

BOSTON COLLEGE

MINUTES OF THE MEETING OF THE CORPORATION HELD ON 5 JULY 2017

1. PRESENT

Mr P Copley (Chair), Mr A Atkins, Mr S Brown, Mr S Crozier, Mr R Dalton, Mr M Gallagher, Mr G Harrison, Ms H Mather, Mr S McCracken, Mrs A Mosek, Mr C Pett, Mr G Tawton, Mr B Webb and Mrs H Wright

Also in attendance: Mrs J Hemmant (Clerk to the Corporation), Mr R Chambers (Head of Curriculum), Mr P Collins (Director of Business Development), Mrs F Grady (Vice Principal: Curriculum & Quality), Mrs V Locke (Head of Quality), Ms J Maher (Principal elect), Ms D Telford (Head of Learner Services) and Mrs J Webb (Minute Taker)

Meeting attendance: 82%

Apologies for absence were received from: Mr D Hanson and Prof J Mitchell

2. ACTION LOG

Members reviewed the action log and identified progress made on the issues highlighted.

3. MEMBERSHIP

Peter Copley welcomed Jo Mather as an observer to the meeting and invited her to make comment if she so wished.

Peter Copley welcomed Steve Crozier, staff governor, to his first meeting following a period of ill health which had resulted in him not taking up his position since election last year.

Peter Copley informed Members of the resignation of Phil Scarlett and gave brief details of the personal reasons behind his decision. As a result of the resignation it is noted that this will also create a vacancy on the Finance and Resources Committee. Members agreed that Peter Copley should write a letter to Phil Scarlett acknowledging his resignation and thanking him for his active contribution to the Board during his tenure.

Finally, Peter Copley reminded Members that David Earnshaw would be joining the Board at the next meeting.

4. MINUTES

a) Corporation Meeting – 10 May 2017

The Minutes of the meeting held on 10 May 2017 were reviewed.

Under Matters Arising the following points were noted:

4. Trio Training

Janet Hemmant responded to a question enquiring as to the final costs incurred by Boston College in relation to the close-down of Trio Training. These had amounted to £13K in total.

5. Surveys

A discussion took place about the presentation of survey results.

9. Capital Funding

Peter Cropley explained to Members that it had been decided that the scheduled meeting with the Chair of the Greater Lincolnshire LEP should not go ahead.

b) Standards Committee – 14 June 2017

The Minutes of the meeting held on 10 May 2017 were reviewed.

5. **REPORTS**

a) Principal's

Members received a report from the Principal.

Amanda said that there was very little to report currently on strategic matters. She referred to the newly appointed Minister of State at the Department for Education, Anne Milton, and reported that she appears to have made a positive start in the role.

Amanda informed Members of the results of recent Ofsted inspections at Dudley College and Grimsby College which had both been awarded Outstanding status. A discussion took place on the likely areas of close inspection when the College is inspected.

Amanda drew attention to the Key Performance Indicators and in particular to those areas RAG rated red. Members discussed issues pertaining to those areas and reasons behind the comments made within the staff survey. It was thought that the recent restructure had had some impact on comments. Helen Wright asked for clarification as to the reasons why the curriculum areas had been reduced/amalgamated with Amanda explaining that this had been undertaken for a number of reasons. A key factor had been the desire to create 2 new Management posts for Apprenticeships and HE, two major growth areas for the College. Referring back to the Key Performance Indicators Steve McCracken sought clarification as to why maths and English provision had been moved to the one site and on one day. Fiona Grady explained that this improved the quality of provision but the risk was that learners may opt out on the days these are scheduled. Steve McCracken enquired as to how other colleges manage their target setting and after discussion it was agreed that Amanda would contact Grimsby College to try to obtain that information. Finally, Peter Cropley referred to the issue that the number of apprentices who would recommend the course had declined. Richard Chambers explained that there had been a number of contributing issues such as staffing problems and the fact that apprentices had been under considerable pressure but that these areas were being worked on and will be resolved shortly.

b) Finance

Members received a presentation from the Vice Principal: Corporate Services and Vice Principal: Curriculum and Quality on the financial forecast of the College.

Janet Hemmant gave the background to the Plan saying that the College is required to produce a budget and financial plan each year which needs to be submitted to the

ESFA by 31 July. She said it is the responsibility of the Board to approve the Plan and confirm its view of the College's financial health. Janet Hemmant pointed out a number of concerns which could impact on the plan however it is noted that the financial health of the College is calculated as 'outstanding' throughout.

Janet Hemmant pointed out the key points within the budget which were discussed. It was noted that the College was now not expecting to meet its Adult Education Budget allocation in 2016/17 and that this needed to be reflected in the plan before it was submitted.

Fiona Grady then gave an overview of the slides pertaining to Apprenticeship Funding. She stated the changes that will impact on funding in the forthcoming year.

Steve McCracken thanked Fiona Grady for her in-depth explanation of the data and for drawing the Board's attention to its content.

Following the presentation Janet Hemmant drew Members' attention to the set of Management Accounts to end of April 2017 presented for information.

Peter Cropley asked that it be formally noted that the Board had:

- Approved the financial plan and commentary
- Agreed the College's grades for financial health as 'outstanding'
- Approved the 2017-18 figures as the College's base annual budget
- Reviewed the April 2017 accounts

Gerry Tawton left the meeting at 5.05 pm.

c) College Leadership Business Plan

Members received a report from the Principal.

Amanda Mosek drew Members' attention to the RAG ratings and explained that following the decision to close down Trio Training there had been no adverse reaction or negative impact on the College's reputation.

Following a question as to whether the three way collaboration would continue Amanda Mosek explained that some areas of collaboration would continue where it was thought viable and in the interests of the College. A discussion took place on various scenarios and their implications.

d) Equality, Diversity and Inclusion

Members received a report from the External Funding Manager presented by the Director of Business Development.

Paul Collins informed Members that since the departure of Frank Hanson, EDI Manager, at the end of last year the responsibility for EDI within the College had been dispersed between a number of managers and was being overseen by Rebecca Clark, External Funding Manager.

Steve McCracken referred to the PRIDE event held at Boston College and enquired about its organisation. Rowan Dalton explained that the decision had been made by the Student Union as it was something they wished to promote this year as part of their Student Union activities; last year they had focussed on holding a Prom.

e) Safeguarding

Members received a report from the Head of Learner Services.

Dawn Telford gave an overview of the data within her annual report to the Board. She said that this year had seen a significant increase in referrals (148% increase) which also included an increased number of reports from Smoothwall (the College's reporting system). None of these had required formal referral to the Channel programme which is run by the local authority.

Dawn informed Members that there had been updated statutory guidance released in September 2016 which had been adopted within the Safeguarding Policy and gave details of what that had entailed.

Dawn then assured Members that the staff training programme on Safeguarding and Prevent had continued throughout the year with 91.5% of staff trained in safeguarding and 93% trained in Prevent. It was noted that this was face to face training and that all staff were required to undertake on-line Safeguarding training prior to commencing at the College. She said she would be running a Safeguarding Week early in the new academic year.

A discussion took place on a number of safeguarding and prevent issues.

Jo Maher asked whether the learners had just been given advice on dealing with incidents or been involved in a drill exercise and gave details of recent training events having taken place at her current college, Reaseheath.

Steve McCracken commented on the mental health workload within the Learner Services area and the trend of increasing numbers being referred. He spoke about the NHS situation and how it is being stretched beyond capacity as they discharge young people back to college with sub-optimum results thus increasing the workload of the department. He said it was a trend that was unlikely to cease. Jo Maher commented that as a Chartered Psychologist she could see that it is a national issue but that with the College's combined skills she hoped to pull something worthwhile together to help address the issue once she is in post.

f) Governor Curriculum Links 2016-17

Members received a report from the Principal.

Amanda Mosek thanked Members for their participation in the year's curriculum links programme noting that it was time absorbing in their already busy calendars. She said that their visits had impacted favourably on the learners and their feedback comments had been invaluable and would be followed up.

6. APPOINTMENT OF A CHAIR FOR THE 2017-18 ACADEMIC YEAR

The Clerk asked Members' for their nominations for Chair for the academic year 2017-18.

Members nominated Peter Cropley to continue and he was duly elected.

7. APPOINTMENT OF A VICE-CHAIR FOR THE 2017-18 ACADEMIC YEAR

Peter Cropley reminded Members that when David Hanson was elected as Vice-Chair it was on the understanding that he would not be able to go forward to Chair due to his work

commitments. Although David Hanson was not present at the meeting, Peter Cropley said he had no reason to believe that the situation had changed, therefore would Members' please give thought over the coming months to succession planning. In the meantime, having been duly nominated, Members agreed that David Hanson be re-elected as Vice Chair for the forthcoming year.

8. **STUDENT GOVERNORS**

Peter Cropley thanked Rowan Dalton and George Harrison, student governors, for their contribution to meetings during their term of office.

9. **GREATER LINCOLNSHIRE LEP SKILLS CAPITAL FUND**

Janet Hemmant informed Members that there was £6.4M fund available and bids are required by the end of August. She said that it would involve some match funding but should be worthwhile submitting a bid for funding for the EMAT centre again. She thought it would be prudent to involve a group of governors to look at the bid particularly the financial implications, in more depth before submission. Following discussion it was agreed that the Finance and Resources group would undertake this.

10. **EVALUATION FORMS**

Janet Hemmant reminded Members that they should submit evaluation forms direct to herself as soon as possible.

11. **PRESENTATION TO PRINCIPAL**

Peter Cropley drew the meeting to a close with a speech and presentation to Amanda Mosek thanking her for her leadership and commitment to the College over her 6 year tenure.