

BOSTON COLLEGE

Meeting of the Corporation held on 17 February 2016

1. **PRESENT**

Mr P Copley (Chair), Mr A Atkins, Mr S Brown, Mr R Dalton, Mr M Gallagher, Mr S McCracken, Ms O McMahon, Mrs A Mosek, Mr C Pett, Mr A Reynolds, Mr P Scarlett, Mr G Tawton and Mr N Worth

Also in attendance: Mrs J Hemmant (Clerk to the Corporation), Mr P Collins (Director of Business Development), Mrs F Grady (Vice Principal: Curriculum & Quality), Ms D Telford (Learner Services Manager) for item 6d only, Mr K Tharby (Director of Workforce Development), Mrs J Webb (Minute Taker),

Meeting attendance: 81%

Apologies for absence were received from: Mr D Hanson, Prof J Mitchell and Mrs H Wright

2. **CPD GOVERNANCE MICRO-SITE DEMONSTRATION**

Janet Hemmant gave a brief demonstration of the governors' area on the Intranet explaining how to access the site and what information could be found within.

3. **MEMBERSHIP**

Members were advised that Kieran Smith had tendered his resignation as a staff governor.

The election of a replacement staff governor is currently being processed as is the replacement for a student governor who did not take up her appointment. Both of these elections are scheduled to take place at the beginning of March.

4. **ACTION LOG**

Members reviewed the Action Log from the previous meeting.

5. MINUTES

- Corporation – 16 December 2015

The Minutes of the Meeting held on 16 December 2015 were reviewed and, subject to one amendment, agreed.

Peter Cropley said that there is below average attendance for the Board meetings which had been noted by the internal auditors. He asked that Members make best efforts to attend between now and the end of the academic year to ensure attendance figures are improved. ●

- Finance & Resources Committee – 18 January 2016

The Minutes of the Meeting held on 18 January 2016 were reviewed.

- Standards Committee – 20 January 2016

The Minutes of the Meeting held on 20 January 2016 were reviewed.

Peter Cropley made reference to the low attendance figure which, as the Committee is rather small in numbers, only needs to have a couple of members absent to make a drastic fall in the percentage attendance.

- Audit Committee – 26 November 2015

The Minutes of the Meeting held on 25 November 2015 were reviewed.

Peter Cropley noted that the meeting attendance figure is not recorded on Audit Committee Minutes and he requested that this should be rectified for the future. ●

- Search & Governance Committee – 16 December 2015

The Minutes of the Meeting held on 16 December 2015 were reviewed.

6. REPORTS

- a) Principal's

Members received a report from the Principal.

Amanda Mosek drew Members attention to a number of specific points within her report, namely:

- She updated Members on developments in relation to The Midlands Engine. This had been discussed at the recent Federation of Colleges meeting and only Boston College and

Lincoln College were interested in working collaboratively with them at the present time.

- Apprenticeships 2020 Vision, Amanda reiterated the importance of Apprenticeships. In the future there will be significant opportunities as well as risks as a result of the impending changes. The College will be working hard to ensure it is a key provider in the area.
- With regard to apprenticeship funding for 2015-16, Amanda said the SFA has stated that it may not be able to fulfil all growth bids.
- In response to a question regarding the reduction to the free meals and bursary allocations, Amanda Mosek confirmed that the College did fund free meals but would have to reduce the amount of support in other areas.
- Performance against Key Performance Indicators was reviewed. It was noted that there had been 4 unsatisfactory lesson observations and this situation was discussed. Amanda also alerted governors to concerns regarding English and maths. She provided an update of the national position. Fiona Grady advised governors of steps the College is taking to manage the situation.

Peter Cropley confirmed with Members that they had received the set of notes from the first Collaboration meeting and asked whether Members required clarification. Peter then gave feedback from the AoC Area Reviews and New College Structures Conference he had attended with Amanda on the 12 February. At the Conference discussion had taken place regarding the financial costs of mergers which had already taken place. Steve McCracken fed back from the EMFEC Annual Conference he had attended recently where similar discussions had taken place and it had been noted that an urban merger model was deemed to work well but in more rural areas the revenue savings were debatable due to the logistics.

b) College Leadership Business Plan

Members received a report from the Principal.

Peter Cropley and Steve McCracken sought clarification as to the RAG status of some strategic priorities. Amanda Mosek explained that this was an exception report. If performance was proceeding as expected, this would not be reported upon. She reiterated that in her opinion, overall performance against each of the strategic priorities could be assessed as green at this point in the year.

c) Finance

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

Janet Hemmant gave a brief overview of her report drawing Members' attention to the routine set of accounts which were provided. She said that there were two main concerns, the performance of the Catering area and the fee income for both international and UK learners; both of these areas were being monitored very carefully.

Janet Hemmant advised that the finance 'headlines' were:

Good

- Sound performance to date
- Cash levels good
- Cash flow forecast sound even allowing for the purchase of Sam Newsom Centre and the land on Skirbeck Road

Concerns

- Hitting funding targets
- Some income streams
- Capital funding

Things to watch

- Future funding levels
- Effects of competition
- Financial implications of collaboration

With regards to risk management, Janet Hemmant informed Members that the risk register had been rewritten and condensed and would be presented to the Audit Committee and the Corporation in due course.

d) SEND

Members received a report from the Learner Services Manager.

Dawn Telford gave an overview of the content of the Special Educational Needs and Disability report. She explained that the main challenge was working with the Local Authority and that the College was fortunate to only have to deal with one authority and not as many as some colleges have to.

A discussion took place on learners support needs and how the best support can be funded within limitations of the budget.

Members thanked Dawn for producing a very informative and helpful report.

e) Governance

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

Janet Hemmant informed Members of the work carried out by the Search and Governance Committee on the Code of Good Governance and updates to Standing Orders. She drew Members attention to the recommendations made by the Committee. These were discussed and it was agreed that they should be implemented subject to two minor amendments relating to the Audit Committee.

Janet Hemmant then informed Members of the options for electronic access to Corporation papers and asked them to determine the way forward. The Audit Committee had trialled the electronic option and it was agreed that this had been successful. A discussion took place with regard to the advantages and disadvantages and agreement was reached to produce only electronic versions of all Committee papers initially moving on to the full Board set in due course if positive feedback is obtained. Janet Hemmant said she would look into how the papers can be produced as one document with an option for Members to make notes. Papers for all meetings will be accessible via the governor section of the Intranet.

Janet Hemmant referred Members back to the Intranet and what information is available to them including calendars and CPD resources as well as papers.

7. **ETHNOGRAPHY PROJECT**

Steve McCracken informed Members of a document entitled 'Think Pieces' which is the first report from the Ethnography Project that he is currently involved in. He said the project will complete in April.

8. **DEVOLUTION**

Nick Worth gave an update on the evolving devolution issue. He said there had been meetings with all Leaders and the Secretary of State which had gone well. A deal had been put on the table for Greater Lincolnshire which would produce a three tier system i.e. the Mayor, County and districts.

9. **ADRIAN REYNOLDS**

Peter Copley drew the meeting to a close by acknowledging the 20+ year service of Adrian Reynolds who besides being a Member of the Board was also the Chair of the Audit Committee for the past 16 years. He acknowledged that he was a loyal and committed member who gave much of his time to meetings and functions and took a great interest in the work of the college. To acknowledge his retirement from the Board Peter invited Adrian and his wife to dine in the Lime Restaurant with the Board at a date to be determined. Adrian Reynolds thanked Peter for his words and said he had met some great individuals over the years,

including working with four Principals one of which he helped to recruit, and wished everyone continued success for the future.

10. **DIARY DATES**

The following meetings have been scheduled for the Board:

- CPD/Planning Session – 4 March 2016
- Corporation Meeting – 11 May 2016 (at RLQ, Spalding)
- Corporation Meeting – 29 June 2016