

BOSTON COLLEGE
MINUTES OF THE MEETING OF THE CORPORATION HELD ON 14 DECEMBER 2016

1. **PRESENT**

Mr P Cropley (Chair), Mr A Atkins, Mr S Brown, Mr R Dalton, Mr D Hanson, Mr G Harrison, Ms H Mather, Prof J Mitchell, Mrs A Mosek, Mr C Pett, Mr P Scarlett, Mr G Tawton, Mr B Webb, Mr N Worth and Mrs H Wright

Also in attendance: Mrs J Hemmant (Clerk to the Corporation), Mrs F Grady (Vice Principal: Curriculum & Quality), Ms V Locke (Head of Quality) (for item 2 only), and Mrs J Webb (Minute Taker)

Meeting attendance: 88%

Apologies for absence were received from: Mr M Gallagher and Mr S McCracken

2. **CPD SESSION ON THE SELF-ASSESSMENT PROCESS**

Members received a joint presentation from the Vice Principal: Curriculum & Quality and the Head of Quality. A copy of the self-assessment report and appendices had been circulated prior to the meeting.

Fiona Grady, supported by Vicki Locke, explained what the self-assessment process consisted of and that the methodology was based on the Ofsted Common Inspection Framework (CIF) 2015. Following the presentation Members discussed the content of the SAR and challenged specific points e.g. Peter Cropley enquired as to why work experience provision had been deemed to be insufficient. Fiona Grady explained that Ofsted now required all 16-18 year old learners on study programmes to undertake external work experience and the College had not been able to secure sufficient placements for all. She advised that a new system had been introduced for 2016/17 that it was hoped would improve the situation. David Hanson asked if students had an opportunity to input into the SAR themselves. Fiona Grady said that learners' views had been captured through a variety of mechanisms and these were incorporated where appropriate. Chris Pett enquired whether parents are working closely with the College to which Fiona replied that they are and in particular via parents evenings, parent handbooks, via the website, open days etc. Stephen Brown noted that there had been no improvement in the amount of outstanding teaching and learning in 2015/16 and this fact had not been addressed in the SAR. Fiona Grady accepted that this was a fair comment and was happy to amend it to note the additional areas for improvement before it is uploaded to the new Ofsted portal.

3. **ACTION LOG**

Members reviewed the Action Log from the previous meeting.

4. **MEMBERSHIP**

Peter Cropley welcomed Helen Mather to the Board and it was agreed that Helen would join the Standards Committee.

Peter Cropley suggested that Stephen Crozier's appointment be temporarily suspended due to ill health and the position will be reviewed at a later date. Members agreed this.

Peter Cropley asked that thanks be noted for Members' Christmas gifts which were distributed in recognition of their commitment and service to the College.

5. **MINUTES**

a) Corporation – 12 October 2016

The Minutes of the Meeting held on 12 October 2016 were reviewed and approved as a correct record.

b) Finance & Resources Committee – 14 November 2016

The Minutes of the Meeting held on 14 November 2016 were reviewed and noted.

c) Standards Committee – 16 November 2016

The Minutes of the Meeting held on 16 November 2016 were reviewed and noted.

d) Remuneration Committee – 14 November 2016

Peter Cropley drew Members' attention to the Minutes of the 14 November meeting which had been circulated to those allowed to receive them. Members decided to accept the recommendations of the Committee.

Staff and student governors, the Principal, Clerk and staff in attendance did not receive the Minutes or participate in consideration of the Committee's recommendations.

6. **REPORTS**

a) Self-Assessment

Following discussion it was agreed that this item had been covered sufficiently earlier in the meeting.

b) Principal's

Members received a report from the Principal.

Amanda Mosek gave a short presentation drawing Members' attention to the salient points within her report:

- Area Review – Amanda gave feedback from the 3rd Steering Group meeting which had recently taken place. She said that the Area Review team appeared to be in agreement with Boston College's proposal to remain as an independent organisation working in collaboration with Grantham College and New College Stamford. The Area Review team had asked for more formal structures for accountability from each of the Colleges such as a Memorandum of Understanding. Amanda advised that each college was now preparing a detailed options analysis and accompanying five year financial plan for the next Steering Group meeting. Other collaborative work within the Greater Lincolnshire area is also being discussed. Amanda informed Members that the results of the first 13 Area Reviews have now been published and of the 13, 11 have resulted in at least one merger.
- Collaboration Working Party – Amanda gave an update on recent developments:
 - Trio Training has now been formally registered and a domain had been purchased. The newly appointed Manager will commence in post in January and an in depth induction will be undertaken.
 - A joint leadership and management course has been developed by the three colleges which is to be delivered by blended learning. The qualification will be an ILM level 4. It is planned to offer it out to staff as well as local employers.
 - A Joint Procurement Officer is to be appointed whose aim will be to look into potential savings across all three colleges on purchasing and contracts.
 - Boston College's Student Union had expressed an interest in some collaborative work with their counterparts.
 - The Apprentice Assessment Centre was moving forward and meetings have been taking place.
 - International Marketing has been looked into and it is not currently a feasible joint venture because Grantham College and New College Stamford cannot recruit international learners.
- Devolution – Amanda confirmed that the Greater Lincolnshire devolution deal had collapsed. As a result of this it is less likely that the hoped for EMAT centre would now come to fruition. Nick Worth gave the background from his perspective as to why the devolution deal did not get approved.
- The three colleges have set up joint competitions which will be taking place in March 2017. A learner from Health and Social Care has recently won a gold award in the National Skills Competition and is the top learner in the UK in this sector. In recognition of this she was rewarded with a voucher and an afternoon tea was enjoyed by both her and her tutors. Peter Copley suggested that a letter be drawn

up from the Corporation expressing the Board's congratulations to both the learner and tutor involved.

- Amanda drew Members' attention to the new Quality & Standards Key Performance Indicators. She advised that these had been developed and enhanced for 16/17 to ensure that the College was monitoring all important areas that Ofsted would expect. In particular, the College is intending to monitor gaps very carefully.

c) Finance

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

Janet Hemmant drew Members' attention to the draft annual accounts for 2015-16 which were presented for review and approval. She said that the accounts had already been reviewed by the Finance and Resources and Audit Committees.

Members confirmed the appropriateness of the accounting policies and accepted the assurances received through the Audit Committee on the adequacy of governance, risk management and internal control processes. The Committee's annual report, the audit reports and plan and the reappointment of auditors were reviewed and approved.

Following discussion Members approved the 2015-16 set of annual accounts and Peter Cropley, on behalf of the Corporation, signed the management representations confirming compliance with the relevant accounting requirements.

A discussion took place on the current pensions' position and Janet Hemmant gave feedback from a pensions meeting with the actuary which she had attended along with Steve McCracken. Janet Hemmant said this would be reviewed further with the Finance and Resources Committee.

Accounts to 30 September and the annual report of the Risk Management Group were received.

d) Partnership Contract 2016/17

Members received a report from the Partnership Manager.

Amanda Mosek gave an overview of the report on behalf of Paul Collins. She said that the College is proposing to sub-contract with nine partners in 2016/17 and full due diligence has already been carried out and approved via the Senior Leadership Team. She said that relationships with partners are very positive and achievement levels remain outstanding for a second year. It was noted that the Joint Venture Company will also do a small amount of sub-contracted work for the College.

e) College Leadership Business Plan

Members received a report from the Principal.

Amanda Mosek drew Members' attention to the new College Leadership Business Plan and explained that status updates will be provided at each meeting of the Corporation. She said that the College's Strategic Plan is implemented via the Leadership Business Plan which is a working document which is RAG rated and updated throughout the year.

f) Property

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

Janet Hemmant gave a short synopsis on a number of property issues. She said that the Sam Newsom Centre works had now all been completed and positive feedback has been received from users. With regard to the construction space, discussions are continuing and negotiations are taking place for swimming pool users to use the small college car park out of hours.

g) Governance

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

Janet Hemmant asked Members to review 2015-16 performance and agree the Standards Committee and Audit Committees' targets for 2016-17. The proposed targets were approved.

Janet Hemmant drew Members' attention to two documents tabled; the notes provided by Steve McCracken following his recent attendance at the East Midlands Governor Network event and the College's Governance Self-assessment 2015/16.

7. DATES OF MEETINGS

Area Review Briefing to Governors	25 January 2017	6.00-8.00 pm	BCUC, Medlock
Corporation	08 February 2017	5.00 pm	Enterprise Zone
CPD/Planning	03 March 2017	9.00 am – 2.00 pm	BCUC, Medlock
Corporation	03 March 2017	2.00 pm	BCUC, Medlock
Corporation	10 May 2017	4.00 pm	RLQ, Spalding
Governor Dinner	18 May 2017	7.00 pm	Lime Restaurant
Corporation	05 July 2017	4.00 pm	BCUC, Medlock

Amanda Mosek provided further details on some of the meetings:

- Wednesday 25 January 2017 – Area Review Briefing Session will be held at the BCUC, Medlock Suite from 6.00-8.00 pm. This session will provide Members with details of the proposals made by the Area Review Team.
- The 8 February 2017 meeting is an additional Corporation meeting to enable the Board to consider the recommendations by the Area Review Team. This will be a single agenda item and the meeting will be of short duration.
- The 3 March 2017 meeting is a combined CPD morning 9.00 am – 1.00 pm followed by a full Corporation meeting from 2.00 pm. Amanda Mosek confirmed that she had secured Julian Gravatt who is the Assistant Chief Executive of the Association of Colleges as a speaker for the morning event.
- Thursday 18 May 2017 – Governors' Dinner in the Lime Restaurant at 7.00 pm. Following discussion it was agreed that this event be opened up to partners too.