is behind plan.

Charts 3-6

- Classroom based success rates have reduced slightly for but remain above the national average.
- There has been an increase of overall and timely success rates for apprenticeships though this is still behind the college's ambitious target.
- Work place learning has continued to improve but is slightly behind over all target, timely succes is ahead however.
- In-study satisfaction surveys are in line with target, exit surveys are due for completion by 15th July. Employer survey is ongoing again with results due in July.

Charts 7-9

- 209 college obsservations have taken place with 78% good or better and only 9 graded 4, once resobservation has taken place this increases overall to 84%.
- 107 partner observations have taken place with a slight fall in good or better and 6 graded 4. Once reobservations have taken place this increases to 76%.
- Staff absence has fallen remaining on target at 3.4% against a sector average of 4.2%.
- The college is showing an operating surplus before and after depreciation.
- Destinations data is still being collected with a more detailed picture available in July.

Governors queried why the background print for the KPIs was black as it was difficult to read. Director: Strategy and Innovation to look at this in advance of the next meeting.

The Chair thanked The Director: Strategy and Innovation for this report.

Dir.S&I

9.7.15

Signed : _____ Chair

Date:

15.7 PRINCIPAL'S REPORT

The Principal outlined to Governors the content of her report and highlighted key points to note.

- As the Conservative Government begins to take shape and Nick Boles and Nicky Morgan retain their roles within education and skills, priorities pre-election in English and Maths and Apprenticeships remain. As there was no pledge to ring-fence post-16 funding, this is a cause of concern for colleges. The funding context will be presented for discussion at the residential conference by the Chief Executive of the Skills Funding and Education Funding Agencies by which time a clearer picture should have emerged.
- The Principal conveyed her congratulations to The Vice Chair, Cllr Kate Allsop, who has been elected The Executive Mayor of Mansfield.
- Following a review of further education at Nottingham City's two largest colleges: Central and New College, the FE Commissioner has stepped in to look at how things could be improved. There is currently an overlap of provision with the conclusion drawn that significant savings could be made through rationalisation. The review is not just about money but quality of provision. A proposal has been outlined for a merger forming one college. This will have implications for West Nottinghamshire College in terms of outcome and it is critical that the college positions itself to be knowledgeable and to play a part in its development. The Principal advised that the Chief Executive of Nottingham City Council and Councillor with Portfolio for Economy and Education would be visiting on 3rd June.
- A detailed session looking at the local context will be held at the Governors residential.
- Applications as at end of April, are a moving feat. There are however two areas of concern: hair and beauty and care and education, with Engineering recruiting very well. Vision Studio School has 54 applications for Year 10 of which 42 have been offered a place, promotion within this area will continue.
- The QAA Review will be taking place at the beginning of June over 4 days.
- The college has enjoyed a number of VIP visits including Rami Ranger OBE, CEO of Sun Mark and member of the top 100 rich list. During his time at college Rami spoke to students about his entrepreneurial journey.
- The High Commissioner of India will be visiting the college on 2nd June. The programme for the day will focus on the work we are doing in India especially bksb and will provide an opportunity to view the vocational training we offer.
- The HE Engineering Showcase took place at the end of May with students demonstrating their work and production to employers.

Signed : _____ Chair

Date:

- Events to note in the coming weeks were: 18th June Celebration of Achievement with key note speaker, the Chief Executive of the Skills Funding and Education Funding Agencies; and the college's annual Celebration of Apprenticeships at the House of Lords on 15th July 2015. Ministers and MPs have been invited to attend and the Secretary of State for Business, Innovation and Skills invited to deliver the key note speech.

Governors noted the contents of the report.

15.8 CODE OF GOVERNANCE

The Chair noted that a number of Governors were absent from the meeting. As there was a lot of work involved to ensure compliance with the Code of Governance, it was felt that debate with a wider group of Governors was required before approval given.

It was therefore agreed that the Governors would consider the Code of Governance as part of the Governance Item on day two of the residential.

It was agreed that the Chair would speak to the Clerk.

Chair

22.5.15

15.9 APPROVAL OF BUSINESS STRATEGY RESIDENTIAL AGENDA

Governors were presented with a revised programme for the residential to that previously circulated. This was due to confirmation of external speakers availability and timings arranged around their sessions.

The programme will commence day one with a presentation on the National FE Context by the President of the AoC, this would be followed by the Local Context, Funding Challenges and the College Strategy and Priorities. The Chief Executive of the Association of Employers and Learning Providers will deliver the after dinner speech. Day two will begin with a presentation by the Chief Executive of the Skills Funding and Education Funding Agencies and include a session on the revised inspection framework.

The Governance session will be led by the Chair who will report on his findings from the 1-1 meetings with Governors and will include a discussion around the Governance Code of Conduct, self assessment and impact.

Governors agreed the agenda for the two days.

15.10 HR POLICIES AND PROCEDURES ANNUAL REVIEW

The Director: Human Resources presented to Governors the revised Human Resources Procedures and Policies for 2015/16 which are reviewed on an annual basis with the college's recognised trade unions.

Signed : _____ Chair

Date:

In line with legislation the Procedures with the most significant changes were identified as the Absence Management Procedure and Parental Leave Procedure. The Overtime and TOIL Procedure remains outstanding and will be brought to the next meeting of the Board.

Q

The Chair noted the detailed and timely work required to update such procedures. Governors queried whether anyone had yet requested shared parental leave. The Director: HR confirmed that whilst they had received one enquiry no further action was taken.

The HR Procedures and Policies were approved.

15.11 FINANCE REPORT MARCH 2015

The Deputy Principal/Director: Finance presented to Governors the Finance Report shared with Finance and Estates Committee earlier in the month.

Key points to note were highlighted as:

- There has been an overall group surplus of £767k after depreciation and interest, however college performance is below forecast.
- Bksb continues to gather strength with a £852k surplus.
- £228k is due from VWS due to lease exits from properties.
- Overall Group income at £37.8m is below forecast due to a change in the income recognition policy.
- Pay costs continue to be underspent at £155k.
- Vision Apprentices continues to break even with a small surplus, the number of learners employed by Vision Apprentices continues to fall. Managers will work with the Vision Apprentices Board to review moving forward.
- The Group balance sheet continues to improve from 2013/14 with the cash balance expected to rise again.
- Solvency remains sound over all Group reserves.

It was noted that the last Finance and Estates Committee was not quorate however those present were able to consider the items as there was no recommendation for approval.

15.12 EXCEPTION REPORT

Governors noted the content of the report with nothing further to add.

15.13 COMMITTEE MINUTES: AUDIT COMMITTEE 16th APRIL 2015 AND STANDARDS COMMITTEE 20th APRIL 2015

The Committee minutes for the Audit Committee and Standards Committee were both noted with nothing to add.

15.14 ANY OTHER ITEMS FOR DISCUSSION

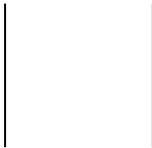
There were no further items for discussion.

Signed : _____ Chair

Date:

15.15 DATE OF NEXT MEETING

9th July 2015 at 5.00 pm



Signed : _____ Chair

Date: