

BOSTON COLLEGE

MINUTES OF THE MEETING OF THE CORPORATION HELD ON 11 MAY 2016 AT RED LION QUARTER, SPALDING

1. PRESENT

Mr P Crolley (Chair), Mr A Atkins, Mr S Brown, Mr R Dalton, Mr D Hanson, Mr S McCracken, Mrs A Mosek, Mr C Pett, Mr P Scarlett, Mr G Tawton, Mr N Worth and Mrs H Wright

Also in attendance: Mr P Collins (Director of Business Development), Mrs F Grady (Vice Principal: Curriculum & Quality), Mrs J Hemmant (Clerk to the Corporation) and Mrs J Webb (Minute Taker),

Meeting attendance: 94%

Apologies for absence were received from: Prof J Mitchell

Also present: Frank Hanson (Equality & Diversity Manager) attended for item 3 only

2. MEMBERSHIP

Janet Hemmant advised Members that staff and student members, Ben Webb and George Harrison, had now been nominated. Peter Crolley informed Members that the Search and Governance meeting held on 20 April 2016 had also considered the re-appointment of Mick Gallagher to the Board. The Search Committee recommended the reappointment recognising his enthusiasm, lateral thinking and commitment to the local community.

Members considered their applications and agreed unanimously that all three appointments be approved.

- George Harrison, student governor, to be appointed until the end of the 2016-17 academic year
- Ben Webb, staff governor, to be appointed on a four year term
- Mick Gallagher to be re-appointed on a further four year term

Members also agreed that Rowan Dalton's term of office be extended until the end of the 2016-17 academic year. George Harrison, Ben Webb and Mick Gallagher joined the meeting and were advised of the decisions on their appointment.

A discussion took place regarding which Committees George Harrison and Ben Webb should be attached to and it was agreed that both would be members of the Standards Committee.

3. ACTION LOG

Members reviewed the Action Log from the previous meeting.

Steve McCracken enquired whether Members had received a copy of the innovative governance final report. Amanda Mosek was asked to circulate a copy to all Board members.

4. **EQUALITY & DIVERSITY TRAINING**

Frank Hanson, Equality & Diversity Manager, gave a presentation on Equality, Diversity and Inclusion. He reiterated the legal duty under the Equality Act 2010 of Board members and the College as a whole.

5. **MINUTES**

a) Corporation – 17 February 2016

The Minutes of the Meeting held on 17 February 2016 were reviewed and agreed.

b) Finance & Resources Committee – 18 April 2016

The Minutes of the Meeting held on 18 April 2016 were reviewed and agreed.

c) Standards Committee – 20 April 2016

The Minutes of the Meeting held on 20 April 2016 were reviewed and agreed.

A discussion took place regarding students' attendance at exams following an observation from Mick Gallagher.

d) Search & Governance Committee – 20 April 2016

The Minutes of the Meeting held on 20 April 2016 were reviewed and agreed.

e) Audit Committee – 17 March 2016

The Minutes of the Meeting held on 17 March 2016 were reviewed and agreed.

Gerry Tawton sought clarification on two points within the Minutes i.e. funding bands and a payroll issue with a member of staff. Fiona Grady and Janet Hemmant explained and gave reassurance that both issues were being dealt with.

6. **DISCUSSION AND DEBATE AROUND NEW STRATEGIC PLAN**

An in depth discussion took place regarding the production of a new Strategic Plan for 2016-2020 in readiness for the start of the new academic year. Amanda Mosek briefed Members on thoughts to date and a copy of a PEST analysis was circulated for consideration.

Members considered what position they thought the College should be in by 2020 bearing in mind the number of economic and academic changes that are taking place. Thought was given as to how to seek feedback from key stakeholders.

It was suggested that a small working group could work on the new plan and volunteers were invited. ●

7. **REPORTS**

a) Principal's

Members received a report from the Principal.

Amanda Mosek drew Members' attention to a number of points, namely:

- Comments received from the LEP relating to the College's Curriculum Plan.
- Latest position with regard to collaboration discussions and the agreed seven areas of collaboration between the three colleges. A joint press release has been prepared to send out after it has been approved by the Collaboration Working Party which will take place on 13 May 2016.
- The Joint Apprenticeship Company is moving forward and a bid will be submitted for a £50K grant towards its inception in due course.
- The College is holding a mock EU referendum on the 26 May and Nick Boles MP has agreed to visit. Rowan Dalton enquired whether the mock referendum will be held on all sites to which Fiona Grady replied that it would be the main campus only but all tutors are aware that it is being run and all students would be informed accordingly.
- Two Key Performance Indicators are RAG rated as red i.e. 'In Year Retention 19+ Long' and 'In Year Progress Learning progressing at/above target'.

b) Finance

Members received a report from the Vice Principal: Corporate Services.

Janet Hemmant presented the Management Accounts for the period to 28 February 2016 along with the revised year end forecast, both of which were for information purposes. Information was also provided on risk management, 2015-16 performance, 2016-17 funding allocations and an SFA analysis of the 2014-15 accounts. She said that that the forthcoming year's funding allocation was better than anticipated.

c) College Leadership Business Plan

Members received a report from the Principal.

Amanda Mosek informed Members that the report was an exception report and drew their attention to the two strategic priorities that had been downgraded to Amber. These were Strategic Priority numbers 1 and 4.

SP1 – To ensure that teaching, learning and assessment are of the highest quality and lead to excellent learner outcomes - The reason for the downgrading of the rating was because of concern about English and maths. Learners without a D grade in GCSE now have to continue to study the subjects and this has meant a major increase in enrolments and many learners do not want to continue to study these subjects. It was noted however that the national averages have now been received and the College's performance against these was reasonable. Fiona Grady outlined some of the actions that are being taken to secure improvement in English and maths.

SP4 – To grow our business whilst maintaining financial stability – Amanda Mosek explained that although the College is performing well financially and is on track to meet its funding targets, it has not been able to grow apprenticeships. As this was

a key area for growth, it had been decided to downgrade the rating to amber. Chris Pett enquired as to why this should be the case to which Amanda explained that there are a number of reasons such as: insufficient employers in certain sectors, unable to recruit the right students, unable to find appropriately qualified staff in some sectors. However, the College is striving to address the situation and this will partly be done via the new joint apprenticeship company that is being set up. Following discussion it was apparent that a number of governors in their capacity as business people are never asked about apprenticeships and they felt that there was a lack of awareness amongst much of the business community. It was clear that further work is needed in this area if this is a true representation of local businesses. Paul Collins updated governors on activities currently happening to raise awareness about the opportunities afforded by apprenticeships.

d) Property

Members received a report from the Vice Principal: Corporate Services.

Janet Hemmant gave an update on current property matters.

- Sam Newsom Centre

A large scale of works has been planned to make the area more suitable for curriculum use. Although some works will be carried out during the summer recess it is anticipated that the full works may not be able to be completed at this time due to time limitations.

- Skirbeck Road

No information has yet been received following the vendor's consultation with the Highways department regarding viability of their access road. Peter Cropley asked Janet Hemmant to try to find out what the result is. ●

- EMAT Centre

A bid for the feasibility part of the proposed development was unsuccessful. A bid has also been submitted for the whole development.

- Redundant Premises:

- Skegness – no progress. Janet Hemmant was asked to pursue this so that the meeting with the landlord can be confirmed. ●
- Cresswell Close lease is drawing to an end.

- RLQ

The restaurant formerly known as the Parlour and Pantry has now ceased trading. A discussion took place about future operations.

e) Governance

Members received a report from the Vice Principal: Corporate Services.

Janet Hemmant drew Members' attention to the following points:

- Committee Membership

Janet Hemmant informed Members that there were some committee memberships which needed addressing. There are currently two vacancies on the Audit Committee. Both Stephen Brown and George Harrison volunteered to be on this Committee and were duly elected to serve subject to eligibility checks for the student governor. George advised that he would also like to be on the Search and Governance Committee.

Janet Hemmant then informed Members that Steve McCracken had agreed to take over the role of Safeguarding/Prevent contact person on the Board, a position Siobhan Richards had previously held. He said he had suggested to Amanda Mosek that he maintain this alongside a continuing link with Learner Services. This was duly approved.

- Review of Governance

A discussion took place regarding the points raised following the recent visit by Atholl Stott to undertake a review of Board effectiveness.

Governors agreed that there is a requirement for an in-depth discussion to review board effectiveness. After much discussion it was agreed that a CPD session would be more easily diaried after a Corporation meeting rather than a separate session. It was agreed that the June meeting of the Board will commence with the usual business (within a one hour time-frame) followed by a refreshment break and a CPD session.

- Meeting Dates for 2016-17

The draft set of dates were reviewed and discussed in detail. The following points were agreed:

- Standards Committee meeting in September – to be discarded
- CPD sessions in Corporation meetings to be strengthened
- Standards Committee on 21 June to be moved a week earlier
- CPD session in March to be merged with the Corporation meeting i.e. 9.00 am-1.00 pm CPD session, followed by a full Corporation meeting 2.00-4.00 pm
- Some future meetings should take place at the Peter Paine Centre

All other proposed dates were agreed and Janet Hemmant will now amend, publish and circulate them accordingly. ●

Steve McCracken suggested that he would find it useful if a member of the Senior Leadership Team were to make a short presentation at the start of each Corporation meeting to give an update on current happenings within the sector. Amanda Mosek said she would be happy to do this. ●

The suggestion had been made that joint CPD sessions be arranged with both Grantham and Stamford Colleges. Members considered the benefits of this and agreed that that there was not enough synergy for this to be beneficial at this point.

8. ANY OTHER BUSINESS

Paul Collins circulated a paper on ESF bidding entitled “Employees’ Support in Skills’ for information and gave an overview of the content therein. He requested that the content be treated as confidential.

Peter Cropley enquired as to the health of a member of staff who had been absent for some time due to ill health. Paul Collins updated members and said that the person concerned was now home recovering slowly and hoped to return to work in July.

9. **DATE OF NEXT MEETING**

The next meeting of the Corporation will be on Wednesday, 29 June 2016.