

**DB O S T O N C O L L E G E**  
**MINUTES OF THE MEETING OF THE CORPORATION ON 26 FEBRUARY 2020**

---

**1. PRESENT**

Peter Cropley (Chair), Andy Atkins, Ruth Catlett, Kate Folling, Heather Lee, Jo Maher, Helen Mather, Chris Pett, Ann Savage, Gerry Tawton, Ben Webb and Helen Wright.

Also in attendance: Janet Hemmant (Clerk to the Corporation), Richard Chambers (Head of Engineering and Technology), Paul Collins (Director of Business Services), Jen Durrant (Head of HR and Organisational Development), Claire Foster (Principal Designate), Craig Gosling (Head of Quality), Debbie Holland (Director of Finance and Funding), Vicki Locke (Vice Principal: Curriculum and Quality), Dawn Telford (Head of Learner Services) and Tim White (Head of Curriculum Development).

Meeting attendance: 75%

Apologies for absence were received from David Earnshaw, Molly Plummer, Michelle Sacks and Nick Worth.

**2. DISTANCE LEARNING LAUNCH**

A presentation was given by Tim White, Head of Curriculum and Planning, on the launch of a new distance learning offer for the College. A discussion took place about the potential areas for recruitment and the development of this activity.

**3. ACTION LOG**

Members reviewed progress against items identified in the action log.

It was noted that the outcomes of the LGPS pension consultation was still expected shortly and that the EMAT opening is to be on 12 March 2020.

**4. MINUTES**

a) Corporation – 11 December 2019

The Minutes of the meeting held on 11 December 2019 were reviewed and approved as a correct record.

b) Finance and Resources Committee – 3 February 2020

The Minutes of the meeting held on 3 February 2020 were reviewed.

c) Standards Committee – 22 January 2020

The Minutes of the meeting held on 22 January 2020 were reviewed.

d) Audit Committee – 11 December 2019

The Minutes of the meeting held on 11 December 2019 were reviewed.

## 5. REPORTS

### a) Principal's

Members received a report from the Principal on sector and College issues.

Jo Maher drew members attention particularly to the College's plans for dealing with the Coronavirus threat. She also advised members that the ESFA sub-contract review confirms the expected direction of travel on sub-contracted provision. Members noted that there was optimism about the outcome of the Towns Deal in relation to the College.

### b) Finance

Members received a report from the Director of Finance and Funding on the integrated financial model and management accounts.

Debbie Holland advised members that the model had been updated to reflect the impact of Coronavirus on international recruitment with an allowance of £50,000 being made in respect of this potential impact. Debbie ran through the other assumptions and outputs from the integrated financial model and a discussion took place about the potential to increase spend on staffing. Jo Maher explained the rationale of investing in quality within the plan.

Gerry Tawton advised members that the Finance and Resources committee had already reviewed the model. Jo Maher pointed out that it is a prudent forecast and has to be based on best current views. Having reviewed the documentation, members approved the integrated financial model and supporting commentary for submission and agreed the college's grades for financial health.

Members reviewed the Management Accounts to 31 December 2019 which were accepted. It was noted that accounts were now available on the new governance software.

### c) SEND

Members received a report from the Inclusive Learning Managers which was presented by the Head of Learner Services on the level and types of support provided by the College and the challenges being addressed in providing this service.

A discussion took place about the costs of providing the service and about how learners with different levels of needs were funded. Dawn Telford advised that learners with costs of under £6,000 needed to be funded from the disadvantaged block funding. She advised that there was a year on year increase in self disclosure of needs. Dawn identified to members that the College was doing more work to address an achievement gap on Apprenticeships for this group of learners.

In response to a query from Peter Copley, Dawn explained how the College needed to decline learner applications where the needs cannot be met. A discussion took place about the difficulties in addressing the specific needs of some potential learners.

It was agreed that Claire Allen and Ruth Cooper should be thanked for preparation of this report.

### d) Safeguarding and Prevent Update

Members received a report from the Head of Learner Services on Safeguarding and Prevent which provided information on the latest position in each of these elements.

A discussion took place about drugs issues and the approach being taken to them. Members noted that the County lines issue was being particularly addressed through training and monitoring. Members also noted the update of the Prevent profile.

e) OfS Reportable events

Vicki Locke advised members that the College had reported to OfS the change of accountable officer and the teach out of the BGU work.

f) Business Continuity Policy

Members received a report from the Director of Business Services on the College's Business Continuity Policy.

A discussion took place about the possibility of having a PR expert on a retainer in case of need and this was noted as something which could be considered further in the future. Members noted that the thrust of the Business Continuity Policy is to reduce potential damage. Ann Savage asked how the policy was tested and Jo Maher explained that there had been some desk studies carried out. Heather Lee suggested that insurers might support further testing. ● ●

## 6. HORNCASTLE DEVELOPMENT

Jo Maher reported to members that this was progressing and that a quote had been received for legal services advice required for the agreement of Heads of Terms.

## 7. GOVERNANCE

a) Link Visits

Members noted that the dates and times of link visits would be circulated in the following week.

b) CPD follow up

It was agreed that the outcomes from the CPD event should be followed up with the production of a paper for the May Corporation meeting by the Clerk to the Corporation and Vice Principal: Curriculum and Quality. ●

c) Search and Governance Committee Annual Report

Acceptance of the report was noted

## 8. NEXT MEETINGS

It was noted that the next meetings of the Corporation would take place on 13 May 2020 and 1 July 2020.