

NOTTINGHAM COLLEGE

CORPORATION MEETING

Minutes of the meeting held on 6 March 2018

Present:	Carole Thorogood (Chair))	
	Mary Carswell)	
	Trevor Clay)	
	Richard Donovan (from minute 189))	External governors
	Gill Lane)	
	Sam Webster (from minute 178))	
	Michael Wisher)	
	John van de Laarschot)	Chief Executive Officer
	Debra French)	Staff governor
	Becki Pate)	Staff governor
Charlotte Jackson)	Student governor	

In attendance:	Ian James	Clerk to the Corporation
	Yultan Mellor	VP Curriculum
	Jo Clifford	VP Finance
	James Whybrow	VP Partnerships, Apprenticeships & Enterprise
	Emma Woods	Director of Quality
	Zoe Butler	Director of Customer Experience
	Matthew Varley	Director of Estates/Capital Projects
	Simon Kirby	Director of Marketing and Communications
	Ffyon Baker	Director of OD and HR
	Tom Dick	Director of Curriculum
Michael Davies	Senior Project Manager (minutes 175 to 177)	

PART 1

APOLOGIES FOR ABSENCE

172 Apologies were received from Richard Cox, Caroline Mackrory, Stephen Russell, Jermaine Williams and Jane Peacock (ESFA).

DECLARATION OF INTERESTS

173 There were no declarations of interest.

MINUTES

174 **Resolved** that the minutes (Part 1) of the meeting held on 22 January 2018 be approved as a correct record and signed by the Chair

GENERAL DATA PROTECTION REGULATION (GDPR)

175 The Board received a report on the College's preparations to comply with new data protection requirements to be introduced by the GDPR in May 2018. A Data Protection Policy and Data Breach Procedure was presented for approval. The College's progress would be subject to internal audit in the week following this meeting.

176 The governors raised a number of queries which were responded to as follows:

- The wording of Section 9 of the Policy regarding unstructured manual files to be amended
- The College would be obliged to have a designated Data Protection Officer but, in view of the high demand for suitable people, the College was investigating the possibility of sharing a resource with other colleges or authorities or adding the responsibility to an existing post
- although the timeframe for the preparations was short, plans were in place to achieve readiness by the GDPR start date
- procedures by which data subjects could access information held about them were in place
- the data the College currently collected was under review with a view to minimisation with appropriate justification as to why such data was required
- following a suggestion from the Chair, the SLT would consider ISO 27001 certification relating to information security management.

177 **Resolved** that the Data Protection Policy and Data Breach Procedure be approved subject to the amendment noted in minute 176 above

POLICY REVIEWS

Fees Policy

178 The Board received the proposed Fees Policy for 2018/19. A number of corrections were pointed out and the governors asked for the proposed 'A' Level fee for international students to be reviewed as they felt that the proposed amount was too high.

179 **Resolved** that, subject to the amendments required and reconsideration of the 'A' Level fee for international students, the Fees Policy for 2018/19 be approved.

Health & Safety Policy

180 The governors had received the Annual Report on Health & Safety at their last meeting and they now received the proposed Health & Safety Policy which had been reviewed by the Health & Safety Committee. The Board noted that governors and students were represented on the Committee.

181 **Resolved** that the Health & Safety Policy be approved subject to the addition of the words "and students" at the end of paragraph 2.11.1.

KPI REPORT

182 The Board received a report setting out the College's KPI's which were RAG-rated and updated by the addition of a commentary explaining current progress. It was proposed that the Board should receive the report on a monthly basis to enable effective monitoring.

183 Asked for an update on work experience, the VP Partnerships, Apprenticeships & Enterprise reported that current performance stood at 47% which was less than hoped although there were 500 'live' work experience placements at present. A proactive matching process was being used to allocate students and a system had been implemented for those students who found their own work placements to upload details to the College's systems so that the necessary safeguarding and health & safety checks could be carried out.

184 A further query was raised as to how Additional Learning Support (ALS) needs were identified for apprentices and it was explained that this was by assessment or by self-declaration although referrals were also made as necessary during the apprenticeship programme.

185 Attention was drawn to some apparent inconsistency in the judgements made with regard to the RAG-rating and the SLT was asked to develop some clear parameters for such judgements that could be shared with the Board.

186 The Chair commented on an apparent incongruity in the data in that attendance was low whereas retention was high. It was noted that there could be further withdrawals which had not yet gone through the College's IT systems. There could also be some change in historical trend data when ILR data for the previous two years was imported from the pre-merger colleges.

187 The student governor pointed out that attendance recording was problematic at present and that consistency was important for individual students in terms of their personal attendance records. This was acknowledged as an issue that needed attention both in terms of ensuring that teaching staff completed registers consistently and that the data was properly captured and recorded.

MANAGEMENT ACCOUNTS

188 The VP Finance presented the management accounts for the six months to 31 January 2018 which showed that the College was ahead of budget at the half year stage mainly due to one-off items. Income was £2.53m below target and this was offset by constraints on pay and non-pay costs as reported previously. The current year end forecast was an overall operating deficit of £2.251m against a budgeted figure of £1.91m, a shortfall of £340k. In addition, there remained £262k to be identified from staff pay efficiencies.

189 Attention was drawn to the percentage of pay costs to income which, at 69.9 % was higher than the sector benchmark of around 65%. The figure was calculated on budgeted income and would therefore be higher if based on actual income. This was acknowledged as a significant issue and would be addressed through further restructuring later in the year although the detrimental impact of that exercise on staff and staff morale was recognised. The governors asked to be provided with details of staff structures in the College.

190 A query was raised regarding the level of expenditure on sessional staff given that the College had underrecruited students and this was explained by the problem of running the curriculum with a number of small group sizes which lead to inefficiencies in staffing.

191 The report referred to the College's activities in China which had been operated through a subsidiary of Central College and the governors asked for a briefing note on this aspect of the College's work. On other commercial income, there were significant variances both positive and negative and the current nursery provision was under review as it was producing significantly less income than budgeted.

COLLEAGUE ENGAGEMENT SURVEY

192 The Board received the results of a survey of College staff which had been completed by almost 60% of staff. The report stressed the importance of colleague engagement and, while there were some pleasing aspects to the outcome, there were others that presented a significant challenge. The SLT were using the results to prioritise key areas for future attention.

STUDENT SURVEY RESULTS (TERM 1)

193 The governors received the outcome of the term 1 student survey which had been completed by 4,079 students. They noted a positive result in that almost all of the questions scored over 90%. The SLT was studying the results in detail to target its response and was working with the Student Council on improvements to the induction process. Answers to the 'feel safe' question were being analysed by campus in order to tailor a response and this would be further tested in term 2.

CUSTOMER EXPERIENCE UPDATE

194 The Board received, for information, details of current activity in the Customer Experience Directorate designed to impact positively on the student experience at the College.

195 The governors also noted the current enrolment position for 2018/19 which, although showing a varied position across curriculum areas, was ahead of the same position last year. An action plan was in place designed to improve the conversion rate of applications to enrolments this year.

GENDER PAY GAP REPORTING

196 In common with all other organisations employing more than 250 staff, the College was obliged to publish data on gender pay gap on an annual basis. They now received a report which set out the information to be published which, as the reporting date was 31 March 2017, related to the two individual pre-merger colleges. At 5.5% for NCN and 7.2% for Central College the mean gender pay gap for both colleges was reasonably low.

197 The Board was asked to approve the statement accompanying the published data and the governors felt that the wording could be improved.

198 **Resolved** that the report be noted and that the Director of OD & HR and Mary Carswell be authorised to finalise the Statement

LETTER FROM ESFA CHIEF EXECUTIVE

199 The retiring Chief Executive of the Education and Skills Funding Agency had written to all FE colleges advising Boards to review areas where gaps in information may signal a deeper financial issue or risk. The questions posed in the letter had been reviewed in detail by the CEO with the Chair and Vice-Chairs who had concluded that, while there were areas for improvement, the College was successfully fulfilling its obligations.

200 The Board received a report setting out the key findings under each question and were content with the information provided

DATE OF NEXT MEETING

16 April 2018 (seminar and Board meeting)