

**BOSTON COLLEGE**  
**MINUTES OF THE MEETING OF THE CORPORATION ON 3 JULY 2019**

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**1. PRESENT**

Peter Croyley (Chair), Andy Atkins, Stephen Brown, Steve Crozier, David Earnshaw, Jo Maher, Helen Mather, Chris Pett, Ann Savage, Gerry Tawton, Ben Webb, Helen Wright and Kaspars Zvejnieks.

Also in attendance: David Hughes (Item 2 AoC presentation only), Janet Hemmant (Clerk to the Corporation), Rachael Baker (Director of Planning and Performance), Paul Collins (Director of Business Development), Jen Durrant (Director of HR & Org Development), Craig Gosling (Head of Quality), Debbie Holland (Director of Finance), Vicki Locke (Vice Principal: Curriculum & Quality), Dawn Telford (Head of Learner Services) and Tim White (Head of Curriculum Development).

Meeting attendance: 76%

Apologies for absence were received from David Hanson, Terry Moore, Michelle Sacks and Nick Worth.

**2. PRESENTATION BY THE CHIEF EXECUTIVE OF ASSOCIATION OF COLLEGES**

David Hughes, Chief Executive of the Association of Colleges gave a presentation on the work of the Association and issues affecting colleges.

**Ben Webb joined the meeting and Andy Atkins left the meeting at this point.**

Members agreed that they had found the presentation and the question and answer session which followed it very interesting. It was agreed that the confidential presentation should be made available to governors via the intranet. ●

**3. ACTION LOG**

Members reviewed the progress made against items identified on the action log.

**4. MINUTES**

a) Corporation – 15 May 2019

The Minutes of the meeting held on 15 May 2019 were reviewed and approved as a correct record.

Peter Croyley enquired whether anything further had happened with regard to Boston Borough Council sponsoring some EMAT equipment, Jo Maher reported that nothing had been received but that she would be following this up. Peter also asked if further information had been obtained from other colleges about their pension provisions. Debbie Holland reported that this had been overtaken by a consultation on potential changes to support staff pension provision which closes over the summer. This identifies alternative ways of making provision and members agreed that this should be kept on the action log. ●

Peter Croyley asked if any progress had been made with regard to additional car parking. Jo Maher confirmed that information had been sent to Boston Borough Council but that there was no progress to report at this stage. ●

b) Finance and Resources Committee – 17 June 2019

The Minutes of the meeting held on 17 June 2019 were reviewed.

c) Search and Governance Committee – 17 June 2019

The Minutes of the meeting held on 17 June 2019 were reviewed.

d) Standards Committee – 5 June 2019

The Minutes of the meeting held on 5 June 2019 were reviewed.

Gerry Tawton queried the best practice levels reported for assessors. Jo Maher explained that assessors had been achieving lower levels of best practice than lecturers but that this was now improved. Gerry Tawton also enquired about T-level readiness. Jo Maher advised that she had attended the national policy group and explained the college's current position on T-levels which was that it would not be doing a pilot because of current issues relating to T-levels.

## 5. REPORTS

a) Principal's

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

Jo Maher reported that in respect of the Lincolnshire Institute of Technology, red lines had been confirmed and that legal advice on the establishment of the IoT would need to be turned round quickly, steps were being taken to ensure that the College's position is protected.

David Earnshaw enquired about planning for the opening of the EMAT Centre and whether anticipated student numbers were likely to be achieved. Jo Maher reported that recruitment was in line with expectations and that Higher Education was already where it needed to be in terms of interest with HE Engineering numbers being above plan at the application stage. It was noted that more broadly there was a potential loss of EU students but that students being recruited through Boston United would help to make up the numbers. Paul Collins reported that at present the College was about 10 International learners up on last year.

Helen Wright asked about the offer being made to students in the EMAT and Digital Centres and asked whether governors could be trained to share information on the project. It was agreed that Richard Chambers would deliver a presentation on this at the start of the next Corporation meeting. Ann Savage identified that there was potential for governors to promote other elements of the College offer such as Train the Trainers provision. Jo Maher advised that Tim White was specialising in curriculum growth and cross selling and that these suggestions would be taken into consideration.

b) Finance

Members received a report from the Director of Finance on the College budget and financial plan and on Management Accounts and Office for Students financial indicators.

Debbie Holland guided members through the information contained on the budget for 2019/20 and the financial plan with particular focus on financial health. She identified that a new 24-month cashflow was required and members reviewed the contents of the information presented.

Gerry Tawton pointed out that the College's financial health would return to outstanding in Year 4 as loan commitments changed. Debbie Holland reminded members that Management Accounts are available to all members via the College intranet.

Chris Pett asked about governor attendance at the budget briefing for Finance and Resources which had had an open invitation to all members. The committee felt that attendance by non-Finance and Resources members was disappointing and it was noted that committees generally are looking for more involvement across the corporation membership.

Having reviewed the information presented the Corporation agreed to approve the financial plan and commentary, confirm the proposed grades for financial health and approve the 2019-20 figures as the College's base annual budget.

c) College Leadership Business Plan

Members received a report from the Principal on progress against the 2018-19 Leadership Business Plan and on the plan for 2019-20.

Jo Maher explained the development of the College's strategic plan and that the base would be re-set for 2021/22.

David Earnshaw queried whether, since the successful delivery of EMAT was a key goal, there should be more about it in the Business Plan. Jo Maher advised that this was a top level plan which would be underpinned by area plans which would contain more detail. Vicki Locke commented that the development was woven throughout the plan under different headings. It was suggested that there could be more visibility at the top level. Vicki Locke confirmed that she was confident of the curriculum offer for EMAT. Chris Pett suggested that not much was known about EMAT in the community other than by governors and Richard Chambers and Jo confirmed that they were being cautious about ramping up publicity before the official opening which was likely to be in November. Peter Cropley suggested that it would be beneficial to do something now and other members of the Corporation agreed so that community awareness was raised. Jo advised that the Marketing team were managing the promotion of EMAT and it was agreed that Paul Collins should be asked to provide feedback on the promotion strategy.

d) Property

Members received a report from the Director of Business Development on property developments including EMAT, IoT refurbishment and the Digital Technology and Logistics Academy.

Paul Collins advised that the IoT refurbishments are ready to go ahead when contracts are signed. Chris Pett asked whether there was likely to be any asbestos within the areas being refurbished and it was confirmed that there was but that this had been provided for in the refurbishment plan.

With regard to the EMAT Centre, Paul Collins confirmed that the College was pursuing the possibility of acquiring equipment through major local companies.

e) Equality, Diversity and Inclusion Annual Report 2018-19

Members received a report from the External Funding Manager and EDI lead which was presented by the Vice Principal: Curriculum and Quality. Members were interested to note the range of activities which had been undertaken during the year.

f) Safeguarding Update 2018-19

Members received a report from the Head of Learner Services on Safeguarding activities.

Dawn Telford explained to members that there had been changes in statutory advice which was embedded into the policy. The Safeguarding team had seen an increase in mental health referrals and had had to increase capacity in the learner support role. The increase in activity seemed to be the common theme across the sector but there was no data confirming this since information was not shared across providers.

The information included planned developments in Safeguarding for 2019/20 which were reviewed by members and approved. David Earnshaw asked if the student body had any concerns about Safeguarding arrangements and the student governor, Kaspars Zvejnieks, advised that he was not aware of any.

g) Draft Partnership Proposal

Members received a report from the Principal on a partnership proposal with a local district council. Discussion took place about how this proposal could be moved forward and members were concerned to be confident of the return on any investment made and to make sure that any risks to the College were managed. It was agreed that negotiations with the District Council should continue with Finance and Resources Committee being asked to oversee decisions made.

Ann Savage asked whether there was a compelling rationale for arrangements such as this. Jo Maher reminded members that consideration had been given at the Governor Development day to activities which could stretch the College's geographic boundaries. A discussion took place about the College's priorities in making such arrangements and Gerry Tawton highlighted the need to ensure that legal advice was taken on any agreements.

Having discussed the matter in some detail members agreed that negotiations should continue with Finance and Resources being given authority to approve any arrangements subject to legal advice. It was confirmed that a special meeting of the Corporation to involve extra governors could be convened if necessary.

**6. GOVERNANCE**

The Clerk to the Corporation gave a presentation to members on topical governance issues and areas of development which were being considered by the Search and Governance committee. It was noted that the College was able to support members with identified training needs.

**7. APPOINTMENT OF CHAIR**

Having been duly nominated Peter Cropley was appointed as Chair of the Corporation for the 2019-20 academic year.

**8. APPOINTMENT OF VICE-CHAIR**

Having been duly nominated Nick Worth was appointed as Vice-Chair of the Corporation for the 2019-20 academic year.

**9. STUDENT GOVERNOR**

Members were advised that this would be Kaspars' last meeting since he was leaving the College. On behalf of members, the Chair thanked him for his input and wished him well in the future.

**10. DATE OF NEXT MEETING**

It was noted that the next meeting of the Corporation would take place on 30 October 2019.