

CORPORATION

**MINUTES OF THE MEETING HELD AT THE RISEHOLME SHOWGROUND CAMPUS ON
TUESDAY 16 JULY 2019 AT 5.30 PM**

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

IN ATTENDANCE: Dr M Honeywell (Clerk); Ms F Crothers (Assistant Clerk); Mr R Garcha (Interim Finance Director); Ms K Calvert (Deputy Principal – HR and Organisational Services “**DPHROS**”); Ms R Ellis-Jones (Deputy Principal – Curriculum and Quality “**DPCQ**”).

18.84 APOLOGIES FOR ABSENCE

Mr A Fisher; Mr A Sylvester and Mr M Thomas.

18.85 DECLARATIONS OF INTEREST

Mr N Franklin declared that he is a partner of Rollits LLP who are engaged by the College to advise on various matters. However, Mr Franklin does not work on and keeps himself separate from any matters in relation to the College.

18.86 MINUTES OF THE PREVIOUS MEETING

- i. The minutes of the previous meeting held on 11 June 2019 were **APPROVED** as an accurate record and were signed by the Chair.

Proposed: Mr I Sackree

Seconded: Mr N Franklin

- ii. The Clerk took the Members through the Action Summary. It was noted that a paper on the Insolvency Regime was forwarded to the Governors by way of email; that the Riseholme Campus Estate Plan was circulated; and that an additional governance meeting has been agreed and was in the process of being planned for 3pm on 17 September 2019 before the full Corporation meeting.
- iii. There were no further matters arising from the minutes not covered elsewhere on the agenda.

18.87 PRINCIPAL’S REPORT TO THE GOVERNORS - JULY 2019

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

Proposed: Ms R Dunn

Seconded: Mr N Franklin

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

The Members asked to pass on their thanks to the staff involved in the FE graduation ceremonies as they were first-class events.

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

18.88 THE FINANCIAL MANAGEMENT REPORTS

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

Proposed: Ms R Dunn

Seconded: Mr N Franklin

- i. **To receive and consider the Management Accounts to 31 May 2019.**
The Interim Finance Director took the Members through the Management Accounts and the Members' questions are recorded in the confidential minutes.

The Management Accounts to 31 May 2019 were **RECEIVED**.

- ii. **To receive and consider a Report on Debtors to 31 May 2019.**
The Interim 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 College Budget Strategy for 2019/2020.**
The Interim Finance Director took the Members through the College Budget Strategy for 2019/20 and the Members' questions are recorded in the confidential minutes.

The Members **APPROVED** the College budget strategy for 2019/20.

Proposed: Ms R Dunn

Seconded: Mr J Hirst

- iv. **To consider and approve the Capital Expenditure Budget for 2019/2020.**
The Interim Finance Director took the Members through the Capital Expenditure Budget for 2019/20 and the Members' questions are recorded in the confidential minutes.

The Capital Expenditure Shortened Budget for 2019/20 was **APPROVED**.

Proposed: Mr I Sackree

Seconded: Mr D Waxman

- v. **To consider and approve the Two Year Financial Forecast for 2019/20 - 2020/21.**
The Interim Finance Director took the Members through the Two Year Financial Forecast and the Members' questions are noted in the confidential minutes.

The Two Year Financial Forecast was **APPROVED** subject to an understanding of the movement on other creditors being provided to the Members.

Proposed: Mr K Kendall

Seconded: Mr I Sackree

This being Mr Rook's last meeting before stepping down as a Member of Corporation after 9 years, the Chair thanked Mr Rook on behalf of Corporation for his service as a Member and the support he had given to the College over the years. At this point Mr Rook left the meeting.

- vi. **To consider and approve the Course Fees for 2020/21.**
The Interim Finance Director took the Members through the paper on Tuition and Accommodation fees for 2020/21. The Members' questions are recorded in the confidential minutes.

The Tuition and Accommodation fees for 2020/21 were **APPROVED**.

Proposed: Mr K Kendall

Seconded: Ms R Dunn

18.89 AUDIT COMMITTEE BUSINESS

i. **To note the minutes of the Audit Committee meeting held on 27 June 2019**

The Audit Chair took the Members through the business of the last Audit Committee meeting. It was particularly noted that the Committee had suggested that delivery of the IoT bids should be added to the risk register.

The Minutes of the Audit Committee meeting held on 27 June 2019 were **NOTED**.

ii. **To consider and approve on the recommendation of the Audit Committee the appointment of the Internal Audit Service for 2019/20**

The Audit Chair took the Members through the discussion the Committee had had in relation to the re-appointment of Mazars as the Internal Audit Service for 2019/20. It was noted that the College has been satisfied with the service delivered by Mazars and the clarity of their reports. It was further noted that the personnel of the internal audit team had recently been changed which prevented the relationship from becoming too cosy and provided sufficient challenge.

The Members **APPROVED ON THE RECOMENDATION OF THE AUDIT COMMITTEE** that Mazars be appointed as the Internal Audit Service for 2019/20.

Proposed: Mr J Hirst

Seconded: Ms R Dunn

iii. **To consider and approve on the recommendation of the Audit Committee that there are no changes to the Financial Regulations for 2019/2020**

The Audit Chair noted that the Financial Regulations had been thoroughly reviewed in the last academic year and consequently the recommendation of the Committee was that no changes to the Financial Regulations were required for 2019/20.

The Members **APPROVED ON THE RECOMENDATION OF THE AUDIT COMMITTEE** that there be no changes to the Financial Regulations for 2019/20.

Proposed: Mr N Franklin

Seconded: Mr J Hurst

18.90 QUALITY REPORTS

i. **To consider and approve the Quality Improvement Plan for 2018/19**

The DPCQ took Members through the final update on the Quality Improvement Plan for 2018/19 and noted that it painted a very positive picture. It was noted in particular that both Maths and English have achieved a 7% increase on the previous year. The DPCQ advised that they will continue to look to improve the quality of certain apprenticeships.

The Quality Improvement Plan for 2018/19 was **APPROVED**.

Proposed: Mr I Sackree

Seconded: Mr A Ward

ii. **To receive and consider report on the National Student Survey (NSS) results**

The DPCQ advised the Members that the NSS is an exit survey of HE students and the results have an impact on the TEF rating.

The DPCQ noted that NSS results this year were disappointing and a surprise to the College following improvements last year with a drop below the benchmark figures in overall satisfaction in the categories of 'Teaching on My Course', 'Assessment and Feedback' and 'Academic Support'. The DPCQ advised that HE students are clearly not happy and it is time for a rethink. Some work has already been done, including the organisational restructure which clarifies lines of responsibilities. Changes have been made to the student induction programme to make it more HE focussed and the UCAS criteria to tighten up on the quality of incoming students.

In response to a Member's question the DPCQ noted that there are issues across the board and not for any one particular area at the College and no particular theme emerged. It was further noted that there was no difference in the results between the two campuses at Bishop Burton and Riseholme.

A Member reiterated that the College needs to get to the bottom of the cause of these results. The DPCQ noted two causes which were difficult for the College to control: staff turnover, which can have a negative effect on students; and students raising issues that affected them earlier in the course which were dealt with by the College but then raised again in the survey.

It was acknowledge by Members that these results are a fundamental issue but that they are pleased that the DPCQ will be following them up robustly. The Members requested that the DPCQ reports back to Corporation in December once she has looked into this issue further.

Action: DPCQ

The Report on National Student Survey Results was **RECEIVED**.

18.91 GOVERNANCE

To receive and consider a Governor Link report by Mr D Waxman.

Mr Waxman took the Members through his report.

The Governor Link report by Mr D Waxman was **RECEIVED**.

18.92 ANY OTHER URGENT BUSINESS

- i. Mr Ward, who was not present at the last meeting, noted that his understanding is the organisational restructure had led to several members of staff receiving significant pay cuts and that there had been some dissatisfaction.

In response to this the DPCQ advised Members that she fully engaged with all staff and consulted all staff during the restructure process. The DPCQ noted that the purpose of the restructure was to rationalise the management structure and create clear lines of responsibility. The DPCQ noted that the restructuring was well regulated and that full training and support was given to all staff members. A further Member noted that they personally had no criticism of the restructure at the College but that they were disappointed that the first the Members were advised of it was at the Governor meeting and not before the restructure took place.

- ii. **Proposal to Sub-Contract in 2019/20**

The Principal took the Members through the proposal to sub-contract in 2019/20 in order to fully utilise the Adult Education Budget (**AEB**). Last year there was a shortfall and the College sees sub-contracting to a private provider as a way of maximising the budget. The risk to the College is that the courses will be delivered by an outside provider and the courses will be inspected.

The College has identified the preferred sub-contractor, from the list provided in the paper to the Members, due to the College's experience of the provider and assurances on their ability to deliver sufficient quality. The Members discussed the proposal.

The Members **APPROVED** the following:

- the College's request to 'sub-contract' in 2019/20 to support its wider work with its Adult Education Budget;
- the College notifying the ESFA of its intention to subcontract in 2019/20 by the required deadline;
- the College starting and completing due diligence and a contract agreement with the preferred sub-contractor; and
- the College requesting estimate values of AEB allocation drawdown from other stakeholders and work stream owners for 2019/20 to enable the preparation of a budget profile across the academic year.

Proposed: Mr I Sackree

Seconded: Mr A Ward

iii. IoT Sign-Off Governor Meeting Minutes

The Principal also took the Members through the minutes of the 'IoT Sign Off Governor Meeting' which took place on 9 July 2019. It was noted that the minutes to this meeting were circulated to Members prior to the Corporation meeting. It was noted that the contract documentation is scheduled to be signed off this week and that the Principal and/or Chair will be signing this documentation on behalf of the College.

The Minutes to the IOT sign off Governor meeting were **NOTED**.

- iv. Mr Ward noted that the air conditioning in this part of the building was ineffective which is unacceptable in a new building. The Principal said that the issue had been raised with the building contractor and that he will raise this point with the Property Executive. **Action:** Principal

18.93 DATE OF THE NEXT MEETING - Tuesday 17 September 2019

18.94 CONFIDENTIAL ITEMS

– *At this point the Staff Governors, the Interim Finance Director, DPHROS and DPCQ left the meeting*

18.96

The confidential agenda items are discussed in the confidential minutes.

This being the last meeting before Ms R Dunn stepped down a Member of Corporation, the Chair thanked Ms Dunn on behalf of Corporation for her contribution and commitment to the College over the last 6 years.

There being no further business the meeting concluded at 8.30 pm.

Signed: Chair.....

Name:.....

Date.....