

# BOSTON COLLEGE

## MINUTES OF THE MEETING OF THE BOSTON COLLEGE CORPORATION HELD ON WEDNESDAY 15 MAY 2013

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### 1. PRESENT

Mr P Croyley (Chair), Mrs L Adey, Mr D Hanson, Mrs L Ladds, Mr T Lascelles, Ms I Lebidowicz, Mr S McCracken, Mrs A Mosek, Mr N Percy, Ms S Richards, Mr B Walder, Mr B Wright and Mrs H Wright.

Also in attendance were Mrs J Hemmant (Clerk to the Corporation), Mr P Collins (Director of Business Development), Mrs F Grady (Vice Principal: Curriculum and Quality), Ms J Mooney (observer) and Mr K Tharby (Director of Workforce Development).

Apologies received from Miss C French, Mr M Gallagher, Mr A Reynolds, Mr D White and Mr J Woodward.

### 2. GOVERNOR ROLE IN IMPROVING THE QUALITY OF TEACHING AND LEARNING

The Principal gave a presentation based on Association of College's advice and shared information about the College's response to challenges being faced by the sector.

The Principal outlined the College's approach to poor performance. A query was raised about whether there is a move to performance related pay and whether this would be appropriate.

The experience of relevant work for learners is key and all 16-18 year olds will be spending time in the new Enterprise Zone. Hair and Beauty, Catering and some other areas already provide commercial experience for their learners.

The Principal advised that Curriculum Management is being restructured to increase the focus on teaching and learning.

Members noted that one of the key challenges in monitoring performance was tracking destinations of learners who have left the College.

### 3. MEMBERSHIP

Members considered an application from Phil Scarlett which was being recommended by the Search Committee. Having considered this and concluding that he could make a valuable contribution to the work of the corporation, It was agreed that he should be appointed for a 4-year term.

Phil Scarlett joined the meeting

#### **4. MINUTES**

a) Meeting of the Corporation – 27 February 2013

The Minutes of the meeting of the Corporation held on 27 February 2013 having been circulated were agreed and signed as a correct record.

b) Meeting of the Search Committee – 24 April 2013

The Minutes of the meeting of the Search Committee held on 23 January 2013 were received.

Succession planning was a focus of discussion at this meeting. The committee had identified the need to appoint people with potential for a substantial length of service. Appraisal of members will cover succession planning this year. It was noted that the committee felt that there should be a focus on appointing more members with education skills and experience.

c) Meeting of the Finance & General Purposes Committee – 24 April 2013

The Minutes of the meeting of the Finance & General Purposes Committee held on 24 April 2013 were received.

d) Standards Committee – 24 April 2013

The Minutes of the meeting of the Standards Committee held on 24 April 2013 were received.

Members noted that Andrew Fulbrook had attended the meeting as an observer and his contribution had been particularly useful.

e) Audit Committee – 21 March 2013

The Minutes of the meeting of the Audit Committee held on 21 March 2013 were received.

#### **5. TEACHING AND LEARNING UPDATE**

Members received a report from the Vice Principal: Curriculum and Quality on teaching and learning issues including the post inspection action plan.

LSIS advisers are now coming into College to support the process of improvement and internal workshops are being delivered to increase understanding of learning. A conference on teaching and learning is to take place in July.

A key focus is to improve clarity of judgement of what needs to improve. The approach being taken is across the board although there was not quite enough consultancy support so some is being prioritised.

Training for the new team of observers is to take place next week.

## **6. GOVERNMENT REPORT 'RIGOUR AND RESPONSIVENESS'**

Members received a report from the Principal on this recently published report.

A number of key points were noted and discussed:

- a) The role of the new FE commissioner is to address failing colleges
- b) Focus on employers and potential transfer of funds to employers/LEPs. It was noted that Spalding Chamber may be running a pilot scheme involving employers. Members discussed engagement with employers and the community to increase awareness of the College and a number of possible tactics including piggy backing on other events eg Job Fairs and using learners going to employers to feedback what they think/also ex learners. It was felt that smaller events may be preferred. A discussion took place on how other institutions have addressed this. Members were also advised of practices currently in place to consult on the strategic plan
- c) The Government's approach may have implications for the future of the College.  
Local Enterprise Partnerships are likely to be key since the LEP will become a focus for funding. It was felt that the College's ESF project may assist working with the Lincolnshire LEP.

## **7. PRINCIPAL'S REPORT**

Members received a report from the Principal on a number of strategic matters and news items.

Members were advised that the current restructuring exercise involves a change to having two Heads of Curriculum and 17 Programme Area Managers and was designed to improve communication and better enable sharing of good practice. In addition some changes were taking place to the management of Apprenticeships to make them more mainstream.

The Principal outlined plans for the new Enterprise Zone and Learning Development Centre and ran through how Enterprise Zone might work. A discussion took place about involvement in Young Enterprise Scheme. It was felt that there was potential to use Red Lion Quarter to provide incubation space to encourage enterprise.

Members reviewed the Key Performance Indicators.

Retention figures were noted to be pleasing with the only disappointment being retention on Work Based Learning. The strategy on retention seems to have worked. The Teaching and Learning grade profile is not very useful as already noted because of questions about the validity of early grades. All staff satisfaction target ratings had improved.

The College has a focus on A-Level grades and changes are planned for next year. It is essential to improve results and members discussed possible implications of this as well as the implications of A/AS Level changes. It was felt that this has a number of issues for stakeholders and performance challenges are exacerbated by the selective school environment.

Achievements at the Lincolnshire & Rutland Skills Awards was noted and it was agreed to write to the winning learners and Cley Hall Restaurant to congratulate them..

## **8. FINANCE**

Members received a report on financial matters:

- a) Mr Cropley presented the outcomes of the Finance and General Purposes Committee review of the accounts. The committee is looking particularly at cashflow at the next meeting. Performance against the bank covenant is being reviewed regularly.
- b) Details of funding allocations for 2013-14 were provided. 24+ loans are the most significant unknown in next year's budget planning. The Curriculum plan suggests the college will use it's whole allocation but it is very difficult to tell. The College has to be careful not to give advice to potential learners on taking out loans.
- c) A routine update on risk management was given. It was noted that the Finance Manager will be leaving in July.

## **9. GOVERNANCE**

Members received a report from the Clerk to the Corporation on the LSIS Governance Conference which she had attended.

## **10. 2013 STAFF SURVEY**

Members received a report from the Director of Workforce Development on the outcomes of the survey. The College is really pleased with the outcomes and the focus on staff engagement appears to have paid off in responses. Almost all responses were higher rated than last year and hit all three targets. Areas to work on were listed. Overall this was noted to be an excellent result.

## **11. RED LION QUARTER**

Members received a report from the Director of Business Development. It was noted that peaceful repossession of one unit had been necessary. There had been no interest in renting the restaurant to date and the possibility of the college opening a coffee shop was discussed and supported.

## **12. PROPERTY**

Members received a report from the Vice Principal: Corporate Services and it was noted that a Property Steering Group was planned for 24 May to discuss the property strategy. An update on the Skegness lease position was provided.

**13. BUSINESS PLAN PROGRESS REPORT**

Members received a report from the Principal on progress being made and areas of challenge.

**14. BE BRILLIANT FOUNDATION**

It was noted that a Charity Golf Day was planned.

**15. LEN MEDLOCK**

Members noted the recent death of Len Medlock who had been a benefactor of the College.

**16. NEXT MEETING**

It was noted that the next meeting of the Corporation would take place on 10 July 2013.