NOTTINGHAM COLLEGE

CORPORATION MEETING

Minutes of the meeting held on 1 April 2019

Present:	Carole Thorogood (Chair)	)
	Philip Crompton	)
	Andrew Dickinson	)
	Michael Green	)
	Jonathan Hawley	) External governors
	Neghat Khan	)
	Gill Lane	)
	Melanie Pope	)
	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
	Jo Clifford	VP Finance
	James Whybrow	VP Partnerships, Apprenticeships & Enterprise
	Tom Dick	Executive Director Curriculum Delivery & Development
	Emma Woods	Executive Director Academic, Adult & Quality
	Ffyona Baker	Director of OD and HR
	Zoe Butler	Director of Customer Experience
	Simon Kirby	Director of Marketing and Communications
	Matthew Varley	Director of Estates/Capital Projects
	Philip Briscoe	Designate Principal (Curriculum & Education)

PART 1

APOLOGIES FOR ABSENCE

235   Apologies were received from Anja Beriro, Mary Carswell, Richard Donovan, Helen Hopkinson and Jane Peacock (ESFA).

DECLARATION OF INTERESTS

236   There were no declarations of interest.

NOTTINGHAM INVESTMENT STRATEGY

237   The Chief Executive of the City Council, Ian Curryer, attended the meeting to make a presentation on the Council's Investment Strategy for the City Centre.   This provided a useful context for the College's City Hub building which was at the geographical centre of the developments.

MINUTES

238   **Resolved**   that the minutes (Part 1) of the meeting held on 4 March 2019 be approved as a correct record and signed by the Chair

MINUTES OF THE GOVERNANCE & SEARCH COMMITTEE

239   The Chair introduced the minutes of the Committee held on 4 March 2019.   The Committee had received the Colleges Senior Staff Remuneration Code issued by the AoC as an appendix to the Code of Good Governance for English Colleges.   The Code was issued on a 'comply or explain' basis and the Committee had recommended that the Code be adopted by the Board.

240   **Resolved**   that the Colleges Senior Staff Remuneration Code be adopted as an appendix to the Code of Good Governance for English Colleges

AUDIT COMMITTEE MINUTES

241   The Committee Chair introduced the minutes of the Audit Committee held on 11 March 2019.   The performance of the internal and external auditors had been reviewed by the Committee with a view to recommending reappointment.   They were content to recommend the reappointment of Mazars as external auditors but the performance of KPMG as internal auditor was subject to further review in September.

242   **Resolved**   that Mazars be reappointed as external auditors for 2018/19

POLICIES

243   The Board received the following policies which were due for review and reapproval.   In each case, the changes were relatively minor and were highlighted for the Board.

- Health & Safety Strategy
- Health & Safety Policy
- Data Protection/GDPR
- Freedom of Information

244   **Resolved**   that the above revised policies be approved

FINANCE

Management Accounts

245   The VP Finance submitted the usual detailed report on the management accounts, for the period to 28 February 2019 (period 7).   The accounts showed that the College's income was below budget across all main income streams although this was partly offset by savings on staffing and on non-pay.   The overall operating position was behind budget at this stage although there was a slight improvement from period 6.

246   The management accounts contained a recovery plan to address the College's current under-performance and the governors asked for more assurance over the income assumptions in the plan.   In addition, more clarity was requested as to how the recovery plan mapped into the current forecast.   Asked about a significant positive shift in the figure for depreciation, the VP explained that this was caused by transactional movements relating to the consolidation of the two pre-merger colleges' asset registers.

2019/20 Funding Allocation

247   A report was received providing details of the College's 2019/20 ESFA funding allocation. In view of the under-recruitment against target in 2018/19, the College's allocation would decline under the lagged funding methodology and this would present some budgetary challenges.   The funding allocation was for 6242 learners although the College's curriculum planning target was

6523, an additional 280 students. It was noted that there was a demographic upturn in 2019 and that current applications were tracking ahead of the same point last year. Although the 2019/20 budget would be prepared on a prudent basis, should the College recruit 300 above the funded allocation, there was a possibility of making a business case for additional in-year funding.

248   In answer to a question from a governor, the Executive Director Academic, Adult & Quality confirmed that the College had rationalised its provision following the merger and that it would be important for additional student numbers to produce increased class sizes rather than additional courses with small group sizes.

ESFA feedback on Financial Statements 2018/19

249   The ESFA had written to the College following their review of the College's audited financial statements, finance record and assurance returns for 2017/18.   The governors received a copy of the ESFA letter together with their finance dashboard for the College which concluded that the financial health was 'good' and that no significant financial control concerns had been identified.

RISK REGISTER UPDATE

250   The VP Finance introduced the Risk Register Update which highlighted the current 'red' and 'amber' risks together with those risks rated 'red' due to the current distance from the target risk score.   The report also drew attention to the work being undertaken by the Audit Committee to improve the risk management model by developing sources of assurance for the Board.

CUSTOMER EXPERIENCE UPDATE

251   The Director of Customer Experience presented her report updating the Board on key wellbeing and safeguarding activity together with an update on the redesign of the student journey and latest information on applications for 2019/20.

252   As referred to earlier in the meeting, applications for 2019/20 were ahead of the same point last year, the difference being around +500.   Consequently, there was optimism that student numbers would increase this year and it was also positive that there was a significant increase in attendance at 'meet the team' events compared to interviews last year (15% not attending this year compared to 40% previously).

253   With regard to the safeguarding information, the Board noted an increase in the number of cases although the College's systems for capturing data had improved.   For future reports, the governors asked for trend data for comparison purposes and also for the data related to specific campuses to be expressed in a standardised way that eliminated the impact of the different campus populations.

CEO'S REPORT INCLUDING SCORECARD & KPI'S

254   The CEO introduced this routine report enabling the Board to monitor performance against KPI's.   Areas of focus in the report included retention which was currently 93%, 1% ahead of the same point last year and the percentage of staff having completed the five mandatory training modules.   This had improved to 95% with improvements also in completion by active sessional staff. The governors were pleased to note the 'good news roundup' now included in the report.

ESTATES/CITY HUB UPDATE

256   The Director of Estates/Capital Projects provided an update on progress with the building of the City Hub, the development of the Construction Skills hub and the implementation of the Estates Strategy.   Satisfactory progress was being made with these projects.

GOVERNORS' SELF ASSESSMENT

257   The Clerk submitted the final version of the action plan emerging from the governors' self-assessment.   The only issue remaining to be addressed was a review of the operation of the governance model which was now due.

258   **Resolved**   that a Task & Finish Group comprising the Chair, Andrew Dickinson, Melanie Pope and Michael Wisher be established to undertake the review and to report back to the board

DATE OF NEXT MEETING

259   Monday, 29 April 2019

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Chair   Date