

**BOSTON COLLEGE****MINUTES OF THE MEETING OF THE CORPORATION HELD ON 15 OCTOBER 2014**

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**1. PRESENT**

Mr P Cropley (Chair), Mr D Hanson, Mr S McCracken, Ms O McMahon, Prof J Mitchell, Mrs A Mosek, Mr A Reynolds, Ms S Richards, Mr P Scarlett, Mr K Smith, Mr B Walder, Mr D White and Mrs H Wright.

Meeting attendance: 88%

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 Mr K Tharby (Director of Workforce Development).

Apologies for absence were received from Mr M Gallagher.

Apologies not received and did not attend: Iwona Lebedowicz.

Minutes were taken by Mrs J Webb (PA to Principal).

**2. Membership**

Members received the nominations of Georgia Edwards and Michael Stubbs as student governors for the 2014-15 academic year. Members agreed to approve these appointments.

Georgia Edwards and Michael Stubbs joined the meeting.

Peter Cropley explained to them that as well as the full Board meetings there are also a number of Committees which sit throughout the year and invited them to attend as observers to as many as they wished to go to, either separately or as individuals. A full induction process will now be organised for them.

**3. Review of Action Log**

Peter Cropley drew Members' attention to the Action Log from the meeting of 9 July 2014, which showed actions taken and was deemed to be self-explanatory.

Helen Wright enquired whether the Safeguarding briefing scheduled for the November CPD event was purely routine or whether it had been instigated by an Ofsted directive. Amanda Mosek confirmed that this briefing had been requested by Bob Walder to clarify governor responsibilities in relation to safeguarding, following the request for all governors' to sign a safeguarding declaration in July.

**4. Minutes and Matters Arising****a) Meeting of the Corporation 9 July 2014**

The Minutes of the meeting held on 9 July 2014 were approved and under Matters Arising Amanda Mosek clarified the arrangements for the curriculum

link visits i.e. Governors had been invited to attend the Self-Assessment Validation Panels for their link area of last academic year so that it could be signed off. She appreciated that not all governors would be able to attend due to their own diary commitments. The new curriculum link areas come into effect next term for this academic year.

b) Meeting of the Search & Governance Committee 22 September 2014

The Minutes of the Search and Governance Committee meeting held on 22 September 2014 were received and there were no matters arising.

c) Meeting of the Finance & General Purposes Committee 22 September 2014

The Minutes of the Finance & General Purposes Committee meeting held on 22 September 2014 were received and there were no matters arising.

Jayne Mitchell joined the meeting. Peter Cropley welcomed her to her first meeting.

d) Meeting of the Audit Committee 26 June 2014

The Minutes of the Audit Committee meeting held on 26 June 2014 were received and under matters arising Adrian Reynolds referred to sections 3c, Significant Partnerships: Sub-Contracting and 3d, Learner Records and Funding – Apprenticeship Provision and expressed thanks to both teams for their work.

## 5. Feedback from Conference on College Governor Leadership

Steve McCracken gave feedback to Members from the Westminster Briefing 'College Governor Leadership' that he attended on 17 September 2014. He said he had found it both interesting and informative.

Steve went on to inform Members of the speakers and gave a brief resume of their agendas for the day. A number of messages came across:

- That the government thinks it is all about English and Maths, in particular young adults leaving school without grade C or above
- Ofsted inspections context – a number of delegates had indicated their displeasure at not getting credit despite the challenging circumstances in which they have to work
- We should concentrate on testing our strategies and ensure they fit with expectations of the LEP
- Employability of students should be at the forefront of governors' minds
- The length of time a governor serves should now be refreshed, renewed and long terms brought to an end sooner rather than later (Steve McCracken felt that that would be easier in more urban areas where they would not experience the difficulties in recruiting governors to the Board as those in more rural settings, such as Boston College)
- On matters of process there was a lot of talk about the way governors should meet e.g. should they have a smaller governing body and should they meet monthly

Steve McCracken said that it was interesting to see the different models of governing bodies being promoted by delegates. These included learning walks and student advisory committees which the governors felt might be interesting to introduce at Boston. Student and staff governors concurred with this view.

Jayne Mitchell commented that in her experience these committees generally worked well but needed clear boundaries from the outset.

Amanda Mosek agreed that this should be looked into further possibly as a development from the existing student reps meetings.

## **6. Boston College's future strategic options**

Members received a confidential report from the Strategic Options Working Group.

There was a lengthy discussion and broad agreement that the College should adopt a strategy of market optimisation and efficiency savings.

The discussion included consideration of the College's competition, the transport arrangements for learners, possible introduction of 14-16 direct enrolment, the best strategies to be adopted to increase Higher Education provision and ways in which the Spalding centre could be promoted in its area. Members expressed concerns about the direct recruitment of 14-16 year olds. These considerations focussed particularly on the nature of the learners being recruited.

Members agreed that there is still a need for innovation and innovative thinking and thanked the Group for their efforts in producing the discussion paper. This document is to be amended following the discussions and the Group will meet once more to finalise it.

## **7. Reports**

### **a) Enrolment September 2014**

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

Fiona Grady gave an overview of the paper including the recruitment levels for 2014-15 and the strategies being adopted to secure the College's market share in the future. Members discussed at some length how the College could secure its position in a competitive market and were reassured that everything is being done to promote and enrol students and different strategies are in the pipeline.

### **b) Principal's**

Members received a report from the Principal which was for information purposes.

Members agreed that the new Executive Summaries at the front of each report were helpful.

Amanda Mosek informed Members that they would be receiving log-in and password details to enable them to log into a dedicated area of the College's Intranet which would be used to provide them with access to essential

information.

c) 2013-14 Quality Improvement Plan Summary Update

Members received a report from the Vice Principal: Curriculum & Quality which was for information purposes.

Fiona Grady gave an overview from her Executive Summary informing them of a list of identified targets which had been RAG rated. She also said that although the new Ofsted framework is out for consultation it is unsure whether they will be carrying out grading on their drop-in lesson observations. This does not mean that grading will not be conducted internally.

d) Human Resources Annual Report

Members received a report from the Director of Workforce Development.

Keith Tharby explained that the report did not show anything particularly remarkable but it was pleasing to see that staff sickness figures had been reduced over the last year. Siobhan Richards commented that this result was very pleasing.

Steve McCracken informed Members that the Finance & General Purposes Committee is considering changes to its focus and title recognising the fact that Human Resources are the College's largest cost area.

e) College Performance against 2013-14 Business Plan

Members received a report from the Principal.

Amanda Mosek informed Members that the paper summarised the 2013-14 performance against the College's leadership business plan which also showed that the College had struggled to grow its business this year.

Members noted the contents of the report.

f) Finance

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

At the request of the Finance and General Purposes Committee Janet Hemmant provided a two slide presentation giving salient facts and headlines. Adrian Reynolds requested that headline financial performance should be included on the slides for future presentations. ●

The Members noted the risk management arrangements and contents of the risk register.

g) Property

Members received a verbal update from the Vice Principal: Corporate Services.

Janet Hemmant informed Members that the Condition Fund work has largely been completed. The renewal of the Astro turf is in hand with final grant agreements that have to be signed.

A bid has gone to the LEP for funding of the EMAT (Engineering, Manufacturing and Technology) Centre. This has been submitted to BIS for further consideration.

With regard to the proposed new Arts Centre a meeting has been arranged with the Arts Council to try and move this forward. Members were conscious that the Sam Newsom lease will expire in 2018 the possibility of continuing to use this Centre should be investigated as a contingency.

Janet Hemmant then gave an update on the Skegness property situation. After some discussion it was agreed that it needed to be recorded that the arrangements for Grimsby Institute to transfer the Skegness lease solely to Boston College was an 'in principle' agreement and had not yet been finalised.

A deposit has been received for the sale of the De Montfort site and conditional contracts have been exchanged.

#### h) Governance

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

A discussion took place following a suggestion from Search and Governance Committee that Chair and Vice-Chairs of the various Committees meet bi-annually. It was agreed that Chairs and Vice-Chairs should be asked if they felt that this would be beneficial. ●

Members reviewed performance against 2013-14 targets and considered proposed targets for 2014-15. Targets for Standards and Financial and General Purposes were approved and it was agreed that Corporation and Audit Committee targets should be set at the December meeting. ●

Janet Hemmant asked that Members approve the release of confidential papers from the preceding year. Following discussion Members agreed that these could be released. ●

#### i) Teachers' Pay

Members received a report from the Director of Workforce Development on the possible introduction of performance related pay.

Keith Tharby gave an overview and expressed the agreed Senior Leadership Team's view that this initiative should not be adopted at the current time. Following a discussion Members agreed that individual performance pay is not introduced at this point in time.

Amanda Mosek said that she would support a small pay rise for staff across the board as they have not now received one for a couple of years. Members agreed that this should be effected if the accounts can support this. ●

#### j) Review of Community Engagement and Learning Strategy

Members received a report from the Principal.

Amanda Mosek asked that Governors note the report and approve the new key performance indicators set for 2014-15. These were proposed and seconded and were accepted by the Board.

k) 2014-15 Partners

Members received a report from the Director of Business Development.

Paul Collins asked that Members noted the content of the report which he is required to produce on an annual basis. He explained that there is a clear and documented process for reviewing who the College's sub-contractors will be and this has resulted in re-contracting with 12 of last year's partners and termination of one contract.

Members accepted and agreed to note the report.

8. **Any other Business**

David Hanson informed Members that the College had been involved in a manufacturing event that had been held in Sleaford last week and he had received very positive feedback from it.

9. **Diary Dates**

The CPD event is scheduled for 6 November to which the Student Governors are also invited and further details will be circulated shortly. Amongst the themes for the day will be Governance Self-Assessment.

It was noted that the next Board meeting will be on 10 December 2014.