

**CORPORATION
MINUTES OF MEETING HELD ON TUESDAY, 5 FEBRUARY 2019
AT THE SHOWGROUND CAMPUS, RISEHOLME COLLEGE
AT 5.30 PM**

PRESENT: Mr A Menzies (Chair); Mr K Kendall (Vice-Chair); Mr B Meredith (Principal); Mr D Drury; Ms R Dunn; Mr R Ellison; Mr N Franklin; Mr J Hurst; Mr R Rook; Mr I Sackree; Mr A Silvester; Mr A Ward; Mr D Waxman.

IN ATTENDANCE: Dr M Honeywell (Clerk); Mr B Norman (Lupton Fawcett); Mr S Kelly (Finance Director); Ms K Calvert (Deputy Principal - HR & Organisational Service “**DPHROS**”); Ms R Ellis-Jones (Deputy Principal - Curriculum & Quality “**DPCQ**”)

18.41 WELCOME TO RACHEL ELLIS-JONES AND IAN SACKREE

Ms Ellis-Jones introduced herself to the Corporation, explaining that she was in her second week as Deputy Principal (Curriculum and Quality) at the College.

Mr Sackree introduced himself to the Corporation, stating that he is currently the chief executive of a recruitment company. He relayed to the Members his particular passion for young people and further education.

The Corporation extended a warm welcome to both individuals.

18.42 APOLOGIES FOR ABSENCE

Mr A Fisher, Ms A Moran and Mr M Thomas.

18.43 DECLARATIONS OF INTEREST

Mr N Franklin declared that he is a partner at Rollits LLP who are engaged by the College to advise on various matters. However, Mr Franklin does not work on any matters in relation to the College and ensures that an information barrier is put in place.

Mr A Ward declared that he is a member of the Lincolnshire Agricultural Society in relation to an item at 18.47.

18.44 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held on 11 December 2018 were **APPROVED** as an accurate record and were signed by the Chair.

Proposed: Ms R Dunn

Seconded: Mr J Hurst

The Clerk took the Members through the action summary. It was noted in particular that:

- regarding increasing the size of Corporation to accommodate the appointment of new Members, it had been decided to write back to current applicants to inform them that the College would be in touch as and when new Governor vacancies arise;
- regarding the Governor Link Programme, the agreed changes had been communicated to the Deputy Clerk;
- retired Governors do have liability cover, according to the Finance Director;
- the erroneous dates on page 5 of the Principal’s Report had been corrected.

18.45 MATTERS ARISING FROM THE MINUTES

There were none.

18.46 HR & ORGANISATIONAL SERVICES REPORTS

(i) To receive and consider the Annual Health & Safety Report for 2017/18

The DPHROS took the Members through her Report. She explained that standardised policy and procedures in relation to health and safety are implemented across all campuses and stated that The Health & Safety Executive meets every 6 weeks. It was noted that the College's health and safety adviser had recently been promoted and that a new appointment had consequently been made. New developments include investment in asset management software and the implementation of a health surveillance programme.

The DPHROS described the anti-terrorism work which had been undertaken with Humberside and Lincoln police, with a particular focus on "run, hide and tell" training. The Chair commented that it was important to have a rehearsed and rigorous plan of action in place in the event of a terrorist incident at the College. It was noted that the incidence of accidents at the College was quite low compared to the number of people who occupy the campuses.

A Member asked whether the College records near misses as well as accidents, to which the Deputy Principal replied that it did. Consideration was given to the ways in which Members could quickly be made aware of incidents after their occurrence and it was agreed that reporting RIDDOR incidents should be added as a standing item on the Principal's Report.

Action: Principal

Noting that the total number of incidents were down, the Chair asked whether reporting processes and procedures were as rigorous as before. The Finance Director commented that reported incidents were within the expected range and that if anything procedures had improved.

In response to a Member's question, the DPHROS noted that teaching staff were involved in the programme of health checks alongside support staff.

In relation to staff training, one of the Staff Members reported that the anti-terrorism training had led to an interrogation of internal systems at Riseholme College which would be discussed at a meeting to be held shortly.

The Annual Health & Safety Report for 2017/18 was **RECEIVED**.

(ii) To receive and consider the Annual HR Report for 2017/18

The DPHROS took the Members through her Report.

Mr Ward requested that figures in the table on page 1 of the report be broken down between teaching and non-teaching staff. The DPHROS said she would provide a breakdown for the next meeting.

Action: DPHROS

The DPHROS reported that steps were being taken to increase recognition of staff achievement, for example a ceremony had recently been held for staff with over 25 years' experience.

The DPHROS noted that the HR Department had been more responsive to staff who have requested flexible working hours. A Member asked whether, with the advent of study leave, teaching staff would be able to work from home on those weeks where their students were on leave. Providing an adequate presence is maintained in the given department, the DPHROS said that this was being looked into.

Mr Ward queried how the staff turnover target was set and who was responsible for setting the target. The DPHROS explained that the target had been set against the Association of College's benchmark. Mr Ward asked why staff dissatisfaction was higher at Riseholme. The DPHROS said that measures had been put in place to improve staff satisfaction, including the appointment of a full time Assistant Principal based at Riseholme, and that steps were being taken to improve communication between the two campuses.

In response to a question about the decrease in the number of staff, the Principal reported that some part-time staff had been converted to full-time employees which had increased quality.

To improve communication, the Chair suggested that Member attendance at staff council meetings might be appropriate and the Clerk was asked to ascertain the date of the next staff council meeting and email the Members to see who would be available.

Action: Clerk

The Annual HR Report for 2017/18 was **RECEIVED**.

18.47 PRINCIPAL'S REPORT TO THE GOVERNORS – FEBRUARY 2019

The Members **RESOLVED** that the Principal's Report should be considered confidential.

Proposed: Ms R Dunn

Seconded: Mr J Hurst

(i) To receive and consider the Principal's Report

The Principal took the Members through his Report and the Members' questions are recorded in the confidential minutes.

The Members **APPROVED** a Chair's action for the Chair to work with the College to identify and appoint a sub-contractor in relation to apprenticeship places.

Proposed: Mr D Waxman

Seconded: Mr N Franklin

Subject to obtaining a feasibility report on capacity, the Members **APPROVED** a Chair's action to agree the level of payment from the Lincolnshire Agricultural Society for use of the pumping station at the Showground Campus.

Proposed: Mr A Silvester

Seconded: Mr N Franklin

The Principal's Report was **RECEIVED**.

18.48 FINANCIAL MANAGEMENT REPORTS

The Members **RESOLVED** that the Financial Management Reports should be considered confidential.

Proposed: Ms R Dunn

Seconded: Mr J Hurst

- (i) **To receive and consider the Management Accounts to 31 December 2018**
The Finance Director took the Members through the Management Accounts and the Members' questions are recorded in the confidential minutes.

The Management Accounts were **RECEIVED**.

- (ii) **To receive and consider a Report on Debtors to 31 December 2018**
The Finance Director took the Members through the Report and the Members' questions are recorded in the confidential minutes.

The Report on Debtors was **RECEIVED**.

- (iii) **To consider and approve the Mid-Year Budget Review**
The Finance Director took the Members through the Mid-Year Budget Review and the Members' questions are recorded in the confidential minutes.

The Members **APPROVED** the Mid-Year Budget Review and a release of £160,000 from the contingency budget.

Proposed: Mr I Sackree

Seconded: Mr K Kendall

At this point Mr A Ward left the meeting.

- (iv) **To note the Cultiva Benchmarking Data for 2017/18**
The Finance Director took the Members through the Cultiva Benchmarking Data and the Members' questions are recorded in the confidential minutes.

The Cultiva Benchmarking Data was **RECEIVED**.

- (v) **To consider and approve the HE fees for 2020/21**
The Finance Director took the Members through the HE fees for 2020/21 and the Members' questions are recorded in the confidential minutes.

The Members **APPROVED** the HE Fees of £9,250 for 2020/21 in order that the figure could be submitted to Office for Students (OfS) on time, but made the approval subject to the DPCQ reporting to a future meeting of Corporation on options for differentiation of fees for different qualifications, the College's HE strategy to increase HE numbers and other benefits that could be offered to HE students.

Action: DPCQ

Proposed: Mr A Silvester

Seconded: Mr D Drury

- (vi) **To receive and consider an update on providing a new hall of residence on the Showground Campus, Riseholme College**
The Finance Director took the Members through the update and the Members' questions are recorded in the confidential minutes.

The update on providing a new hall of residence on the Showground Campus was **RECEIVED**.

- (vii) **To consider and approve a change to the College Bank Mandate**
The Finance Director took the Members through a proposed change to add new Deputy Principal Rachel Ellis-Jones to the College Bank Mandate and the Members' questions are recorded in the confidential minutes.

The Members **APPROVED** the change to the College Bank Mandate.

Proposed: Mr D Waxman

Seconded: Mr A Silvester

18.49 COLLEGE PERFORMANCE REPORTS

(i) **To receive and consider a Report on Employer Engagement Strategy**

The Principal took the Members through the Report, noting in particular that there was growth to be had but that the College needed to keep an eye on non-levy funding growth which may be capped.

The Report on Employer Engagement Strategy was **RECEIVED**.

18.50 GOVERNANCE AND SEARCH COMMITTEE

(i) **To receive and consider the minutes of the Governance and Search Committee meeting held on 11 December 2018**

The Members took the minutes as read and there were no matters arising. Mr Kendall and the Clerk gave a brief recap on the events of the meeting.

The minutes of the Governance and Search Committee meeting held on 11 December 2018 were **RECEIVED**.

18.51 GOVERNANCE

The Members **RESOLVED** that the contents of the Governor Link Reports should be considered confidential.

Proposed: Ms R Dunn

Seconded: Mr D Drury

(i) **To receive and consider any Governor Link Reports**

Governor Link Reports were received from the following Governors:

a) Angela Moran

As Ms Moran was not present at the meeting the results of her report into health and safety were not discussed.

b) David Waxman

Mr Waxman had drafted two reports for consideration at the meeting, one on human resources, the other teaching, learning and assessment. Mr Waxman noted that generally speaking he had been very pleased with his findings, although he had been surprised at the low level of union membership across the College.

c) John Hurst

Mr Hurst had drafted a report on estates and finance at the College for consideration at the meeting. He reported that his visit had been useful, although he was concerned about the insufficient financial control over the College farm.

d) Kevin Kendall

Mr Kendall had drafted a report on higher education for consideration at the meeting. He noted that the first table in his report showed higher education recruitment flat-lining between 2014 and 2018. Mr Kendall informed the Members that a second report on careers advice and guidance would follow, with a meeting booked in the diary.

