



**Minutes of the Corporation Meeting held on Monday 22 October 2018**

**Present: -** Mr Mervyn Jones (Chair)  
Ms Abigail Appleton (Principal)  
Professor Robin Baker  
Ms Stevie Callender  
Mr Daniel Fox  
Mr Neil Hadfield  
Ms Jennifer Hodgson  
Miss Hannah Jones  
Mrs Alison McLean  
Mr Tim Newsholme  
Mr John Nicol  
Mr Scott Rolfe  
Mr Mike Rookes  
Ms Kay Sandford-Beal  
Ms Katie Seekings

**In attendance: -** Mr Justin Gregory (Head of HE)  
Mr Tim Williams (Finance Director)  
Mrs Linda Watkins (Clerk to the Governors)

The meeting was quorate as fifteen Governors were present during the meeting.

**1. Appointment of Daniel Fox as Staff Governor (Professional Services)**

[Dan Fox left the meeting]

The Board agreed: -

- To appoint Daniel Fox as Staff Governor (Professional Services) for a 4-year term in office

**2. Process of the Meeting**

I. Apologies for Absence: Dr Elizabeth Halford

II. Chair's Remarks and Correspondence:  
The Chair welcomed everyone to the first Board meeting of the new academic year, particularly new Governors. He informed Governors that this was Neil Hadfield's last meeting following two terms in office and thanked him for his contribution.

III. Declarations of Interest: The Clerk reminded Governors to return any outstanding annual forms.

**3. Minutes of the Last Meeting**

- I. Approval of the minutes of the last meeting: The minutes of the Board meeting held on 9 July 2018 were agreed and signed by the Chair as a true record.
- II. Action List: Noted showing progress of actions and matters arising.
- III. Matters arising from the Minutes: These were addressed by the action list

noting that potential funding from the LEP will be sought for future capital investment.

The Board agreed: -

- To approve the minutes

#### 4. Principal's Report

- I. The Principal presented her report referring to the new FE prospectus encouraging Governors to take a copy. FE enrolments are in line with the 5-year strategy agreed at the end of last year (these differed slightly to the KPIs). 16-18 years recruitment had increased with a slight reduction of portfolio students. This was encouraging as this was the last year of the demographic dip of school leavers in the county. HE MA and part time enrolments were marginally below target; however, overall enrolments are good. Governors congratulated the Principal on the positive recruitment this year noting that strategies the College had implemented had an impact on recruitment. This year's actions will be taken earlier in the recruitment cycle and Course Leaders could make unconditional offers subject to applicants meeting the criteria.

The Head of Communications would be leaving in December to take up another post. Jennie Hermolle had a fundamental role in positioning the College including its new branding and launching the new website. The Board recorded their appreciation and best wishes.

The Head of HE gave an overview of his initial thoughts since his appointment. Staff are positive, open and welcoming, and professional services are passionate and care about students. SLT work collectively as a team with challenge and make dynamic decisions. Quality of provision is good but the quality improvement process requires some improvement. Design focus in course outcomes is clear but could be articulated and publicised more widely.

The Principal outlined the enterprise with employability road map for students explaining that FE and HE students are given live professional commissions from external organisations. The College has allocated funding to provide alumni opportunities to reconnect with resources at College and forge networks. Student Governors' views were sought who agreed that this would be beneficial and that it is important to ensure students are aware of this opportunity.

A Student Experience Officer has recently been appointed working closely with the Well-being Officer to support students. The Head of FE and Head of HE having been developing a well-being strategy with the WBO.

Progress against the Principal's objectives and KPIs 2017/18 was reported. The Principal was disappointed at the NSS score reassuring Governors that actions would be taken to address this. The College is focusing on responding to the student voice. The Principal's draft objectives for 2018/19 had been shared with Chairs with final objectives to be issued to Governors.

#### **ACTION: PRINCIPAL**

Staff costs as a percentage of income are 60.9% which had improved partly as a result of higher student recruitment. SLT are reviewing options to define and recognise staff progression.

- II. The Principal presented baseline indicators from the Office for Students (OfS) regulatory framework covering consumer protection, access and participation,

and governance. Progress will be monitored against these via committees. Governors will be notified of OfS registration once received which could include some conditions to address. There was discussion about the participation plan specifically relating to widening the ethnic diversity of applicants; this did not only include ethnicity but those from economic disadvantaged backgrounds, disabilities and mental health.

- III. The Finance Director presented the finance update which provided a breakdown of FE and HE enrolments and the impact on the year-end financial outturn.

FE enrolments have increased which will increase ESFA funding next year based on the lagged funding methodology. There was a suggestion to report lagged funding in the College's 5 year plan. Lease costs for CRC are being finalised which will be reported in the management accounts.

It was recently announced that the employer contribution for the Teachers' Pension Scheme (TPS) could increase by 40% in September 2019. AoC have indicated that this could be partly funded by the Treasury; however, the impact on colleges is uncertain. The score for the increased employer contribution needed to be adjusted on the risk register.

**ACTION: FINANCE DIRECTOR**

It was important to have a contingency plan to reduce costs.

Reasons for fewer enrolments to the Portfolio course were requested. This was a difficult course to market and target. The MA programmes are a fledgling course which will take time to build its reputation and develop programmes. Art exhibitions and galleries could be targeted as a recruitment opportunity.

- IV. Key risks in the risk management report and register had already been discussed during the meeting. The HE conversion rate had increased which had reduced the level of the risk. HEI status would be removed from the register following discussion by the Audit Committee. Pay costs as a percentage of income had an impact on income.

The Board agreed: -

- To note the informative and clear reports acknowledging significant risks

**5. Operational Plan: New Strategy Implementation Activity Map 2018/19**

The Principal presented the plan showing key priorities SLT are monitoring. This was a tangible plan to support the strategic plan. There is a focus on community and creative spaces which have a significant impact on the student experience

The Principal is preparing a document for stakeholders and the community which will be presented at the next meeting.

**ACTION: PRINCIPAL**

The Board agreed: -

- To support the strategy implementation activity map 2018/19

**6. Accommodation Report [This was a confidential item]**

**7. Governance**

- I. Governors' Activity 2017/18 and recommendations 2018/19

This was presented to the Board annually to confirm and endorse key appointments and inform Governors of activity undertaken during the previous year.

The paper covered the following areas: -

- I. Composition of the governing body 2018/19
- II. Attendance by non-members at Board Meetings 2018/19
- III. Appointment of the Chair, Vice Chair and Chairs of Committee 2018/19
- IV. Membership to Committees 2018/19
- V. Attendance records 2017/18 showing 90% attendance at Board meetings which was commended
- VI. Appointment of designated Governors to safeguarding and health and safety, namely John Nicol and Kay Sandford-Beal respectively
- VII. Review of Confidential Minutes 2017/18

II. Benchmarked self-assessment exercise 2018 feedback

This was based on the Ofsted Common Inspection Framework (CIF) showing the College's position benchmarked against twelve colleges. There were four areas with lower or negative scores which had been incorporated in the action plan to be monitored by the Search and Governance Committee.

The Board agreed:

- To note the paper endorsing the current number, composition and membership to the Corporation, appoint Chairs for 2018/19 and release of confidential minutes as recommended
- To note the results from the benchmarked self assessment 2017/18 and action plan

**8. Update of Self Assessment Report (SAR) moderation**

The Chair of the AQ&S (FE) Committee reported that he along with Tim Newsholme and Kate Murrie, had participated in the SAR moderation confirming that this was a useful and encouraging process. The SAR would be presented to the Board in December for approval.

**9. Any Other Business**

- I. Governors watched the College's short film produced for use on social media concluding that this was an excellent marketing tool which reflected the College. Discussion progressed to the students' equality and diversity profile.
- II. There was discussion about Brexit noting that it was likely to have an impact on the College; however this is unknown at this stage.

**10. Date and Time of Next Meeting**

Board meeting on Monday 17 December 2018 commencing at 4.30pm

[Staff Governors and Managers left the meeting for a confidential discussion which was recorded in a separate minute]

**Signed as a true record of proceedings**

Chair: ..... Date: .....