

**MINUTES OF THE CORPORATION**  
**Thursday 19 October 2017**  
**Held at Wiltshire College, Salisbury Campus**  
**At 4.30 pm**

<b>Present</b>	Helen Birchenough (Chair), Mark Lello, Harry Adam, Amanda Burnside, Jon Downing, Harry Genge, Carolyn Godfrey, Iain Hutchison (from item 6), Ben Newbury, Debbie Sexton-Dyer (from item 6), Jack Wills.
<b>In Attendance</b>	<i>Adrian Ford, Deputy Principal Corporate Resources, Iain Hatt, Deputy Principal Curriculum and Quality, Heather Cross, Clerk to the Corporation.</i>

	<b>Minute</b>	<b>Action</b>
<b>2017-18 2/1</b>	<b>Apologies for absence</b>	
	Apologies were received from Lawrence Roe, Martin Clark, Karl Simpson and Venetia Summers	
<b>2017-18 2 /2</b>	<b>Declarations of interest</b>	
	None	
<b>2017-18 2/3</b>	<b>Development Session re Ofsted Themes</b>	
	<p>Charlotte Corfield led a training session for governors on Ofsted, the inspection methodology and how the inspection team would assess the effectiveness of leadership and management and the role which governors played in this. She flagged the new area of inspection concerning personal, behaviour and welfare. How governors added value would be assessed through a sample of governors being interviewed and there was an expectation that governors would be challenging and ambitious for improvement. What impact governors made was seen as critically important. Charlotte then led a group session for governors to explore how they answered questions which might be posed by an inspector.</p> <p>Charlotte was thanked for leading the development session and it was noted that further sessions reminding about Ofsted themes would be held at the start of governing body meetings through into the Spring.</p> <p>A form for questions to explore in learning walks was circulated for governors' use.</p>	
<b>2017-18 2/4</b>	<b>Chair's opening remarks</b>	
	The Chair welcomed Harry Genge and Ben Newbury to the meeting, having been recently appointed as new student governors. Governors all introduced themselves.	
<b>2017-18 2/5</b>	<b>Membership issues</b>	
	A report giving details of a new recommended external governor and a new staff governor had been circulated previously.	

	<p>The strong teaching, learning and assessment experience of Iain Hutchison which would be of great value and assistance on the Board was recognised.</p> <p>Governors discussed the importance of addressing the gender balance on the Board and it was agreed that future external appointments must give this prime consideration. It was further agreed that the Clerk would provide information to remind the Board about the governor recruitment and appointment process.</p> <p>Iain Hutchison was proposed by Jack Wills, seconded by Harry Adam and was unanimously appointed for an initial 4 year term.</p> <p>Debbie Sexton Dyer was proposed as a new staff governor. The Chair commented that she had thoroughly demonstrated her commitment to the quality of the college and her work was multi-site, so she had a good understanding of the range of college activity. Debbie Sexton-Dyer was proposed by Helen Birchenough, seconded by Jack Wills and was unanimously appointed for an initial 4 year term.</p> <p>Iain Hutchison (who wished to be known as 'Hutch') and Debbie Sexton-Dyer were invited to join the meeting.</p>	<b>Clerk</b>
<b>2017-18 2/6</b>	<b>Presentation of ProMonitor</b>	
	<p>Jane Davidson and Charlotte Corfield gave a presentation on and demonstration of how ProMonitor could be and was being used by staff to record and monitor student performance. They also presented on MarkBook which showed students how they were progressing, what level they were working at and what they needed to do next to reach their targets. A student governor commented on how useful he found this system. The Chair commented on how she had seen on a recent learning walk how ProMonitor was being used effectively in practice.</p> <p>Governors thanked Charlotte and Jane for providing a demonstration of these systems.</p>	
<b>2017-18 2/7</b>	<b>Pension Briefing</b>	
	<p>The Deputy Principal Corporate Resources gave a presentation to the meeting concerning the pensions issue for the college. It was noted that Julian Gravatt, the Deputy Chief Executive of the Association of Colleges had been invited to the December meeting of the Corporation to comment on the national pensions picture and give a wider context.</p> <p>Adrian Ford reminded the meeting that the local government pension scheme (LGPS) deficit sat on the college's balance sheet whereas the teacher pension scheme deficit rested with the government. £3m of the college's pay costs related to pension contribution. The LGPS was subject to a major valuation every three years and the college had been able to achieve a reduction in the liability related to the most recent valuation, as a result of commenting on the assumptions made concerning future pay growth.</p> <p>The balance sheet position was presented, showing the positive result of the salary assumptions. The Financial Statements Auditors had reviewed the figures and had signed them off.</p> <p>Adrian was thanked for his presentation.</p>	

2017-18 2 /8	<b>Principal's Report</b>	
	<p>The Principal's report had been circulated previously. In particular this highlighted the continuing progress with employer engagement. The commencement of a strategy review for the Lackham farm, and enrolment update, the launch of a new Professional Learning and Development Framework, the pensions valuation as discussed in the previous agenda item and the position concerning the Colleges Partnerships with an issue concerning the AITA contract.</p> <p>The increasing strength of employer engagement was noted, with improved responsiveness and service to both Apprentice applicants and employers as well as clear communication with departments. There had been 400 Apprentice starts in quarter 1. An employer engagement update giving a sample of current activity was received. The first meeting of the College 'Greenhouse group' had recently taken place. The intention was to capture ideas and to consider their fit with strategic objectives and identify those which should be supported to get started. The report showing what is provided to this group would be re-circulated.</p> <p>It was noted that there was an opportunity for colleges to make a bid for capacity building associated with work experience; the college would be taking up making a bid. Governors were reminded that there had been a large increase recently in the amount of work experience which students needed to undertake.</p> <p>The commencement of a strategy review of the Lackham farm by an appointed consultant was noted. The size of the farm required to provide the learning environment needed for students was the key consideration. Governors looked forward to considering the resulting report and its recommendations in due course.</p> <p>The considered work in reaching the point to launch the Professional Learning and Development Framework for staff, was strongly welcomed. The development had included union involvement, and it brought the whole quality team support and development together. This should have an impact for further quality improvement and consistency and would tie-in to performance management and reward.</p> <p>The meeting was shown the new images for the capital schemes at Salisbury and Lackham which picked up on the successful look and feel introduced with the new build at Chippenham. These designs were welcomed. It was agreed that the Project Board would be asked to recommend the final design and scheme which would come to the full Board for approval.</p> <p>There was discussion concerning a significant issue which had arisen in the Colleges Partnership relating to the AIT contract whereby extensions to it which had been agreed in practice had been curtailed. Iain Hutchison declared an interest in this matter and took no part in the discussion of the way forward.</p> <p>The instruction from the Army for no more activity to take place currently had left CP staff under-deployed and recipients of the programme currently unable to continue mid-programme and querying the situation. The College was in a position where it was owed a significant sum for delivery which had already taken place. A letter from the college's solicitors to the army had been circulated with the Principal's report. It was anticipated that this matter should be resolved as it was thought to be a contractual error and was not the fault of</p>	Principal

	<p>the college, but in the meantime it was causing concern and the college wished also to be reassured that it would have no impact on the imminent bidding process for new contracts. It was agreed that the Principal would keep the Chair informed about developments and a further report would be provided at the next meeting.</p>	<b>Principal</b>
<b>2017-18 2/9</b>	<b>KPIs/Balanced Scorecard</b>	
	<p>The latest Balanced Scorecard was reviewed. In future years it was intended that the first review in the year would be in November so that a full suite of validated data was available as some information was not available at this point in the year. The college was doing very well in terms of its prominence on social media. It was noted that although performance had improved on average group size, the target had increased.</p> <p>There was discussion about the stretch target for apprenticeships which was noted as 730.</p>	
<b>2017-18 2/10</b>	<b>Subcontracting</b>	
	<p>A report was circulated which set out the proposals for subcontracting and indicative funding levels in the 2017/18 year. It was a requirement that the Board approved all Adult Education Budget funding subcontracting. Governors verified that the proposals met the rationale for subcontracting and satisfied themselves that the proposed subcontractors were financially sound, compliant with the funding rules and provided a high quality learning experience.</p> <p>The list of subcontractors and indicative funding allocations for 2017/18 were <b>approved</b>.</p>	
<b>2017-18 2/11</b>	<b>Quality Improvement Plan</b>	
	<p><u>2016/17</u></p> <p>The Quality Improvement Plan for 2016/17 had been circulated previously and was introduced by the Deputy Principal Curriculum and Quality. He commented that the student data for the 2016/17 year to validate the position on many of the actions had been submitted that day and would then await the funding agency authenticating the return. Subject to this, retention was at 92.3% and there was a 5.2% improvement in the pass rate and a 4.8% improvement in achievements, with significant improvement at level 1 and a slight decline at level 3, but this was subject to the effect of the introduction of end of year assessment in some courses at that level. English and Maths had seen an improvement of approximately 1.5% overall, with English experiencing a very large percentage increase and there had been a significant improvement in high grade passes. Apprenticeships would show a significant improvement. He commented on the courses where intensive care measures had brought about improvement; Music was now indicated as a 'green', improved from 'amber'. IT had one major course which had improved.</p> <p>The Chair commented that she had written to Jane Snedden, the Head of English and Maths to thank her for her work and that of her colleagues in making such notable improvements. Regular opportunities to re-sit and sometimes escorting students to exams had both played a part, but it was noted that there had been a whole college effort in emphasising the importance of English and Maths.</p> <p>There would be a further opportunity to explore 2016/17 performance in</p>	

	<p>discussions concerning the Self-Assessment Report at the December meeting.</p> <p><u>2017/18</u> The Quality Improvement Plan for 2017/18 which had been circulated was discussed. The document would be updated as the year progressed and corresponding actions were taken against the 7 areas of improvement identified in the college's last inspection report.</p> <p>Governors commented that both documents represented good work and showed progress to continue to secure the college's position as a 'good' college. College managers were thanked for their work.</p> <p>Governors thanked the Deputy Principal for his report.</p>	
<b>2017-18 2/12</b>	<b>Year End Finance Position</b>	
	<p>A report giving the year end unaudited accounts had been circulated previously. The meeting noted that the accounts were subject to review and audit by PriceWaterhouseCoopers but the full year surplus was currently slightly ahead of budget, largely as a result of savings in non-pay costs.</p> <p>The full accounts would be reviewed by the Audit Committee and presented to the December Corporation.</p>	
<b>2017-18 2/13</b>	<b>Minutes of the last meeting</b>	
	<p>The minutes of the meeting held on 19 September 2017 which had been circulated previously were <b>agreed</b>.</p> <p>It was noted as a matter arising that the format of the risk register was being updated for greater clarity and full alignment with the Strategic Objectives; governors would see a changed format at the next meeting.</p>	
<b>2017-18 2/14</b>	<b>Skills Audit Analysis</b>	
	<p>A report providing a skills audit analysis had been circulated and was discussed. The Chair welcomed the clear analysis which had been presented. It was noted that most skills were covered amongst the governing body and it was agreed that the area of knowledge of child care should be recorded as amber and not red.</p> <p>It was agreed that land-based was an area which needed to be represented on the governing body and all opportunities to increase the number of female governors should be pursued.</p>	
<b>2017-18 2/15</b>	<b>Governance Action Plan - update</b>	
	The current update to the Governance Action Plan which had been circulated previously was noted, including that most of the actions were now completed.	
<b>2017-18 2/16</b>	<b>College visits/ events attended</b>	
	Governors reported on recent activities at college in which they had participated.	
<b>2017-18 2/17</b>	<b>Emerging Issues and Aspirations</b>	
	<u>Governor Liability and college insolvency</u>	

	<p>An advice note from the Association of Colleges which had been circulated was noted. In response to a governor’s request for a short summary of the key points, it was agreed that the Clerk would prepare a document.</p> <p><u>General Data Protection Regulations</u></p> <p>An advice note from the Association of Colleges concerning the General Data Protection Regulations had been circulated. It was noted that the regulations come into force in May 2018. The Principal commented that the regulations made certain new and significant stipulations, including that the Data Protection Officer should be independent from the collection and handling of data. As a result the Clerk had been asked to consider taking on the role and feedback would be given to the Board concerning recommendations for the arrangements to be made once proposals were more certain.</p> <p><u>Any Other Business</u></p> <p>The Deputy Principal Corporate Resources spoke to a short report which was circulated at the meeting concerning the contracts ready for approval for professional services for the capital projects. <b>The meeting considered the recommendations following tender exercises and approved the proposed appointments.</b></p> <p>It was noted that the Deputy Principal had delegated authority to approve expenditure to a value of £200K. Delegation for the capital project was considered and it was <b>agreed that delegated authority to approve £500K be given to the Project Board</b>, however it was noted that the major contracts would be brought to the Corporation for approval.</p> <p>The Chair thanked governors for their attendance at the meeting and looked forward to seeing as many of them as possible at graduation at the beginning of November.</p>	<p><b>Clerk</b></p>
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