

NOTTINGHAM COLLEGE

CORPORATION MEETING

Minutes of the meeting held on 9 December 2019

Present:	Carole Thorogood (Chair))	
	Anja Beriro (mins 94-123))	
	Mary Carswell)	
	Philip Crompton)	External governors
	Neghat Khan)	
	Andrew Unitt)	
	Michael Wisher)	
	John van de Laarschot)	Chief Executive Officer
	Becki Pate)	Staff governor
	Liam Perkins)	Staff governor
Claire Brookes)	Student governor	
Shauna Hipkiss)	Student governor	

In attendance:	Ian James	Clerk to the Corporation
	Philip Briscoe	Principal (Curriculum & Education)
	Jo Clifford	Principal (Finance)
	James Whybrow	VP Partnerships, Apprenticeships & Enterprise
	Tom Dick	Executive Director Curriculum Delivery & Development
	Lauren Waters	Interim Executive Director Academic, Adult & Quality
	Zoe Butler	Director of Customer Experience
	Karen Sanders	Interim Director of OD/HR
	Simon Kirby	Director of Marketing and Communications

PART 1

INTRODUCTION & APOLOGIES FOR ABSENCE

94 Apologies were received from Andrew Dickinson, Richard Donovan, Mike Green and Jonathan Hawley. The Chair congratulated Tom Dick on his recent appointment to the post of Deputy Principal at North Warwickshire and South Leicestershire College. Claire Brookes was welcomed to her first meeting following her nomination as the HE student governor.

DECLARATION OF INTERESTS

95 Neghat Khan declared an interest in the Disposal of Property item recorded in the Part 2 (Confidential) minutes.

APPOINTMENT OF STUDENT GOVERNOR

96 **Resolved** that Claire Brookes be appointed as the student governor (HE) until 31 July 2020

MINUTES

97 **Resolved** that the minutes (Part 1) of the meeting held on 11 November 2019 be approved as a correct record and signed by the Chair (subject to the addition of Simon Kirby to the attendance list)

Support for Students Post Industrial Action (ref: minutes 83-88)

98 The Principal (Curriculum) was asked for an update following the consideration of this matter at the previous meeting. He confirmed that the examination boards had been approached to see if they would allow special consideration for College students in view of the disruption to their education caused by the industrial action. The College had been advised to apply in April/May when the exam boards would consider the issue. Steps were also in hand to ensure early UCAS applications.

AUDIT COMMITTEE

Minutes

99 The Clerk introduced the minutes of the Committee held on 25 November 2019 drawing attention to headway made with the IT Strategy Roadmap and the good progress this year with the implementation of auditors' recommendations.

100 Attention was drawn to a reference in the minutes to the age of some of the College's IT equipment and the Principal (Finance) advised that there would be significant investment in new IT with the completion of the Hub and that a programme of investment in other centres would be put in place subject to the availability of resources.

Internal Audit Annual Report

101 The Board received, for information, the Internal Audit Annual Report for 2018/19.

FINANCIAL STATEMENT 2018/19

External Auditor's Report

102 The Principal (Finance) presented the external auditor's report on the 2018/19 financial statements and regularity audits together with the Letters of Representation. The Board were advised that the audit was substantially complete and that there were no significant audit findings or matters outstanding.

103 **Resolved** that the Letters of Representation be approved

Audit Committee's Annual Report

104 The Board received and noted the Committee's Annual Report which provided a positive view of the College's assurance arrangements in relation to internal control, governance and risk management and with no significant audit recommendations.

Financial Statements

105 The Principal (Finance) presented the financial statements for Nottingham College & subsidiaries for 2018/19. The Board noted that there had been an operating deficit of £6,057K for the year which, after accounting for the write down of property for sale, restructuring cost and FRS102 (pension costs) resulted in an adjusted trading surplus for the year of £4,742k. This was a similar outturn to the preceding year and represented a strong financial position. The Board also received the accounts of the trading subsidiaries, Nottingham College Services Limited and EMTEC Colleges Limited.

106 **Resolved** that the Financial Statements for the College and trading subsidiaries for 2018/19 be approved

POLICIES

Modern Day Slavery

107 The Board was requested to reapprove this Policy which had been updated but with no material changes. An audit of HR policies was underway to seek to ensure that any cases of Modern Day Slavery were identified.

108 **Resolved** that the revised Modern Day Slavery Policy be approved

HE Admissions

109 The Executive Director Curriculum Delivery & Development introduced the HE Admissions Policy which was due for review and reapproval. Following discussions with Mary Carswell, it was proposed to amend the Policy to ensure that applicants were required to declare unspent convictions and also any disabilities in order for the College to be able accommodate them.

110 **Resolved** that, subject to the amendments referred to above, the HE Admissions Policy be approved

CEO'S REPORT

111 The CEO submitted the first in a redesigned report providing a series of charts for performance monitoring together with updates for the Board on policy and strategic issues. The charts were favourably received by the governors who made the following observations on the content:

- Focus where possible on actuals
- Definition of terms would be helpful e.g. exactly what is meant by 'retention'
- Inclusion of trend data
- Specific links to KPIs
- Preferably, time should be plotted left to right

112 The CEO also drew attention to the ESFA financial health score for the College which had been assessed as 'Good' in line with the financial plans and forecast. Following the recent visit by representatives of the FE Commissioner, their draft report had been produced and would be shared with governors. A further monitoring visit was planned for May 2020.

CURRICULUM & QUALITY REPORT

113 The Board received this report which enabled the Board to monitor KPIs relating to curriculum and quality issues. The governors noted the following points:

- Overall attendance at 87% was 3% below the performance at the same point as last year, which has been impacted by industrial action
- Learning walk activity had taken place during the first half term and formal observations of Teaching and Learning and Assessment (TLA) had begun – a report to the Board would be forthcoming
- More robust processes were in place in relation to student voice with Faculty Boards held termly to address students' concerns
- The term 1 student survey for classroom-based provision had achieved target participation and exceeded satisfaction targets
- The term 1 student survey for work-based provision had not met participation or satisfaction targets and actions were in place to address this position

- The performance review process described to the Board at the previous meeting had been implemented, with a focus on setting expectations. The emerging issues were being actioned with a supportive intervention process where needed

114 The Board also received a report updating the governors on the Faculty/Faculty Area recovery plans in place to mitigate the impact of the recent industrial action. The lost hours were being recovered through a range of methods including additional classroom delivery, non-timetabled workshops or drop-in sessions. Faculties had all begun to implement additional on-line activity and would support this with drop-in workshop sessions post-Christmas. All were currently on track to deliver their recovery plans and progress was being reviewed monthly.

FINANCE

115 The Principal (Finance) submitted a detailed report on the management accounts for the period to 31 October 2019. The accounts showed that the College's income was below budget, but this was offset by lower than budgeted pay and non-pay expenditure. The overall operating position was affected significantly by accelerated depreciation related to College sites currently for sale but, without this adjustment, the operating position was broadly on budget. There were no issues at present giving rise to concern over Bank covenants.

116 A governor queried the reason for the College generating a substantial operating surplus and was advised that this was required as part of the business plan to reduce the College's debt. In addition, greater expenditure would now be incurred to pay for the additional costs of settling the pay & grading dispute.

RISK MANAGEMENT

117 The Board received the Annual Risk Management Report for 2018/19 noting the approaches in place to underpin the management of risk across the College. They also reviewed those risks rated as 'red' on the Risk Register for 2018/19.

118 With regard to the question of staff morale, a query was raised as to when there would next be a staff survey. The Interim Director of OD/HR commented that, due to the historically low response rates to surveys, a different approach was proposed involving arranging 'listening groups' to gather staff views and these meetings would commence in January.

DATE OF NEXT MEETING

4.30pm on Monday, 24 February 2020

Chair

Date