



**WEST NOTTINGHAMSHIRE COLLEGE  
CORPORATION BOARD**

**Minutes of the Board meeting held in the Board Room at the Derby Road site on 17<sup>th</sup> September 2015 at 5.00 pm**

**GOVERNORS** Kate Allsop (Meeting Chair)  
**PRESENT:** Ian Baggaley  
 Tim Clarke  
 Nick Golubs  
 Prof John Holford  
 Dame Asha Khemka DBE  
 Cllr Diana Meale  
 David Overton  
 Hari Punchihewa  
 John Robinson  
 Colin Sawers  
 Chris Winterton

**ALSO IN ATTENDANCE:** Andrew Martin, Deputy Principal/Director: Finance  
 Patricia Harman, Deputy Principal: Teaching and Learning  
 Maxine Bagshaw, Clerk to the Corporation  
 Thomas Stevens, Executive Director: Capital Projects and Estates  
 Louise Knott, Director: Communications, Marketing & Learner engagement  
 Tracy Thompson: Director of Human Resources  
 Sacha McCarthy: Director of Employer Engagement

ACTION by whom	DATE by when

**15.16 APPOINTMENT OF THE MEETING CHAIR**

In the absence of Nevil Croston it was agreed that Kate Allsop, the Vice Chair, would be appointed as Chair for the meeting.

AGREED: to appoint Kate Allsop as the meeting Chair.

**15.17 DECLARATION OF INTERESTS**

The meeting Chair reminded those present to declare at the start of the meeting any interests in items to be considered.

No interests were declared.

**15.18 WELCOME INTRODUCTIONS AND APOLOGIES FOR ABSENCE**

Apologies for absence were received from Chris Bodger, Nevil Croston, Terry Dean, Malcolm Hall and Andrew King.

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

Date:

Nick Golubs, the new Student Governor and Students' Union President, was welcomed to his first meeting and round table introductions were made.

**15.19 MINUTES OF THE MEETING HELD ON 16<sup>TH</sup> JULY 2015**

The minutes were reviewed and agreed as an accurate record.

AGREED: to approve the minutes of the meeting held on 16<sup>th</sup> July 2015. These were signed by the Chair.

**15.20 MATTERS ARISING AND ACTION PROGRESS REPORT**

Members reviewed the action progress table presented at page 15 and were happy that matters were progressing as required.

AGREED: to note the update provided.

**15.21 PRINCIPAL'S REPORT**

The Principal presented to the Board her detailed report. Members' attention was drawn to the update in relation to devolution proposals. The Principal confirmed that there was a lot of work being undertaken in this area and that D2N2 are working on deals to be struck between now and the spending review. Whilst there was nothing definite to report she indicated that there were some positive signs.

In terms of the remainder of the report key matters noted were:

- Midland Engine for Growth – the proposal for a Midland Engine for Skills Growth financed by the Chancellor in the last budget which would be seen as a northern powerhouse for the Midlands area. This should see the area very well placed for economic growth and could make a real difference.
- Apprenticeships and the apprenticeship levy. Currently there is a document out to consultation but it lacks detail. This is a bold decision on the part of the Government.
- Exam results 2014 – the College is moving in the right direction with an overall A-Level pass rate at 98.8% which is well above the national average of 98.1%. 77% of those results were graded A\*-C which is an increase of 9% on last year. On the whole students are securing their first choice of university.
- QAA review outcomes – the College was found to meet all UK expectations. Governors were reminded that a copy of the full report is available on the portal.
- Events 2015/16 – members' attention was drawn to the key events planned for the 15<sup>th</sup> October and 21<sup>st</sup> November 2015.

AGREED: to note the content of the report provided.

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

Date:

## **15.22 KPI UPDATES SEPTEMBER 2015**

The Deputy Principal/Director: Finance introduced this item in the absence of Andrew King. Key matters noted were:

- Total learners – the College is almost approaching the end of the 14/15 period. Data shows that for the 14/15 academic year there were just under 31,000 learners which is 2000 less than the 13/14 year. The College has seen a reduction in classroom based numbers but an increase in work based learners. Apprenticeships continue to see strong growth and have finished the year with more than 12,000 apprenticeships.
- Success rates – there were no changes to report at this time.
- Apprenticeship performance. The overall success rate for 13/14 was 76%, currently the College is on 78% and this could improve further. Timely success rate for 13/14 was 62%, College is currently on 64% and again it could improve further.
- Customer satisfaction – work based learning has increased to 98% which is above the 95% target. The latest survey of employers shows a 94% positive response which is a positive increase on the prior year.
- Lesson observations – the College direct delivery has shown an increase in good or better observations after re-observations at 86%. For partners there was a slight decline. 69% of observations (out of 165 observations) were good or better, this is slightly below the target set of 75%.
- Staff absence – this has increased slightly from the prior year position.
- Operating surplus is on target.
- Destinations – there is no change.

In general discussion the Board all agreed that the improved performance in relation to apprenticeship delivery was very pleasing to see. It was acknowledged that the overall position, timely position and NVQ results were all above national average which was a clear step in the right direction.

AGREED: to note the content of the update provided.

## **15.23 STRATEGY AND BUSINESS PLAN 2015/16**

The Deputy Principal/Director: Finance introduced this item and confirmed that the strategy and business plan had been reviewed following Governor feedback and comments at the residential event. He confirmed that the business plan was for a one year period. Key matters brought to members attention were:

- Page 31 – this sets out the context for the plan.

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

Date:

- Page 32 sets out KPIs, these are then broken down in to much more detailed sections which explain where the College currently is and the plans for improvement. Each area sets out key targets.
- Page 47 sets out the identified risks.

In reviewing the document Governors questioned page 34 and commented that the processes in place seem to observe staff on the basis of how they perform and operate now but the Board questioned who decides what the workforce needs are for the future. It was explained that the HR team review this and try to identify future and current skills gaps and then plans are devised as to how these gaps will be bridged. It was acknowledged that this relates to the longer term strategy rather than the one year business plan. It was confirmed that the annual curriculum planning process also informs and contributes to planning required in terms of staff skills. It was confirmed that the College does have an overall strategy in place and that within this there has to be some acceptance that there is some provision that the College cannot offer simply because it is not viable or it doesn't have the capacity to offer. There was an acknowledgement that the College needs to be more commercial and it was explained that to progress this there is the development of the HE Centre and Vision Business Support Services.

In relation to page 32 the Board noted that HE numbers seem to be declining and questioned how this sits with the development of the new HE Centre. It was explained that 15/16 enrolment for HE is already above the 475 target. In addition to this, the new HE Centre will allow the College to broaden its HE offer and range of subjects which should make the College and the facility more attractive.

One member of the Board commented that the plan seems to set objectives but does not say how and what changes are needed to ensure achievement. It was confirmed that the business plan is supported by more detailed plans for each and every area of provision. There was an acceptance of the need for longer term planning but that this has to be within the context of the fact that the College is so heavily reliant upon public funding that it makes it practically impossible to plan realistically for the longer term. What therefore needs to be done is to plan annually for the steps needed to respond to current and known situations. It was confirmed that what was presented today was a document which sets out overall principles and that sitting underneath this are the detailed annual plans for each area of provision.

The Board were happy to approve the strategy and business plan presented, however they did indicate that they would like to see more focus on commercial income generation and particularly how this could be increased.

AGREED: to approve the strategy and business plan 2015/16 presented.

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

Date:

**15.24 INTERIM COLLEGE ENROLMENT REPORT FOR 2015/16**

The Deputy Principal introduced this item and circulated an updating document. Key matters noted:

- The planned target for full time 16-18 learners is 2906. As at 16<sup>th</sup> September 2015 2893 were enrolled which is 99% of planned target. The challenge and aim for the College is to now retain them.
- The planned target for 19+ full time learners is 495. Currently 461 are enrolled which is 93% of plan.
- The planned target for 24+ full time learners is 53. Currently 97 are enrolled which is 183% of plan.
- New full-time enrolments for HE are planned at 199, 240 have enrolled which is 121% of plan.
- The plan for new part time HE enrolments is 72, to date 56 have enrolled. Additional applicants are booked to attend the late enrolment event.
- There are 188 continuing students enrolled for HE

AGREED: to note the update provided.

**15.25 PARTNER REPORT**

The Director for Employer Engagement introduced this item and explained that her report considers a number of distinct items.

1) Supply chain fee policy 2015/16

She explained that to comply with the Skills Funding Agency standards and requirements the College is required to provide information to support accountability and transparency and distribution of public funds, specifically in relation to subcontracted activity. The College will regularly declare to the Skills Funding Agency the value and volume of subcontracted provision submitted included a declaration of the individual providers under contract via the subcontractor declaration. Members' attention was drawn to Appendix A which includes the full policy regarding public release. Members were happy with the content of the policy presented.

AGREED: to approve the supply chain fees policy for 2015/16.

2) Partnership contract terms and conditions 2015/16

The Director for Employer Engagement explained that the standard partnership contract, which is subject to periodic legal review, has been updated to reflect the requirements of the funding rules for 2015/16 as provided by the Skills Funding Agency.

Governors' attention was drawn to the document at Appendix B.

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

Date:

She confirmed that the contract includes a performance management schedule that is explicit regarding the requirements of performance. This relates to finance and quality as well as contractual sanctions that will assist with the managing of partner performance. It was noted at the Standards Committee, which had met earlier in the week, had raised some specific concerns regarding cancelled partner observations and lower grades for partners than College delivery. The Board questioned whether going forward there was the possibility to include more performance management implications within the contracts and implicit implications for a failure to comply or perform. It was explained that sitting underneath the contract is a detailed risk analysis process and that performance management is part and parcel of this. Assurance was given that this system does include a review of participation in terms of observations but also includes matters such as learner voice feedback too.

AGREED: to approve the partnership contract terms and conditions for 2015/16.

3) Partnership activity list

Members' attention was drawn to page 80 of the report and the partner schedule. It was confirmed that amendments are highlighted in yellow. The Board were happy to approve the updated list provided.

AGREED: to approve the partner list set out at Appendix D.

4) Irregularities investigation

The Director of Employer Engagement indicated that the College has received notification from the SFA regarding two potential irregularities. In relation to the first allegation a final report has been submitted to the SFA and the College has had confirmation that no further detail is requested. It was confirmed that there would be actions required as a consequence of this investigation and that the partner would be monitored as a risk. In relation to the second irregularity, investigations are still ongoing and a report will be provided to the next meeting of the Audit Committee.

AGREED: to note the update provided.

Dir: EE

Nov 2015

**15.26 SAFEGUARDING POLICY STATEMENT**

The Deputy Principal introduced this item and confirmed that key changes to the policy were set out in paragraphs 14 & 15.

She explained that changes had been made to ensure that the Prevent agenda was included within this document.

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

Date:

The Board were happy to approve the amended policy statement presented.

AGREED: to approve the Safeguarding Policy statement for 2015/16.

One matter of administration was raised and this related to the union agreement date. It was noted that the last union agreement date provided was 2<sup>nd</sup> November 2010. The Director of HR provided assurance that the updated document has been discussed and agreed with the unions and therefore a change needs to be made to the footer of the document.

Deputy  
Principal/  
Director  
HR

Sept. 2015

The Board all acknowledged safe receipt of the DFE publication 'Keeping Children Safe in Education' dated July 2015.

## 15.27 GOVERNANCE

### 1. Committee membership 2015/16

The Clerk introduced this item and drew members' attention to the Committee vacancies. It was acknowledged that this reiterates the need for additional Board members and that recruitment planned over the Autumn term is critical.

In terms of 15/16 membership it was agreed that this would start the 15/16 year as:

- a) Remuneration Committee:  
Nevil Croston, Diana Meale, Tim Clarke.
- b) Standards Committee:  
Dame Asha Khemka, Diana Meale, Prof John Holford, Nick Golubs
- c) Audit Committee:  
David Overton, Diana Meale, Chris Bodger, Chris Winterton and Neil Robinson the external co-optee
- d) Finance, Resources and Estates:  
Hari Punchihewa, Terry Dean, Malcolm Hall, Dame Asha Khemka and Colin Sawers.
- e) BKS B:  
Tim Clarke, Ian Baggaley

It was agreed by all that once additional Governors have been recruited they would be asked to join Committees. All agreed that the most critical Committee at this stage to recruit to is the Standards Committee.

### 2. Committee terms of reference for 2015/16

The Clerk reminded that at the last meeting in each academic year the committees and subsidiary companies are asked to review and make recommendations to the Board for change/additions.

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

Date:

In terms of BKS, Audit Committee and Finance, Resources and Estates the recommendation is that they remain the same. Search Committee is no longer applicable as it has been disbanded. It was noted that Committees and subsidiaries have not yet met for Remuneration, Standards and Vision Apprentices and therefore in the circumstances the view is to roll these forward unchanged until each have had an opportunity to make recommendations to the Board.

AGREED: to approve terms of reference unchanged for the 2015/16 year.

### 3. Code of Good Governance

The Clerk presented this item and confirmed that the Code of Good Governance for English Colleges is perceived to be best practice. It is a 'comply or explain' document and there is the opportunity for each Board of Governors to explain why, in any set of circumstances, they have deviated from the best practice recommendations.

The Board were happy to adopt the code presented. It was noted that the College could be subject to Ofsted at any time. The Deputy Principal confirmed that as part of governor development and Ofsted planning she would provide presentations at Board meetings on Ofsted themes.

AGREED: to approve the Code of Good Governance for English Colleges.

### 4. Chair and Vice Chair appointments

The Board were happy to approve the continued appointment of Nevil Croston as the Chair of the Board of Governors and Kate Allsop as the Vice Chair of the Board of Governors for the 2015/16 academic year.

## **15.28 SAFEGUARDING ANNUAL REPORT FOR 2014/15**

The Deputy Principal introduced this item and confirmed that the full report was presented on the portal. It was confirmed that there were no questions arising from the report. It was agreed that instructions on how to use the portal would be included on the back of any paper agendas for future meetings. In addition to this, it was agreed that Governors would be provided with WiFi passwords to ensure internet access whilst on college premises.

Clerk

Standing matter

Director  
ICT

Sept. 2015

## **15.29 EQUALITY AND DIVERSITY REPORT 2014/15**

AGREED: to note the content of the update provided.

## **15.30 STUDIO SCHOOL UPDATE**

AGREED: to note the content of the update provided.

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

Date:



**15.31 STUDENT GOVERNOR UPDATE**

AGREED: to note the content of the update provided.

**15.32 ANY OTHER BUSINESS**

There were no items of additional business.

**15.33 DATE OF NEXT MEETING**

The Clerk confirmed that the next scheduled meeting was 22<sup>nd</sup> October 2015. Governors were reminded that this will be followed by an informal buffet to allow Governor networking.

(Members of staff and the student governor left the meeting at 6.45pm)

**15.34 CONFIDENTIAL ITEMS**

It was agreed that confidential items would be recorded separately.

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

Date: