

**CORPORATION BOARD MEETING**  
**Minutes of the meeting held on 12<sup>th</sup> June 2019, Board Room, Silbury Campus**  
**17:00 – 19:00**

Board Members	Attendance 2018/19	Present at this meeting
Dotun Adeoye	4 of 7	
Tony Berwick (joined 8.5.19)	2 of 2	Tony Berwick
Rebecca Carrington	6 of 7	Rebecca Carrington
Peter Cox	4 of 7	Peter Cox
Emma Daniell	2 of 3	Emma Daniell
Mat Gotkowski	2 of 2	Mat Gotkowski
Nathan Indge	4 of 4	Nathan Indge
Louise James	6 of 7	Louise James
Liz Marr	4 of 7	Liz Marr
David Meadowcroft	6 of 7	
Julie Mills	7 of 7	Julie Mills
Stephen Norrish	6 of 7	Stephen Norrish
Ruby Parmar	6 of 7	Ruby Parmar
Charlyne Pullen	7 of 7	Charlyne Pullen
Gwynneth Tan	4 of 7	
Silvia Vitiello	6 of 7	Silvia Vitiello
Manish Verma	2 of 2	Manish Verma
Giles Mullins (resigned 3.10.18)	1 of 1	
Jane Drew (retired 12.12.18)	3 of 3	
Jean Gowin (retired 12.12.18)	2 of 3	
Millie Hughes (resigned 21.3.19)	2 of 3	
Mason Young (resigned 11.6.19)	2 of 4	
Attendance % this meeting	83%	14 / 17
Attendance % year to date	81%	77 / 95

In attendance: Sally Alexander, Karen Brown, Imelda Galvin, Chris McLean

## Welcome and Procedural

- 1.1** Apologies had been received from David Meadowcroft, Gwynneth Tan and Dotun Adeoye. Mason Young has resigned to focus on his completing his qualification prior to starting an apprenticeship.

The meeting was chaired by the Vice-Chair who congratulated the students and College on a very successful Students of the Year event and also Dr Julie Mills on being awarded an OBE for services to business and education.

- 1.2 Declarations of Interest**  
 Rebecca Carrington is owner / Principal of Arts1.

- 1.3 Check-in**  
 Governors shared their thoughts on the challenges and opportunities relating to the IoT (item 2.2).

## Strategic Priorities

### 2.1 CEO's Report to the Board *(previously circulated as Paper 1)*

Julie Mills advised the Board that:

- A Level 3 Professional Cookery student has been named Young Master Chef of the Year. The student was one of six finalists, and the only female finalist, to compete for the coveted title.
- Andrea Ruff has won Crafts Guild's chef of the year.

#### **FEC diagnostic assessment.**

Julie thanked governors who are making themselves available for the visit on 24<sup>th</sup> and 25<sup>th</sup> July.

Minuted as confidential

#### ***The Board received the CEO's report***

### 2.2 Institute of Technology (presentation)

Julie Mills and Chris McLean delivered the presentation (subsequently circulated).

Minuted as confidential

#### ***The Board received the presentation on the IoT***

### 2.3 Student Experience *(previously circulated as Paper 3)*

Chris McLean presented the headlines from Paper 3 (presentation subsequently circulated).

- 16 to 18 Vocational Achievement. The College is forecasting 3 percentage points improvement which would take the College to one percentage point above the latest national rates. The Arts (specifically music) is disappointing (forecast is a 3 percentage points drop).
- Adult Vocational Achievement. The College is forecasting 1 percentage points improvement which would take the College to five percentage points above the latest national rates. However, several departments are forecasting a drop in achievement including Active Industries (10 percentage points) and Motor Vehicle (8 percentage points). Overall adult provision is strong and improving.
- The English and maths GCSE forecast is below target but is an area which is strong and improving compared to last year and national rates. Functional Skills English and maths is strong.
- Apprenticeships provision is good to outstanding. Overall and timely 16-18 apprenticeships and adult apprenticeships are forecast to be well above national rates. The drop in adult achievement relates to leadership and management programmes because apprentices and employers have not engaged. For 2019/20 we will reduce the size of the cohort, rebuild the team and refresh the offer.
- Quality Improvement Plan:
  - Theme one (retention) is ragged as green
  - Theme two (attendance) is ragged as amber. Work experience is strong.
  - Theme three (students know how to improve) is ragged as amber. There is good progress with target setting but students use of ProMonitor is low.

- Theme four (careers information advice and guidance) is ragged as green
- Theme five (close achievement gaps in relation to free meal eligibility and learning support) is green.
- TLA strategy

The College has successfully bid to deliver T levels in 20/21 in Digital, Building Services, Education and Care.

- Teaching Strategy

There is a new Ofsted inspection framework from September. The new Teaching Strategy was discussed in detail at the CQG meeting including a new Centre for Curriculum Innovation which will allow staff to have time away from their day job to encourage them to innovate and share their practice.

- Student Voice

Next year a Student Union will be launched with a student executive. Elections will take place in September.

- Student recruitment for 2019/20

The latest numbers demonstrate that Access and HE are on target and 16-18 study programmes are slightly ahead of target.

Governors asked questions to which Chris responded:

***Why is built environment ragged as red?***

It is assessed against the overall College contribution and outcomes.

***The College adds significant value in English and Maths (E&M) – what can we learn from this to transfer to other areas?***

The E&M teams regularly review targets and set mock exams so that students have a clear understanding of what they need to do to improve. Progress is tracked using a paper-based system.

In other areas, progress is tracked using ProMonitor, but this is not being used effectively by staff and students. We are reviewing an alternative performance system<sup>1</sup> (we want a digital system which is easily accessible).

***Is the issue with ProMonitor or staff input?***

Staff have lost confidence in ProMonitor. Currently teachers hold the one-to-one tutorials with students and set targets. From September, this role will be carried out by Performance Mentors who will set targets and areas for improvement along the lines of a 6<sup>th</sup> form pastoral model.

***Do students want a Student Union and what will be different this time to make it work?***

<sup>1</sup> <https://www.theeducationoffice.co.uk/>

We have spoken to student representatives this year and there is interest in a Student Union. Tim Gallagher, Student Development Manager will be driving this however, if there is insufficient interest in September, we will not pursue it.

The inaugural student conference was well attended this year by c50 student representatives. We will open this up to other students in future years.

### ***The Board received the Student Experience Report***

#### **2.4 Financial Health (previously circulated as Paper 4)**

Imelda Galvin referred governors to the detailed narrative in Paper 4 and assured governors that the College will deliver the 2018/19 budget approved by the Board in July 2018.

The Chair of Audit & Risk Committee added that the cost reductions were a good response to the lower than budgeted income.

The 2019/20 budget (approved in principle by the Board in March and subject to approval of capital expenditure), forecasts a College and campus surplus and Financial Health 'satisfactory'.

Governors asked a question to which Imelda responded:

#### ***What is the 'non-pay other' which is indicating a year end deficit variance of £1,059k?***

The variance in 'non-pay other' is offset by cost savings elsewhere. The major items are:

- IOT costs up to 1<sup>st</sup> April 2019. Pre-award stage costs were written off to P&L in year as we are unable to capitalise these as part of the IOT Project.
- CMK costs balance sheet release. The expectation was that these costs would be capitalised if the CMK project had gone ahead. This has now been written off in year to the P&L.
- Silbury dilapidation costs. Estimated costs to exit the Silbury lease which have been accrued in year.
- Building repairs. Additional remedial maintenance costs at Chaffron Way and Bletchley following the change to the Estates Strategy.

***The Board reviewed and noted the 2018/19 financial position as at Period 9, including the Financial KPIs and campus investment budget.***

## **Governance and Compliance**

### **3.1 Curriculum & Quality Group 20<sup>th</sup> May 2019 (previously circulated as Paper 5) *The Board noted the report.***

### **3.2 Agenda items next meeting**

- Final sign off 2019/20 budget
- Student Experience
- People Strategy
- Board Strategic Priorities 2019/20
- Prison Education Contracts
- Compliance items: H&S Annual Report, FOI and Data Protection Annual Report, Safeguarding & Prevent Annual Report, Reports from: CQG, S&G, A&R

## Consent Items

The following items were approved by consent / without discussion:

### 4.1 SEND Annual Report (*previously circulated as Paper 5*)

The Lead Governor for SEND and Safeguarding advised that she had met with Amy Langford and Lindsey Styles and agreed that they should attend the CQG meeting on 2<sup>nd</sup> July to discuss some of the issues raised in this report.

### 4.2 Minutes of the Board meeting held on 8<sup>th</sup> May 2019 (*previously circulated as Papers 6.1 and confidential 6.2*)

## Next Meeting 17<sup>th</sup> July 2019 at 5pm – 7.30pm

Date raised	Actions arising from the last and previous meetings	Action Owner	Current position
8 <sup>th</sup> May 2019	Follow up the governors suggestion about voluntary donations	IG	Carry forward
27 <sup>th</sup> March 2019	Add sector benchmarks to the Finance KPIs where available	IG	Carry forward