

NOTTINGHAM COLLEGE

CORPORATION MEETING

Minutes of the meeting held on 20 July 2020

Present:	Carole Thorogood (Chair) <i>from minute 296</i>)	
	Anja Beriro)	
	Mary Carswell (<i>in the Chair until minute 306</i>))	
	Philip Crompton)	
	Andrew Dickinson <i>from minute 310</i>)	External governors
	Jonathan Hawley)	
	Patricia Harman)	
	Neghat Khan)	
	Andrew Unitt)	
	John van de Laarschot)	Chief Executive Officer
	Becki Pate)	Staff governor
	Liam Perkins)	Staff governor
	Claire Brookes)	Student governor

In attendance:	Ian James	Clerk to the Corporation
	Philip Briscoe	Principal (Curriculum & Education)
	Jo Clifford	Principal (Finance)
	Lauren Waters	Interim Executive Director Academic, Adult & Quality
	Karen Sanders	Interim Director of OD/HR
	Simon Kirby	Director of Marketing and Communications
	Mike Firth	ESFA
	Rachel Robson	Interim Clerk (Designate)
	Andrew Jordan	Eversheds Sutherland <i>for minutes 318-329</i>

PART 1

CONDUCT OF THE MEETING

277 In compliance with Government requirements during the Coronavirus pandemic, the meeting was held remotely, via Microsoft Teams.

APOLOGIES FOR ABSENCE

278 Apologies for absence were received from Richard Donovan, Shauna Hipkiss and Michael Wisher.

DECLARATION OF INTERESTS

279 Neghat Khan declared an interest in the matters discussed in minutes 318-329.

MINUTES

Board meeting 1 June 2020

280 **Resolved** that the minutes (Part 1) of the meeting held on 1 June 2020 be approved as a correct record and signed by the Chair (actual signature would be delayed until the next normal meeting)

Written Resolution

281 The governors formally recorded in the Board minutes the Written Resolution passed by the governors on 9 July 2020 as follows:

282 **Resolved** that the indemnity agreement and collateral warranty with Adams Campus Limited in relation to the forthcoming works at the Adams Building be approved in the terms set out in the documentation supplied to the Board subject to any amendments, variations or additions which may be considered necessary or desirable to the documentation by the College and that the Common Seal of the Board be affixed to the indemnity agreement and collateral warranty in accordance with paragraph 51 of the College's Standing Orders for the Conduct of Business as authenticated by the Chair and the Chair shall be authorised to make any amendments, variations or additions to those documents which he or she may in his or her absolute discretion consider appropriate (in each case, such approval being evidenced by the affixing of the Common Seal of the Board to the documents).

REPORT FROM GOVERNANCE & SEARCH COMMITTEE

283 The Board received, for information, the minutes of the meeting held immediately before the last Board meeting, on 1 June 2020. Actions arising had been dealt with at the Board meeting on the same date.

MINUTES OF THE AUDIT COMMITTEE

284 The Board received the minutes of the meeting held on 8 June 2020 noting that significant matters discussed by the Committee would be referred to later in the meeting.

APPOINTMENT OF CHAIR & VICE-CHAIRS

285 The Clerk reminded the Board that they had decided at the last meeting not to operate the formal procedure for the appointment of the Chair and Vice Chair this year.

286 **Resolved** that Carole Thorogood be appointed as Chair and Mary Carswell and Michael Wisher as Vice-Chairs for one year with effect from 1 August 2020

POLICIES

287 The Board received the following policies which were due for review and reapproval. There were no material changes to the policies and the governors had been afforded the opportunity to raise any queries in advance of the meeting.

- Residential Accommodation Policy
- Special Leave Policy
- Procurement Policy
- ICT Acceptable use policy
- Information Security Policy
- Supply Chain Fees and Charges Policy

288 **Resolved** that the above revised policies be approved

RISK MANAGEMENT

289 The Principal (Finance) presented the update of the current Risk Register drawing attention to several risks which were assessed as having increased due to the impact of the Covid-19 pandemic, as follows:

- failure to meet income targets
- City Hub capital project goes over on budget or programme
- the College fails to meet expectations of stakeholders and regulators

290 It was further noted that some of the deadlines to meet target scores may be extended. A full review and a revised Risk Register for 2020/21 would be submitted to the Audit Committee and the Board in September.

CEO'S REPORT INCLUDING SCORECARD & KPI's

291 The CEO introduced his update report providing the Board with an overview of the key challenges currently faced by the College and current performance across the organisation. He referred in particular to progress with recommendations made by the FE Commissioner and, following a further FEC review, to an additional four recommendations which were in line with action already under way.

292 The CEO advised that the planned accommodation moves were on track. There was some risk around timing for the work at the Adams building but contingency plans were in place. The completion of the Hub building was now scheduled for 9 October with occupation from January.

293 The voluntary redundancy scheme had now finished and there had been a need for some additional compulsory redundancies in order to meet the targeted cost savings.

294 The governors asked about applications for enrolment in 2020/21 and were advised that numbers were very encouraging at this point and attention was drawn to the data in the report which recorded a 29% increase in applications on this time last year (21% for 16-18 study programmes). A realistic approach was being taken to the likely conversion rate of applications to enrolments although contingency planning was taking place in the event that student numbers would stretch the current capacity in terms of accommodation and staffing.

295 Asked about projected pass rates, the Principal (Curriculum & Education) commented that the current forecast was 86% although there was uncertainty as this was based on predicted grades.

OFSTED INSPECTION ACTION PLAN

296 The Board received an update report on progress with the Ofsted Inspection Action Plan. While much of the work on the Plan had been paused or slowed due to the Covid-19 pandemic, the College had been seeking out new ways of taking forward many of the required actions. The Principal (Curriculum & Education) now provided a detailed account of current progress and additional action in place under each of the areas listed in the Plan:

- Attendance
- Assessment and feedback
- Fundamental British Values and Prevent
- Tutorials
- Planning
- Focus on Teaching, Learning and Assessment
- Systems
- Sub-Contracting
- Work Experience
- Staffing
- Governance

297 A governor drew attention to the Success Criteria in the Action Plan pointing out that it was important for actual target percentages to be included in order to facilitate monitoring by the Board. The Principal (Curriculum & Education) agreed to take this away as an action.

298 A staff governor asked whether some of the actions proposed e.g. peer reviews would involve additional workload for staff and was advised that much of the development work on the plan was about streamlining systems and processes and time in colleagues diaries would be protected as a result.

REPORTS FROM TASK & FINISH GROUPS

299 In response to a recommendation made by the FE Commissioner, the Governance & Search Committee had asked for a standard item to be added to all future Board agendas so that the governors could track more closely the activities of the task & finish groups. They now received reports as follows:

Higher Education (Mary Carswell)

300 This group was engaged in a thorough review of the College's HE provision including market and competitor analysis. Development work was proceeding focussing around creating flexible opportunities for students.

Apprenticeships (Mary Carswell/CEO)

301 The group was engaged in a fundamental and creative review of all aspects of apprenticeships which was challenging the constraints imposed by the traditional model of apprenticeship provision by, for example, acknowledging employers' need for staff 52 weeks a year and not just in term time. Further work on market needs and the development of a new proposition was on-going with a view to firming up the proposals during July/August.

Capital Project Board (Andrew Unitt)

302 Good progress had been made since the last meeting with a date of 9 October agreed with the contractor for the completion of the City Hub. The overall cost was slightly under budget at this stage with a small remaining contingency. This was a good result as it was thought originally that the pandemic would involve incurring additional costs.

303 With regard to the retained Estate, an outstanding approval was required in relation to the Adams building, but contingency plans were in place in the event of a delay. Arrangements were in hand for full communication with staff prior to major accommodation moves taking place around Christmas.

Adult Education (Jon Hawley)

304 A positive start had been made on reviewing the Colleges Adult Education provision looking at widening the societal groups that were targeted, possibly even using a full cost model in some cases. Consideration was also being given to the use of the City Hub building for evening classes and a possible link with HE provision.

CURRICULUM & QUALITY REPORT

305 The Board received the routine report providing an update on curriculum and quality matters since the last meeting. This report covered:

- Strategic direction for returning to College and supporting student recruitment
- Current position with online / distance learning
- Student voice
- Performance reviews
- Qualification accreditation and implications for the College

306 A governor queried the position with regard to the attendance of students for practical assessments where these could not be undertaken virtually. The Principal (Curriculum & Education) advised that efforts were being made to ensure that students attended for these purposes although some had expressed some discomfort around doing so in the current circumstances.

RETIREMENTS

Student governors

307 The Chair thanked the student governors for their contribution to the work of the Board over the last year.

Liam Perkins – Professional Support Staff Governor

308 On behalf of the Board, the Chair thanked Liam for his contribution during his two year term of office which would expire on 31 July 2020.

Ian James – Clerk to the Corporation

309 The Chair referred to the forthcoming retirement of Ian James as Clerk to the Corporation and she commented that he had served the Board and pre-merger Boards with distinction since his original appointment as Clerk to the South Nottingham College Corporation in May 2007. Ian had supported her and the other governors through two challenging merger transactions that had resulted in the creation of this College. On behalf of the Board, she thanked Ian for his service to the Board and wished him well in his retirement. A suitable gift in the form of a framed line drawing of the new City Hub building would be presented at an appropriate time.

DATE OF NEXT MEETING

Monday, 14 September 2020

Chair

Date