

NOTTINGHAM COLLEGE

CORPORATION MEETING

Minutes of the meeting held on 1 June 2020

Present:	Carole Thorogood (Chair))	
	Anja Beriro)	
	Mary Carswell)	
	Philip Crompton)	
	Andrew Dickinson)	
	Richard Donovan)	External governors
	Mike Green)	
	Jonathan Hawley)	
	Patricia Harman)	
	Neghat Khan)	
	Andrew Unitt)	
	Michael Wisher)	
	John van de Laarschot		Chief Executive Officer

Becki Pate	Staff governor
Liam Perkins	Staff governor

In attendance:	Ian James	Clerk to the Corporation
	Philip Briscoe	Principal (Curriculum & Education)
	Jo Clifford	Principal (Finance)
	James Whybrow	VP Partnerships, Apprenticeships & Enterprise
	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)

PART 1

CONDUCT OF THE MEETING

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

WELCOME/APOLOGIES FOR ABSENCE

233 The Chair welcomed Rachel Robson, Interim Clerk (Designate), who was shadowing the current Clerk prior to taking over the role on 1 August 2020. There were no apologies for absence.

DECLARATION OF INTERESTS

234 Mary Carswell and Neghat Khan had an interest in their reappointment referred to in minute 237.

MINUTES

235 **Resolved** that the minutes (Part 1) of the meeting held on 27 April 2020 be approved as a correct record and signed by the Chair (actual signature would be delayed until the next normal meeting)

REPORT FROM GOVERNANCE & SEARCH COMMITTEE

236 The Chair reported on the issues emerging from the meeting on the Committee held immediately before this Board meeting. The Committee had considered forthcoming retirements and committee memberships together with the schedule of business for 2020/21 and guidance from the DfE relating to the coronavirus pandemic. Regarding the DfE guidance, the Committee felt that the issues referred to in the guidance, which came rather late in the day, were adequately covered by the College's current arrangements. A number of recommendations had been made by the Committee.

237 Resolved

- 1 that Mary Carswell be reappointed for a two year term of office until 31 July 2022
- 2 that Cllr Neghat Khan be reappointed for a one year term of office until 31 July 2021, subject to her re-nomination by the City Council
- 3 that Patricia Harman be appointed as a member of the Governance & Search Committee with immediate effect

INSTRUMENT & ARTICLES OF GOVERNMENT POSSIBLE CHANGE REGARDING APPOINTMENT OF STAFF & STUDENT GOVERNORS

238 The Chair reported that the Governance & Search Committee had discussed this matter and decided that, whatever new process was devised, there should be a particular emphasis on attracting more staff interest in the role and in engaging the student governors in the business of the Board. Consequently, this item was deferred for further consideration.

APPOINTMENT OF CHAIR & VICE-CHAIRS

239 The Clerk advised that the appointments of the Chair and Vice Chairs were due to expire on 31 July 2020 and the Board needed to decide at this meeting whether or not to operate the procedure in Standing Orders for the election of the Chair and Vice-Chairs prior to the formal appointments being made at the July meeting. The current Chair and Vice-Chairs were willing to continue.

240 **Resolved** that the formal procedure for the election of the Chair and Vice-Chair be not operated this year

POLICIES

Bursary Policy

241 The Board received the Bursary Policy which was due for review and re-approval. Changes were proposed to the qualifying household income threshold and the College contribution towards childcare which were explained in the covering report. The Board discussed the effect of the changes which they recognised were intended to ensure that the available funds were targeted towards those students in greatest need. However, they were keen to monitor the actual impact of the changes.

242 **Resolved** that the revised Bursary Policy be approved and that a monitoring report be submitted to the Board at the September meeting

CURRICULUM PLAN & BUDGET ASSUMPTIONS

243 This item was withdrawn as most of these issues were covered elsewhere on the agenda.

CEO'S REPORT INCLUDING SCORECARD & KPI's

244 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.

245 Governors focussed their attention on the position with regard to apprenticeships and were advised that there had been no new starts and that most apprentices were unable to complete at present. Consequently, there had been a very significant fall in income. There was no current impact on staffing as most remained engaged with apprentices although many employers were closed with their staff furloughed. A successful claim had been made to the ESFA for 'supplier relief' and discussions were underway as to how this would be applied to the College. Mary Carswell assured the Board that the position with apprenticeships was being monitored closely by the task & finish group (also referred to in minute 251 below).

OFSTED INSPECTION ACTION PLAN

246 The governors noted the progress had been made with the Action Plan acknowledging once again that a good deal of the work was on hold during the partial closure of the College. Much of the development work now required depended on face-to-face contact with students although work was proceeding on any aspects that could be moved forward remotely. Actions affecting governance were similarly delayed at present.

247 The Plan showed progress for 'Covid-on' and 'Covid-off' scenarios together with actions for 'mitigation' and it was suggested that a more progressive view could be taken looking forward so that opportunities for permanent beneficial changes could be identified.

248 In the context of the reinspection, a governor drew attention to the need for the governors to be able to assure the inspectors that the Board was overseeing the student experience. This was a challenge at present and the Principal for Curriculum & Education undertook to consider this and report back. The teaching staff governor commented that some students' work had been outstanding during the lockdown.

249 Regarding the measuring of student participation in online learning, the Principal for Curriculum and Education was asked how detailed this was in terms of participation by individual students. He advised that reporting was increasingly detailed enabling tutors to encourage and engage with students. A governor commented that there was an issue regarding the management of external expectations of participation rates.

REPORTS FROM TASK & FINISH GROUPS

250 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:

Apprenticeships (Mary Carswell)

251 The group would be meeting on 2 June and was engaged in a fundamental and creative review of all aspects of apprenticeships which was likely to lead to some challenging recommendations.

Higher Education (Mary Carswell)

252 This group was engaged in a thorough review of the College's HE provision including market and competitor analysis.

Adult Education (Phil Briscoe)

253 This group would be meeting on 2 June for the first time.

Capital Project Board (Andrew Unitt)

254 Although the contractor (Wates) had handled the coronavirus restrictions very well and made good progress with the build, there would inevitably be a delay in completion at least until September/October. While the Adams building was currently closed, there was an opportunity to accelerate the redevelopment work; tenders had been received and were being evaluated.

255 The staff moves required in the summer were in the planning stage with contingency plans being developed while seeking buy-in from staff. The CEO commented that everyone coming back in September would be clear as to where they would be working.

CURRICULUM & QUALITY REPORT

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

- The current position with online/distance learning
- A summary of qualification accreditation and implications for the College
- An adapted approach to performance reviews
- The strategy for returning to College and supporting student recruitment
- A summary update on curriculum innovation and development for 2020/21

257 With regard to online learning, the governors questioned the senior staff on the extent of the information they held on each individual students' participation e.g. if the participation rate was 60%, was it always the same students or were more students participating but on a more sporadic basis. In addition, they asked if such information would be used in planning for students' return to the College.

258 The governors were assured that this level of detailed information was available to curriculum teams and that a good deal of work was being done to ensure that attention was given to the position of individual students with a view to maximising their prospects for progression.

MARKETING UPDATE

259 The Board received, for information, an update on College marketing. A governor cautioned that the expression 'sample creative' might appear to be a rebranding of the College and this concern was acknowledged.

DATE OF NEXT MEETING

Monday, 13 July 2020

Chair

Date