

NOTTINGHAM COLLEGE

CORPORATION MEETING

Minutes of the meeting held on 14 October 2019

Present:	Carole Thorogood (Chair))	
	Anja Beriro)	
	Mary Carswell)	
	Philip Crompton)	
	Richard Donovan)	External governors
	Michael Green)	
	Jonathan Hawley)	
	Andrew Unitt)	
	Michael Wisher)	
	John van de Laarschot)	Chief Executive Officer
	Becki Pate)	Staff governor
	Liam Perkins)	Staff 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

* Attended for minutes 41-48

PART 1

WELCOME & APOLOGIES FOR ABSENCE

41 Apologies were received from Andrew Dickinson, Neghat Khan, Melanie Pope and Jane Peacock (ESFA).

DECLARATION OF INTERESTS

42 There were no declarations of interest.

ENROLMENT UPDATE

43 The Director of Customer Experience provided a PowerPoint presentation showing the up-to-date position with enrolments. Total enrolments had been 6449 (5856 in 2018/19) although that figure had dropped to 6095 as a result of withdrawals (against a target of 6396). A detailed breakdown of performance cross faculties was also provided, and it was noted that the conversion rate of applications to enrolments had improved from last year. The written report summarised the strategies in place to address recruitment issues and to mitigate any deficit against planned numbers.

44 The Board were concerned about the impact of the current industrial action on retention of students this year and the teaching staff governor commented that there was evidence of demoralisation amongst teaching staff leading to a disinclination to actively pursue enrolments.

The CEO commented that such an attitude could only impact negatively on the College leading to further financial pressures and cost reductions, a form of 'self-harm'. The governors noted that the 'swop don't drop' initiative was showing signs of success.

45 HE recruitment was currently at 85% of target and the governors commented that the College not only needed to undertake a strategic review of this provision for the long term but also to look closely at what provision should be offered in 2019/20.

CURRICULUM & QUALITY REPORT

46 The Principal (Curriculum & Education) presented a report on the performance review framework being introduced for 2019/20 which was intended to:

- Deliver a consistent and transparent set of curriculum and quality measures
- Support ownership and accountability of performance
- Provide a basis for challenge and scrutiny
- Drive targeted and timely support and intervention before issues had a negative impact

47 The principle behind the performance review framework was to focus on the student journey and details of the framework were described to the Board together with the comprehensive data sets that supported the process. The governors expressed some concerns over the volume of data and asked how much of it was new as opposed to existing data. The Interim Executive Director Academic, Adult & Quality advised that it was a mixture of the two and that existing data would be transferred into the framework through the use of IT.

48 It was pointed out that some of the data areas did not contain targets as such and would be difficult to monitor. It was suggested that the data should be prefaced by a scorecard highlighting positive areas and those requiring action as this would focus attention and simplify the process for the participants. The Board were content to participate in performance review based on the new framework which the Principal (Curriculum & Education) believed would partly be a learning process for all involved.

MINUTES

49 **Resolved** that the minutes (Part 1) of the meeting held on 16 September 2019 be approved as a correct record and signed by the Chair

Safeguarding Policy (ref: minute 6-8)

50 Governors had been asked to express an interest in becoming the link governors for the areas of safeguarding, Special Education Needs, Equality & Diversity and Health & Safety (NB. The latter role had been assigned to Andrew Unitt). This exercise remained to be completed and so summaries of the role and the timetables of any meetings involved would be prepared and governors approached to take on the link roles.

AUDIT COMMITTEE MINUTES

51 The Board received the minutes of the Audit Committee held on 9 September 2019 noting the main issue emerging was the Internal Audit Annual Plan referred to under the next item.

INTERNAL AUDIT ANNUAL PLAN

52 The Audit Committee had proposed the Plan for 2019/20 and the Principal (Finance) explained the process by which the Plan had been devised to reflect the key strategic risks to which the College was exposed.

53 **Resolved** that the Internal Audit Annual Plan be approved

RISK REGISTER & RISK APPETITE

54 In recent months, the Audit Committee had reviewed and revised the risk management processes used by the College and the Board now received a report setting out the final proposals for the assessment, monitoring and reporting of risks. The report also outlined the College's risk appetite as reflected in target risk scores.

55 It was suggested that the target dates for FIN 3 and FIN 4 (relating to the City hub project and retained estates projects) may need bringing forward in view of the timescales for the various projects.

56 **Resolved** that, subject to the above, the target risk scoring methodology and the risk appetite be approved

POLICIES/PROCEDURES

57 The Board received the following which were due for review/reapproval:

- Local Government Pension Scheme Discretions Policy
- Senior Postholders Disciplinary Procedure
- Senior Postholders Grievance Procedure

58 The Board were content to reapprove these documents and asked that, in future, any changes/updates be highlighted for ease of reference and, where there are no changes proposed at all, the documents should not be reproduced in full.

59 **Resolved** that the policies/procedures listed above be approved

FINANCE

P2 Management Accounts

60 The Principal (Finance) submitted the usual detailed report on the management accounts, for the period to 30 September 2019 (period 2). The accounts showed that the operating surplus at this early point in the year was broadly on target although the overall financial position was affected by an accounting entry relating to accelerated depreciation in respect of College sites currently for sale. Income was marginally below expectations while pay and non-pay costs were better than budget.

61 The report contained a detailed account of variations in income and expenditure to date together with confirmation that there were no issues in relation to compliance with Bank covenants.

CEO's REPORT INCLUDING SCORECARD & KPI'S

62 The Board had been receiving a routine report from the CEO at each meeting enabling the governors to monitor performance against KPI's and to take note of a number of 'good news' stories from the activities of students and staff. However, the report to this meeting proposed a revised format for future reports which would provide a succinct and focussed update on current performance including:

- A headline summary of each of the papers presented on the agenda
- Progress against key performance indicators (listed in the report), in line with the performance review framework
- Updates on matters of interest including strategy, policy changes and recent development within the College

63 The governors were content that this development of the CEO's report would assist their monitoring of the College's performance and it was –

64 **Resolved** to approve the proposed format of future CEO's report

INFORMATION ITEMS

65 The Board received the following items for information:

- HE Access & Participation Plan
- Health & Safety Annual Report
- Safeguarding Annual Report

DATE OF NEXT MEETING

12midday on Monday, 11 November 2019 (away day)
4.30pm On Monday, 9 December 2019

Chair

Date