

<b>Minutes of the Corporation Meeting Held on Tuesday 16 December 2014 – Staff Room</b>
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<b>Present:</b>	Richard Kirkham (Chair) Bob Gildie	Nick Spenceley (Principal) Ben Parmenter	Alex Dobinson Natalie Tickle
<b>In attendance:</b>	Bruce Balicki (DP Finance & Resources)	Sarah Chamberlain (AP, Head of VI Form)	Sam Coombes (Head of Student Services) (for item 11 only)
	John Driver (DP Curriculum & Quality)	Justine Selman (AP, Quality Improvement)	Murray Higgs (Head of Facilities & Estates)
	Theresa Cope (Clerk to Corporation)		
<b>Apologies:</b>	Shri Footring Liam Purnell John Revill (VP)	Chris Humpage Carol Skewes	Linda Maynard Jamie Spracklen

**07/14 Apologies for absence**

The apologies were received & accepted.

**08/14 Confirmation of eligibility & quoracy**

All members were eligible & the meeting was quorate.

**09/14 Declaration of interests**

No declarations of interests had been received.

**10/14 Minutes of previous meetings (14 July & 7 October 2014)**

The minutes of the previous meetings held on 14 July & the special meeting held on 7 October 2014 were agreed & signed as an accurate record.

There were no matters arising.

**11/14 Committee minutes**

- **Risk & Audit (7 Oct '14)**

RG advised that the committee had met on 1 occasion since the last Corporation meeting.

RG also advised that the scheduled meeting on 16 December 2014 had been postponed until 20 January 2015.

RG gave an overview of the business discussed at the last meeting on 7 October 2014.

It had been agreed to adopt the Risk Register summary on the understanding that a full risk register was submitted to the committee on an annual basis.

**The Internal Audit report had been received & was recommended to the Corporation.** The

audit plan & strategy for 2015 had been agreed in the main although there were specific committee responsibilities with regards to JACOP & Value for Money (VfM). The report was a lengthy document so RG highlighted the salient features.

Internal audit considered, for the year ended 31 July 2014, the College had adequate & effective risk management processes; had adequate & effective governance processes and had adequate & effective control processes.

The reference made by internal audit with regards to the 3 Es (economy, efficiency & effectiveness) was not deemed to be an unreasonable assessment & the positive references made to the implementation of the Promonitor system had been noted.

The committee had looked at the new style self-assessment questionnaire (for external audit). There had been significant changes in that the document must now be signed by the Chair of Corporation as well as the Principal. **The committee had recommended the document for signature.**

The committee would be looking to ratify the revised ToR at the rescheduled meeting in January 2015. RG advised that whilst a copy had been provided to the Corporation, they remained in draft form until such time that they had been ratified.

RG gave an overview of the Committee's Annual Report to the Corporation but advised that whilst a copy of the report had been provided, this remained in draft form & subject to minor amendment prior to the rescheduled meeting to be held on 20 January 2015.

- **Finance & General Purposes (7 Oct & 9 Dec '14)**

The Chair gave an overview of the meeting held on 7 October & a verbal report of the meeting held on 9 December 2014. Both meetings had covered similar subjects.

Generally, the end of year financial position was favourable. The committee had received an update on enrolments & the funding implications from the VP & a copy of the report was provided for information.

The committee had also received an Accommodation update report from the Head of Facilities & Estates.

Referring to the Finance report for October 2014, the Chair advised the cash flow forecast for the end of the financial year.

The Head of Facilities & Estates had provided an update on H&S. Some minor accidents had been reported but there were no key concerns & processes were working effectively. A full copy of the report was provided.

(MRH left the mtg @ 19:00)

- **Standards (21 Oct & 18 Nov '14)**

In SF's absence, NS & JD provided an overview of the business discussed. There had been 2 meetings held since the last Corporation meeting.

The minutes of the meeting held on 21 October 2014 provided an out-turn position for the Ofsted Action Points (OAPs) from last year.

Please refer to the minutes of the meeting held on 18 November 2014 & the tabled paper from JD showing the progress against the new OAPs. JD provided a verbal update on the new OAPs that had been raised as a result of the last Ofsted inspection in September 2014.

Members had also agreed that it would be very useful to continue to monitor the previous OAPs alongside the new OAPs to ensure that current standards were being maintained.

An update would be provided to the next Standards committee.

JD would also include the additional inspection points raised from the consultation process for the new Common Inspection Framework (CIF).

The College's Lead Inspection Officer intended to visit the College at the end of the Spring term (Mar '15).

### **12/14 Principal's Report**

[Taken as agenda item 8 – 13/14)

Government borrowing exceeds revenue by an alarming amount with the Chancellor signalling a global downturn. It was unlikely therefore that the Autumn Statement would provide any good news for the public sector. However, the overall message from the EFA was that they hoped to provide stability in funding rates for 2015/16.

The 'stability' referred to only applies to 2015 – election year. It is almost certain that another Conservative administration would implement very significant cuts in 2016/17 with FE looking to receive a disproportionate amount yet again.

Despite a demographic downturn which does not reverse until 2023, applications had increased significantly on last year with an increase in the number of attendees at Open evenings & interviews also.

#### **Ofsted**

The last cycle for re-inspection was between 12 & 18 months.

The new cycle for re-inspection is between 12 & 24 months with most re-inspections being undertaken at around 18 months.

### **13/14 Annual Report & Financial Statements**

Following agreement from the SFA to postpone the filing of the accounts to the end of January 2014, this item was deferred.

### **14/14 Self-assessment report**

JD gave an overview of the report.

Whilst the College was no longer required to produce a SAR, it was an expectation & was a very useful process to show curriculum staff the areas that they were not only good at but also the areas that needed to be improved.

Whilst it was noted that the Standards committee would pick up particular areas for improvement through committee reports & review progress against the quality improvement plan (QiP) throughout the year, it was felt that the SAR should also be reviewed by the

Standards committee on a regular basis with an annual report to go to the Corporation.

#### **15/14 Strategic Plan**

Members had been provided with 2 versions of the plan; one with tracked changes & one with the changes accepted for ease of seeing where the changes were to be made.

**Members were requested to review the documents to provide a strategic steer.**

(SRC left the mtg @ 20:35)

#### **16/14 Annual Safeguarding report**

[Taken as agenda item 7 – 12/14].

(SQC joined the mtg @ 19:26)

SQC gave an overview of the report. SQC explained the intervention process (Stages 2 & 3) for students. Ofsted required evidence with regards to the tracking & monitoring of particular behavioural issues to see how these incidences were being dealt with. Subsequently, a Safeguarding Record Sheet had been created.

The common factors for both stage 2 & 3 interventions were attendance, punctuality, behaviour & progress concerns.

**The Chair requested updated reports to each Corporation meeting with immediate effect.**

It was imperative that members were in receipt of the data relating to all interventions as it tied into the OAPs. Therefore the Seevic team needed to make sure that all areas of the college fed their incident reports into SQC so a robust consolidation and reporting process existed.

(SQC left the mtg @ 20:10).

**The meeting closed at 20:50**

**The next scheduled meeting will be held on Tuesday 17 March 2015**