



**MINUTES OF THE CORPORATION MEETING HELD ON
MONDAY 13 MARCH 2017 AT 5.00 PM
IN THE BOARD ROOM AT THE ROUNDHOUSE**

Present: Janet Morgan (*Chair*), Jack Atwal, Tim de Ville, Nick Freeman, Gary Malcolm, Jonathan McCluskey, Graham Schuhmacher, Kevin Slack, Simon Smith, Mandie Stravino,

In attendance: Jon Fearon, Michael Ford, April Hayhurst, Heather Simcox, Anita Straffon Rose Matthews (Clerk)

	Action	Date
46/16-17 Apologies for absence Apologies for absence were received and accepted from Phil Dover and David Williams.		
47/16-17 Declarations of interest, confirmation of eligibility and quorum All members were eligible and the meeting was quorate. There were no further new declarations of interest.		
48/16-17 Minutes of the previous meeting The minutes of the meeting held on 12 December 2016 were approved and signed as a true and accurate record.		
49/16-17 Matters arising		
33/16-17 The Director of Business Improvement had rectified the formatting on the KPI document.		
50/16-17 Chief Executive Update The CEO provided a detailed policy update, which included the following: <ul style="list-style-type: none">• Spring Budget update which covered the post-16 education reforms, focussing on the 'T' Level qualifications and the investment in education which included additional funding to increase delivery of the T-level qualifications, maintenance loans and 'high quality' work placements.• Highlighted the ten key pillars of the Industrial Strategy and which also links with the Institute of Technology to meet local economic need to fill skills shortages in STEM sectors.		

	Action	Date
<ul style="list-style-type: none"> • The Skills Commission ‘Going Places’ – Innovation in Further Education and Skills, which was launched in December 2016 and looked at innovation within the FE sector. • Midlands Engine Strategy – Announced D2N2 would receive £62.99 million, which would support a number of projects including enabling people to develop their technical skills • The Baker Clause – will force schools to give FE providers access to their students. • Insolvency – highlighted liabilities placed on Board members of FE institutions and sixth form colleges as part of the newly introduced insolvency regime. • Key events the CEO and senior team had attended since the last Board meeting. 		
<p>51/16-17 Report from Curriculum and Quality Committee held on 23 February 2017</p> <p>In the absence of the Chair of the Curriculum and Quality Committee, the Deputy Principal – Education and Learner Experience shared the report from the meeting held on 23 February 2017. The meeting commenced with a tour of Little Explorers Nursery. Graham Schuhmacher asked how the nursery could become better known and share its best practice wider. The Deputy Principal explained they had been approached by Ofsted to work with RI and inadequate graded nurseries.</p> <p>The Organisational Quality Performance Review was shared with the Committee that included the scorecard assessment and preparation for English and maths exams.</p> <p>An update on safeguarding was provided with the biggest area of concern being wellbeing and mental health.</p> <p>The Quality Improvement Plan was presented and all actions were on target for completion.</p>		
<p>52/16-17 Revised Budget update</p> <ul style="list-style-type: none"> • January 2017 Management Accounts <p>The CFO provided an update on key financials.</p> <p>The College was on target to achieve the Financial Forecast presented in July 2016, with effective management of cashflow and an agreement of a small overdraft with Lloyds.</p> <p>A revised forecast was submitted to the SFA following the revision of their internal guidance on the financial health of colleges. The revised forecast showed the College moving to a ‘good’ financial health score at the end of 2016/17 subject to hitting the revised 9% EBITDA measure.</p>		

	Action	Date
<p>Cost savings were continually pursued with savings being made in security services and models of curriculum delivery refined and further cost saving options were being explored.</p>		
<p>53/16-17 Key Performance Indicators</p>		
<p>The Business Improvement Director presented the KPIs.</p> <p>The Deputy Principal – Education and Learner Experience had already presented the attendance figures as part of the OQPR. Nick Freeman pointed out they KPIs were headed under each of the College’s ambitions, he asked if the activity and the result were aligned. The Deputy CEO explained a mid-year and end of year review was carried out which was much broader and in depth, although the Business Improvement Director monitored in-year and presented any that have closed. The Business Improvement Director would share the more detailed analysis with Nick.</p>	MF	22/05/17
<p>54/16-17 Employer Engagement Strategy</p>		
<p>A presentation was delivered by the Deputy Principal – Employer and Economic Affairs, which detailed the work carried out to enact the Employer Engagement Strategy through;</p> <ul style="list-style-type: none"> • Delivering leadership training programmes and ERASMUS projects in Europe. • Working closely with the D2N2 local enterprise partnership, to meet sector needs. • Delivering Apprenticeships across ten sector disciplines. • Securing a £335K growth at the beginning of this year. • The Apprenticeship Recruitment Team working with new employers. • The Work Experience Employer Skills Academies and Employer Academies – offering part-time, seasonal and full-time apprentice jobs to the College’s full-time students. • A newly formed Recruitment Team. • Roundhouse Events lettings activity. • The Work Experience team working with employers, allowing students to access work experience. 		
<p>55/16-17 Strategic Risk Monitoring</p>		
<p>The Director of Business Improvement summarised his report which detailed the high priority risks identified in the Corporate Risk Register and gave a summary of current litigation action being taken against the College.</p> <p>Kevin Slack questioned progress with the Lennartz VAT arrangements. The CFO provided an update with the tribunal case expected to take place in in late April/May. Kevin asked for reassurance the College had the funds and was prepared to pay should the case not be successful. The CFO confirmed this had been budgeted should the case not prove successful.</p>		

	Action	Date
<p>There were no significant Health and Safety incidents.</p> <p>There had been 195 safeguarding disclosures between 1 September 2016 and January 2017, which primarily related to well-being and mental health issues.</p> <p>Two referrals had been made to Prevent, with both deemed not to be of significant risk. One student was a potential Channel referral.</p>		
<p>56/16-17 Employee Engagement Policy</p> <p>The Employee Engagement Policy had been updated to reflect current practices for employee engagement within the College and was presented for approval.</p> <p>The Board approved the updated Employee Engagement Policy.</p>		
<p>57/16-17 Report from the Search and Governance Committee – 18 January 2017</p> <p>In the absence of the Search and Governance Committee Chair, the Corporation Chair reported to the Board following the meeting held on 18 January 2017.</p> <p>The Search and Governance Committee’s Terms of Reference had been reviewed with no significant changes made. The Committee recommended the Terms of Reference for Adoption by the Board.</p> <p>The Board approved the Search and Governance Terms of Reference.</p> <p>The Committee reviewed the attendance data for 2015-16. The Clerk was asked to update the report for Corporation to include the wider Board engagement.</p> <p>The Committee asked the Board to consider if there was a need to discuss attendance with individual members and recommended the Board retained the 80% attendance target.</p> <p>The Board considered committee and Board meeting attendance and noted the wider engagement by Board Members and therefore did not deem it necessary to discuss attendance with individual members.</p> <p>The Board approved the 80% attendance target.</p> <p>It was noted the Audit Committee Self-Assessment had been reviewed and actioned by the Audit Committee. The Corporation Self-Assessment results were presented to the Committee. The Clerk had revised the report prior to Corporation to include the action taken with regard to each point raised.</p>		

The Board considered the Corporation Self-Assessment Report analysis and the action taken against each point and felt no further action was needed at this stage.

The Committee reviewed Members' Terms of Office and a further review would be undertaken at the next Search and Governance Committee meeting.

The Clerk had produced a report on the Board's compliance with the Code of Good Governance for English Colleges. The report highlighted mandatory requirements and action taken to ensure compliance, along with non-mandatory aspects.

The Board reviewed the report and noted compliance on mandatory actions. The Board noted, but agreed no further action was required for the non-mandatory aspects, most of which had been addressed.

58/16-17 Governance Summit - 1 March 2017

Jack Atwal and the Clerk had attended the Governance Summit on 1 March 2017.

David Hughes the CEO of the AoC had provided a sector update, covering much of which the CEO shared in her presentation at the beginning of the meeting.

Peter Lauener, Shadow CEO of the Institute of Apprenticeships (IoA) shared the vision for the IoA and would be responsible for quality assuring the delivery of apprentice end-point assessments.

Julian Gravatt, Assistant CEO of the AoC, discussed funding changes and financial implications, which included apprenticeships, college insolvency and intervention following area reviews.

59/16-17 AoC East Midlands Governance Network – 15 February 2017

Graham Schuhmacher and the Clerk attended the AoC East Midlands Governance Network on 15 February.

The meeting focussed on a presentation by the SFA which outlined the role of the Joint Intervention Team – not only to carry out formal intervention and ABR implementation, but also to risk assess, take early intervention and prevention. The presentation also touched on the Apprenticeship Levy and The High Needs Funding system.

Staff and student members left the meeting.

Signed: _____ Date: _____