



Minutes of a Corporation Meeting held on

Monday 25th March 2019 at 4.30pm

Held at City Campus Board Room

Present:

Ashley Boon - Student Governor
Peter Brammall - Principal
Anne Brennan - Independent Governor
Dave Busst - Independent Governor
Stewart Fergusson - Independent Governor Peter
Matthews - Independent Governor Tony Minhas -
Independent Governor
Sue Noyes - Independent Governor (Chair)
Neelam Raju - Staff Governor
Adam Wheatley - Independent Governor
Morgan Paton - Student Governor

In Attendance:

Faye Grundy - Head of Governance
Debi Donnarumma - Interim Vice- Principal Curriculum and Quality
Debbie Wright - Assistant Principal People Services
Martin Harrington - Head of Finance
Gemma Knott - Assistant Principal - Business Growth

C109/19 Apologies for Absence

Apologies for absence were received from Mark Payne - Vice Principal Finance and Resources, Jackie Mathers (Independent Governor), Gill Banks and Helena Marston (Independent Governor).

C110/19 Declarations of Interest

Tony Minhas declared his recent appoint to the Board of the Coventry and Warwickshire LEP. The Board expressed its congratulations.

Adam Wheatley declared a personal friendship with Joe Holland and therefore an interest in item 18.

C111/19 Minutes of the last meeting held on 11th December 2018

The minutes of the last meeting held on 11th December 2018 were approved as a true record.

C112/19 Matters arising

- i) Under Minute C92/18 4 (ii), Student Update, It was reported that the enrichment calendar had been circulated to Governors.

- ii) Under Minute C97/18 10 (ii), Principal's Report, it was reported that Resources Committee had not received a progress report in relation to ICT infrastructure and that this item would be prioritised.
- iii) Under Minute C92/18 10 (iii) it was reported that this action was complete.
- iv) Under Minute C98/18, Safeguarding, it was confirmed that Debi Donnarumma had been appointed as Safeguarding Lead.

Governors requested that the previous three sets of Corporation Minutes be reviewed and the action log be updated accordingly. **Action - Head of Governance**

C113/19 FE Commissioner Update [CONFIDENTIAL-Not for publication]

1. Governors were presented with an outline of the visit from the FE Commissioner.
2. Governors requested that an action plan be prepared in response to the feedback received from the FE Commissioner. Governors also emphasised that following the feedback being received that they expected agendas and papers produced for the Corporation, and sub-committees, should address the recommendations outlined in the Diagnostic Report.
3. It was reported that progress on some items were already underway and received the specific recommendations. It was agreed that it was important that progress be tracked so that it can be evidenced to the FE Commissioner at their next visit due in late May/ early June. Governors queried whether they are challenging sufficiently at Governor level and explored this theme further
4. ***Governors resolved:-***
 - i) to receive, note and accept the FE Commissioner Report;
 - ii) to request a meeting to discuss how Governor challenge and scrutiny may be reviewed and improved as necessary. **Action: Head of Governance**
 - ii) to request that a record of the action being taken in respect of improving our quality be produced and presented to Standards Committee **Action: Interim Vice-Principal Curriculum and Quality**

C114/19 Student Update and Learner Voice

1. The Student Governor presented Governors with feedback as to student activities which had taken place. Governors noted the activity in relation to self-harm awareness, International Women's Day, Holocaust Survival Day and the excellent feedback received in relation to the Learner Rep Conference. The Student Union Executive had been finalised and would be commencing their first meeting.
2. Governors received an update in relation to the Student Learner Voice. It was reported that a new cycle would commence next academic year with a focus on improving the response rate

of learners. It was understood that there would be an increase in the number of focus groups held in the College.

3. Governors requested that the catering contract be reviewed as what entrepreneurial opportunities this presented for the College and its students.

Action : Assistant Principal (Business Development)

4. ***Governors resolved:***

- i.) To receive and note the Student Update and Learner Voice update and endorse the next steps .

C115/19 Principal's Report

1. The Principal confirmed an outline of his report with Governors.
2. The Principal advised that Trade Union proposals were in the process of being drafted and would be presented to Resources Committee. Governors queried the request that had been made to make a pay award in future years and were advised any pay award may be conditional upon external issues. It was noted that the authority for a pay award review had been delegated to Resources Committee.
3. ***Governors Resolved;***
 - i) To receive, note and accept the Principal's report.
 - ii) to request that Governors receive training with regards to the FE Insolvency Regime.

Action: Vice-Principal Finance and Resources

C116/19 Key Performance Indicators

1. Governors received the up to date key performance indicators for their review and scrutiny.
2. Governors noted that attendance continued to be of concern and were advised that a new method of monitoring would be implemented in full next academic year - the current improvements to the monitoring of attendance were discussed.
3. It was reported that student experience would be difficult to compare with previous years as the historical data had not been captured. It was noted that progression would also be captured and measured in future academic years.
4. Staff induction was reported as being subject to an overhaul, it was anticipated that satisfaction would improve as those actions are implemented.
5. International business was identified as having a funding gap of £50,000. Governors received confirmation that the College was submitting a significant level of higher level funding bids.
6. Governors considered the College's apprenticeship position. It was queried whether the College's delivery standard would be accepted by employers. It was confirmed that we need to ensure quality remained as a high priority and that caution be exercised in the College's ability to achieve target apprenticeship numbers. Governors asked how well placed the College was to compete with its competitors. Governors were advised that in order to actively compete within the market the College needed to identify its USP and delivered its quality systems.

7. **Governors resolved:-**

- i) to note the KPIs
- ii) to ask that the KPI's be organised into lead and lag KPIs

Governors additionally requested that an explanation of the data quality markers be provided with the KPIs to provide assurance as to the reliability of the data provided, together with actions being taken to improve data quality where required

Action : Vice Principal Resources

C117/19 Business Growth

1. Governors were advised that the College was demonstrably more outwardly looking, key stakeholders were aware of who and where we are. The College had organised a stall at the Coventry City running festival and received lots of enquiries during the event. Governors noted the positive paper and in particular the feedback from the schools sector.
2. Governors requested that the strategy for 2021 be presented to the Corporation Board within the next six months. **Action: Assistant Principal Business Development**

C118/19 Quality Improvement Plan

1. Governors were presented with the College's updated quality improvement plan, which was being monitored by the Standards Committee. It was confirmed that the College had started to use the new Ofsted framework language. It was noted that there was a level of assurance of implementation but that impact must be visible in term 3. Next year the KPIs will align with the QIP, following best practice models which will enable the strategy to be clearly defined.
2. It was explained that some learners were not on the correct qualification pathways and that therefore a more structured approach was required which took account of prior attainment. Governors asked when the whole business cycle would be available and were advised this would be ready for the end of the academic year.
3. **Governors resolved :**
 - i) to note and accept the Quality Improvement plan. Governors agreed to endorse the next steps as outlined in the report.

C119/19 Learner Progress Report

1. The Learner Progress Report was presented to Governors; it was noted that next year the report will be more evidenced based as the College will commence target setting at the beginning of the year. It was reported that outcomes could be 75 -85%. Apprenticeships was 44%. It was agreed that updates would be provided through Standards Committee .
2. Governors asked how staff were feeling in relation to learner progress and were advised that there was a perception gap for some staff; they feel as though they are doing a good job and in some

circumstances have been reporting what they believe management may want to hear from them. Governors advised that interventions need to be in place and that the SLT need to be explicit as to the journey of the College and the main priorities, particularly in relation to quality. The importance of inspiring teachers through CPD, support and mentoring was recognised by Governors.

3. ***Governors resolved:-***

- i) to approve the Learner Progress Report;
- ii) to ask that Standards Committee discuss Learner Progress in further detail. **Action Head of Governance;**
- iii) to ask that comparative figures for previous years be provided. **Action Interim Vice-Principal Quality and Curriculum**

C120/19 Safeguarding Report

1. The Interim Vice Principal Curriculum and Quality provided Governors with a report in relation to Safeguarding. Governors were advised that a plan for next year is in the process of being developed which will include online mandatory training.
2. Governors asked whether there had been any specific matters or concerns raised since the last meeting and were advised that there had not been.
3. Governors acknowledged that the College needed to look at how its works with the community and to ensure it maintains its position as a beacon of good practice. The variety of approaches to safeguarding were recognised by Governors. Governors noted and accepted the Safeguarding Report and it was requested that a final plan be presented to the July meeting of Corporation. **Action - Vice-Principal Quality and Curriculum.**

C121/19 Mid-Year Financial Forecast

1. Governors received the Mid Year Financial Forecast and it was understood that a detailed proposal would be sent to Resources Committee. The College had a deficit of £250,000 which largely comprised of adult education budget, loans, tuition fees, HE income and international income. Pay budget improvements had helped offset the overall deficit position. Non pay was also underspent and cash was noted as healthy.
2. The Board requested that Resources Committee look at the cash balance against target as it appears to be increases which did not appear to align with the overall position.
3. Governors asked for clarification as to how significant would breaching the College's banking covenants be. It was understood that the conversations with the bank to date had been positive and given that the College had been entirely transparent in its position, it was anticipated that the bank would look on the College favourably. It was noted that the College was not at that point in breach but that based on its projections it would be in breach by the end of the year. It was agreed that papers needed to be clear as to the potential consequences and that the College Facility Letter be circulated to Governors.

4. Governors asked whether a deficit prediction would impact upon quality, it was confirmed that because the quality budget had already been set and agreed, the deficit would not impact upon quality.
5. The Corporation Board were presented with proposed Financial Action Plans. Governors asked if the Executive had an agreed position on this and were advised that a consensus had not yet been reached. Governors stated that the plan must include more detail and be rag rated and that a deficit budget would not be accepted as a target to work towards for this year.
6. Governors resolved :-
 - i) to note the management accounts, and the estimated out-turn for 2018-19;
 - ii) to request that the Resources Committee be presented with three SLT agreed scenario plans as the plans presented were not accepted by the Board.

C122/19 Mid-Year HR Report

1. The Assistant Principal People Services presented Governors with an update on recent HR developments.
2. Agency staffing actions had been implemented to reduce the number of agency staff working within the College.
3. The College had been meeting with staff to obtain feedback which would inform the strategy for its employer of choice project. Governors asked what impact the market forces payment will have upon budgets and it agreed that the College needed to include the percentage effect into the pay bill.
4. Governors queried the appraisal process in place at the College. It was agreed that a process was required to set targets for this year but that a longer term strategy was also required for performance management. It was noted that the Unions had not regarded this process as contentious.
5. The value of the non-pay rewards as contained in the College terms and conditions were agreed needed to be reviewed and publicised.
6. After due consideration, Governors resolved:-
 - i) to note and endorse the HR development approaches being adopted by the College.
 - ii) to ask that Resources Committee review and scrutinise the appraisal process and associated CPD quality culture.

C123/19 Equality and Diversity: Headline Learner Outcomes 2017/18 Report and In Year Equality and Diversity Action Plan

1. The Board of Governors agreed to delegate this item to the Resources Committee.

C124/19 Risk Register

1. The CEO/Principal provided the Board with details as to the risk register items and updates.

2. Governors asked that further scrutiny and consideration be provided to Item 20 at Standards Committee. **Action Interim Vice Principal Quality and Curriculum**
3. Governors asked that further scrutiny and consideration be provided to Item 11 by the Resources Committee. **Action Assistant Principal People Services**
4. Governors resolved:
 - i) to note and approve the Risk Register.

C125/19 New Governor Recruitment

1. Adam Wheatley absented himself for this item.
2. The Board were provided with a proposal for a new Governor appointment to be made and received an outline of Joe Holland's CV.
3. It was reported that the Chair of the Corporation and the Chair of Resources Committee had met with Joe Holland and had been very impressed.
4. Governors resolved:-
 - i) to appoint Joe Holland as an Associate Governors, co opted onto Resources Committee.

C126/19 Items for Information

1. Governors received and noted:-
 - i) the Resources' Committee minutes of 12th February 2019;
 - ii) the Standards' Committee minutes of 5th February 2019;
 - iii) the Search and Governance Committee minutes of 4th February 2019.

C127/19 Date of the next meeting

The date of the next meeting was confirmed for 28th May 2019 at 4pm.

C108/18 Publication of Documents

The publication of papers was approved with the exception of the FE Commissioner Report.

Meeting opened 4.00pm

Meeting closed 7.20pm

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