

NOTTINGHAM COLLEGE

CORPORATION MEETING

Minutes of the meeting held on 4 March 2019

Present:	Carole Thorogood (Chair))	
	Mary Carswell)	
	Philip Crompton (from minute 204))	
	Andrew Dickinson)	
	Richard Donovan)	External governors
	Jonathan Hawley (from minute 204))	
	Gill Lane)	
	Melanie Pope (from minute 204))	
	Andrew Unitt)	
	Michael Wisher)	
	John van de Laarschot)	Chief Executive Officer
	Becki Pate)	Staff governor
	Liam Perkins)	Staff governor
	Helen Hopkinson)	Student 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
	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

The meeting was preceded by a presentation on the College's current work on the development of teaching & learning.

The Chair thanked the staff for their presentation and for their work in this critical area of the College's activities.

APOLOGIES FOR ABSENCE

200 Apologies were received from Anja Beriro, Michael Green, Neghat Khan, Eseose Okotako, Emma Woods (Executive Director Academic, Adult & Quality) and Jane Peacock (ESFA).

DECLARATION OF INTERESTS

201 There were no declarations of interest.

MINUTES OF THE GOVERNANCE & SEARCH COMMITTEE

202 The Chair introduced the minutes of the Committee held on 22 January 2019 when the appointment of four new governors had been recommended. The Chair outlined the process used to identify and assess these individuals and provided a brief description of the skills and experience of each candidate.

203 **Resolved**

- 1 That the membership of the Board be increased by one (to 18) by the addition of a governor in the 'external' category with immediate effect
- 2 That Philip Crompton, Michael Green, Jonathan Hawley and Melanie Pope be appointed as governors in the external category with immediate effect for a term of office lasting until 31 July 2022

(The newly appointed governors in attendance then joined the meeting)

MINUTES

- 204 **Resolved** that the minutes (Part 1) of the meeting held on 21 January 2019 be approved as a correct record and signed by the Chair

POLICIES

Fees Policy

205 The Board had received the Fees Policy for 2019/20 for approval at their previous meeting but had asked for a further report explaining changes from the previous Policy and clarifying the thinking behind the changes. A revised version of the Fees Policy was now submitted together with a note of the key changes.

206 The governors drew attention to some details that needed checking, especially in relation to HE fees. They also requested that a full strategic review of the College's fees structure be undertaken linked to curriculum planning and market analysis in good time for the Fees Policy for 2020/21 to be considered and approved by the Board.

- 207 **Resolved** that, subject to the detailed checking requested by the Board, the Fees Policy for 2019/20 be approved

CURRICULUM & QUALITY REPORT

208 The Board received a comprehensive update report covering all aspects of the College's educational performance. Particular attention was drawn to:

- **attendance** – overall attendance was 88%, 3% ahead of the same time last year but behind the current target of 90%; actions to address attendance were included in the report
- **retention** – Faculty areas were currently strong at 96% whilst 'A' level retention was poor due to the number of students not progressing from year 1 to year 2; as a result, there could be no improvement in 'A' level achievement rate this year
- **teaching & learning** – the updated Quality Improvement Plan was appended to the report
- **apprenticeships** – whilst overall performance was improving in the current academic year, the College had been below ESFA Minimum Levels of Performance (MLP) in 2017/18 and a business case (included in the report) had been forwarded to the ESFA for moderation drawing attention to the actions in place to improve apprenticeship provision and the damaging impact of any limitation on the College's ability to operate in this market
- **partnerships** – partners' performance was variable and engagement with partners was reducing on a planned basis
- **Higher Education** – current response rate to the National Students Survey was greater this year (82.21% against 60.34% last year) and a higher overall satisfaction rate was expected. The HE updated action plan was submitted for information.

209 The governors focussed on specific areas seeking assurance over performance in the construction and the creative, digital and visitor economy areas. These areas were being targeted specifically for action and enhanced monitoring. Low numbers of apprenticeship starts at EMTEC were also queried and it was explained that some starts had been taken into the previous academic year and that there were no immediate concerns at present.

210 The CEO commented that the ESFA moderation of the apprenticeship MLP represented a very significant risk should the decision on this not go in the College's favour.

MANAGEMENT ACCOUNTS

211 The VP Finance submitted the usual detailed report on the management accounts, for the period to 31 January 2019. 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.

212 The management accounts had now been expanded as requested by the Board to include monitoring against Bank covenants and these presented no difficulties at present. Cash flow was also healthy with current balance of £15.1m which included £4.2 of advance LEP capital grant for the City Hub.

213 The previous management accounts had contained a recovery plan to address the College's under-performance and this had been developed further in order to address the current position which had deteriorated from the November accounts. Governors expressed some concern over the current position wanting assurance that the recovery plan was achievable and when they might see the proposed actions having an impact in the accounts.

214 The governors were further concerned that short term action to reduce costs and address the financial position might damage the College in the longer term but the CEO advised that every effort was being made to ensure that this was not the case. Income generation was the most challenging area of the recovery plan and senior management was endeavouring to address the shortfall with cost savings whilst appreciating the delicacy in balancing organisational capacity so as not to negatively impact future performance.

CEO'S REPORT INCLUDING SCORECARD & KPI'S

215 The CEO introduced this routine report enabling the Board to monitor performance against KPI's. Following the recent governors' self-assessment, the report had been expanded to include 'good news' stories and information on forthcoming events that governors may wish to attend.

216 Areas of focus continued to be related to English & maths attendance, sickness absence and completion of mandatory training which were all not to the standard that the College wished to achieve. Among the good news stories, the governors were pleased to note the successful inspections of the Adams Nursery and Residential Provision both of which had achieved Grade 2 (Good).

CITY HUB/ESTATES STRATEGY UPDATE

217 The Director of Estates/Capital Projects provided a slide presentation showing progress with the construction of the City Hub advising that the project was on programme and that the revised cladding required for the building had now been agreed with the planners. He suggested that the governors might wish to visit the site perhaps as part of the next Board meeting.

218 He was asked about the adequacy of the car parking facilities for disabled staff and students and he advised that the site would have some designate spaces but that the new Broadlands car park alongside the College would provide a large number of disabled spaces with good access to the Hub.

219 In terms of other sites, Hyundai would be moving out of the Ruddington site and the future of this facility was under consideration in the Estates Strategy while prospective new tenants were also being shown round the premises.

EDI ACTION PLAN

220 The Board received the EDI action plan for information.

GENDER PAY GAP REPORTING

221 The Board received the Gender Pay Gap report for the year ending 31 March 2018 which the College was required to publish by 30 March 2019. Comparisons with other local colleges indicated that the College was not out of line and the report included a number of ways in which the pay gap was being addressed.

222 The governors noted the report and suggested that the communication strategy should ensure that it was clear that gender pay gap reporting was not the same as an equal pay audit.

TIMETABLE OF MEETINGS FOR 2019/20

223 The timetable of meetings for 2019/20 was received although it was noted that the 'away day' meeting scheduled for 18 November may need to be moved as it had recently been found to be the only date on which accommodation could be booked for the HE award ceremony.

DATE OF NEXT MEETING

224 Monday, 1 April 2019

Chair

Date