

MINUTES OF THE CORPORATION
Held on Tuesday 19 September 2017
At 5.00pm in Room G006, Lackham Campus

Present	Helen Birchenough (Chair), Mark Lello, Harry Adam, Amanda Burnside, James Bilzon – until item 1/6, Martin Clark, Jon Downing, Lawrence Roe, Venetia Summers
In Attendance	<i>Adrian Ford, Deputy Principal Corporate Resources, Iain Hatt, Deputy Principal Curriculum and Quality, Heather Cross, Clerk to the Corporation</i>

	Minute	Action
2017 - 18 1/1	Apologies for absence	
	Apologies were received from Carolyn Godfrey, Karl Simpson, Jack Wills, James Hayes	
2017- 18 1/2	Declarations of interest	
	None	
2017- 18 1/3	Chair's opening remarks	
	The Chair informed the meeting that Liz McKee, staff governor, had resigned due to a change in her personal circumstances. Governors joined the Chair in recording their thanks to Liz for her time as a governor and wished her the best for the future. She commented that as always it was a pleasure to see the college full of life at the start of a new year.	
2017- 18 1/4	Strategy and Presentations	
a.	Start of Year Presentation and looking back over 2016/17, plus update on Strategic Plan	
	The Principal highlighted the key aspects in her presentation from the circulated slides. The College had made good progress from three years previously in teaching and learning, with a positive year in terms of feedback. Economic growth had been well supported, especially with positive growth in military engagement. The innovation with the ability to track student progress was very important and there was good work in progress relating to learning technology. HR data was very much improved and was now being used routinely to support performance reviews and to manage absence and sickness. The second part of the college leadership programme was being provided to deputy heads. The college structure introduced at the start of the 2016-17 year was proving its worth as there was line of sight through the organisation. A key issue for the coming year was to become a much more financially viable organisation and strengthen sustainability. The college's financial position recently had been improved through land sales and the income from the Colleges Partnership, whereas core operations needed to provide the viability. The size of the four campuses across the county also	

needed to continue to be kept under review. Enrolment figures for this year are looking very strong. HE numbers had held up which in the circumstances of uncapped numbers for universities was very positive.

On the national picture, it was commented that the Area Review process had been very wasteful of time. The LEP retained an Area review task group for implementation. A new Ofsted Chief Inspector, Amanda Spielman, had recently been appointed. Her statements so far suggested that some changes may be made to the Common Inspection Framework in due course.

The new T levels were intended to be employer led and the College would need to address their introduction. Apprenticeship reform had required the college accounts department to bill employers and it was not certain as yet how the levy would work. The College was required to go through bidding processes for money which it had already been granted. A comment was made by a staff governor that the new technical qualifications which were subject to end-assessment were being found to be more of a struggle for vocational practically based students.

The Principal commented on the possible implications for the college should the public sector pay cap be released. She also spoke about the campaign being mounted with the government for fairer funding for FE. In addition, increasingly further funding streams for colleges were becoming bid-based and it may be necessary to consider employing a bid writer.

The Deputy Principal Curriculum and Quality spoke about the current themes of teaching, learning and assessment and the college's holistic approach to lesson observation which had been set out in the Principal's report. He also spoke about the restructuring of student support, the support given to first year teachers, the assignment of learning coaches to departments in order to facilitate better peer learning, also the introduction for staff of MyInfo which provided to teachers the specific data they needed for their jobs so that time was not wasted searching for it. A working group to support the introduction of end position assessment had been set up.

In discussion it was agreed that the key themes which would be considered by Ofsted would be covered in development sessions for governors allied to Board meetings in the near future. It was understood that Ofsted would focus on the role of governance in influencing teaching, learning and assessment.

The meeting considered the progress which had been made against teaching, learning and assessment targets. For consistency the Quality Improvement Plan for 2017-18 would be presented in the same format as the previous year and maintain the themes for consistency.

The meeting was shown the live update on student enrolment and governors should take reassurance curriculum planning was now working effectively to support recruitment. In addition, where at an early stage it was found that a course was not suitable for a student, the encouragement was to find a suitable alternative in the college. Enrolment was still progressing for apprenticeships and a more accurate picture would be provided by November. Numbers for HE courses were higher than anticipated.

Performance data was reviewed, noting that there were still a considerable number of results to come. Retention was significantly increased. There was potentially a significant improvement on apprenticeships and also in English and Maths.

	<p>It was noted that adult performance was not as positive, with retention being the issue. The performance of the college in this area was slightly masked by better subcontractor performance.</p> <p>Adrian Ford, Deputy Principal Corporate Resources gave a brief overview of the college's current financial picture. The position for 2016/17 was better than budget but this was with the benefit of the land receipt sales. There would be a session on pensions for the governors at the next meeting as planned and at present information on the impact on the income and expenditure was being obtained.</p> <p>In respect of 2017/18, the capital building schemes required accelerated depreciation on buildings which would not be retained, which created some exceptional items. This required the college to improve its operating position to at least break-even. He showed governors an example of the dashboard which an individual lecturer would receive through MyInfo. So far the system had received good feedback.</p> <p>The college priorities for the current year were discussed. A new key theme of a safe and respectful culture had been introduced, with staff development to support it. A theme for everyone was stepping up a gear – the expectation that everyone would move forward two steps.</p> <p>Governors thanked the Principal and Deputy Principals for their presentation.</p>	
b.	Presentation to the LEP Board on the Capital Projects	
	<p>The Deputy Principal Corporate Resources, Adrian Ford, gave a presentation to the meeting concerning the capital projects which was to be given to the LEP the following day.</p> <p>It was noted that generally good progress was being made, but there was dissatisfaction with the design of the exterior of the building at Salisbury so far proposed. Governors endorsed this view and indicated their expectation that the scheme should unify all the buildings on the site and create an excellent landmark for the people of the city. Further work was actively being carried out to make improvements. The profile of the release of the funding was such that the scheme had had to be reconfigured, with the new build later. It was agreed that the internal designs for Salisbury looked good. Careful thought was needed about how the external appearance of the retained buildings should be improved and an option remained to use different architects for this element. In answer to questions, governors were reminded that the successful bid had indicated a doubling of student numbers and additional income had been factored in.</p> <p>The Lackham scheme still needed much more development as the designs and concepts submitted so far were not acceptable. However, the specifications for the projects which made up the whole were clear. Heads of Department had made very useful contributions to content.</p> <p>The meeting thanked Adrian for his presentation.</p>	
2017-18 1/5	Principal's Report	
	<p>The Principal's Report had been circulated previously and referred in particular to the Wilkes Academy contract which had recently been signed and which should open up other opportunities; progress with the Greenhouse Group, the notes of the first meeting which had been circulated; strategic curriculum</p>	

	<p>development with Bournemouth University, the new observation policy, the end of year financial position and action plans following the staff survey being in place.</p> <p>The Greenhouse group was discussed. As a new group, how it operated was intended to be fluid at this stage, based on what was found to be most productive, but it was agreed that the terms of reference for the group were a good start and ownership of the identified projects once up and running through business development support, would revert to the originating department. The intention was that an open invitation be sent to all governors for each meeting. This positive outcome from the strategy day was welcomed.</p> <p>The Principal circulated a list of current employer engagement links which was indicative of the presentation which would be used in the quarterly reports in future.</p> <p>There was discussion about the identified shortfall in the Colleges Partnership income following the suspension of the army instructors training contract recently with no notice. All of the employment and contractual ramifications of this were being advised on by the college lawyers. Governors agreed that the college's position should be strongly defended.</p> <p>It was noted that each meeting this year would include some discussions of curriculum progress, potentially supported by an external adviser.</p> <p>The Principal was thanked for her report.</p>	P
2017-18 1/6	Key Performance Indicator Targets/Balanced Scorecard	

	<p>The key performance indicator report which had been circulated was reviewed. The increase on apprenticeship numbers was noted. Governors asked questions about how it could be ascertained that the curriculum plan was right – this would be shown by increased and sustained applications. The change to lesson observations was remarked upon. It was noted that the average class size had increased to 13.5 which was pleasing that it had improved, but the target was 14.5.</p>	
2017-18 1/7	Risk Register	
	<p>The risk register had been circulated. The inclusion of an icon to show an increased or decreased risk was welcomed. Teaching and learning governance representation had been included as requested but it was noted that this risk was in fact a reducing area of concern.</p> <p>It was agreed that the risk around the income for the Colleges Partnership should be included in the register.</p> <p>There was discussion about cross-referencing with other monitoring documents which would be developed, including a reference in the register to relevant other documents for particular risks.</p>	DPCR
2017-18 1/8	Wiltshire College Employee Viewpoint 2017- headline report	
	<p>The staff survey had been circulated previously. Governors welcomed the generally positive picture which the survey showed and immediate responses shown to issues by the senior leadership team. A future report would be given to governors on actions. In answer to a question on the result against the question for staff of whether they saw themselves working at the college in the</p>	Dir HR

	<p>future, it was noted that this had been adversely impacted by the inclusion of staff on fixed term contracts.</p> <p>Governors congratulated the senior team on the positive results shown by the survey.</p>	
2017-18 1/9	Minutes of the last meeting held on 4 July 2017	
	<p>The minutes of the meeting held on 4 July 2017 which had been circulated were agreed as a true record. The Chair referred to the subsequent meeting which had been held of the Remuneration Committee when it had been agreed that the Vice Principals titles be changed to that of Deputy Principal. She reminded governors of the formal performance review process for the senior leadership group where she and the Vice-Chair met with the individuals twice a year. In advance of the second meeting in the year she would ask governors for any feedback they would like to give.</p>	
2017-18 1/10	Governance Action Plan - update	
	<p>The updated Governance Action Plan which had been circulated previously was discussed and the good progress noted. The Chair commented that she and Harry Adam, the link governor for learner voice, had held a positive meeting with the Student Engagement Officers to discuss ideas about better engagement with student governors. A number of the ideas would be implemented.</p> <p>She thanked everyone for completing the appraisal of the Chair, a summary of which had been circulated. She would be continuing with one to one meetings with governors at points through the year.</p> <p>It was acknowledged that learning walks were now much more deeply built in for governors and a framework for their analysis would be available for the next meeting.</p>	<p>Clerk</p> <p>DPCQ</p>
2017-18 1/11	Membership issues	
	<p>The recent vacancy for a staff governor was noted, as referred to at the start of the meeting. Processes were in place to seek a replacement.</p> <p>The Chair referred to succession planning which was necessary for her position as she would be standing down at the end of the academic year. The Clerk would be circulating a role description for governors to consider and applications would be invited in January/February 2018, with an election in March so that shadowing could take place in the summer term.</p>	Clerk/ Governors
2017-18 1/12	College visits/events attended	
	<p>It was noted that this was very early in the year for governors to have reports from attending events. A governor commented about a staff briefing he had attended at the end of the last year and he had been very pleased to experience the extremely positive atmosphere. Another governor encouraged all to attend a QRR meeting during the year if at all possible as this gave a different positive insight into the operation of the college.</p> <p>One governor had recently attended a very positive meeting with the Mayor of Trowbridge who was interested to forge greater links with the college.</p>	

2017-18 1/13	Emerging Issues and Aspirations	
	Hard copies of the Strategic Plan Report and the updated Plan for the forthcoming year were distributed.	
2017-18 1/14	Date of Next Meeting	
	This was noted as Thursday 19 October 2017 at 5.00 pm at Salisbury The Chair thanked governors for their attendance.	