

MINUTES OF THE CORPORATION
Held on Thursday 26 and Friday 27 April 2018

Present	Helen Birchenough, Mark Lello, Harry Adam, Amanda Burnside, Martin Clark, Jon Downing, Carolyn Godfrey, Iain Hutchison, Ben Newbury, Debbie Sexton-Dyer, Venetia Summers, Jack Wills
In Attendance	<i>Iain Hatt, Deputy Principal Curriculum and Quality, Adrian Ford, Deputy Principal Corporate Resources, Heather Cross, Clerk to the Corporation, Hilly Prendergast, Head of HE Quality and Partnerships for item 5, Charlotte Corfield, Tony Basham, John Newton, Ian Reville, Denise Lloyd, Jo Grenfell all from item 10</i>

	Minute	Action
THURSDAY 26 APRIL		
2017-18 8/1	Apologies for absence	
	Lawrence Roe	
2017-18 8/2	Declarations of interest	
	None	
2017-18 8/3	Chair's opening remarks	
	The Chair welcomed everyone very warmly and outlined the programme for the formal Corporation meeting, Thursday evening activities and Friday awayday. She thanked the senior team for putting together a very full and stimulating programme.	
2017-18 8/4	Principal's report	
	<p>The Principal's report updated governors on a number of key matters.</p> <p>Consideration of the College name</p> <p>The Principal's report which had been circulated previously set out the recent position concerning the consultation on the proposed change of the college name. The Principal was pleased to report that a rapid response had been received from a number of organisations and 3 schools, the Ambulance Service and the Police Service for Wiltshire and Dorset, together with Wiltshire Council had responded positively. All these organisations had no issue with the name change to Wiltshire College and University Centre.</p> <p>The Clerk reminded the Board that the Department for Education had stated that subject to a successful consultation, the college would be entitled to use the proposed name if approved, as long as it retained its validation to offer degree courses.</p> <p>After considering the responses to the consultation and the confirmation that the college was entitled to use the proposed name, Mark Lello proposed, Jack Wills seconded and it was unanimously resolved that the name of Wiltshire College and University Centre be approved and be brought</p>	

	<p>into use as soon as possible, subject to permission to do so being granted by the Department for Education.</p> <p>Governors warmly welcomed the introduction of the new name for the college and the opportunities this would represent to the people of the county of Wiltshire, given that the county was one of a very small number nationally which had no university. The staff and management of the college were warmly thanked for their work in bringing the college to a position of being able to make an application for the new name.</p> <p>The Principal reported on a recent meeting with the Education and Skills Funding Agency where the college was informed that it was not part of an intervention process and a letter was received to that effect.</p> <p>An Ofsted inspection was still anticipated this term.</p> <p><u>Subcontracting arrangements</u></p> <p>A written proposal for amendment to the college’s subcontracting arrangements was tabled. The proposal for an increase to the existing Aspire and the Learning Curve contracts together with permission to work outside the college area as set out in the paper were discussed and any risks associated with these were considered. It was agreed to approve the amendments to the Aspire and Learning Curve contracts as proposed.</p> <p>Governors noted and heartily welcomed the news that planning approval had very recently been granted for the capital project at the Salisbury campus.</p> <p>It was noted that the new campaign and recruitment approaches to recruit trades qualified staff for corresponding curriculum areas had proved successful, with a resulting reduction in the use of agencies to supply teachers..</p> <p>It was announced that Claire Perry MP had accepted the invitation to be the speaker at Graduation.</p> <p>In response to a question about the progress of the Colleges Partnership dispute with the MoD concerning the contract for AITA, the Principal updated the Board and agreed to circulate the college’s latest polite letter to the Army setting out the extent of the financial detriment which had occurred as a result.</p> <p>The Principal was thanked for her report.</p>	
<p>2017-18 8/5</p>	<p>Office for Students submission</p>	
	<p>Hilly Prendergast, the Head of HE Quality and Partnerships was welcomed to the meeting and gave a presentation concerning the registration process required of the college to the Office for Students (OfS) by 23 May 2018. The registration was required in order to be able to continue to offer HE courses to students from the 2019/20 year and for them to maintain eligibility to access student loans. A substantial registration fee was payable to the OfS.</p> <p>Hilly explained the primary purposes of OfS as a new agency and the conditions that the college was required to meet as part of its registration. A</p>	

	<p>detailed application, about which the guidance had been provided only recently, was being prepared.</p> <p>Governors noted the requirements for the college to have an Access and Participation Plan, to demonstrate compliance with consumer protection law, to have in place a student protection plan and for corresponding documents to be submitted as part of the application. Once accepted onto the register the college would be required to demonstrate meeting continuing conditions.</p> <p>Noting that the application required to be submitted by the 23 May deadline it was agreed to delegate the approval of the submission to the Chair of the Corporation in conjunction with the Senior Leadership Group.</p> <p>The Chair thanked Hilly for attending the meeting and giving her presentation about the requirements.</p>	
2017-18 8/6	Quality Improvement Plan	
	<p>The Quality Improvement Plan update had been circulated previously.</p> <p>Governors discussed the latest report and noted with pleasure that all matters had 'green' status other than the comment about 'value-added'. The actions for this were discussed and it was agreed that it should be recorded as having an 'amber' rating..</p> <p>The College's performance with student destinations was noted as very good and a report was requested at a future meeting giving more information about the types of destinations.</p> <p>The Deputy Principal Curriculum and Quality was thanked for his report.</p>	
2017-18 8/7	Pre-briefing on the college's financial landscape	
	<p>The Deputy Principal Corporate Resources provided the meeting with a presentation on the financial landscape for the college. This would be placed on the Board portal after the meeting. It was noted that the college was making positive progress and retained its 'good' financial health, but financial circumstances were very challenging, which was a situation that many colleges were in currently, in the context of under-funding in comparison to schools. The college had been bucking the trend in the demographic decline in 16 to 18 year olds in the region since 2015.</p> <p>The college's pension position and the latest financial indicators were explained to the meeting. The college remained in financial health 'good', but its position had declined within this band. The college's banking covenants were set out and it was noted that on one of these the college was close to a breach position and this was being monitored very closely. The new insolvency regime had unsettled the banking sector and positions had hardened, therefore the view which might be taken of the college's situation if there was a breach had to be considered to be uncertain.</p> <p>The actions to improve financial viability were discussed, with staff costs, average group size and room utilisation all considered. It was clear that the first two continued to be an important focus.</p> <p>The Deputy Principal was thanked for his presentation.</p>	

2017-18 8/8	Minutes of the last meeting	
	The minutes of the last meeting held on 27 March 2018 which had been circulated previously were accepted as a true record of the meeting.	
2017-18 8/9	Dates for the diary	
	Notable events and dates for the summer term 2017/18 which had been circulated were received. The Chair encouraged governors to attend those events where they could, at which they would be most welcome.	
FRIDAY 27 APRIL - Strategic Planning Awayday		
2017-18 8/10	Expectations and purpose of the day	
	The Principal and Chair welcomed governors to the day and set out the key purposes of the day which were - to be briefed on the wider financial landscape in the FE sector and to have a sound understanding of the financial context, to understand the college's position in terms of growth and the potential for future growth, the College's future direction for teaching, learning and assessment, proposals for Project 2020 and the structural arrangements the college would need for the new curriculum, and to hear students' views and perspectives. A key aspect of the day would be to review and input into the Strategic Plan. Governors would be in a position to consider how they could contribute in shaping direction.	
2017-18 8/11	The College's financial landscape- presentation from Julian Gravatt, Deputy Chief Executive, Association of Colleges	
	Julian Gravatt, Deputy Chief Executive of the Association of Colleges was warmly welcomed to the meeting and gave a clear and highly informative presentation on the national financial context in which the college was operating and some of the financial measures and features which should be borne in mind in positioning for the future. His presentation would be placed on the meeting portal. Governors thanked Julian for his very valuable insights.	
2017-18 8/12	The College's growth plans and context	
	The Principal led a session to remind governors of the current demographic context and the significant growth forecast after the current downturn. She re-emphasised the gain in market share the college had already experienced, with gains in apprenticeship growth without this being at the expense of other areas, growth in HE and significant moves into employer engagement. Key areas in the county were due to and starting already to experience significant house building and development, with the relocation of the army from bases abroad contributing to this. 30,000 new jobs were forecast. The developments closely aligned with college campus locations. The Principal posed questions for discussion later in the day concerning what actions the college should take strategically before the significant demographic growth arrived.	
2017-18 8/13	Future direction for teaching, learning and assessment	
	Charlotte Corfield, Assistant Principal, led a session to inform governors about a new professional learning and development competency framework for the teaching role.	

2017-18 8/14	Project 2020 – making the college fit for purpose in financial and operational terms	
	<p>Governors received a confidential presentation on the principles behind, and likely developing plans for, changes in the types of staffing and contract requirements in future. This was as a result of the changed curriculum due to be implemented with T levels and other key changes. College management was considering what the right balance of teaching/assessing and tutoring staffing would be to support curriculum reform, growth and efficiency. A new tutoring role was being considered. The updated professional development framework would be part of the new plans, alongside consideration of new pay arrangements in order to attract and retain staff with the skills required and to implement new incremental pay arrangements.</p> <p>Governors discussed the initial proposals and considered some of the risks associated with changes, together with the possibilities for greater efficiency and asked questions about the impact on delivery for students and their resulting experience of college. It was considered that structural changes were likely to be a better strategic response to financial pressures and more palatable and cost effective than to close courses.</p> <p>It was noted that there would be further future discussion of these proposals as the plans developed further.</p>	
2017-18 8/15	Student Views and perspectives	
	<p>A group of students from different courses and levels attended this session, with governors circulating round student groups in order to ask them questions about their experiences of college and their aspirations for their next steps.</p> <p>The students were warmly thanked for giving their time to attend the session and inform governors about how they found college.</p>	
2017-18 8/16	Strategic Plan review	
	<p>Governors were provided with a series of presentations from members of the Senior Management Team concerning the actions being taken to address the objectives in the strategic plan. Governors themselves identified the 3 most significant challenges as the financial challenges externally, pressure of small class sizes and delivering growth.</p> <p>A carousel activity then took place with governors considering in turn each aspect of the strategic plan, performance so far and what further developments or adjustments to the plan might be made.</p>	
2017-18 8/17	Agreed actions, next steps and way forward	
	<p>The Principal and Chair gave a brief summary of the day's activities and key aspects from the day, including next steps identified. This would be written up and placed in the meetings papers for the day on the Board portal.</p> <p>Governors were thanked for their participation in the day. The Chair thanked the Senior Management team for their dedication and commitment in taking the college forward and for leading a very productive strategic planning day.</p> <p>The Vice-Chair recorded the thanks of all to Helen Birchenough in leading the strategic awayday, on this being her last one as a Chair and governor.</p>	

/18	Date of next meeting	
	The date of the next meeting was noted as 24 May 2018 at Lackham.	

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