

MINUTES OF THE CORPORATION
Held on Tuesday 27 March 2018 at the Salisbury Campus, Room W103
At 5.00 pm

Present	Helen Birchenough, Mark Lello, Harry Adam, Jon Downing, Carolyn Godfrey, Iain Hutchison, Jack Wills, Debbie Sexton-Dyer (by Skype), Amanda Burnside, Venetia Summers and Ben Newbury.
In Attendance	<i>Adrian Ford, Deputy Principal Corporate Resources, Iain Hatt, Deputy Principal Curriculum and Quality. Jeff Owen, Capital Project team lead (for item 4), Denise Lloyd, Assistant Principal (for item 10)</i>

	Minute	Action
2017-18 7/1	Apologies for absence	
	Apologies were received from Martin Clark and Lawrence Roe	
2017-18 7/2	Declarations of interest	
	None	
2017-18 7/3	Chair's opening remarks	
	The Chair welcomed everyone to the meeting. She commented that it was a very exciting time for the college, with potential developments concerning HE and recent news about great success rates. Whilst the college had rigorous financial challenges which it needed to meet there were many positives in the near future about which governors should hold their nerve.	
2017-18 7/4	Capital Project team presentation	
	<p>Jeff Owen, Capital Project Team Lead, was welcomed to the meeting and he presented on the current development of the two major capital schemes for Salisbury and Lackham.</p> <p><u>Salisbury</u></p> <p>Jeff flagged the cladding issue at Salisbury where the colour of this was still to be agreed as part of planning consent. He took governors through the overall design concepts, with the architecture following the corporate branding. He conveyed the design puzzle which had been worked through in order to make sure that all required aspects could be accommodated in the new building. Governors commented favourably about how everything had been designed to make it feel like one building. The planning decision on the design was expected by 13 April. The team had responded positively to all questions raised and the outcome looked favourable.</p> <p>The first part of the contract, which was for approximately £2m of works for cladding and refurbishment in the Avon and Wylke buildings was currently out to tender, with the work due to commence in summer 2018. Contract 2, which was the larger part of the works was due to commence in summer</p>	

	<p>2019, with the final part of that contract starting in autumn 2020. Governors suggested that although the back of the site was not covered by the scheme that some screening, possibly from trees, should be introduced as the approach view was not pleasant.</p> <p>It was noted that the two governors on the Project Board would participate in the tender review.</p> <p><u>Lackham</u> The elements of the scheme were presented – Lackham House refurbishment, a new build classroom block, dairy, animal care and horticulture, infrastructure and wayfinding. The latter was being designed to give the campus greater identity and was getting underway. The new education centre was intended to be a high technology agri-building, with high eco-sustainability and BREAAAM excellent was the aim. Meetings were currently taking place with Cotswold Archaeology to discuss appropriate treatment as the development was in the curtilage of an existing recognised site.</p>	
2017-18 7/5	National Success rates and College Performance	
	<p>The Chair had asked for this item to be added to the agenda. She took the opportunity to thank other governors who had taken part with her in the recent briefing for those who may meet with the Ofsted inspectors as part of an anticipated inspection.</p> <p>Iain Hatt presented the very positive position on 16 to 18 success rates where there had been a 7% improvement (compared to a 3% improvement nationally). There had been a 10% improvement in high grade GCSEs above the national averages and the college was above national averages in most functional skills and levels. The apprenticeship rates were above national averages and construction trades were well above national averages. Adult success rates were improved and community learning rates were outstanding. The college could demonstrate a 96% positive destination outcome for students and there was a three year improving trend for 16 to 18 study programmes with the gap being closed significantly. Success rates were in line with, and above, other colleges recently judged good in inspection, which gave some confidence. It was noted that in recent inspections there was more interest in the college's own data rather than making comparisons with the national average.</p> <p>Governors thoroughly welcomed this very promising set of results and noted the strong foundations they gave towards the college's continued progress to outstanding, which they strongly encouraged.</p> <p>A copy of the presentation would be circulated as soon as possible.</p>	DPCQ/ Clerk
2017-18 7/6	Principal's Report	
	<p>The Principal's report had been circulated previously.</p> <p>In introducing her report, the Principal asked governors to reflect on the consequences of the poisoning incident recently in Salisbury and she commented that the college was taking a positive role in the city's recovery. There was a series of events in which the college was involved and was working with the city council to assist promotion of the city.</p>	

	<p>Governors asked about the student reaction and were told that there had been some concern from vulnerable learners but college staff had been able to explain that this had not been a general attack but sadly was on specific individuals.</p> <p>The report referred to the good progress with HE developments; the continuing good progress with employer engagement; Ofsted preparations in train; the current budget shortfall position and bank loan position and good progress with performance development reviews.</p> <p>Governors noted with pleasure that there was full support from university contacts on the proposed name change for university centre status, together with an initial positive letter from the DfE. It was noted that this development was being handled confidentially until it was fully approved, given the marketing potential emanating from the name.</p> <p>A very positive meeting had recently taken place with Oxford Brookes University concerning part-time course delivery, land-based, social work and nursing degree courses. A launch event with the university was to take place on Wednesday 9 May at 4.30 pm to which all governors were invited.</p> <p>It was noted that the Strategic Awayday with governors at the end of April was to include discussion about how the lecturer role could be changed in order to introduce better progression.</p> <p>Governors discussed the reported position concerning the approach to the college's bank, Lloyds, where a disappointing response had been received after a considerable length of time. The bank's confirmed position was that they would only now lend to colleges with outstanding financial health and therefore could not offer the college loan financing. The Deputy Principal Corporate Resources reported that he was now pursuing discussions with other banks. It was understood that other banks would be likely to want the college's day to day banking as a condition of lending, but a governor commented that another local college had given very positive reports of their handling by another high street bank.</p> <p>A governor asked a question concerning the progress with the Colleges Partnership and whether its contracts with the military were sustainable, given that the military had shown itself to be potentially an unreliable customer. The meeting discussed the position and members with military connections spoke about the various circumstances of which they were aware which had contributed to the recent difficulties. Governors commented that the company needed to consider greater diversification. The Principal commented that she had confidence in the Colleges Partnership as a business and lessons had been learned from the recent contractual difficulties.</p> <p>The Principal was thanked for her report.</p>	
<p>2017-18 7/7</p>	<p>Key Performance Indicator Targets/Balanced scorecard</p>	
	<p>The latest balanced scorecard report which had been circulated was considered and discussed. The social media marketing profile of the college at number 9 nationally was strongly welcomed. It was also pleasing that course applications were 150 better than the equivalent position the previous year and the statistics to show conversion rates were awaited with interest.</p> <p>Staff turnover was now being reported as a 12 month rolling figure.</p>	

	<p>As at January, a £1m deficit was projected, in comparison to a budgeted breakeven position. Full cost and the Adult Education Budget were the main contributory issues, however the college was very positive against the ESFA allocation which was expected to be achieved. The necessary use of staff agencies had meant a significant overspend on staffing. Nonetheless the college remained forecasting financial health 'good'. Improvement of average class size remained a target, as even achieving the figure of 14 would have a positive effect of £1m on the budget. Curriculum planning was taking place currently for next year and an average group size of 14 was being built in.</p> <p>The Chair thanked Adrian Ford for the detailed narrative provided.</p>	
2017-18 7/8	Management Accounts	
	<p>The Management Accounts for January had been circulated previously and the Deputy Principal Corporate Resources spoke to these. The reduction of HE numbers had already been forecast although regrettably these figures showed these to be below the forecast. High needs income in particular had been badly hit, with the usual demand for places not experienced this year. It was anticipated there would be a decline in the budget in the forthcoming year.</p> <p>In the area of pay there had been a number of pressures with LSDS demands and the required use of agency staff for skills and trades shortages at higher rates in order to attract staff who were in high demand. In response to a question from a governor about whether the scarcity supplement that the college was paying was considered at the right level, it was commented to be considered appropriate and fair, apart from in the area of electrical where it was felt a different approach needed to be deployed. This was being examined. The Principal gave an example of where another college in the region in a position to do so had made a very attractive offer to a member of staff who had only recently been recruited – and the tactic of offering more money had worked. She went on to comment about the adverts going out on Facebook which had attracted some new candidates and geo-fencing advertising (advertising on mobiles where an individual is in the right geographical area and who matches a profile) which was also being used.</p> <p>Savings were being made in non-pay but it was accepted this could only be a short-term measure and everything was being done to try and ensure this action did not impact adversely on the student experience.</p> <p>Approximately £0.5m worsening picture was being projected for the year.</p> <p>Governors asked questions to satisfy themselves that covenants would be met. It was confirmed that on the current figures they could be satisfied, but careful modelling to check the position was being carried out.</p> <p>The report was received and noted.</p>	
2017-18 7/9	Risk Register	
	<p>The circulated risk register was considered. There was discussion about the Colleges Partnership risk and whether the register properly reflected the discussions earlier concerning the military income stream. It was decided that the risk register 's comments adequately covered the situation.</p> <p>After consideration it was agreed that the teaching and learning governance risk could now be removed, following successful recruitment and the number of skills present on the board as a result.</p>	

	The Chair commented on the proposed task group on finance matters. It was agreed that a bi-monthly meeting be arranged.	Clerk
2017-18 7/10	Equality and Diversity Annual Report and Action Plan	
	<p>Denise Lloyd attended the meeting to discuss the equality and diversity annual report and action plan.</p> <p>She commented that although it was a legal requirement to publish an annual report and action plan, the college did so because it celebrates the College's work and the new report show it is laced through everything we do. She spoke about the objectives which were required to be reviewed at least every 4 years and also about the Equality and Diversity Group, whose purpose was to highlight E and D within the organisation.</p> <p>Denise highlighted the progress and impact being made and drew attention to improving schemes of work; 75% of lessons showing key strengths in e and d; 304 high needs learners with 88% achievement, which was higher than college averages. 97% students say feel safe – although this level was high the college did not consider this to be good enough and follow up was carried out with the 3%. It was noted that 83% of high needs learners progressed</p> <p>An inspiring and moving video clip giving a personal account from a student who had previously had behaviour issues, showing how college staff and the course she was studying had transformed her life, was shown.</p> <p>Governors thoroughly supported the equality and diversity work being undertaken and thanked Denise for her report.</p>	
2017-18 7/11	General Data Protection Regulations	
	<p>A report giving an update of the college's actions towards meeting the General Data Protection Regulations including the action plan for implementation, had been circulated and was summarised by the Clerk.</p> <p>Governors asked questions to satisfy themselves about the progress being made. It was noted that a further report would be made to the Board prior to the implementation data of 25 May 2018.</p>	
2017-18 7/12	Minutes of the last meeting held on 22 February 2018	
	The minutes of the last meeting held on 22 February 2018 which had been circulated previously were agreed as a true record.	
2017-18 7/13	Outline agenda for Governors awayday 26 and 27 April 2018	
	<p>An outline agenda for the Governors Awayday had been circulated with the papers.</p> <p>It was noted that a report on compliance with the new requirements concerning HE (Office for Students) which would take effect on 23 May 2018 would be included in the agenda on the Thursday evening. Also to be included would be a session setting the background on the college's financial position.</p> <p>The SMT will be joining the event and the SMT have a pre-day on 20 April around the strategic plan in order to present proposals to the governors day..</p> <p>Governors welcomed the full agenda proposed for the Awayday event.</p>	

2017-18 7/14	Membership issues	
	<p>The Chair, Principal and Clerk reported that regrettably the possibility of a land-based governor that they had been investigating had not proved fruitful. Further consideration would be given to this area.</p> <p>The Clerk reported that there was a possibility of finding a female accountancy partner from a regionally based firm, following a link she had made through the firm's HR department.</p>	
2017-18 7/15	College visits/events attended	
	<p>A governor reported on his attendance at 4 QRR meetings, from which he had benefited and he endorsed the internal review process which took place.</p> <p>Two governors who had attended the Women in Engineering day at college recently, said how much they enjoyed seeing the event and warmly welcomed the college's promotion of this topic to young women at local schools.</p> <p>The student governor had recently undertaken a learning walk which he had found very useful. The Chair thanked him for his excellent contributions as a student governor.</p> <p>The Chair and Vice-Chair had recently undertaken a learning walk in the art department which they had found inspiring. They endorsed the benefit of learning walks being led with Programme Leaders.</p> <p>The Chair spoke about attending the recent apprenticeship awards and also told the meeting about the recent South West region combined student and industry film and TV awards at which college students had won for their film, The Manor. The reviewers had commented about the exceptionally high standard of the film. It was hoped to show it to governors as soon as possible.</p> <p>It was noted that a good Audit Committee had recently taken place.</p> <p>Thanks were recorded to Hutch, Carolyn, Martin and Helen who were the governors chosen to meet with inspectors at any forthcoming inspection.</p>	
2017-18 7/16	Report back from AoC Governance Summit	
	The Clerk commented that available material from the recent AoC Governance Summit had been placed on the reference shelf. Governors may wish to note the Minister's speech and the comments from the FE Commissioner concerning the development of the intervention process.	
2017-18 7/17	Date of Next Meeting – Awayday 26 and 27 April 2018	
	These dates were noted.	