

B O S T O N C O L L E G E

MINUTES OF THE MEETING OF THE CORPORATION HELD ON 10 DECEMBER 2014

1. PRESENT

Mr P Croyley (Chair), Miss G Edwards, Mr D Hanson, Mr S McCracken, Ms O McMahon, Mrs A Mosek, Mr A Reynolds, Mr P Scarlett, Mr K Smith, Mr M Stubbs, Mr D White, Mrs H Wright

Meeting attendance: 71%

Also in attendance: Mr P Collins (Director of Business Development), Mrs J Hemmant (Clerk to the Corporation) and Mr K Tharby (Director of Workforce Development)

Apologies for absence were received from Mr M Gallagher, Professor J Mitchell, Ms S Richards and B Walder

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

2. Presentation of the new SEND regulations (Special Educational Needs and Disabilities)

Amanda Mosek gave a presentation on the new SEND regulations.

Amanda gave an overview of the document entitled "The 0-25 Special Educational Needs and Disability Reforms" from the Department for Education. She explained that there had been a need for a more joined up approach for support across education, health and care from birth to 25 years for LLDD learners. To ensure LLDD learners needs were met fully they would now have education, health and care plans (EHC). Amanda drew attention to what the reforms would mean for the College. She also reassured them that Boston College is doing all it can to meet the criteria.

Orla McMahon enquired whether the EHC plan would include any mental health issues, to which Amanda replied that each case is individual.

Members discussed and agreed that a report on SEND should be presented to Governors on an annual basis at their December meetings.

3. Membership

Peter Croyley informed Members that Derek White's term of office would cease after today's meeting and Members joined Peter in thanking him for his commitment and hard work over the past 12 years. It was duly noted that this would also create a vacancy on the Audit Committee.

A Search and Governance Committee meeting is scheduled for 15 January 2015 when a number of applications to the Board will be considered.

4. Minutes

a) Meeting of the Corporation 15 October 2014

The Minutes of the Meeting held on 15 October 2014 were read and approved subject to the correction of the typographical error under item 2.

The Action Log from the meeting was checked and updated accordingly. Following discussion it was agreed that action log items once noted as completed would remain on the document for one further meeting to advise Members of its completion. ●

b) Meeting of the Standards Committee 17 November 2014

The Minutes of the Standards Committee held on 17 November 2014 were received and there were no matters arising.

c) Meeting of the Finance and General Purposes Committee 17 November 2014

The Minutes of the Finance and General Purposes Committee held on 17 November 2014 were received and under matters arising it was agreed that the Finance and General Purposes Committee would be changed to Finance and Resources Committee, as was agreed at the meeting, and Members endorsed their decision. The Committee will have an alternate focus of Finance plus Property followed by a Finance plus HR focus and the series will commence with the HR bias at their 21 January 2015 meeting. ●

5. Reports

a) Principal's

Members received a report from the Principal.

Amanda Mosek gave an overview of her paper. She said she had major concerns as to funding and competition for 16 and 17 year olds.

The College will continue to deliver apprenticeships and although it has already met its target for 16-17 year olds this year the quality of some of them requires improvement. Traineeships are also being explored at the College.

Amanda referred Governors to the latest FE Commissioner's report which makes for interesting reading.

Amanda informed Members that she is now the official FE representative on the Greater Lincolnshire ESIF Committee. ESIF overseas bids for European funding on behalf of the Greater Lincolnshire LEP.

Amanda Mosek gave information about the setting up of the Boston Careers Hub.

Amanda referred to the latest KPI data and explained that there was not currently a lot to report as it was too early in the year.

Phil Scarlett informed Members that he had been approached by a number of people following the recent Lincs Skills Show who had commented that the College had done extremely well and were well represented. Adrian Reynolds asked Paul Collins to pass ●

on the Board's congratulations to all those who were involved. All agreed that there was a need to replicate this involvement whenever the opportunity arises.

b) Leadership Business Plan 2014-16

Members' attention was drawn to the Leadership Business Plan for 2014-16 and Amanda said the full document had been provided at this meeting as it was the first time that governors had seen it. She explained that this is the top level plan and that other areas have their own plans based on the same strategic priorities.

David Hanson queried the headline KPI relating to 'increase internal progression rates between qualification levels by 3% per annum' and asked if there was a starting point from which the increase could be noted. Amanda explained that at the time of writing the Plan that figure was not known but that it would soon be available. Helen Wright commented that the information is more easily recognisable and monitored during Standards Committee meetings. She also said that all Board members would be invited to the next Standards Committee on 21 January when the SAR would be looked at in detail.

Governors noted the content of the report.

c) Finance

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

Janet Hemmant circulated a copy of her two slides and gave an overview of their content. She said she was pleased with the outturn for the last year which had shown a £74K loss. The slides flagged up positives, concerns and issues to watch for the future in relation to finance issues and Janet expanded on these as she delivered the content to Members.

Adrian asked that it be noted that from the Audit Committee point of view they were pleased with the shared Accountant arrangement which appeared to be working well, as were the Auditors themselves. It was pleasing to note that this year was the first year in the last five when they have not requested extra audit fees for work carried out.

Steve McCracken commented that he had grave concerns regarding accessing capital funding for the future and the difficulties that will be incurred in curriculum planning if it was not possible to obtain funding for replacement of the Sam Newsom lease. It was explained that there was considerable confusion at the present time about the methodology of allocating capital funds.

Adrian Reynolds made a comment regarding the need to record to record performance against the covenant which is not a problem for the current year. He suggested that Corporation should record performance against the covenant annually.

Having reviewed the draft annual accounts and supporting paperwork Members agreed to:

- Confirm the appropriateness of the accounting policies.
- Accept the annual report of the Audit Committee.
- Accept the annual audit report for 2013-14 and annual plan for 2014-15
- Confirm the view on the adequacy and effectiveness of risk management, control and governance processes

- Approve its accounts and statements for 2013-14.
- Authorise the signing of the letters of representation and letter of support for the company.
- Note the information of 2014-15 accounts, risk management and funding.

d) Property

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

Janet Hemmant informed Members that:

- The first bid for the EMAT centre had been submitted but no response had yet been received. They had requested a risk report and this too had been sent to them.
- Meetings and visits had taken place to Shodfriars Hall in Boston which is a Grade 2* listed building and owned by Lindum. Funding from the Heritage Lottery and the Growth Fund had been applied for and they will be visiting the property shortly. It would be an exciting proposal if it is successful and would give amazing opportunities for both performance and visual arts curriculum areas.
- De Montfort sale is ongoing although Cyden are still working through the planning process.
- A meeting is scheduled to take place on 11 December with Grimsby regarding Skegness property.
- Janet is chasing up the letting of the RLQ Café to Lincolnshire Oven people and informed Members that this agreement needs to be done through the College subsidiary company.

e) Governance

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

A discussion took place regarding target setting for Audit Committee and Corporation and the following were agreed for the Corporation:

- Attendance to remain at 75%.
- Continue with curriculum link visits with areas.
- Oversight of teaching and quality of assessment.
- Measurement of the impact of Governance on Leadership and Management to include monitoring the SEND focus.
- Gaining an insight into the allocation of capital funding.

The targets for the Audit Committee were agreed:

- Make an annual report to the Corporation
- 80% attendance at meetings
- Recruitment of a suitable committee member to replace a member reaching the end of his term of office
- Make an in depth review of efficiencies

Amanda brought Members attention to the Governance Self-Assessment 2013-14 document and the Governor Quality Improvement Plan for 2014-15 and Members commented that they were happy with the content and had no questions.

6. **Any Other Business**

Peter Cropley drew the meeting to a close thanking Derek for his valuable contribution to the work of the Board and for his enthusiastic attendance at a number of College events over the years. He would be sorely missed and he and the Board wished him well for the future. Derek responded saying that he would miss coming to the College, he had started in 1967 as a student and thanked everyone for their kind comments.

7. **Dates of next meetings**

Dates of the forthcoming Corporation meetings for the Board were annotated on the Agenda and diary invitations will be sent to Governors for the CPD event on 6 March 2015.