

NON-CONFIDENTIAL MINUTES OF THE CORPORATION MEETING HELD ON 7 DECEMBER 2017

Present:	Trish Kidd (<i>Vice-Chair</i>))
	John Sidney)
	Caroline Vernon) External Governors
	Don Logan)
	Lorraine Falle	Student Governor (HE)
	Andrew Wren	Principal
In attendance:	Mark Nicholson	Deputy Principal Curriculum and Quality
	John Smith	Deputy Principal Finance and Resources
	Jeff Chadd	Assistant Principal – 6 th Form
	Karen Johnson	Acting Clerk to the Corporation

APOLOGIES FOR ABSENCE

C/17/100 Apologies for absence were received from John Butler, Chris Dodwell, Julie Barton, Jan Fielding, David Schofield, Roz Stewart and Callum Slater.

Governors were advised that Ian Sinker has tendered his resignation from the Board. Governors asked for a formal letter be sent to Ian to record their thanks for his service to the Board.

Action: Chair and Clerk to action letter of thanks to Ian Sinker

DECLARATIONS OF INTEREST/EQUALITY/DIVERSITY & HEALTH & SAFETY

C/17/101 The Chair drew Governors' attention to the two paragraphs at the top of the agenda, formerly agenda items reminding Governors of their responsibilities and to declare any interests relevant to agenda items, as that this also included responsibilities around Equality, Diversity and Inclusion

APPOINTMENT OF STUDENT GOVERNOR (FE)

C/17/102 The Board were advised that Callum Slater, an FE student based at Rating Lane, had been elected by the student body as FE Student Governor. Callum was unable to attend the meeting tonight due to a university interview but in his absence the Chair welcomed Callum on behalf of the Governing body.

C/17/103 **Resolved** that **Callum Slater** be **appointed** as FE Student Governor of Furness College whilst he remains as an FE student at Furness College and for a period of no longer than 2 years.

DRAFT MINUTES OF THE CORPORATION MEETING HELD ON 5TH OCTOBER 2017

C/17/104 **Resolved: the minutes were agreed as a true record and duly signed.**

MATTERS ARISING

Actions from the previous meeting:

Clerk to circulate the "Keeping Children Safe" document to all governors – **Acting Clerk to circulate**

Clerk to draft letters of reappointment arising from the October Board meeting – **Acting Clerk to action**

Clerk to check the mandatory training records for Board members and arrange for refresher training if appropriate - **The Acting Clerk reported that this had been partially completed and was in hand**

Clerk to circulate the HSE 'Leading Health and Safety at Work' Guide to Governors – **Acting Clerk to action**

CONFIDENTIAL MINUTES

C/17/105 The Term of Office for Trish Kidd had been incorrectly recorded as two years, this should read one year. With the exception of this amendment these were agreed.

C/17/106 Resolved: the minutes were agreed as a true record with the exception of the above amendment and duly signed.

PRINCIPAL'S UPDATE

C/17/107 The Principal presented an update on recent activity which included:

- Work Placement Capacity Bid – bid submitted which would enable us to develop the capacity to offer extended work placements in line with the new T level qualifications. Notification of the outcome of this bid has not yet been received.
- Learner Numbers – 16-18 learner numbers are lower than target, due to lag funding and changes to A level programmes and the associated funding levels it is expected that this will lead to around £1.1m reduction in funding next year.

The Board asked how the College would manage this reduction in funding:

The Principal advised that the College was working towards increasing income in other areas as well as looking at opportunities for efficiency savings. In addition, the College also needs to be realistic when looking at the profile of the college and this will be a focus for the curriculum planning process which will start early in the Spring term. The College will be in a position to deliver a balanced budget for 2018/19. Apprentices – a significant number of learners are coming through and this is an improving position.

- Ofsted post merger challenge and support visit had taken place, with the formal response appended to the Principal's report, as circulated, with the outcome being positive. A small number of recommendations had been advised
- Candofm – in addition to the update previously provided to Board, the Principal advised that the radio station will relocate to new premises early next year with continued support from the college.
- The Assistant Principal – 6th Form, is retiring at the end of this term, after a long career in education.

C/17/108 Resolved: The Board noted the Principal's report

LETTER FROM EDUCATION & SKILLS FUNDING AGENCY FOR ALL COLLEGES'

C/17/109 The Principal drew Governors' attention to the letter from the ESFA which had been circulated to all Colleges' nationally as a reminder of the standards and responsibilities expected of the Board in relation to good financial management and governance, and also a reminder of the importance of good data quality since inaccuracies can impact negatively on College finances should these be subject to any clawback. The Principal added that the College has strong financial performance, demonstrated by the ESFA financial rating of the College and there are strong controls in place to ensure the accuracy of the data quality within the ILR which is submitted to the ESFA

C/17/110 Resolved: The Board noted the requirements within the letter from the ESFA and the assurances in place to manage these

PERFORMANCE MONITORING REPORT

C/17/111 The DP C&Q presented the report and drew Governors' attention to the three key quality indicators which will be a key focus this year:

- Apprenticeship achievements – lower than target and will be under increased scrutiny this year
- Retention of adult learning programmes – sector wide issue, however, this will be under increased scrutiny alongside a review of our offer for adults and an analysis of why this group of learners are more likely to leave
- English and maths achievement – this will remain a focus for this academic year, improvements were made last year but performance in this area is still not as high as this should be

The report had also been presented to and discussed at the Learner Experience Committee

C/17/112 The Board questioned how these particular areas were being monitored, the DP C&Q outlined the interventions and actions which were in place around these particular key areas for improvement with the aim of ensuring that the situation improves as the year progresses

C/17/113 Resolved: the Board noted the report, the associated interventions and monitoring

SELF ASSESSMENT REPORT

C/17/114 The DP C&Q referred to the full Self Assessment Report which had been circulated to the Board, this related to performance for the previous academic year. The SAR was a comprehensive and intensive review of performance in all areas for the previous academic year, following on from this a Quality Improvement Plan is developed which allows tracked actions to be put in place. Also within the report is a summary of progress made over the year against those areas for improvement identified within the previous year's self assessment report.

C/17/115 The outcomes are generally positive and it was pointed out that although some of the grades have remained the same as the previous year there is acknowledgement that there has been distance travelled but it had not been significant enough to increase the grade this year but is on track to in subsequent years. The document once formally approved by Board will be submitted to Ofsted for their records. In addition, the Learner Experience Committee had considered the report in detail and recommended this for full Board approval.

C/17/116 **Resolved: the Board accepted and approved the Self Assessment Report for the 2016/17 academic year**

MANAGEMENT ACCOUNTS SUMMARY FOR THE PERIOD ENDED 31.10.17

C/17/117 The DP F&R referred to the management accounts for the period ending 31.10.17 and drew Board attention to the fact that these reflect that there are fewer learners in the College, which is having pressures on income against some funding streams, however, despite this there is no impact on the experience of those learners who are in College.

C/17/118 The DP F&R added that in comparison, operationally, the College is ahead of the position at the same point last year and as a precaution higher contingencies have been built into the finances this academic year. At the present time the financial position is positive.

C/17/119 The DP D&R drew attention to the figures noted against high debtors and raised that due to the differences between the timing of preparing the accounts and the timescales for raising first invoices this had skewed these figures slightly and there were no concerns. Loans are just over £4.1m which is proportionally a good position.

C/17/120 **Resolved: The management accounts were noted.**

FURNESS COLLEGE MEMBERS REPORT & FINANCIAL STATEMENTS 2016/17

C/17/121 The DP F&R presented the Members Report and Financial Statements for the previous financial year. The statements follow the required format and have been considered by the F&R Committee who recommended these for Board approval.

It was noted that the financial rating of the college continues to be outstanding.

The statements have been agreed by the external auditors without recommendations.

C/17/122 **Resolved: the Financial Statements were agreed and duly signed and would be forwarded to the funding agency in line with their requirements**

Items C/17/123 to C/17/126 were classified as confidential and are not publicly available

LEARNER EXPERIENCE COMMITTEE UPDATE

C/17/127 Summary report of the key activity discussed and agreed at the Committee had previously been circulated. This included updates on:

Ofsted Support & Challenge visit and the associated Learner View Survey: largely positive with a small number of recommendations which would assist the College to further improve. The Learner View survey, which is the survey Ofsted use to prepare for inspection activity was positive, with one area identified as lower than expected – "My work is not assessed", on analysis this was due to the earlier than normal emphasis on completion of the survey which was prior to many students having undertaken assessments.

Self Assessment Report and associated quality improvement plan: discussion regarding the detail and gradings awarded in detail and noted that the Curriculum area grades were – 2 outstanding, 9 areas good, 2 requires improvement. The Committee had asked for those actions of the two areas requiring improvement to be revisited and strengthened.

Annual Staff Development Report: Comprehensive overview of externally accredited staff development and personal development activity for the previous year. The Committee had requested that for future years CPD carried out internally be added to the report.

Annual report on Teaching, Learning & Assessment observations: Analysis and outcomes of the TLA observation outcomes for the previous year – positive outcomes with 87% being graded good or better against a target of 83%. There were no inadequate outcomes.

Destination of Leavers: 96.4% positive destination with no significant difference between the previous year, noted that this was for Channelside due to data not being available for 6th Form students post merger, for subsequent years this data will be combined.

Annual Equality & Diversity report: Data analysis which measures performance against the College's equality objectives.

- Gaps had been closed against all objectives with the exception of apprentices.
- Students from areas of deprivation – the gap has narrowed but has not closed.
- Increase by 4% the retention rate of female students in the first year of a two year L3 programme – there is a 14.3% gap between male and female.
Full analysis will be undertaken as to the reasons behind this but at the present time it is not clear. Likely to be due to the recent reforms in A levels whereby students are tested at the end of the 2 year programme which is a typically less popular with females

Performance Monitoring Report: In addition to that discussed at Board. The Committee had discussed the reasons for the sharp decline in craft engineering apprenticeships and were advised that this is typically due to local SMEs taking on less apprentices for a variety of reasons, along with fewer engineering companies in the local area. National position of the A level results from this academic year would not be known until the results are formally published and readily available in January 2018.

C/17/128 Resolved: The Board noted the summary report of the Learner Experience Committee

Annual Review of HE

C/17/129 The DP C&Q presented the report which had been discussed in detail by the LE Committee, but requires formal Board approval to meet HEFCE requirements. The report and its appendices provided a comprehensive overview and assurances of HE activity over the previous year and included a summary of annual reports, student satisfaction, student achievement, destination of leavers into employment and any course developments which had taken place over the previous year. The College had been awarded TEF silver status during the previous academic year and this stands for three years, this is a recognised external rating for our HE provision which is at the present time the highest rating in Cumbria.

C/17/130 Resolved: The Board approved the Annual Review of HE provision

FINANCE & RESOURCES COMMITTEE AND AUDIT COMMITTEE SUMMARY

C/17/131 A summary report of the key activity discussed and agreed at the Committee was considered. This included:

Internal audit reports and the associated assurances and recommendations which had been made were presented and discussed by the Internal Auditor representative. The Safeguarding and Prevent audit had been a follow up progress audit to check on progress, there were some areas which still required completion but were on track to be concluded, these were primarily around formal safeguarding/prevent training involving a very small number of staff or governors.

An update on the recommendations arising from previous audits with a progress update against each of these recommendations and informed the Committee that all actions are on track for completion

Internal Auditors Annual Report overview and summary of all the activity which had taken place over the year, along with any progress made against each area of activity and any areas of development for the upcoming 2017-18 academic year.

Annual Report of the Audit Committee

The purpose of the report is to fulfil a funding body requirement when the requirement to have internal auditors was removed, however, the College had continued to engage internal auditors because it felt that these provided an external assurance and guidance around key areas of the College.

The report summarises all the activity of what the Committee has considered over the previous year. Following formal approval by Board the report will then be issued to the funding agency with the financial statements for the previous year. The Committee recommended the report for approval by Board.

C/17/132 Resolved: the Annual Audit Report of the Audit Committee was formally approved.

Risk Management

The Committee had received a number of reports which outlined the risk process and monitoring
The key changes within the risk register were:

- Number of learners below target – this is being tracked and monitored for impact on finances
- Lack of timeliness and accuracy of student data – typically this is around apprentices and is a direct result of the changes to the apprenticeship levy
- A number of risk controls added to assist the college in effectively managing and mitigating risk
- Embedding of risk controls, 82% are inherent risk controls with 18% new to the risk register
- Outline of actions – no concerns all are on track for completion at the present time

The Risk Register Policy had been recommended for approval by Board. There were no procedural changes to the policy other than minor changes around structure for example.

C/17/133 Resolved: The Risk Register Policy was approved

Regulatory Auditor's Management Letter

The external auditor had been in attendance and drew attention to the executive summary and advised that they were of the opinion to recommend the financial statements of the College for approval.

A small number of items remain to be completed before the signing off of the accounts with none of these are expected to cause any issues.

The auditors have substantial assurance with the financial statements of the College.

Financial Statements

The committee considered the financial statements for the previous financial year. It was noted:

- Surplus of £115k which was noted within the statements, this is more than previously advised due an amendment in the depreciation value.
- College financial health is rated as outstanding.
- The statements bring in the assets and liabilities of the former 6th Form College.
- The statements reflect all of the above.
- Once approved the statements will be signed and sent to the funding body.
- Balance sheet and cash position are both strong.

The Committee recommended the financial statement for approval by Board (this was taken as a separate Board item)

Management Accounts

For the period to the end of 31.10.17. The number of learners across a range of funding streams is lower than target which will have an impact on finances.

Surplus of £150k which is significantly higher than at this point last year. An overview of each area of learner funding stream income provided, noted that in some areas may be lower than target at end of year due lower learner numbers.

Staff Pay Award – confidential item – the committee considered and recommended the proposed staff pay award for Board approval.

Gender Pay Gap - update from the Head of HR regarding the detail of the gender pay gap information which will be a requirement of the Equality Act 2010.

Annual HR Report

Summary of HR activity for the previous academic year.

Key staffing changes were outlined and included turnover of staff - lower than the previous year overall, however, management staff turnover has increased – analysed and primarily due to the restructure.

160 staffing changes over the previous year with 61% related to the restructure.

Absence – restructure has had a negative impact on absence in some areas, 6.54% absence for the last academic year – around a 2% increase on the previous year. On analysis this is more around the management of absence as a result of line manager changes within some areas and lack of continuity.

A new union recognition agreement has been approved by the various unions represented in the College.

ANY OTHER BUSINESS

C/17/134 J Sidney (external) raised a number of reports which may be useful for consideration at a future strategic development session for horizon scanning purposes: Made Smarter and social mobility related reports. The DP C&Q raised that the EDI Committee as part of its remit review social inclusion and the equality objectives reflect this, although this may not necessarily comprehensively include Social Mobility.

DATE OF NEXT MEETING

Thursday 26th April 2017 at 5pm

The Corporation agrees that these minutes are an accurate record of the meeting.

SIGNED:

NAME: (Chair)

DATE: