

NOTTINGHAM COLLEGE

CORPORATION MEETING

Minutes of the meeting held on 16 September 2019

Present:	Carole Thorogood (Chair))	
	Mary Carswell)	
	Philip Crompton)	
	Andrew Dickinson)	
	Richard Donovan)	External governors
	Jonathan Hawley)	
	Neghat Khan)	
	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
	Simon Kirby	Director of Marketing and Communications
	Zoe Butler	Director of Customer Experience
	Karen Sanders	Interim Director of OD/HR

PART 1

WELCOME & APOLOGIES FOR ABSENCE

1 The Chair welcomed Shauna Hipkiss and Lauren Waters to their first Board meetings. Apologies were received from Anja Beriro, Michael Green, Melanie Pope and Jane Peacock (ESFA).

DECLARATION OF INTERESTS

2 There were no declarations of interest.

MINUTES

3 **Resolved** that the minutes (Part 1) of the meeting held on 22 July 2019 be approved as a correct record and signed by the Chair

POLICIES

Curriculum Strategy

4 The Board received an updated version of the Curriculum Strategy for the period 2018-2021. Governors raised several issues that they asked to be taken into account:

- The need for clarification of the expression 'programme of study', the full meaning of which may not be clear to those unfamiliar with Further Education

- While supporting the growth of provision for students with disabilities, careful attention was needed to the resourcing Implications
- The document would benefit from proof reading

5 **Resolved** that, subject to the above, the Curriculum Strategy be approved

Safeguarding Policy

6 The Board received a revised Safeguarding Policy which had been updated to take into account the latest version of the DfE statutory guidance 'Keeping Children Safe in Education'. The governors asked for the wording in paragraph 2 of the Appendix to be reviewed as it was felt that the reference to reporting a concern "in response to anything which makes a student/young or vulnerable person uncomfortable" was too general.

7 Attention was drawn to the need for the Board to identify a governor to take a special interest in safeguarding following the retirement of Gill Lane. Other areas to which the governors should establish links were identified as Health & Safety, Special Education Needs and Equality & Diversity. Governors were asked to contact the Clerk to express an interest in these links.

8 **Resolved** that, subject to the above points, the Safeguarding Policy be approved

ENROLMENT UPDATE

9 The Board received a comprehensive report setting out the current position with enrolments for 2019/20. While 16-18 enrolments were currently ahead of the EFSA allocation, they were currently below the College target (at around 96% of target). However, enrolments were continuing with healthy numbers enrolling in August/September. Particular attention was being given to under-recruited areas. The report included a RAG rated list of the position in each curriculum area.

10 The governors were pleased to hear that the enrolment process had gone very smoothly with positive feedback from staff and, in particular, from parents. Rigorous processes were in place to secure the retention of enrolled students including the 'Swap don't drop' initiative and specific attention being paid to 'walk-in' enrolments where, historically, retention was below average.

11 Reference was made to over-recruitment in some curriculum areas and the ability of the College to resource these areas in terms of staffing and classrooms. The governors urged the management to ensure that effective lines of communication existed to identify problem areas and they asked for an update on the situation at the next meeting.

12 Although at an early stage, enrolments on Adult and HE courses looked reasonable. The true position with apprenticeships was masked by the low level of 'carry-in' activity from 2018/19 and the financial position at this stage was behind target. The governors were disappointed with this situation expressing some frustration with the complexities surrounding the funding and assessment of this area of activity.

FINANCE

P12 Management Accounts

13 The Principal (Finance) submitted the usual detailed report on the management accounts, for the period to 31 July 2019 (period 12). The accounts showed that the financial position at the year end was broadly on target and showed a significant improvement on the prior year. She commented that the numbers would change in the financial statements after the final ESFA funding was confirmed and the impact of FRS 102 (pensions) was included. She assured the Board that there were no concerns regarding the Bank covenants at the year and that the cash position was strong due to the receipt of grant funding from the LEP.

Bad Debt Report

14 The Principal (Finance) introduced the report on the provision for bad debts and those written off in 2018/19. She also provided an analysis of debt by age. The governors expressed some concern at the level of outstanding debt and were assured that the College was following up with debtors including taking legal action in appropriate cases.

CURRICULUM RESULTS

15 The governors received a report and presentation informing them of the projected headline achievement rates for 2018/19 following the end of the academic year and prior to the ILR return in October. At this point, the projection showed improvements on the previous year in eight out of ten key measures and maintenance of standard in one further area. The only area to decline was A level achievement which, while the pass rate had improved, had been affected by poor retention rates.

16 With the likelihood of Ofsted inspection in the near future, governors drew attention to the areas of functional skills and apprenticeship timely completion as areas requiring special attention from management.

CEO's REPORT INCLUDING SCORECARD & KPI'S

17 The Board received the CEO's routine report 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. The CEO drew attention to the improvement in work experience performance and staff training and also to the welcome news of a one-off boost in FE funding of £400m albeit that this would not be in place until 2020/21

DATE OF NEXT MEETING - Monday, 14 October 2019

Chair

Date