

## BOSTON COLLEGE

### MINUTES OF THE MEETING OF THE CORPORATION HELD ON 14 OCTOBER 2015

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#### 2. **PRESENT**

Mr P Cropley (Chair), Mr A Atkins, Mr M Gallagher, Mr S McCracken, Ms O McMahon, Prof J Mitchell, Mrs A Mosek, Mr C Pett, Mr A Reynolds, Mr P Scarlett, Mr G Tawton 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 (PA to Principal and Minute Taker),

Meeting attendance: 82%

Apologies for absence were received from: Ms S Richards, Mr D Shutts and Mr K Smith

#### 3. **MEMBERSHIP**

Governors unanimously accepted the proposal that Stephen Brown be accepted onto the Board of Governors for a four year term as recommended by the Search and Governance Committee.

Governors unanimously accepted the proposal from the Committee that David Hanson be reappointed for a further four year term after recognising the contribution he makes to the Corporation's work.

David Hanson and Stephen Brown joined the meeting.

Members agreed that Stephen Brown should become a member of the Standards Committee.

The application submitted by Cllr Nick Worth and supported by the Search and Governance Committee was considered and members agreed that he would bring a useful set of skills to the Board. Members agreed that his application to join the Board for a four year term be accepted starting from the December meeting.

#### 1. **PRESENTATION – 'APPRENTICESHIP AND TRAINEE MODELS'**

Fiona Grady gave a presentation on the different models of apprenticeships and traineeships as requested at an earlier meeting.

Fiona explained the difference between apprenticeships and traineeships and how each model worked.

In response to Jayne Mitchell's question regarding whether the College would be offering Higher/Degree Apprenticeships, Fiona responded that it was being considered but to date has only been offered within Accountancy.

Phil Scarlett referred to the local Business Awards and said that he would welcome an Apprentice being put forward.

#### 4. **ACTION LOG**

Members reviewed the Action Log from the previous meeting and the following points were noted:

- Keith Tharby gave a verbal update on issues surrounding the recruitment of suitably qualified construction staff. He explained that recent visits to Leeds and York colleges had confirmed that this is a national issue. A number of different recruitment strategies had been tried but had not had any impact. The two posts within Brickwork have now been filled but problems remain within plumbing. The HR department will continue to work to resolve this problem.
- Paul Collins advised that the use of display videos in shops had not been viable and members agreed to set aside this idea.
- Keith Tharby explained that the gender profile of recruitment of staff in Learner Services shows no difference between appointments of male/female applicants.
- It was noted that the data on use of the Chaplaincy Service would be supplied within Learner Services reports in due course.

#### 5. **MINUTES**

##### a) Corporation – 8 July 2015

The Minutes of the Meeting held on 8 July 2015 were reviewed and approved as an accurate record.

Steve McCracken gave feedback from his involvement with the Nottingham Trent Innovative Governance Project. He gave details of the background to the research and advised that he had received some training in Ethnographic research methods.

A discussion took place as to the work and time commitment involved in taking part in this project and after discussion it was agreed that Steve McCracken should undertake the work as there would be value to the College being involved. The time frame is presentation of data by June 2016 and the report to be published soon thereafter.

b) Corporation – 20 August 2015

The Minutes of the Meeting were reviewed and approved as an accurate record.

c) Search and Governance Committee – 13 May 2015

The Minutes of the Meeting were received.

d) Search and Governance Committee – 3 September 2015

The Minutes of the Meeting were received.

e) Finance and Resources Committee – 22 September 2015

The Minutes of the Meeting were received. It was noted that the Committee had agreed that a more proactive role will be undertaken to try to resolve the Skegness issue.

f) Standards Committee – 23 September 2015

The Minutes of the Meeting were received.

g) Audit Committee – 25 June 2015

The Minutes of the Meeting were received.

## 6. **REPORTS**

a) Principal's

Members received a report from the Principal.

Amanda Mosek gave feedback from her attendance at a recent AoC Conference on Area Reviews.

A discussion took place regarding the implications of outcomes of the Area Reviews and members agreed that it was a good thing that the College is proactive in exploring some form of collaboration with local colleges. Both Amanda and Orla commented that the staff appear to be generally supportive of action being taken. Members agreed that they wished to support the area review process.

It was further agreed that the Board would review the collaboration data in more depth and agree next steps at their 4 November CPD event.

Amanda then sought members' comments on the Lincolnshire devolution proposal. Jayne Mitchell said that a meeting with Ministers about the bid was due to be held shortly. Following discussion it was agreed that the



Chair would send a letter of in-principle support of the proposal to Lincolnshire County Council.

Amanda gave a short overview of the KPI data within her report. She said it was extremely pleasing to note the final success rates although further work is needed to improve the functional skills results.

Amanda circulated latest data on enrolments. The numbers to date for 16-18s were very pleasing. Enrolment numbers for 19+ will become clearer later in the year.

b) College performance against 2014-16 Business Plan

Members received a report from the Principal who then gave an overview of performance against the 14-16 business plan.

The one strategic priority that had not performed well was that of growth of the business which was primarily down to reduced funding making growth very difficult.

c) Finance

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

Janet Hemmant informed members that the accounts are currently being audited and show a good surplus. She circulated a copy of the Income and Expenditure draft Outturn for review and an updated budget for 2015/16 reflecting late funding changes.

In response to a query Janet confirmed the issue of collecting fees had been challenging but ultimately successful in 2014/15 and that the collection processes had been refined further for 2015/16.

Janet drew Members' attention to the risk management arrangements and the latest risk register.

d) Property

Members received a report from the Vice Principal: Corporate Services on a number of property issues including the Sam Newsom Centre, a potential development opportunity and redundant premises.

e) Governance

Members received a report from the Clerk to the Corporation.

Janet Hemmant gave an overview of the Code of Good Governance. Amanda Mosek said she was currently working on drafting an Action Plan to enhance certain points raised in the Code.

Adrian Reynolds enquired whether the current clerking arrangements conflicted with the Code. Peter Cropley advised that although it is very contradictory within the Code the arrangements are compliant. It was agreed that the Code should be adopted subject to the proviso that the number of terms of office for members will be for the Board to determine based on need.

Janet Hemmant drew Members attention to the performance of the Corporation, Finance and Resources Committee and Standards Committee against 2014/15 targets and to the targets for 2015/16 as proposed by the Committees. The committee targets were agreed by the Board. Following discussion it was agreed that the targets for the Corporation should be:

- 75% attendance including development days
- All governors to make at least one curriculum link visit during the year
- Oversight of the quality of teaching, learning and assessment
- Investigate collaboration options and more efficient working in the light of the government agenda

Janet Hemmant then drew Members attention to the annual decision to release confidential papers into the public domain. Following discussion it was agreed that papers to be released would be:

- HR report (statistics only) October 2014 and June 2015
- Teachers Pay Report October 2014
- Safeguarding Report May 2015

Finally, Janet Hemmant enquired whether the Board wished to make any changes to the decision making processes. All agreed that there were no changes to be made.

f) Human Resources Annual Report

Members received a report from the Director of Workforce Development.

Keith Tharby gave a short overview of the end of year position and drew members' attention to the various appendices which were self-explanatory.

He said that the Government's decision to award a Living Wage to employees would have an impact on the College's finances. He is currently working on figures to ascertain the impact and will be producing a report in due course.

g) Information and Learning Technology (ILT) Strategy Update

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

Fiona Grady gave an update of the current position in delivering the ILT Strategy. She said that there had been a major focus on staff development to ensure staff have the skills to use IT effectively in their teaching. The results of this will be noted once the next round of teaching observations take place.

Peter Cropley referred to the potential use of technology to extend learning opportunities to a wider audience and suggested that this should be taken into account during the collaboration talks.

Jayne Mitchell referred to the issue of communication between staff/departments and suggested that the use of different technologies could aid communication. Fiona agreed that this suggestion could be explored but stated that the College has historically been mostly dependent upon email. ●

7. **DEVOLUTION**

Peter Cropley reminded Members that the result of devolution for Lincolnshire could have implications for the college's funding arrangements.

8. **DATES**

Members noted that the next meeting would take place on 16 December and a CPD event would be held on 4 November.