

NOTTINGHAM COLLEGE

CORPORATION MEETING

Minutes of the meeting held on 1 October 2018

Present:	Carole Thorogood (Chair))	
	Mary Carswell)	
	Trevor Clay)	
	Andrew Dickinson)	External governors
	Richard Donovan)	
	Neghat Khan (from minute 47))	
	Gill Lane)	
	Michael Wisher)	
	John van de Laarschot)	Chief Executive Officer
	Becki Pate)	Staff governor
	Liam Perkins)	Staff governor
	Eseose Okotako)	Student governor

In attendance:	Ian James	Clerk to the Corporation
	Jo Clifford	VP Finance
	James Whybrow	VP Partnerships, Apprenticeships & Enterprise
	Emma Woods	Director of Quality
	Zoe Butler	Director of Customer Experience
	Tom Dick	Director of Curriculum
	Matthew Varley	Director of Estates/Capital Projects

PART 1

APOLOGIES FOR ABSENCE

43 Apologies were received from Anja Beriro, Andrew Unitt, Ffyona Baker, Simon Kirby and Jane Peacock (ESFA).

DECLARATION OF INTERESTS

44 There were no declarations of interest.

MINUTES OF GOVERNANCE & SEARCH COMMITTEE

45 The minutes of the Governance & Search Committee held on 26 September 2018 were received including the recommendation to appoint Councillor Neghat Khan as a governor in the external category.

46 **Resolved** that Councillor Neghat Khan be appointed as a governor on the external category for a term of office lasting until 31 July 2019

MINUTES

47 **Resolved** that the minutes (Part 1) of the meeting held on 28 August 2018 be approved as a correct record and signed by the Chair

AUDIT COMMITTEE

Minutes

48 The Board received, for information, the minutes of the meeting held on 17 September 2018

Internal Audit Annual Report

49 The Internal Audit Annual Report for 2017/18 was received which provided a positive opinion on the College's frameworks for internal control, governance and risk management.

Audit Strategy & Plan for 2018/19

50 The Committee had recommended the internal strategy and audit plan for 2018/17.

51 **Resolved** that the Internal Audit Annual Plan for 2018/19 be approved and that authority be delegated to the Committee to vary the Plan during the year should the need arise

POLICY REVIEWS

Wellbeing Strategy

52 The Board received the proposed Wellbeing Strategy and the governors made the following suggestions for improvements:

- there should be stronger links to the College's E&D Policy and a greater emphasis on individuals
- training of some relevant staff should be mandatory
- under 'measuring success', the target percentage for student reporting a good or very good experience of wellbeing activities should be increased to 85%
- although the 'purpose' refers to staff colleagues, there is little mention elsewhere – possible link to College HR Strategy

53 **Resolved** that, subject to the amendment of the Strategy to accommodate the comments made by governors, the Wellbeing Strategy be approved

CURRICULUM & QUALITY REPORT

54 The Board received a report updating the latest student enrolment numbers and how these compared to the College's target for funded numbers and the internal target for growth.

55 A great deal of effort was being expended in student retention to provide the best support to students and to underpin the achievement of target. Retention was currently showing an improvement on the same point last year. Apprenticeship recruitment was also progressing well.

56 Governors queried the College's strategy to increase student numbers and the following was discussed:

- how to obtain greater access to the local schools: the Director of Curriculum indicated that more co-operation was becoming available from the City. It was suggested that there should be a College representative in schools on GCSE results day to provide advice on College courses

- what could be done about the large number of scheduled student interviews that did not take place although research showed that many who did not attend had the College as their second choice. More research was under way
- how successful the College was in progressing students from one course to another

57 Governors would receive updates at future meetings via the routine curriculum/quality report.

RISK REGISTER

58 The Vice Principal (Finance) submitted the 'red' risks from the current Risk Register for monitoring by the Board. She also presented an example of a revised format for the Register drawn up as a result of a recent review commissioned by the Audit Committee. This included graphs indicating progress from net risk to target risk. The Committee had agreed that the revised format was a significant improvement and had endorsed its expansion to the full Risk Register.

59 The inclusion of Ofsted inspection was queried as it related to the risk of an early inspection soon after the merger.

FINANCE

Management Accounts P12

60 The VP Finance presented the management accounts to 31 July 2018 which showed that the College remained ahead of budget at that stage with a year to date surplus of £952k against a budgeted deficit of £1.456m. While income was £2m below budget, both pay and non-pay expenditure were better than budget (by £92k and £3.4m respectively).

61 The year end position was now forecast at a £630k deficit against a budgeted £1.87m (excluding capital grants) the improvement being due to reduced depreciation (£771k below budget) and the profit on the disposal of the Broadway premises (£416k). The external audit of the 2017/18 financial statements was currently under way.

ESFA ASSURANCE REVIEW OF 2017/18

62 The Vice Principal (Finance) submitted a report on the outcome of the recent ESFA audit. While the final report had not yet been received and some further work was to be undertaken, the number of errors noted was very low and a clean audit was expected with no material financial consequences. The final outcome would be notified to governors when the formal opinion had been received.

ESTATE AND CITY HUB UPDATE

63 The Director of Estates/Capital Projects gave a presentation on the current position with the City Hub project indicating progress against the project plan, next steps and risks. The enabling work had delayed the project by around three weeks although the Director was confident that this time could be regained during the remainder of the project.

64 With regard to the series of major curriculum moves undertaken during the summer, the Director confirmed that these had all been completed satisfactorily resulting in all provision at Beeston being relocated to other College campuses.

BASFORD HALL – POST CURRICULUM MOVES

65 The Director of Curriculum reported that the curriculum moves involving Basford Hall had been completed and that the resulting benefits included the achievement of a 50/50 gender split and a more diverse curriculum involving more SLDD students. Consequently, there was more intensive use of the Basford Hall campus and any issues of possible overcrowding and fitness for purpose were being monitored.

66 Scoping work was currently being carried out by Bond Bryan on the further consolidation of SLDD provision at Basford and a report would be presented to the Board in due course.

DATE OF NEXT MEETING - 4.30pm on Monday, 29 October 2018

Chair

Date