



**WEST NOTTINGHAMSHIRE COLLEGE  
CORPORATION BOARD**

***Minutes of the Corporation Board meeting held in the Board Room, Derby Road site on Thursday 20<sup>th</sup> November 2014 at 5pm***

**GOVERNORS** Kate Allsop  
**PRESENT:** Nevil Croston (Chair)  
 Malcolm Hall  
 John Holford  
 Dame Asha Khemka  
 David Overton  
 Colin Sawers  
 Theresa Upton  
 Matthew Robinson

**ALSO IN ATTENDANCE:** Maxine Bagshaw, Clerk to the Corporation  
 Patricia Harman, Deputy Principal Teaching & Learning  
 Louise Knott, Director Communications, Marketing & Learner Engagement  
 Andrew King, Director Strategy & Innovation  
 Tracey Thompson, Director of HR  
 Angela Mogridge, Head of School for Care and Education Studies (attended for presentation at agenda item 6 until 6.00pm)

		<b>ACTION by whom</b>	<b>DATE by when</b>
<b>15.25</b>	<b><u>DECLARATIONS OF INTEREST</u></b>		
	The Chair reminded those present to declare at the start of the meeting any interests on matters to be considered. No interests were declared.		
<b>15.26</b>	<b><u>WELCOME INTRODUCTIONS AND APOLOGIES FOR ABSENCE</u></b>		
	Apologies for absence were received from Ian Baggaley, Chris Bodger, Tim Clarke, Diana Meale, Beverley Nita, Hari Punchihewa, John Robinson, Chris Winterton, Andrew Martin and Tom Stevens.		
	The two new Student Governors, Theresa Upton and Matthew Robinson were welcomed to their first meeting.		
<b>15.27</b>	<b><u>MINUTES OF THE MEETING HELD ON 16<sup>TH</sup> OCTOBER 2014</u></b>		
	Members reviewed the minutes and Andrew King reported that at the meeting tonight he would be providing an update on the KPI's. To be rolled forward to the December Board meeting is the detailed analysis regarding baseline information requested.		

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

Date:

Members agreed that the minutes were a true and correct record and were signed by the Chair.

AGREED: to approve the minutes of the meeting held on 16<sup>th</sup> October 2014.

#### **15.28 MATTERS ARISING & ACTION PROGRESS REPORT**

Members reviewed the action progress table and agreed:

- Item 1 – completed
- Item 2 – scheduled for reporting in December
- Item 3 – ongoing
- Item 4 –Thoresby Street – scheduled for December 2014 meeting
- Item 5 – ongoing
- Item 6 – (as item 4 above)
- Item 7 – detailed KPI reports requested to be presented in December
- Item 8 – completed.

#### **15.29 KPI REPORT**

Andrew King introduced this item and drew members attention to the data tables circulated. A number of particular matters were noted:

- In terms of total number of learners this has increased on the prior month and is ahead of the same point in the prior year. There are no concerns with the total level of learner activity as it shows an increase of over 1000 learners compared to the prior year position.
- Learner numbers by 'type' show some losses which need to be monitored. There have been more than 60 16-18 learners leave since last month, whilst this is expected it does require analysis. The number of apprenticeships is strong compared to the previous year but the team needs to ensure that this matches up with income targets.
- Some data information that it is not available in this report, but will be available in future reports, relates to destinations and learner and employer satisfaction surveys.
- Success rates 2013/14 – none of the measures cause immediate concern, only timely apprenticeship success is below national average and this figure is still changing. It is estimated that it will increase to 61% once finalised. Performance in relation to long courses may require changes to the 2014 target.
- Lesson observations (October 2014) this is very early in the year with much more graded observations planned. There have been lots of development observations as well as the graded observations recorded.
- Financial measures (September 2014) – the surplus generated

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Date:

by the end of September 2014 is a positive early indication towards the budgeted surplus for 14/15. The debt charge is higher than previous years as a result of increased borrowing but still well within the target with the bank. Current levels of borrowing means that the College's financial health will stay 'satisfactory' but there is no worsening of the financial health rating.

- The College has now started to use Smart Assessor in relation to work based learning provision. It was felt that this system as demonstrated at the AoC conference uses very clear imagery and would be of benefit to Governors. It was agreed that Andrew King would review the use of the system and its reporting possibilities at Board level.

Andrew King

January  
2015

AGREED: to note the update provided.

### 15.30 HEAD OF SCHOOL UPDATE – CARE AND EDUCATION STUDIES

Angela Mogridge introduced this item and provided a presentation, key points noted were:

- 1) CES overview
  - Diverse range of curriculum areas and provision
  - Early years (mostly students under 19 years of age)
  - Health and Social Care (again mostly under 19). Progression from this course is generally to midwifery.
  - Foundation Studies – these are pre-entry, entry or level 1 students. A lot of students on this course progress to mainstream education.
  - Adult Responsive – this cohort is all part times and mostly 19+ with the majority being 24+. Includes Healthcare, Counselling and Community learning.
  - From pre-entry to HE including non certificated learning the school has 1430 students and 91 members of staff (30 community)
- 2) Budget
  - Budgeted income for 14/15 is £2,852,000
  - Current budget contribution 39.26% against a forecast of 30.93%
  - Budget contribution in 13/14 was 35.83% against a budget of 33.34%
- 3) Curriculum Provision
  - Foundation Studies – these are students with learning, behaviour, and emotional difficulties. 301 students. It was explained that these are not severe difficulties and that students who do have severe difficulties attend special schools in the area
  - LLDD/EBD is 122 students

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- Animal Care is 75 students – it was explained that the team have been surprised at the popularity of this course and it has also attracted level 2 students.
  - Schools Academy 104 students
  - Early Years is 332 students (the largest area of curriculum provision).
  - Entry - 28 students
  - Level 1 (DR) is 40 students. Level 1 Ashfield is 14 students – it was explained that these are specific students who are in danger of being NEET.
  - Level 2- 60 students
  - Level 3 - 113 students
  - HE - 77 students – these are working on the Children and Young Person’s Workforce.
  - Health and Social Care is 166 students. Of which 98 are level 3, 37 level 2, 21 level 1 DR and 10 level 1 Ashfield.
  - Adult Responsive is 631 students
  - Childcare is 90 students - these are mainly volunteers who require a qualification to obtain a full time position.
  - Counselling there are 12 students. This is the last year that the College will offer this provision and the 12 individuals are year 2 students.
  - Community – currently 529 learners although it was noted that this figure can get up to 1200/1300 by the end of the year as they are short, sharp courses.
- 4) Overall success, retention and achievement rates
- Retention is 92.6%
  - Achievement is 94%
  - Success 77.9%.

It was explained that the success figure has led to a school review and it has become clear that the areas of focus need to be Level 2 Health and Social Care.

- 5) Destinations data
- Care and Education studies learners progress to courses leading to higher level qualifications and into jobs that meet local and national needs.
  - 100% of students who applied to university received offers and are now studying as undergraduates.
  - Of those not applying for university – 98% are either in further education, training or employment
  - Popular progression routes include Level 3 early years to FD Children and Peoples workforce (VWNC). Internal progression through the levels. Community students on to college-based programmes.
  - Foundation Studies students on to mainstream programmes and work/apprenticeships.

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- 6) Programme of study – this is 540 guided learning hours and includes main qualification, Maths and English, Tutorial, work experience/work placements and wider learning/enrichment. It was explained that these elements have always been provided however there is now much more of a need to prove delivery with improved recording and evidence requirements.
- 7) Maths and English –this is a particular focus across all areas of the College. To bring about improvements the College is using a central delivery model which includes an initial assessment and a BKSb diagnostic. There is collaboration between Tutor, Personal Tutor and English and Maths Tutor. Specific English and Maths targets are set and include the embedding of English and Maths into lessons.
- 8) Work experience/work placement – it is felt that this is a real strength of the school of learning. 100% of Early Years and Health and Social Care students complete work experience/placement. These students have to find their own placements which is part of them taking responsibility. Work experience and work placements are also found for a growing number of Foundation Studies students, 100% of Childcare (AR) students go out in to the work place. In the community there are 11 work route courses (59 learners) these include CV building, letters of application, interview practice etc. The school is proud to offer a non traditional route for differently able apprentices. Some considerable time was taken in explaining the experience opportunities provided to Foundation Study students who have additional learning needs.
- 9) Quality of teaching and learning
  - Teaching observation profile 2013/14 from an internal perspective showed 100% of staff have received a developmental and graded lesson observation. All have been subject to learning walks and the internal judgement was 89% good or outstanding, 11% (6) judged as 3 or 4. It was confirmed that the 6 individuals judged to be grade 3 or 4 have received support from the Quality department and coaches and improvements have been seen. By comparison the external observations undertaken by Click show 54% good or outstanding and 46% judged as 3 or 4. Feedback has formed the focus of staff development and this year's observation cycle. It was explained that because there is such a significant difference between the internal and external grading observations that the whole process has been reviewed. There is now the ability/requirement to moderate every observation. In addition to this Click are coming in to College next week to undertake a mock inspection of the area.

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

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10) Learner voice – exit survey shows:

- 93% are happy at College
- 95% agree ‘my teacher challenged me to do my best’
- 97% feel safe at College – it was explained that the school wants this to be 100% and that further investigation is ongoing regarding the 3% that said they did not feel safe.
- 94% agree that they have developed skills that will help them gain future employment.
- 95% agree that their programme is helping them prepare for the next step.

Student representatives are appointed both internally and externally. The department has student forums which include Heads of School and Curriculum Managers. The team offer an open door policy and also run a ‘you said we did’ campaign.

11) Key strengths

- Foundation Studies – reputation and success rates at level 1 at 92% and level 2 100%
- Animal Care Schools Academy
- Work experience/work placement
- Community learning – reputation. Social inclusion with an offer of 322 courses. Retention at 90.31% and success at 94.41%
- Early Years success rates at level 2 94%
- Collaborative working model across the school management team.

12) Key areas for development and challenges

- Improvement required across the Board for Health and Social Care but especially in terms of retention. Comprehensive review underway.
- Childcare (adult responsive) review of curriculum. Is the school still meeting the needs of students and employers?
- HE – HND/C for Health and Social Care - Change programme for children and young people’s workforce FD?
- Improve English and Maths outcomes
- Quality of teaching and learning – internal observations to be much more closer to the external view.

Angela Mogridge was thanked for her presentation. Governors all agreed that it had been informative and helpful. In terms of general discussion the Board questioned why there was still such a significant difference between internal and external observation grades. Angela Mogridge confirmed that the Click review had really brought this discrepancy into focus and gave assurance that it was now being addressed. The Principal expressed concern that this issue/difference was highlighted at the last OFSTED inspection and questioned why after two years the school seems to be struggling with the same problem. Angela Mogridge indicated that in her view, historically there has been

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

Date:

a failure to adhere to the Common Inspection Framework requirements and gave assurance that this is now being addressed. She confirmed that the CIF is now the basis for all observations and should ensure much greater consistency.

The Board asked for further detail regarding the Community Learning. It was explained that this is primarily Health and Social Care which is funded by Notts County Council and other direct organisational commissions. Venues are varied. It was confirmed that the Nott's County Council contract is an annual contract that is subject to a bidding exercise. Community Learning offers a very varied provision of subjects which range from Cookery, Parenting, Health and Safety, Arts and Craft etc.

Angela Mogridge was thanked for her presentation and left the meeting at 6.00pm.

### **15.31 STANDING ORDERS - ANNUAL REVIEW**

The Clerk introduced this item and confirmed that the annual review of this document showed that it remained fit for purpose and as a consequence she was proposing that it continue unchanged. It was noted that the full document was available electronically on the Governors portal.

AGREED: to approve the continued use of the Standing Orders unchanged.

### **15.32 PRINCIPALS REPORT**

The Principal introduced this item and drew a number of matters to members attention:

- AOC conference – a two page briefing note summary was circulated. Key issues for the College are;
  - 1) English and Maths to meet the needs of individual students at all levels
  - 2) Apprenticeships will continue to grow whoever is in power
  - 3) Continue to work closely with employers and use their skills in creating curriculum and in teaching in the classroom.
  - 4) Fill in the skills gaps at all levels and key employment sectors like Engineering
  - 5) Huge opportunity to use the Colleges University Centre to deliver high level skills
  - 6) Localism will be key in working with the LEP to meet the needs of the community
  - 7) Careers advice needs to improve in schools and Colleges
  - 8) Now is the time to tell MPs and Ministers what the College and the sector needs from the next Government.

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

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- Skills Funding Agency Chief Executive appointment – the SFA recently announced the appointment of a new Chief Executive Peter Lauener, he will take the reins this week. This is a likely indication that there will be a move to one funding agency after the election.
- India – the official opening of BKS B and Cordia centres will take place in January 2015. In relation to Cordia the Principal gave assurance that there is no financial contribution from the College.
- Toni Mascolo OBE visit – an excellent visit by Toni Mascolo of Toni & Guy. The event was very high profile and the College is now investigating the possibility of a partnership for 14-19 year olds.
- Principal awards – the Principal obtained two important awards recently: one was Woman of the Year, and the second was recognition by the UK Government and Indian Government for outstanding contribution to strengthening the links between the UK and India.
- Key events – Tuesday 18<sup>th</sup> November saw the official opening of Vision Studio School. Governors were reminded that the HE graduation ceremony takes place on Saturday 22<sup>nd</sup> November.

The Chair having attended the AOC conference felt that there were several key messages for the sector, particularly in relation to funding:

- There is going to be a lot more investigation and focus in relation to subcontracting
- Efficiencies on adult skills will mean further cuts
- Real focus on apprenticeships
- £225 million FE loans underused. College could perhaps take advantage of this
- A lot of money is going to be devolved down through the LEPs.

AGREED: to note the update provided.

### **15.33 PROPERTY STRATEGY UPDATE**

In the absence of Tom Stevens the Principal provided an update.

- In relation to the Studio School she confirmed that whilst it has been a long journey there is a sense that the team are finally 'getting there'.
- In relation to the University Centre she explained that the total project is estimated to be £7.8 million. Initially the College sought a one third intervention level however this has been reviewed and a resubmitted bid to the LEP proposed 50% contribution. Andrew King confirmed that the next step was to update the business plan and submit formally to D2N2.

AGREED: to note the update provided.

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

Date:



#### **15.34 SUCCESS RATE DATA 2013/14**

The Deputy Principal introduced this item and confirmed that there was a mixed picture overall. She gave assurance that the Senior Team know exactly where to focus and are working with individual schools of learning to improve.

Key headline information for 2013/14 in terms of College and partner combined provision noted were:

- Classroom based learning – with 14,761 net starts and success at 88% is 1% above the national average.
- Classroom based learning – long provision with 6012 net starts and success at 83% is at national average and shows a 3 year trend of improvement.
- Classroom based learning – 16-18 overall success at 85% is 1% above the national average and is at the same level as 12/13.
- Classroom based learning – adult provision overall success has a 3 year trend of improvement and at 92% is 5% above the national rate.
- Apprenticeships – overall success decreased by 5% to 76%, timely success rate has decreased by 3% to 55% (timely success rates may improve as period 15 data is not due until December 2014).
- Advanced apprenticeships – overall success has increased by 3% to 78%, timely success has decreased by 1% to 49% (timely success rates may improve as period 15 data is not due until December 2014).
- Work place learning – overall success decreased by 1% to 97%. Timely success has improved by 2% to 82%
- Functional Skills – 16-18 learner success has declined by 14% to 69%, adult learner success is currently at 73% (and could improve to a maximum of 80% being 3% above the national rate).

In general discussion it was acknowledged that the dilemma for the College, the Senior Team and the Board is the need to improve success rates as well as offering broad provision and ensuring that all students are 'given a chance'.

Members reviewed the written report in detail and all agreed that it was very comprehensive. It was agreed that the Deputy Principal would check the accuracy of the figures detailed in section 8.3 page 29.

AGREED: to note the update provided.

#### **15.35 EXCEPTION REPORT – SAFEGUARDING AND EQUALITY**

Members reviewed the written report and all agreed that it was self explanatory.

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

Date:

AGREED: to note the update provided.

**15.36 FINANCE REPORT – SEPTEMBER 2014**

In the absence of Andrew Martin the Principal introduced this item and confirmed that this was the first report of the year. She explained that because of the timing a lot of the report was based upon estimates and that there would be much greater certainty at the end of quarter one performance reporting. A number of key items were noted:

- BKSb has made another strong start to the year with operating profits of £238k against a budget target of £201k which is being supported by significant volumes of licence renewals at the start of the financial year.
- Vision Apprentices has produced a close to breakeven performance in the period whilst Vision Workforce Skills has delivered an operating surplus of £207k following a number of property exit gains during the period.
- Cash position is strong.
- Quarterly actual figures will provide a much clearer picture.

Governors reviewed the information provided and questioned whether the page 46 debtors increase figures were correct. It was felt that this is incredibly high and they would like more explanation on this at the next meeting.

Dir Fin

Dec 2014

Governors also questioned where new build retention monies sit within the accounts as it was not clear which line this relates to.

Governors expressed some concern that the Colleges core provision seems to be losing money and that without the BKSb contribution there would be difficulties. The Principal confirmed that the College had taken an enormous hit last year in relation to VWS and that what is now budgeted is a slow recovery. It was acknowledged that the report was a snapshot and a point in time position. The Principal indicated that she was encouraged by the fact that the College has hit its student recruitment number targets and therefore the poor performance perceived could be to do with the profile of payments. It was agreed that Andrew Martin will be asked to provide an updated paper at the next meeting. The key concern for Governors was that the College core provision looks to be losing money and would be in deficit without BKSb, they would like to receive further clarification regarding how this is being addressed, if it is in fact the case.

Dir Fin

Dec 2014

AGREED: to note the update provided.

**15.37 FINANCIAL REGULATIONS – ANNUAL REVIEW**

Governors all agreed that the report was self explanatory and the full document was available on the portal.

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

Date:

AGREED: to note that the College Financial Regulations have been reviewed without recommendation of any major changes.

**15.38 MINUTES OF THE FINANCE & ESTATES COMMITTEE MEETING HELD ON 13<sup>TH</sup> OCTOBER 2014**

AGREED: to note the content of the minutes.

**15.39 AOB**

There were no items of additional business.

**15.40 DATE OF NEXT MEETING**

The Clerk confirmed that the next scheduled meeting was 4<sup>th</sup> December 2014 at 5.00pm.

(Staff and students left the meeting at 6.50pm)

**15.41 CONFIDENTIAL MINUTES OF THE BOARD MEETING HELD 16<sup>TH</sup> OCTOBER 2014**

The minutes were reviewed and it was agreed that they were a true and accurate reflection of discussions.

AGREED: to approve the confidential minutes of the Board meeting held on 16<sup>th</sup> October 2014.

Meeting closed at 7.00pm.

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

Date: