

**Minutes of the Meeting of the Corporation  
held on Thursday 26<sup>th</sup> March 2015 at 8.00am  
at Matthew Boulton Campus**

**Present:**

Jenni Ord (JO) (Chair)  
Anthony McCourt (AMC)  
Veronica Docherty (VD)  
Andrew Madden (AM)  
Andrew Cleaves (Principal)  
Gala Albas (Student Governor) (GA)  
Philip Cornish (Student Governor) (PC)  
Taher Hussain (Support Staff Governor) (TH)  
Dagen Thompson (Academic Staff Governor) (DT)

**Apologies:**

Steve Hollis (SH)  
Kathryn James (KJ)

**In Attendance:**

Louise Jones - (LJ)  
Mukesh Kumar – (MK)  
Julie Nugent - (JN)  
Adrian Morris –(AM)  
Anthony Gribben-Lisle- (AGL)  
Liam Nevin – (LN)

**Declarations of Interest**

There were no declarations of interest other than those set out in the register of interests.

**Item 1 – Open and Confidential Minutes of Meeting held on 17 December 2014**

It was agreed that the reference to VO at page 4 of the draft minutes should read VD, and subject to that amendment the minutes were approved as a true and accurate record of the meeting.

**Matters Arising and Action Log**

The Chair reminded the meeting that item 4 contained commercially sensitive information that required particular discretion on the part of governors.

The Action log was reviewed and it was noted that all actions had been addressed with the exception of the consideration of Treasury Management options. The Chair advised the meeting that this would be addressed as part of the Executive's response to the overview of college finances.

**Items 2 (i) – Appointment of Vice Chairman of the Corporation and (ii) Ratification of Committee Membership**

LN introduced this report and advised the Corporation that the instrument and articles required the Board to appoint to the existing vacancy and ratify the new membership arrangements for the Committees of the Corporation.  
Accordingly it was

## **RESOLVED**

- That Jenni Ord and Veronica Docherty be appointed to the position of Vice- Chair of the Corporation.
- That the composition of the Committees of the Corporation be approved as follows and ratified with effect from January 2015:

### **Audit Committee**

- Kathryn James (Chair)
- Anthony McCourt
- Andrew Madden
- Taher Hussain

### **Governance and Search/Remuneration Committee**

- Jenni Ord (Chair)
- Steve Hollis
- Andrew Cleaves
- Kathryn James
- Veronica Docherty

### **Academic Standards and Quality Development**

- Veronica Docherty (Chair)
- Jenni Ord
- Dagen Thompson
- Gala Albas
- Andrew Cleaves

### **Item 2 (iii) – Senior Post Holder Redundancy**

This item is recorded as a confidential minute.

### **Item 3 – College Strategy**

JN presented this paper and reminded the Board that at its December meeting it had resolved to approve the vision, values and strategic goals as set out in the draft 3 year strategy, subject to any further amendments resulting from consultation and which were now presented in this paper.

VD questioned how the College would measure a strategic goal to be the most “exciting college in the region” and suggested that “transformational leadership” would be an appropriate measure. The Principal advised that student satisfaction measures would permit the measurement of excellence but agreed that a measure of transformational leadership was appropriate.

Accordingly it was

## **RESOLVED**

That subject to the additional measure as set out in the pre-amble to this minute the Corporation approve:

- That the final wording for the vision is *“Inspiring Futures Realising Dreams”*

- **That the final wording for the values is:**
  - **Students at the heart of everything we do**
  - **We are relentless in our desire to continuously improve our teaching and support for all students**
  - **We are passionate about working with employers to meet their skills needs and support strong, sustainable economic growth**
  - **We value and invest in our staff, attracting and developing experts who love what they do**
  - **We look to the future with confidence, adapting to new challenges and working together as a team to ensure continued strength and stability.**
  
- **That the strategic goals are:**
  - **Becoming the most exciting college in the region, providing an inspirational environment for students and securing outstanding outcomes for all.**
  - **Delivering the right skills for individuals and employers, supporting strong and sustainable economic growth.**
  - **Maintaining excellent financial strength and investing in learning**
  - **Operating a well- run organisation with excellent leadership and efficient systems, becoming the best place to work.**
  
- **And that the Corporation note:**
  - **That there will be a supporting Communications Plan to ensure wide dissemination and discussion of the strategy**
  - **That the Executive will oversee the translation of the vision, values and strategic goals into clear and measurable actions and behaviours, and that the Corporation will be updated on progress through the regular performance report to the Board, with the first update available in May 2015.**

**Item 4 (i) – Overview of College Finances**

**Item 4 (ii) – Skills Funding Agency Financial Health Assessment**

**Item 4 (iii) – Management Accounts**

These agenda items are recorded in a confidential minute

**Item 5 – Tuition Fees Policy 2015/16**

LJ introduced this report and advised that the policy update proposed was only minor. The fees charged were similar to other colleges and the challenge for the College was to make use of 24+ loans. The Board endorsed this view and noted that effective marketing of such loans was necessary.

Accordingly it was

**RESOLVED**

- **That the Tuition Fees Policy for 2015/16 be approved.**

**Item 6 (i) - Performance Report**

**Item 6 (ii) – Staff Survey**

The Principal introduced the report and advised the Board that this was the first integrated performance report. Feedback was now sought in respect of the content and the presentation in order to further refine the report and meet the expectations of the Board.

The Chair summarised that the report represented good progress but that it would be helpful for future iterations to contain information on trends and benchmarking

Accordingly it was

## **RESOLVED**

- **That the performance report be noted and that the Executive consider the inclusion of information on trends and benchmarking in future iterations.**
- **That the staff survey results be noted**

### **Item 7 – Report from the Chair of the Audit Committee**

In the absence of the Chair AM summarised the draft minutes of the Audit Committee from its meeting of the 12 March 2015 with particular regard to those matters that had been referred to the Corporation for decision.

In respect of the Risk Register AM noted that significant progress had been made in linking the risks to the strategic goals of the College.

The Principal drew the attention of the Board to the Risk Summary and it was agreed that this accurately captured the key risks but that further consideration would be given to emphasising the management of stakeholder risks aside from employers.

AM thereafter drew the attention of the Board to the recommendation that the Corporation retain its existing internal and external auditors for the 2015-16 academic year and advised that the Audit Committee had agreed with the recommendation at its meeting.

Accordingly it was

## **RESOLVED**

- **That the Risk Register be approved**
- **That the Corporation continue with existing arrangements for external and internal audit for the 2015-16 academic year.**

### **Item 8- Report from the Chair of the Academic Standards and Quality Development Committee**

VD summarised the draft minutes of the Committee from its meeting of the 3 March 2015 with particular regard to those matters that had been referred to the Corporation for decision.

The Safeguarding Policy had been updated to reflect the recently published guidance on radicalisation. VD advised the Board that she had also recently undertaken training on this issue and felt that the policy was suitably comprehensive.

VD then summarised the Teaching Learning and Assessment Plan that had been endorsed by the committee and it was noted that the plan would also feed into the QIP.

Thereafter VD summarised the report before the Board on Higher Education Performance for 2013/14, noting that whilst performance had been poor in a number of areas significant remedial measures were planned. In addition, the higher education reporting processes had now been integrated into the College's further education processes which would assist with early detection of issues such as attrition rates.

The Chair stated that it would be necessary to reconsider the HE strategy of the College. Whilst this provision could form part of a diverse curriculum offer it would also be necessary to consider the potential profitability of provision given the investment necessary to deliver the required quality. The Principal agreed and advised that a strategic review would commence in the third quarter of the year.

To conclude the summary VD summarised the improvements demonstrated through the SAR following its update in February. The Chair noted that this information was a useful addendum to the Ofsted pack already circulated to governors.

Accordingly it was

**RESOLVED**

- That the Safeguarding Policy be approved
- That the Teaching Learning and Assessment Plan be approved
- That the Higher Education Performance 2013/14 be noted
- That the Progress on the SAR and QIP be noted

**Item 9 – Learner Walks - Feedback**

VD advised the Board that she had undertaken two learner walks at Sutton campus and two at Matthew Boulton and these had provided useful evidence. She had noted positive features such as the use of lesson plans, and polite and industrious students. However, a significant concern was the small class sizes and an impression that there were a number of empty classes. The Chair thanked VD for her efforts and encouraged all governors to undertake learning walks.

Accordingly it was

**RESOLVED**

- That the feedback from the Learning Walks be noted.

**Item 10 – Approval of the Finance and Business Development Committee Minutes- 20 November 2014**

The minutes were approved as a true and accurate record of the meeting.

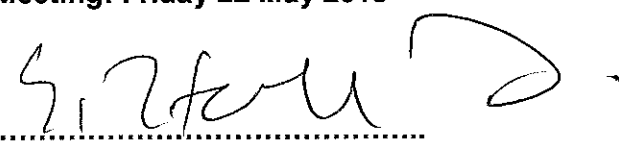
**Item 11 – Chairman’s Action: Response to AoC Consultation on Draft English Colleges Code of Good Governance**

The Chairman’s response was noted.

**Any Other Business**

There was no other business

**Date of Next Meeting: Friday 22 May 2015**

Signed..... 

**Chairman**

Date..... 