

BOSTON COLLEGE**MINUTES OF THE MEETING OF THE CORPORATION HELD ON 10 MAY 2017**

1. PRESENT

Mr P Cropley (Chair), Mr A Atkins, Mr S Brown, Mr R Dalton, Mr M Gallagher, Mr D Hanson, Mr G Harrison, Mrs H Mather, Mr S McCracken, Mrs A Mosek, Mr C Pett, Mr N Worth and Mrs H Wright.

Also in attendance: Mrs J Hemmant (Clerk to the Corporation), Mr P Collins (Director of Business Development and Mrs F Grady (Vice Principal: Curriculum & Quality).

Meeting attendance: 76%

Apologies for absence were received from: Prof J Mitchell, Mr P Scarlett, Mr G Tawton and Mr B Webb.

2. WORK EXPERIENCE

Fiona Grady gave a presentation on work experience in the College. She explained that there was an expectation that learners would undertake increased work experience which parents were also advised of. The work experience is tracked through VITAL and tutorials are used to prepare learners for their placements.

Fiona advised that the College had a three pronged approach to sourcing placements, through the students themselves, through the programme areas and through a central service. She gave information on the numbers undertaking work experience and on the number of employers involved in this.

Stephen Brown commented that he felt that the College had done really well on this especially since schools were also pursuing more work experience. Steve McCracken asked about the impact on learners and what they were studying and Fiona advised that many students had been enthused by their work experience.

A discussion took place about the challenge of getting parental consent and how this was being dealt with. It was also noted that there was need to look at sustaining far longer placements than had previously been the case. In response to a query from Helen Wright members were advised that a lot of the work on placements took place over the phone other than in high risk areas.

3. MEMBERSHIP

The Clerk to the Corporation advised that the Search and Governance Committee had a number of recommendations to make for appointments.

David Earnshaw had been interviewed by the Search and Governance Committee and details of his application were shared with members. The Chair of Search and Governance advised that he felt that David Earnshaw would be an excellent addition to the Corporation and was advising that he had time to commit to it. Members agreed that he should be appointed to a 4-year term of office commencing with the first corporation meeting in the autumn term.

The Search and Governance Committee had considered the reappointment of Phil Scarlett who was reaching the end of his term of office. It was noted that due to sickness Phil had

been unable to complete the application in the usual way but the committee felt that he had made a substantial contribution to the work of the Corporation and should be recommended for reappointment. Members agreed with the recommendation and noted that Phil was a hard working member of the Corporation. It was agreed to reappoint him for a further 4-year term at the end of his current term.

It was noted that Steve Crozier, the staff governor nominee, was still off sick and unable to take up his position.

4. **ACTION LOG**

Members reviewed the action log and identified progress made on the issues highlighted.

Peter Croyley advised members that Trio Training has now been closed. It had become apparent that it was not going to be profitable and the Manager had resigned and as a result the collaboration group had agreed to close the company. The College would have a share of costs to meet for the company.

With regard to the East Midlands Governor Network it was noted that no volunteers had yet come forward to take part in the network when Steve McCracken leaves the Corporation.

Helen Mather and Steve McCracken have liaised over the transfer of responsibilities for Safeguarding and Prevent.

5. **MINUTES**

- Corporation – 3 March 2017

The Minutes of the Meeting held on 3 March 2017 were reviewed and approved as a correct record.

- Finance & Resources Committee – 18 April 2017

The Minutes of the Meeting held on 18 April 2017 were reviewed and noted.

- Standards Committee – 19 April 2017

The Minutes of the Meeting held on 19 April 2017 were reviewed and noted.

Steve McCracken asked about the reporting of some issues in relation to learner surveys in the committee's minutes. He asked if the surveys could be refined to ensure that the results were valid and particularly highlighted the issue of employer satisfaction in Electrical and Motor Vehicle which had come up before. The lag in the committee dealing with the start of year survey was also noted.

Stephen Brown commented as Chair of the Standards Committee that the committee had been trying out a different structure of business but it now reverted to looking back at surveys in a more timely manner as before.

Steve McCracken suggested that survey results show the calculated confidence level and margin of error to help the Committee judge their reliability and contextualise the findings. It was suggested that reporting to the Corporation could include snapshots of the outcomes.

Fiona Grady advised that general levels of satisfaction are high for adult learners despite the raising of a concern about them having not received handbooks. This was because some classes had not been in receipt of the information which the handbook would have supplied. She commented on the other areas of concern and Stephen Brown noted that the committee had action points to revisit areas of concern.

Helen Wright commented that from her experience of the Standards Committee, issues which were identified would already have attention.

- Search & Governance Committee – 18 April 2017

The Minutes of the Meeting held on 18 April 2017 were reviewed and noted.

- Audit Committee – 16 March 2017

The Minutes of the Meeting held on 16 March 2017 were reviewed and noted.

6. REPORTS

a) Principal's

The Principal presented a report on the environment in which the College operates and a number of developments. She told the governors that she felt that the Government were now recognising the important role of Further Education.

Amanda drew members' attention to letters from the Department for Education and the Education and Skills Funding Agency. Steve McCracken commented that the correspondence suggested a change of emphasis onto the financial standing of colleges.

Members reviewed the Key Performance Indicators presented by the Principal. It was noted that maths and English attendance had slipped but was better than might have been anticipated given the change in the timetable structure. A clearer picture was emerging on progression and HE retention, which had been slightly below target, was now back at the same level as the previous year.

Amanda advised that she was pleased with the outcomes of the Teaching and Learning observations which were still strong with an increase in the amount of outstanding teaching and learning which had been a particular target this year. She felt that the College was now achieving more consistency across the College.

Amanda advised members that the Curriculum restructure had now been completed and that there were now 12 Programme Areas. She told members that there were some staff whose positions had become redundant but that the College was in the process of resolving those issues.

b) Finance

Members received a report from the Vice Principal: Corporate Services on College accounts to 28 February 2017. These accounts had been reviewed by the Finance and Resources committee and it was noted that the committee would be holding a special informal session on 22 May to look at the budget planning for 2017-18.

David Hanson questioned remaining risk to the budget for 2016-17 over the balance of the year. It was identified that the most significant risk was to the Adult Education budget. Steve McCracken, as chair of Finance and Resources Committee,

commented that he anticipated that the final outturn would be £100,000 - £150,000 less than the original budget.

The report also provided members with information on funding for 2017-18 from the Education Funding Agency and for the Adult Education budget both of which were stable as compared with the 2016-17 budget. Members also noted the advice on risk management and the Skills Funding Agency review of the 2015-16 accounts.

7. APPOINTMENT OF PRINCIPAL

Peter Cropley thanked members of the panel for the work they had done in the interview and selection process for the appointment of a new Principal. It was noted that Jen Durrant from Human Resources had worked really hard on this and it was agreed that a letter should be sent from the Board thanking her for her efforts. ●

Details of the candidate being proposed for appointment, Jo Maher, were shared with members of the Corporation. Members of the panel gave a resume of the process undertaken and of the candidate. A full discussion took place about the candidate and her performance through this selection process. It was unanimously agreed that Jo Maher should be appointed to the position of Principal following Amanda Mosek's departure subject to the receipt of satisfactory references. It was noted that she would be undertaking the new Principal's development programme after appointment.

Rowan Dalton, George Harrison, Fiona Grady and Paul Collins left the meeting whilst remaining members had a confidential discussion about the Senior Post-holders conditions of service.

Chris Pett left the meeting at this point.

8. COLLEGE LEADERSHIP BUSINESS PLAN

Members received a report from the Principal on the Leadership Business Plan. Areas of concern were noted to be Strategic Priority 3 because of the decision to close Trio Training. A second area of concern was finance because of the performance against the Adult Education budget, it was noted that the funding for 2017-18 was positive and applications were satisfactory.

9. PROPERTY

Members received a report from the Vice Principal: Corporate Services on property developments and capital funding.

Members noted the planned extension to the Construction workshop which was being facilitated by the acquisition of some land from Boston Borough Council. Members also noted that this acquisition would be facilitated by swapping a small parcel of land belonging to the College which was actually behind the wall of the swimming pool complex for a piece which was to be passed over the College for development.

With regard to capital funding it was noted that future capital projects might require significant match funding and that once this became clearer it would be necessary for the Corporation to carefully consider its investment options. Members noted that Peter Cropley and Steve McCracken were going to have a meeting with the Chair of the Greater Lincolnshire LEP to discuss capital funding.

10. RESIDENTIAL POST INSPECTION ACTION PLAN

Members received a report from the Director of Business Development on the post inspection action plan.

Helen Wright queried why the outcomes of the inspection had been so different from the previous inspection. Paul Collins advised that the College's practices were largely the same although there were some disappointing outcomes in one or two areas. It was agreed that members of the Corporation should receive a further report on the implementation of the post inspection plan at the Autumn term meeting. ●

11. GOVERNANCE

Members received a report from the Clerk to the Corporation on governance issues.

Members reviewed the proposed governor appraisal policy and agreed to adopt it. Consideration was also given to the proposed schedule of meeting dates for 2017-18 which was approved.

12. HIGHER EDUCATION FUNDING COUNCIL

Members were provided with a letter from HEFCE detailing the outcomes for the Annual Provider Review 2016-17. It was pleasing to note that the College had met all of HEFCE's quality and standards requirements which meant that the student experience was of high quality and outcomes are good.

13. NEXT MEETING

It was noted that the next meeting of the Corporation would take place on Wednesday 5 July 2017. It was agreed that Jo Maher should be invited to attend this meeting as an observer with an opportunity for an informal meeting with members beforehand.