

MINUTES OF THE CORPORATION
22 November 2016 held at Lackham at 5.00 pm

Present	Helen Birchenough, Amanda Burnside, Faith Butt, Liz McKee, Venetia Summers, Karl Simpson (by Skype), Dan Lomax, Jack Wills, Carolyn Godfrey (by Skype from Item 3/5)
In Attendance	<i>Jon Downing, Observer (until item 13), Adrian Ford, Vice Principal Corporate Resources, Iain Hatt, Vice Principal Curriculum and Quality, Heather Cross, Clerk to the Corporation</i>

	Minute	Action
3/1	Apologies for absence	
	Apologies were received from James Hayes, Mark Lello, Martin Clark, Hannah Granger, Harry Adam and Ben Permutt	
3/2	Declarations of interest	
	None	
3/3	Chair's opening remarks	
	<p>Helen Birchenough welcomed Jon Downing to the meeting as an observer and a prospective governor.</p> <p>She commented that Wiltshire College Graduation in Salisbury Cathedral at the start of November had, as always, been a lovely event and she was glad that many governors had been able to attend.</p> <p>The Chair also commented on the grief of the college community at the terrible sadness of a Salisbury student's death at the end of October and the circumstances of this were addressed in the Principal's report. –</p> <p>She had recently attended part of the AoC Conference and the process of Area Review continued.</p>	
3/4	Safeguarding presentation and policy	
	<p>Cathy Shahrokni and Linda Westmore attended the meeting to remind governors of the safeguarding work of the college and of their own obligations. It was noted that for those governors not present another opportunity would be found soon to provide a refresher.</p> <p>A detailed presentation had been shared with governors in advance. Linda spoke about the significant changes which had arisen in relation to Keeping Children Safe in Education (KCSiE). There had also been changes in college personnel as she was now the designated lead and there were other two designated deputies. The Annual Safeguarding report was planned to come to a meeting of the Corporation as soon as possible.</p> <p>This area of work continued to be a strength for the college and it had very good links. It was proposed that safeguarding and Prevent was flagged with college contractors so they had a shared understanding too. A safeguarding culture was a key feature of KCSiE</p>	

	<p>The Introduction of the wellbeing advisers was going well. A governor commented that she had been very impressed with the links with the Police which she had seen operating effectively at Lackham on a recent visit. It was clear that the Police were becoming a recognised and effective part of the college community from time to time as appropriate.</p> <p>Various actions were described to ensure that staff read the key policies and understood their role and what preventative action could be taken.</p> <p>Regrettably there was a developing drug culture in some Wiltshire villages and the college was trying to take action to prevent students becoming involved or for them to know what they could do and what help was available to them if they were.</p> <p>Sexting was a significant issue and the Police were working with students to explain what was legal and what was not.</p> <p>Mental ill health was unfortunately seeing a huge increase, a trend shared across colleges. A new project with others in Wiltshire, called 'Thrive' – with College young people acting as peers for others, was working well. A new analogy sometimes used for the current generation was 'snowflake', signifying a possible lack of resilience.</p> <p>In the area of Prevent – one of the Student Services team was going to have training about the activities of the extreme right wing. The College spoke with students about having values of respect for the college and its community.</p> <p>A series of action plans and key actions were in place. The College was vigilant in monitoring its website – this was a regular question asked of colleges in inspection.</p> <p>Key responsibilities for governors were highlighted by a sheet which was laid on the table – this information would be added to Board Intelligence papers for the meeting. The Director of Student Services had met recently with the safeguarding governor to update her on the college's work.</p> <p>Governors commended the work taking place in this area and thanked Cathy and Linda for their presentation. It was agreed that the policy of DBS checking of governors should continue in accordance with the arrangements made for staff.</p> <p>The Safeguarding Policy was approved.</p>	
3/5	Area Review update	
	<p>A verbal update was given by the Chair and the Principal concerning the third steering group which had taken place the previous Monday. The focus of the Area Review was on a proposed merger of the Swindon colleges, which appeared to be at stalemate. This college was being approached to see whether it could assist in breaking the stalemate. It was noted that other colleges outside the area were expressing interest in working with Swindon colleges and if pursued, these linkages may have a distorting effect on provision, with consequences here. It was recognised that Swindon and Wiltshire Councils would need to work together if there was a devolution deal and this should be the natural geographical area for alliances, with some shared services already, such as Police. Governors recognised it would be unfortunate if other colleges came into the area.</p>	

	<p>A visit had been organised by the Deputy FE Commissioner to the college on 13 December to discuss some scenarios – the outcome of this conversation would be reported at the next Corporation meeting which was on the same day.</p> <p>All colleges in the area had been asked to provide a 5 year financial plan. This college needed to continue the work it was doing to continue to capacity build from its previous position.</p> <p>There was considerable discussion about the best position for Wiltshire College and fulfilling its primary purposes. It was agreed that the Principal be mandated to participate in any discussions exploring area review options.</p> <p>Governors thanked the Principal for her considerable work in supporting the Area Review process.</p>	
3/6	Subcontracting policy and proposed arrangements	
	<p>Tony Basham, Director of Business Development, attended for this item. The proposed arrangements for subcontracting in the 2016/17 year and the subcontracting policy had been circulated previously. He explained the process for recruitment of providers and four had been selected, as set out in the circulated report. This number was considered sufficient to spread risk and Tony described the work and profile of each individual provider.</p> <p>Governors asked questions about the operation of selected providers and welcomed the clarity in the report about the subcontracting processes.</p> <p>The policy and arrangements were approved.</p>	
3/7	Principal's Report	
	<p>The Principal's report had been circulated previously and its contents were noted, including reference to the Greenwich University inspection involving teacher training students placed at this college; an update on HR consultations; the HEFCE Assurance statement; the progress with the SAR document; the challenges associated with the BSc in Social Work; an update on the sadlers Mead sale; positive enrolments; management changes; Iain Hatt joining the Board of South Wiltshire UTC; business support rationalisation and a teaching, learning and assessment update.</p> <p>Amanda gave a verbal update, commenting that the contract the college had won with DAF trucks was progressing well. A positive strategy meeting had taken place with Bournemouth University at which there had been general agreement to continue the relationship and to pursue four foundation degrees. A decision would be needed about the Photography programme in January as it had failed to recruit.</p> <p>The meeting then noted the suicide of a Salisbury student which had unfortunately and incorrectly been linked by the press to a Facebook comment about being bullied on campus. The College had been in the process of responding to the issue raised and had dealt with the matter very promptly, concluding the investigation. There had been an unfortunate and unpremeditated confrontation between students and good support had been provided to the student in question. The college had a strong programme of</p>	

	<p>support for LGBT students. Following legal advice the College had written to the press complaining about the effect the coverage had had on students. The College, some staff and fellow students had attended the funeral. and wrote to the press complaining about the effect on our students.</p> <p>A staff development day was taking place on 24 November, to include briefings to all staff.</p> <p>The BSc Social work programme with Bath was discussed. This course had generated some difficulties and concurrently the Bath review had concluded that their future growth of partnership work lay more in post-graduate study. Validation of this programme would continue for a further year and then the programme would be withdrawn.</p> <p>A letter of agreement was being drawn up with Oxford Brookes University for future collaboration.</p> <p>Adrian Ford gave a finance update. He related the various bids received for the purchase of the Sadlers Mead site. The information suggested that an unconditional bid from Square Bay was the most favourable taking all things into consideration. Although there were higher offers, these had more risk. -</p> <p>Adrian informed the meeting of the worsening position concerning pensions. The local authority had notified the college that the charge rate was to rise from 17 to 23% and to accelerate the deficit pay off from 40 to 14 years, with contributions going up by £300K and a further lump sum payment to the same value. Governors requested that more information be provided on the pensions position at their next meeting.</p> <p>The decision about LEP capital funding had yet to be made, with announcements now delayed to mid-December. There was a concern that if the allocation was insufficient for the area that some re-prioritisation may be undertaken on the part of the LEP and the college was lobbying its MPs about the inappropriateness of such an action. Governors supported this action.</p> <p>Amanda Burnside was thanked for her report.</p>	
3/8	HE Assurance	
	<p>The Chair commented that the governing body discussed HE matters on a frequent basis and these were part of the integrated programme of review.</p> <p>A substantial HE Assurance report had been circulated previously. It was noted that this documented both the Board's involvement in the process and the involvement of staff, with an iterative and integrated process of decision-making. The requirement in the new HE review (HAR) process was for the Board to have business oversight and that this be verified by the completion of a form to be signed by the Principal and submitted to the HEFCE.</p> <p>It was agreed that the assurance form be signed by the Principal.</p>	
/9	Balanced scorecard and data dashboard	
	<p>The latest balanced scorecard and Key Performance Indicators had been circulated. Adrian Ford commented that the position for 16 to 18 Apprentices should now be 'green' as the college was now on target. There would be target figures at the next report concerning the 'Livewire' area.</p>	

	<p>It was pleasing that scorecards were now being used across the college.</p> <p>The college was currently over-delivering on EFA contracts which place the college in a good position for the following year's allocation. It was expected that the college would exceed its 16 to 18s Apprenticeship funding.</p> <p>Progress with unmarked registers was much improved from last year. Average group size was improving but more work should be redoubled to reach target.</p> <p>Adrian and Amanda were thanked for their reports.</p>	
3/10	Management Accounts	
	A full forecast would be provided as soon as possible after the conclusion of the end of year accounts. Adrian gave a brief verbal update that pay was tracking under budget.	
3/11	Risk Register	
	The latest risk register had been circulated. It was noted that a trend line had been added for further information. The last two assessments of risk were shown on the report. A new risk for Brexit was shown on the report.	
3/12	Governance SAR	
	<p>A draft self assessment review for governance, compiled by the Clerk, had been circulated.</p> <p>Governors considered the text and approved its inclusion in the overall SAR which would be presented to the Board at its next meeting.</p> <p>The Chair commented that it was proposed to carry out an evaluation of governance at the next Awayday.</p>	
3/13	Membership issues	
	<p>A proposal for the appointment of Jon Downing had been circulated. It was considered that he introduced additional strong financial credentials to the Board.</p> <p>There was considerable debate and it was acknowledged that overall it would be desirable for the Board to improve the range of its diversity. Whilst it may be difficult to increase ethnicity as the population of the county was so low, younger people and women should be increased. It was suggested that for future recruitment as far as possible, the recruitment of more women is given priority. It was suggested that social media might be used effectively to recruit to the other current vacancy.</p> <p>The Chair commented that she and the Vice-Chair were due to meet another potential governor with teaching and learning and HE experience who was suggested as a replacement for Faith Butt whose term of office came to an end at the end of this academic year. Faith commented that she would like to invite the candidate to her meeting with Iain Hatt to review the SAR in detail. This was agreed.</p> <p>Jon Downing was proposed for appointment by Jack Wills, seconded by Amanda Burnside and was appointed to a first standard term of office by a unanimous decision.</p> <p>Mark Lello's first term of office was coming to an end. It was proposed by</p>	

	<p>Faith Butt, seconded by Jack Wills and carried unanimously that Mark Lello be appointed for a second term of office until November 2020.</p> <p>The position of Vice-Chair was considered. It was agreed that Mark Lello continue to serve in this capacity co-terminously with his appointment as a governor. This was agreed on a unanimous basis.</p> <p>The Chair informed the meeting that she had heard from a former governor of Salisbury College, Mike Thompson, that he was involved with a small charity which supported college students from its funds and he was seeking new trustees. She asked governors if there was any interest to take on a position. She also asked the Clerk to email staff at the Salisbury site to see if there was anyone interested, as staff would be eligible.</p>	
3/14	College visits/events attended	
	Governors commented on recent informative visits and activities.	
3/15	Minutes of the last meeting held on 13 October 2016	
	The minutes which had been circulated were agreed as a true record.	
3/16	Emerging Issues and aspirations	
	None highlighted	
3/17	Date of next meeting	
	This was agreed as per the calendar for 13 December 2016 at 5.00 pm at the Chippenham campus.	