

BOSTON COLLEGE**MINUTES OF THE MEETING OF THE CORPORATION HELD ON 16 DECEMBER 2015**

1. PRESENT

Mr P Cropley (Chair), Mr A Atkins, Mr S Brown, Mr R Dalton, Mr S McCracken, Ms O McMahon, Mrs A Mosek, Mr C Pett, Mr A Reynolds, Mr K Smith, Mr G Tawton, Mr N Worth and Mrs H Wright

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

Meeting attendance: 72%

Apologies for absence were received from: Mr M Gallagher, Mr D Hanson, Prof J Mitchell, Ms S Richards and Mr P Scarlett

2. SMALL ANIMAL CARE CENTRE

Members visited the newly created Small Animal Care facility.

3. REVIEW OF ACTION LOG

Members reviewed the Action Log from the previous meeting.

4. MEMBERSHIP

Peter Cropley welcomed Nick Worth to his first Board meeting. It was agreed that he should be appointed to the Finance and Resources Committee and the Search and Governance Committee.

Members appointed Rowan Dalton as a Student Governor for 2015/16 and agreed that he should become a member of the Standards Committee. Peter Cropley welcomed Rowan to his first meeting.

Peter Cropley advised Members that David Shutts had tendered his resignation because of health issues, however it was hoped that he would be available for reappointment in due course.

5. MINUTES

a) Corporation – 14 October 2015

The Minutes of the Meeting held on 14 October 2015 were reviewed and approved as an accurate record.

b) Finance & Resources Committee – 16 November 2015

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

c) Standards Committee – 25 November 2015

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

d) Search & Governance Committee – 3 September 2015

The Minutes of the Meeting held on 3 September 2015 were reviewed.

e) Search & Governance Committee – 14 October 2015

The Minutes of the Meeting held on 14 October 2015 were reviewed and it was noted that one amendment to the Minutes had been agreed. ●

6. REPORTS

a) Principal's

Prior to receiving the report from the Principal, Amanda Mosek drew Members attention to the headlines in the local press which had been published that day.

A lengthy discussion took place regarding how the recent incident of an air rifle being fired into the College grounds had been reported. The incident had been attended promptly by the Police and investigations were continuing into the matter. External social media had led to untrue rumours circulating. Communication had been made extremely difficult due to problems with the College's internet connection and this had exacerbated matters.

Following discussion regarding press handling of the firearm situation, it was agreed that a complaint to the Press Complaints Association would not be pursued. Amanda Mosek reassured Members that the College's Marketing Team had received media training and had done their utmost to tone down the headlines in discussions with the Editor(s).

Members then received the report from the Principal.

Amanda Mosek gave a short overview of her report and said that it was pleasing to note that not all of the anticipated cuts in funding had

materialised. She had written to both John Hayes MP and Matt Warman MP thanking them for their support.

A discussion took place regarding devolution in Lincolnshire and Nick Worth advised the latest position with the local authorities. He said it was a very long drawn out process but he felt that as a county Lincolnshire is heading in the right direction.

Peter Cropley referred to ongoing discussions with regard to the collaboration talks. Unfortunately the first meeting of the working party which had been scheduled for earlier in the day had had to be cancelled due to Grantham College undergoing an Ofsted inspection. He said that the meeting would be rearranged as soon as possible. Members discussed at length the issue of collaboration and various scenarios were debated. In particular a concern which had arisen was discussed and Members asked that Peter Cropley seek clarification on this point and communicate his findings to the Board as a matter of urgency. It was suggested that the rescheduled meeting should take place within the first two weeks of January.

Amanda Mosek drew Members attention to the data sets for the KPIs including the final KPIs for 2014/15. She said that there had been issues with both English and Maths due to the requirement for compulsory participation by large numbers of learners and it was anticipated that this would reflect in a reduction in success rates. However the College's overall success rate is increasing, which is pleasing to note. The KPI targets are set internally bearing in mind national benchmarks and are reviewed by the Standards Committee.

b) Curriculum Strategy

Members received a report from the Vice Principal: Curriculum and Quality.

Fiona Grady drew Members attention to the general principles within the Strategy and confirmed the direction of travel of the College. She said that the content is primarily government led. Fiona Grady explained the process undertaken to date and who had provided input. The final stage is to get LEP approval via the Enterprise and Skills Board following the Board's approval at this meeting.

A discussion took place regarding its content and Nick Worth commented that he thought it was a very impressive Strategy. Members concurred and subsequently approved the document.

c) College Leadership Business Plan

Members received a report from the Principal.

Amanda Mosek informed Governors that she would be rewriting and updating the Strategic Plan during the summer of 2016.

She had supplied a copy of the College Leadership Business Plan for information and to show how the Strategic Plan feeds into the business plan. In future meetings Amanda will only bring the RAG rated summary update to the Board meetings.

d) Learner Voice 2014-15

Members received a report from the Vice Principal: Curriculum and Quality.

Fiona Grady outlined the different mechanisms by which the College obtains information from students. Suggestions made by students are usually acknowledged and if the suggestions are reasonable and resources permit they are generally adopted.

A discussion took place regarding a recent and ongoing request for a specific common room and, although this had been attempted in the past, the facility had subsequently been abused and withdrawn. It was not felt to be feasible to reintroduce dedicated common room facilities at this time.

e) Finance

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

Janet Hemmant gave a short overview of the content and gave a verbal update on key financial issues. She outlined the positives and concerns and issues to watch for in the future.

Following review and discussion Members:

- Approved the 2014-15 annual accounts
- Confirmed compliance with the requirements for signing off the accounts and the letters of representation which would be signed by the Chair and sent to the Auditors

Members received and reviewed the accounts to 30 September 2015. Janet Hemmant confirmed that the funds had now been received from the sale of De Montfort campus and thus the College cash balance was very healthy. She advised that cash had been deposited to achieve the best return at this time.

Janet Hemmant drew Members attention to the report of the Risk Management Group.

f) Property

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

Janet Hemmant gave an update on recent activity on a number of property issues including the Sam Newsom Centre, the parcel of land on Skirbeck Road and the redundant premises in Skegness.

Discussion took place as to the offers to be made to the respective agents and the College's limits were agreed. Peter Cropley said he would contact the vendor of the Skirbeck Road land after Christmas to try and bring this issue to a satisfactory conclusion.

g) Skills Support for the Workforce

Members received a report from the Director of Business Development.

Paul Collins gave an overview of the final report pertaining to the conclusion of the project. The project saw the College become the leading adult skills provider in the Greater Lincolnshire LEP area. Another ESF round is likely in January 2016 with a £5M delivery over 18-24 months and the college will tender in due course.

h) Governance

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

Janet Hemmant drew Members attention to three specific points, namely:

- The Audit Committee's proposals for 2015-16 targets.
- The Self-Assessment Report and Quality Improvement Plan.
- The positive outcomes from the Audit Committee having trialled the electronic use of papers.

A discussion took place resulting in the Audit Committee's targets for 2015-16 being agreed and the SAR and QIP being approved.

Janet Hemmant and Adrian Reynolds gave positive feedback from the Audit Committee's trialling of the use of electronic papers. Janet Hemmant enquired whether the Board wished to use this system across all Committees and Corporation meetings. Discussions resulted in a mixed reaction with some preferring electronic and others preferring hard copies. It was suggested that to ensure the content of papers remains confidential any devices used might need to have encryption software installed. Members felt that this could be difficult on their own devices as they were configured by their respective employers and may not be compatible. Peter Cropley requested that Janet Hemmant and Amanda Mosek produce a paper detailing how the system may work at the next Corporation meeting.

7. **ANY OTHER BUSINESS**

Gerry Tawton enquired whether, in light of the recent firearms incident, whether the small animals were housed in a safe environment. Fiona Grady gave reassurance that all aspects of safety were taken into account when setting up the area.

8. **NEXT MEETINGS**

- Wednesday 17 February 2016
- Wednesday 11 May 2016 (Spalding)
- Wednesday 29 June 2016