

BOSTON COLLEGE**MINUTES OF THE MEETING OF THE CORPORATION MEETING HELD ON 09 JULY 2014**

1. PRESENT

Mr P Crolley (Chair), Mr N Ball, Mr M Gallagher, Mr D Hanson, Ms O McMahon, Mrs A Mosek, Mr A Reynolds, Ms S Richards, Mr P Scarlett, Mr K Smith and Mr B Walder.

Meeting attendance: 73%

Also in attendance: Mr P Collins (Director of Business Development), Mrs F Grady (Vice Principal: Curriculum & Quality), Mr F Hanson ((Equality & Diversity Manager {for item 5.g. only}), Mrs J Lau (Finance Manager), Mrs K Pearson (Enterprise Manager {for item 3 only}) and Mr K Tharby (Director of Workforce Development).

Apologies for absence were received from: Mrs J Hemmant (Clerk to the Corporation), Ms I Lebiedowicz, Mr S McCracken, Ms J Mitchell, Mr D White and Mrs H Wright.

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

2. MEMBERSHIP

Peter Crolley had been advised of an oversight that had occurred in the Minutes of the February board meeting. Members had received the Minutes of the Search and Governance Committee at that meeting which had recommended Bob Walder be reappointed as a Member of the Corporation for a further term of 4 years at the end of his existing term. Although accepted this recommendation had not been recorded as approved within the Minutes. Peter Crolley advised Members of this oversight and it was duly noted in this set of Minutes that Bob Walder was reappointed as a Member of the Corporation for a further term of 4 years at the February Board Meeting.

It was noted that the Corporation had lost one member as a letter of resignation had been received from John Woodward dated 1 July 2014. It was agreed that the Chair should write to John Woodward thanking him for his contribution to the work of the Corporation.

Members discussed and agreed that Jayne Mitchell, newly elected member of the Board, should also be asked to serve on the Standards Committee.

Peter Crolley confirmed that Kieran Smith had also agreed to serve on the Standards Committee.

3. ENTERPRISE ZONE – THE FIRST YEAR – PRESENTATION

Karen Pearson gave a presentation on the activities and achievements of the Enterprise Zone during its first year.

Phil Scarlett enquired that if time and money was not an issue what would she have done differently or in addition to the activities that had taken place. In response Karen Pearson replied that she felt the Enterprise Zone had done as much as it could have done and was backed fully by staff who had supported and embraced the ethos. She thought there would always be extra projects with which they could be involved in and to invite celebrities such as Levi Roots or Peter Jones in as an external speaker, for

example, would cost many thousands of pounds.

Amanda Mosek informed Members that a number of large colleges are members of 'Gazelle' whose aim is to develop entrepreneurialism. This scheme had been looked at but it was felt that the College could operate on its own and in a more cost effective way. The effectiveness of Boston College's Enterprise Zone was recognised by Ofsted during the recent inspection.

Karen Pearson said she thought that the first year had been very successful to which Peter Cropley replied that she should be congratulated in making it such a successful venture.

4. **MINUTES**

a) Meeting of the Corporation 14 May 2014

The Minutes of the Corporation meeting held on 14 May 2014 were reviewed and number of Matters Arising were raised:

- 5a) The summary paper completed by Bob Walder on the structure and prospects appraisal document had not been emailed to members but had been circulated at today's meeting.
- 5e) Safeguarding - Bob Walder commented on the recent guidance that governors had been asked to read and sign. He felt that the guidance had not made it clear what the governors' responsibilities in connection with safeguarding were. The Board need to be confident that they are aware of what is expected of them. As a result of which Amanda Mosek informed Members that this would be provided in the Autumn term in a safeguarding briefing.
- 4f) The proposed strategy for teachers' pay will come to the Board for discussion at the October meeting.
- 5h) With regard to two property matters, Grimsby Institute who are our partners in the Skegness property have sent a letter to the landlord which the College has had sight of, with a view to removing themselves from the lease leaving it solely in the remit of Boston College. With regard to the land at the Grammar School, no further progress has been made and Amanda Mosek said she would approach them again once a new Head of the school has been appointed.

b) Meeting of the Standards Committee 11 June 2014

The Minutes of the Standards Committee meeting held on 11 June 2014 were received.

c) Meeting of the Finance & General Purposes Committee 18 June 2014

The Minutes of the Finance and General Purposes Committee meeting held on 18 June 2014 were received.

5. REPORTS

a) External Inspections – QAA and Ofsted

Fiona Grady referred to her report and confirmed with Members that the Ofsted report had now been published and was on their website, a little earlier than had been anticipated. She also confirmed that all staff were now aware of the outcome and staff are fully supportive of moving the College to Outstanding next time. It was noted that Ofsted will now be looking at our data and results to see if the result is as good as had been anticipated. It had been felt that the visit in June was not the optimum time as learners were near completion of their course end but with the benefit of hindsight it had proved to be quite a good time. It was noted that the report made complimentary references to specific members of staff including Orla McMahon.

Fiona Grady then referred to the QAA inspection which had focussed on HE. She said the approach had been very different to Ofsted but the result had been excellent especially as Boston College had only been involved in this area for the past two years. It was agreed that the kite mark that the College has been awarded will be used to positively promote the College and is a good platform from which the College can now move forward.

Adrian Reynolds enquired as to where Boston College was in relation to other local colleges. Fiona Grady informed Members that Lincoln was rated 'Outstanding' and both Grantham and Stamford colleges as 'Good'; all three colleges having been inspected under the old framework but not yet under the new although Grantham would be shortly due an inspection. She said that governors can use the Ofsted Data Dashboard to compare Boston College in relation to other colleges. Results of inspections do not particularly impact on recruitment said Fiona Grady, as learners tend to attend college in their local area.

Bob Walder commented that the inspection had produced a brilliant result and it was pleasing to hear of the support of college staff.

Amanda Mosek informed Members that a press release was being prepared and would be published in the local press, hopefully in the forthcoming week. There would also be another release just prior to enrolment at the end of August.

David Hanson enquired as to whether it would affect the work being undertaken by the Strategic Planning Group to which Bob responded that it would enable the Group to be 'more masters of our own decisions'.

Peter Copley also reminded Members that consideration can now be given to the suggested 14-16 option whereas this would not have been an option if we were still "Requires Improvement".

The Members were only required to receive this report.

b) Principal's

Amanda Mosek presented her Principal's report and informed Members that the Strategic Options Working Group would be preparing a report for the October board meeting. She asked Members if they would like the opportunity to discuss the paper on the Leadership of Teaching, Learning and Assessment by Governors in

greater depth and Members felt this would be useful.

Amanda Mosek then drew Members' attention to the KPI sheet and referred to specific areas of concern which had been RAG rated as Red. Discussion took place and it was noted that senior management are aware and are working to improve the rating of these particular areas.

The Members were only required to receive this report.

c) Business Plan Progress

Amanda Mosek referred to the Business Plan Progress report and said it was pleasing to note that all but one of the strategic priorities had been RAG rated as Green. The one area currently flagged as Amber was the one referring to growing business whilst maintaining stability and Amanda Mosek talked through the reasoning behind it. She explained that although the area was flagged as Amber the position had improved slightly from last time and should come in more on less on target with no claw back anticipated. With regard to the SSWF (ESF) project, which Boston College leads on, there are no major concerns since money has been clawed back and the College is now on profile.

The Members noted the contents of this report.

d) Finance

Amanda Mosek presented the Finance report on behalf of Janet Hemmant. She informed Members that the proposed budget had been presented to the Finance and General Purposes Committee on 18 June 2014 and had been approved by them.

Amanda Mosek said she would like to bring some specific areas to Members' attention at today's meeting.

With regard to the Skegness property; the lease still has a number of years to run but is not currently being used by the College. The external auditors reviewed the position and consider that it now needs to be regarded as an onerous contract and account should be taken of it in this year's income and expenditure accounts. Adrian Reynolds agreed with this and explained to Members why this was and what the implications were.

With regard to the issue of a pay award Amanda Mosek reiterated the point that a pay award had not been included in the budget but sought Members' approval that if the financial position does improve then a pay award should be considered. Members agreed this. David Hanson enquired as to whether pay awards had been made by other local colleges to which Amanda Mosek replied that they had not. Peter Copley sought reassurance that the Westfield Health Scheme had been renewed for staff, and Keith Tharby confirmed that it had.

Adrian Reynolds queried whether it was appropriate that the College's financial health for 2016 should be rated as good. He appreciated the fact that it was the system that had produced this evaluation but felt a rating of "Satisfactory" would be more appropriate. After some discussion this was agreed by Members and Janie Lau agreed to amend accordingly.

The Members then approved the financial plan and commentary as presented.

The College's grades for financial health were accepted by the Members with the proviso that the financial health rating for 2016 be amended to read "Satisfactory" as opposed to "Good".

The Members approved the 2014-15 figures as the College's base annual budget.

e) Employer Engagement Strategy

Paul Collins presented his report on Employer Engagement Strategy. He explained that it had been a lengthy process to produce this new strategy but had been useful in that it had fed into other plans too.

Members commented that the content had been very informative and was an insightful document.

The Members were only required to receive this report.

f) Governance

Amanda Mosek presented the Governance report on behalf of Janet Hemmant.

The Board was asked to adopt the new model Code of Conduct as issued by Eversheds. Bob Walder enquired whether if by adopting the code there was anything particular that the Board needed to do to comply with it. Amanda Mosek reassured Members we were compliant and that the induction process explains this when new Governors are appointed to the Board. It was noted that the only difference from the previous Code was that the references had changed.

The Members agreed that the new Code of Conduct should be adopted and apply to all members of the Corporation.

Amanda Mosek then referred to the updated Audit Committee constitution and the Members agreed that this should be adopted.

g) Equality & Diversity Annual Report

Frank Hanson presented his Equality and Diversity report and informed Members that the past year had been a productive one with close relationships being forged with the Teaching and Learning Hub and by embedding EDI generally, as was recognised in the Ofsted report. Learners had taken an active part in a project aimed at embedding religion and beliefs into the curriculum for which a £2K grant had been successfully bid for. Learners had enjoyed taking part in the real work experience environment it had provided.

The Members were only required to receive this report.

h) Curriculum Link Visits undertaken by Governors

Amanda Mosek expressed her thanks to the Board for taking part in the curriculum link visits this year. Only two Members had been unable to participate due to unavoidable work commitments and it was hoped that every Member would be able to participate in the forthcoming year.

Amanda Mosek pointed out she had collated all the Members' feedback and had summarised those comments in her report. The comments were extremely helpful and action has taken place as a result.

Siobhan Richards raised a concern about security having visited the Peter Paine Performance Centre and Sam Newsom Centre which are more open to the public than the main College building. Peter Cropley had also expressed some concerns about security at Ingelow in his feedback. A lengthy discussion took place regarding security and safeguarding and how to balance the need to keep learners safe without turning the college into a fortress.

Peter Cropley asked Keith Tharby to look at the issue of security and bring some recommendations to the Board. ●

Amanda Mosek explained what the role of a Member was in relation to their link visit and also informed them that it was hoped they would attend a SAR validation meeting, or similar, in addition. She proposed that Members did not retain their designated area indefinitely but take the opportunity to become acquainted with other curriculum areas too. Following discussion it was agreed that Members would retain their link area on a 2 to 2.5 year rolling programme and then move to another area. Amanda Mosek agreed to produce some guidelines for members and College managers on the purpose of processes for curriculum link visits. ●

Peter Cropley asked Members to be particularly careful in ensuring that they did not become involved in matters of management or undermine managers. He also asked that anyone arranging a visit to a curriculum area or to meet a manager speaks to Amanda Mosek to let her know what is being arranged so she is kept in the loop.

The Members were only required to receive this report.

6. **TO APPOINT A CHAIR FOR THE 2014-15 ACADEMIC YEAR**

Having been duly nominated Peter Cropley was elected as Chair of the Corporation for the 2014-15 academic year.

7. **TO APPOINT A VICE-CHAIR FOR THE 2014-15 ACADEMIC YEAR**

Having been duly nominated Bob Walder was elected as Vice Chair of the Corporation for the 2014-15 academic year.

8. **ANY OTHER BUSINESS**

- a. Members were reminded to complete and return their slips to Jan Webb (on behalf of Janet Hemmant) to confirm that they had read the Department for Education paper entitled 'Keeping Children Safe in Education'.
- b. Peter Cropley thanked Janie Lau for her hard work and commitment to the College over the past 12 months and the Board wished her every success in her new post.

9. **DATES OF MEETINGS FOR 2014-15**

The dates for the meetings scheduled for the academic year 2014-15 as per the Agenda were discussed.

Phil Scarlett flagged up the date of 19 December 2014 for the Corporation Meeting which after discussion was thought to be a typographical error and that the meeting was in fact still scheduled for 10 December unless Members were advised to the contrary.