

**MINUTES OF THE CORPORATION  
Tuesday 21 February 2017  
At 5.00pm at Wiltshire College, Lackham, Biddestone room**

<b>Present</b>	Helen Birchenough, Jon Downing, Ben Permutt, Amanda Burnside, Venetia Summers, Faith Butt, James Bilzon, (Jack Wills from item 6/4), Martin Clark (from item 6/4), Liz McKee (By Skype), Mark Lello
<b>In Attendance</b>	<i>Adrian Ford, Vice Principal Resources, Iain Hatt, Vice Principal Curriculum and Quality, Heather Cross, Clerk to the Corporation</i>

	<b>Minute</b>	<b>Action</b>
<b>6/1</b>	<b>Apologies for absence</b>	
	Apologies were received from Carolyn Godfrey, James Hayes, Karl Simpson, Harry Adam and Hannah Granger.	
<b>6/2</b>	<b>Declarations of interest</b>	
	None	
<b>6/3</b>	<b>Chair's Opening remarks</b>	
	Area Review, LEP bids	
<b>6/4</b>	<b>Industrial Strategy and Skills Plan presentation</b>	
	<p>The Principal gave a presentation to the meeting concerning the key points in the recently published Government Green Paper which put forward an Industrial Strategy and which highlighted the Skills Plan put forward previously through the Sainsbury report.</p> <p>It was understood that the government had recently been commenting on the small amount of teaching in FE in comparison to the rest of the world and there may be the possibility of some future funding to seek to address the gap. It was recognised this would make a significant difference to the college's funding if the indicated teaching increase was covered by additional resources, however the possibility that no additional funding to bring the increase about was recognised. Governors commented that it would be helpful to build understanding of the methods of teaching used in other countries where the numbers of taught hours per week were higher than in the UK.</p> <p>The government was flagging that qualifications were too complicated and espousing the Sainsbury proposal that there should be 15 vocational pathways, with qualifications led by employers. A comprehensive careers strategy was being proposed, with the possibility of legislation to enforce independent advice and guidance. Governors welcomed these intentions and asked about the lobbying that AoC was undertaking on the part of colleges through the Fairer Funding campaign. The Principal was planning to meet the Chippenham MP on the subject, who was a member of the Education Committee.</p> <p>£170m had been announced for Institutes of Technology but this would be</p>	

	<p>relatively small per institutions set up across the country, possibly one per region. The Principal was intending to engage with the LEP to seek to secure one locally.</p> <p>The College was planning to respond to the consultation and it was agreed that comments should be made about the description of English and Maths and the view of FE in delivering these requirements. It was noted that the areas covered concerning skills did not include sport and public services and these were significant omissions.</p> <p>Governors agreed to keep a watching brief on how the policy now developed. It was noted that any timescale for implementation was still considerably in the future.</p>	
<b>6/5</b>	<b>Area Review final update</b>	
	<p>A report had been circulated and an update on the final results of the Area Review was given. It was noted that New College had rejected the recommendation concerning the merger of the two Swindon Colleges.</p> <p>The Principal commented that there would be difficulties in taking forward issues across the Swindon and Wiltshire LEP area should the two colleges in Swindon not be communicating with one another. It was understood that Swindon Borough Council was asking to meet with the two principals.</p> <p>Governors in discussion sought clarification about the situation of the two Swindon colleges. It was understood that there was significant duplication across the two. There followed discussion about the role of Wiltshire College in facilitating links which Swindon College may be seeking. Shared services could be offered. It was agreed that the Principal should discuss the current position with the Swindon College principal when she was due to meet with him in the next few weeks, and take the opportunity to gather information about the current situation.</p>	<b>Principal</b>
<b>6/6</b>	<b>Progress against Strategic Plan update presentation</b>	
	<p>The Principal gave a presentation on the review which had been undertaken with the College Management Group concerning the Strategic Plan and the progress recorded to date. The mid-year review exercise would be used to evaluate progress further and then the cycle of development of the plan would start again. It was intended to use the occasion of the forthcoming Governor Residential to further discuss the plan's development.</p> <p>Governors commented that in their view the strategy continued to be seen as excellent and clear. It was suggested that student engagement with the Plan should be an area considered for development and that innovative ways to gather student contributions might be used, parallel to those previously used to elicit staff comments. It was noted that a student video concerning their response to the plan had been made previously. A staff survey was planned to be circulated to staff in April. It was commented that full alignment of major college actions with the Strategic Plan should be the aim and this might be a theme at the Governors Awayday in April.</p> <p>The Chair spoke about the two themes of the Awayday which would be an assessment of the college's practice of governance and also governors' role in the Strategic process. It was commented that previously governance business had been specifically aligned to the strategic priorities, but this had not always</p>	

	<p>fitted, nonetheless this might be an idea to be considered again.</p> <p>The Clerk would remind governors of the details of the residential and would be circulating a form for governors to complete a self- assessment exercise prior to the event.</p> <p>The meeting confirmed its agreement to the proposed next steps to review the Strategic Plan.</p>	<b>Clerk</b>
<b>6/7</b>	<b>LEP Bids</b>	
	<p>A report had been circulated to remind governors of the two LEP supported capital projects for the Salisbury and Lackham campuses in the light of the forthcoming announcement of LGF3 funding which was due on 23 February. Governors had previously had an overview of the two full Outline Business Cases which were to be revisited at a planning workshop to be held at the college on 23 February.</p> <p>The Principal was delighted to announce that the college had been notified it had been successful with its bids and an official announcement on behalf of the LEP was to be made by the government ministers Sajid Javid and Robert Halfon who were to visit the Chippenham campus on the day.</p> <p>The Chair warmly thanked Martin Clark and Jon Downing for joining the capital scheme review group on a monthly basis in future.</p> <p>The Chair led a vote of thanks to the Principal and the Senior Leadership Group in their persistence in continuing to put forward the bids and responding positively to all the requests for further information and representation, as their persistence had at last been rewarded, which would be to the substantial benefit of students.</p> <p>Governors looked forward to the significant enhancements the schemes would deliver in improvements to college facilities and the way in which they would contribute to making Wiltshire College the college of choice in the area.</p>	
<b>6/8</b>	<b>Safeguarding Annual Report</b>	
	<p>The Safeguarding Annual report had been circulated previously. Governors noted the detailed information provided and accepted the key actions put forward. The extent of student numbers with mental health issues was discussed and the impact this was having both on the students themselves and the college's resources in responding to their needs. The President of the Association of Colleges was making highlighting the extent of this issue the key theme of his presidential year. It was noted that Harry Adam had agreed to take a special interest in safeguarding issues in support of Carolyn Godfrey.</p>	
<b>6/9</b>	<b>Principal's Report</b>	
	<p>The Principal's report had been circulated previously. It addressed the impact of staff shortages in certain curriculum areas, the progress with the military resettlement strategy, a further delay to national benchmark data being published, the financial forecast, LEP bid activity and safeguarding and governance.</p> <p>The Principal drew governors' attention to the area skills shortages and the intention to examine with other colleges in the region what actions could be taken. This was particularly an issue in the area of construction. Golden hellos</p>	

	<p>and some support packages for staff to transition better into teaching were under active consideration. Governors noted the actions being taken.</p> <p>The meeting was informed that the national benchmark performance data had very recently been published and a full analysis would be presented to the next governing body meeting. The Vice Principal Curriculum and Quality would bring back a full analysis. An initial analysis showed that 16 to 18 performance was below the new national average but adults were slightly above. A presentation was given about those areas of the college where results were below standard. All areas had been identified already in the Quality Improvement Plan apart from Motor Vehicle Engineering. The data tended to endorse the position which had been taken in consultation with the Chair in amending the SAR judgement for outcomes for learners to 'requires improvement'. It was noted that the college needed to focus more attention on assessment in its future work. English and Maths was underlined as an issue for attention. Governors asked a number of questions concerning the actions being taken to address performance in this area and were informed that one issue was ensuring that the assessment arrangements were set up such that students could take their exams early and thus would have adequate opportunities to retake in a timely fashion within the year.</p> <p>The Chair thanked the Vice Principal for his clear presentation and analysis and noted that whilst action was already being taken there was sometimes a long tail to seeing full improvement and some residual issues of resistance would remain.</p> <p>Governors discussed the initial assessment of the results and noted that a fuller analysis would be presented at the next meeting.</p> <p>A report was given about the recent QAA visit. It was understood that the recommendation would be that the college was meeting all the standards. Governors recorded their thanks to Hilly Prendergast and to Iain Hatt. The Chair thanked Ben Permutt, the HE student governor for taking part in the review. It was felt that the Corporation's decision to have an HE student governor had been valuable.</p> <p>Comments would be made at the next Corporation meeting concerning a letter recently received from the HEFCE relating to the national student survey where one course, Music, had brought down the overall satisfaction results which had otherwise been very strong in four out of five courses. Music was an area of overall concern.</p> <p>Some discussion took place concerning the forthcoming staff survey which was to have only 12 sharply focussed questions.</p> <p>The Principal was thanked for her report.</p>	<p>VPCQ</p> <p>VPCQ</p>
6/10	<b>Key Performance Indicators/Balanced Scorecard</b>	
	<p>The latest Key Performance Indicators and Balanced Scorecard which had been circulated were discussed. This was now subdivided against each aspect of the Strategic Plan. Each area was discussed and presented.</p> <p>Governors asked questions about the extent of further enrolments, where more adult students were still expected; attendance; the intention to have more</p>	

	<p>refined targets in the forthcoming year, differentiated by student group; whether student buddy systems would improve attendance and how far tutoring had a direct correlation relationship with attendance. It was considered that mental health had a significant impact. The targets for the Drivers were discussed; it was felt that these should be somewhat aspirational. Staff sickness was costing c £1m a year and should be addressed. In the Rock – finances – targets were coming closer to being met. Staff costs as a percentage of income was coming closer to target. Group size still remained an issue to crack, standing at 13 rather than 16. This would be addressed when the numbers in the classroom increased.</p> <p>The meeting noted the KPIs/Balanced Scorecard.</p>	
<b>6/11</b>	<b>Management Accounts</b>	
	<p>The Management Accounts for December 2016 had been circulated previously. It was noted that income was forecast to be slightly under budget. Some success had been achieved in reducing pay costs. Non-pay was showing a positive variance. Banking covenants were being monitored carefully on a monthly basis to ensure compliance. A meeting was due at the beginning of March with the bank to ensure fully shared interpretation of the new covenants.</p> <p>Overage on the sale of the Shotwell Farm site was still anticipated.</p> <p>Governors thanked Adrian Ford for his report.</p>	
<b>6/12</b>	<b>Quality Improvement Plan</b>	
	<p>The Quality Improvement Plan which had been circulated previously was reviewed. A number of areas of additional content were noted and additional lines had been added for all of the areas of concern. The additional information about attendance was welcomed. Target-setting was getting more attention and electronic mark books had been introduced. It was planned to use JD Prophet again to assist with data to support curriculum planning, as previously.</p> <p>Governors welcomed the attention being given to areas where improvements were necessary.</p>	
<b>6/13</b>	<b>Membership Issues</b>	
	<p>The current focus was to fill the gap in the staff governor membership. The opportunity was being promoted at staff briefings. It was agreed that the Chair and Vice-Chair should meet with interested staff in order to make a recommendation for appointment.</p> <p>An invitation had been received from Landex for the college to send a representative to a particular interest group. The Chair encouraged governors to consider taking part.</p>	
<b>6/14</b>	<b>College visits/events attended</b>	
	<p>Ben Permutt reported that he had participated in two learning walks – one at Salisbury and one earlier that day at Lackham. Jon Downing reported that he had recently concluded his induction including visits to all sites.</p> <p>The Chair had continued to represent the college in Area review meetings on behalf of the college.</p>	

<b>6/15</b>	<b>Minutes of the last meeting held 24 January 2017</b>	
	The minutes of the meeting held on 24 January 2017 which had been circulated previously were agreed as a true record.	
<b>6/16</b>	<b>Emerging Issues and Aspirations</b>	
	None specifically	
<b>6/17</b>	<b>Date of next meeting – 21 March 2017 at Trowbridge</b>	
	This was noted in accordance with the published calendar.	