

MINUTES OF THE CORPORATION
Held on Tuesday 26 November 2019
In the HE Seminar Room, at 5.00 pm at the Salisbury Campus

Present	Martin Clark (Chair), Mark Lello, Clive Barker, Amanda Burnside, Jon Downing, Ronan Mulcahy, Mags Patten, Venetia Summers, Becca Thurston.
In Attendance	<i>Adrian Ford (Deputy Principal Corporate Resources), Iain Hatt (Deputy Principal Curriculum and Quality), Heather Cross (Clerk to the Corporation), Hilly Prendergast (for item 5)</i>

	Minute	Action
2019-20 3/1	Apologies for absence	
	Apologies were received from Harry Adam, Carlton Brand, Iain Hutchison and Jack Wills.	
2019-20 3/2	Declarations of interest	
	None	
2019-20 3/3	Chair's opening remarks	
	The Chair welcomed everyone to the meeting. He noted the recent resignation of the Deputy Principal Corporate Resources with regret but wished him well in his progressing career, but reporting that the vacancy would arise from a date in February. He apologized for some papers being provided to the Board late following the start of the recruitment programme for this post's replacement and also the Clerk having had an eye operation recently. He commented that the appointment of an HE Student Governor was in process and he had been having discussions with the Principal about ensuring that the student voice as a whole would be continued to be reported to the Board.	
2019-20 3/4	HE Assurance	
	<p>Several reports informing governors about the position of the college concerning HE delivery had been circulated previously. These included the Student Staff Liaison Committee thematic analysis, the National Student Survey analysis; External Examiners Analysis; Work Experience Analysis and a review of the Quality Assurance Agency Code of Practice including information to show that the college met the criteria.</p> <p>Hilly Prendergast attended the meeting and presented a summary of the position. She reminded governors about the Office for Students conditions of registration and illustrated the college's approach to understanding the quality, academic standards and the student experience of higher education at the college and the evidence available to show that the conditions of registration are being met. In the student surveys it was seen that all responses were on or very close to benchmark apart from one which was about learning resources which was significantly below benchmark. The action that had been taken concerning this area already was demonstrated, much good practice and many positive themes had been identified from external examiners reports, with seven areas highlighted as needing attention or development and these were commented upon. Two</p>	

	<p>programmes in the engineering department were causing concern and action plans were in place to address these.</p> <p>The continuing conditions relating to Office for Students were discussed and governors satisfied themselves that these were being met.</p> <p>Governors asked questions about arrangements to communicate the HE offer to the area. In response it was commented that targeted marketing was being used, although this had not been successful. Governors welcomed the Access Statement and commented that it was an excellent summary of the college's intentions. The overall college website redesign had been delayed and had been refocussed, but this work was to be concluded shortly. Once this was completed an update on the marketing strategy would be brought back to governors.</p> <p>The significant amount of bureaucracy associated with the Office for Students was discussed, noting that this had led some colleges to cease prescribed HE work. It was recognised that this could have very unfortunate consequences for social mobility. Non-prescribed HE through Pearson would continue to be considered by the college.</p> <p>Students had flagged their request for an HE designated space – this was helping with student aspirations for those currently at lower levels. Opportunities for HE students to mentor younger students were pursued.</p> <p>It was agreed that meeting the Office for Students requirements should be added to the risk register and the actions discussed should be included in an HE Action Plan associated with the Quality Improvement Plan.</p> <p>Hilly Prendergast was thanked for her thorough and clear presentation. Governors took assurance from this and the comprehensive documentation circulated that the college was meeting its conditions of registration.</p>	
2019-20 3/5	Curriculum planning	
	<p>The Deputy Principal Curriculum and Quality gave a presentation to the meeting showing the inputs and outputs of the College's curriculum planning process and demonstrated the 4cast software which facilitated this. Governors were shown the timeline of the process and how the data was used to formulate both the Budget and the timetables for staff and students. Illustrations were given about how changes were made to staff hours, student numbers and the planning process led to cancellation of provision where needed and the review of delivery to improve viability.</p> <p>It was noted that managers were now much more familiar with the system and this would help advance the process even further in the current year which in turn would generate the college wide budget earlier, facilitating increased financial scrutiny.</p> <p>Governors thanked Iain Hatt for his presentation and acknowledged the illustration of the clear integration between curriculum and financial planning together with the accuracy of the data.</p>	
2019-20 2/6	New financial annual return – Integrated Financial Model for Colleges	
	<p>A report was made to the meeting concerning the extensive new financial annual return required by the Education and Skills Funding Agency (ESFA) which also included a requirement for property condition survey analysis,</p>	

	<p>prompted by evidence from FE Commissioner visits that a number of colleges visited were not adequately addressing property maintenance or estates planning in order to meet short term cash pressures.</p> <p>It was noted that the new return was a regulatory requirement and sign-off by the Board was a requirement.</p> <p>The Deputy Principal Corporate Resources would make the preparations for the return before he left the college in February.</p>	DPCR
2019-20 3/7	Principal's Report	
	<p>The Principal's Report had been circulated previously and the following items in particular were noted and discussed</p> <p>The ESFA had recently written to the college concerning its financial health grade and the letter and report received were circulated. Moderation criteria used by the college on the assessment for the previous year had not been accepted, although it was understood that the grade for 18/19 would be updated and would be designated 'good'. The query remained concerning the 20/21 year, but it was understood this data could be resubmitted based on auditor's comments concerning the treatment of biological assets, which should assure a 'good' rating. It was understood that the current designation would maintain the college in early intervention, but governors agreed that the focus should be on making sure the designation for future years was correct.</p> <p>Progress on the recruitment process for a new Deputy Principal Corporate Resources was noted. Governors taking part in the selection panel were thanked for their participation. Final interviews were scheduled for dates in mid-January. It was likely that an interim would need to be recruited, subject to the notice requirements of the successful permanent candidate. It was also noted that recruitment of an Executive Director for TCP was about to commence.</p> <p>A very positive staff planning day had been held, considering new curriculum and embedding digital. These themes would be discussed with governors at the strategy day in March. It was noted that there had been positive discussions with managers in developing revised equality targets.</p> <p>There was discussion concerning the analysis of student enrolments, but no common themes had been identified and although some full-time students had moved into apprenticeships, this was only a feature in construction. Further work was taking place concerning admissions, with differentiated marketing, to counter some of the choices being made in the Trowbridge area where more schools were offering vocational programmes. The College would continue its focus on recruitment and opportunities to increase during the year and with increased school engagement.</p> <p>Some governors had participated in the Quality and Resource Review meetings which had recently taken place.</p> <p>There had been very positive reporting back following the recent Landex peer review process – the full written reports would be provided to the next Board meeting. It was a requirement to be a member of Landex and to go through the peer review process in order to access the higher based funding for land-based courses.</p> <p>The Board asked about the progress in completing the loan with Wiltshire</p>	P

	<p>Council and it was noted that discussions were still taking place concerning the rate to be offered. In addition, Lloyds as current lenders had recently identified that they held a charge on the Trowbridge site, which gave them a much higher margin of security than was required. Following discussions with Lloyds they had indicated they would release this further charge. All college assets were being carefully checked to ensure there were no other unrecorded charges held. The meeting discussed the progress of the loan with Wiltshire council and encouraged management to conclude favourably on the deal as soon as possible, so that auditor requirements could be met in finalising the annual accounts. It was confirmed that the Chair and the Chair of the Finance Working Group were able to approve the final rate of the loan offered.</p> <p>Governors were delighted to hear the news that the college had recently won a silver medal at WorldSkills UK in horticulture and it was hoped that the student would progress on to the next stages of the competition. The thanks to staff and congratulations to the student were recorded.</p> <p>The Principal was thanked for her report.</p>	
2019-20 3/8	Key Performance Indicator Targets/ Balanced Scorecard	
	The Key Performance indicators which had been circulated were reviewed and received.	
2019-20 3/9	Management Accounts – October 2019	
	<p>The October Management Accounts had been circulated previously. The Deputy Principal Corporate Resources spoke to the accounts. He drew attention to the reduced forecast for HE income, although this was somewhat compensated for by apprenticeship income. Pay savings had been found as required, but the reduced overall income total meant that further savings were now required and this was the current focus. It was suggested that reporting should emphasise best case/worst case scenario positions in subsequent months and some initial indications were provided. Governors noted that to achieve the current forecast, all indicated actions had to be met and therefore further measures were likely to be needed, requesting that these be pursued.</p> <p>Governors discussed and noted the cashflow position, discussing some possibilities for cash generation, utilizing assets where appropriate and underlined the importance in securing the loan arrangements by the end of the calendar year.</p> <p>The Management Accounts were received.</p>	
2019-20 3/10	Verbal report from the Finance Working Group 26 November 2019	
	The Finance Working Group Chair gave a verbal report from the meeting earlier that afternoon. The meeting had focused on the importance of achieving all elements of the forecast, the current cash forecast and the importance in the removal of the Lloyds charge on the Trowbridge site, plus the importance in increasing cash generation where possible in order to increase the college's reserves as a protection against unforeseen circumstances.	DPCR
2019-20 3/11	Quality Improvement Plan	
	The latest Quality Improvement Plan (QIP) had been circulated. The Deputy Principal Curriculum and Quality spoke to the plan.	

	<p>Governors discussed the ambition to move achievement and attendance rates into the 90s and commended this work on the part of the college. Apprenticeship performance still needed improvement. Performance at level 3 had been separated out from other levels in order that this should be a focus, as performance here was not strong enough.</p> <p>It was noted that the plan was focusing on curriculum intent and curriculum impact as these were both now key themes pursued by Ofsted.</p> <p>The QIP was received.</p>	
2019-20 3/12	Minutes of the last meeting held 22 October 2019 and any matters arising	
	<p>The minutes of the meeting which had been held on 22 October 2019 which had been circulated previously were approved as a true record.</p> <p>There were no specific matters arising</p>	
2019-20 3/13	Governance Self-Assessment	
	<p>The Chair informed governors that it had been the intention the draft governance self-assessment would have been included for discussion in this agenda, but as a result of recent sickness of the Clerk this had not been possible. However, this would now be circulated for comment by the end of the current week and comments invited from all governors as soon as possible. He encouraged governors to consider the proposed assessment carefully when it was circulated.</p>	Clerk
2019-20 3/14	Minutes of the Finance Working Group held 22 October 2019	
	<p>The minutes of the Finance Working Group held on 22 October 2019 which had been circulated previously were received and noted for information.</p>	
2019-29 3/15	Schedule of Actions	
	<p>The schedule of agreed actions had been circulated and progress noted with required items.</p>	
2019-20 3/16	College visits/events dates and those attended	
	<p>Some Governors briefly reported on having taken part in learning walks since the last meeting and had found the visits very useful.</p>	
2019-20 2/17	Emerging Issues and Ambitions	
	<p>None</p>	
2019-20 2/15	Date of next meeting	
	<p>The date of the next meeting had been agreed as Tuesday 17 December, at Lackham. The Chair commented to governors that this meeting would contain substantial business as both the end of year accounts and the self-assessment report were due to be considered and he requested that governors be prepared to participate in a slightly longer meeting as a result</p> <p>Governors commented that the current meeting had provided good opportunity for questions and challenge.</p>	

	A short confidential meeting of external governors followed the meeting, where a report which had been recently received was reviewed.	
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