

**BOSTON COLLEGE****MINUTES OF THE MEETING OF THE CORPORATION ON 4 JULY 2018**

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**1. PRESENT**

Peter Croyley (Chair), Andy Atkins (from item 4 as below), Steve Crozier, David Earnshaw, David Hanson, George Harrison, Jo Maher, Chris Pett, Gerry Tawton, Ann Savage and Helen Wright.

Also in attendance: Janet Hemmant (Clerk to the Corporation), Vicki Locke (Vice Principal: Curriculum and Quality), Dawn Telford (Head of Learner Services), Craig Gosling (Head of Quality) and Debbie Holland (Head of Finance).

Meeting attendance: 61%

Apologies for absence were received from Stephen Brown, Helen Mather, Steve McCracken, Harley Smith, Ben Webb and Nick Worth.

The Chair noted that it was George Harrison's final meeting as a student governor and thanked him for the contribution which he had made to the work of the corporation.

**2. ACTION LOG**

Members reviewed progress made against items identified on the Action Log.

**3. MINUTES AND MATTERS ARISING****a) Corporation – 9 May 2018**

The Minutes of the meeting held on 9 May 2018 were reviewed and approved as a correct record subject to one amendment to the list of those in attendance.

Helen Wright asked about the financial health reported in the minutes and how often this was evaluated. Jo Maher explained how the system for the assessment of financial health worked.

**b) Standards Committee – 13 June 2018**

The Minutes of the meeting held on 13 June 2018 were reviewed.

**c) Finance and Resources Committee – 18 June 2018**

The Minutes of the meeting held on 18 June 2018 were reviewed.

**e) Search and Governance Committee – 18 June 2018**

The Minutes of the meeting held on 18 June 2018 were reviewed

**f) Remuneration Committee – 18 June 2018**

The minutes of the meeting held on 18 June 2018 were reviewed and the recommendation was accepted. Staff and student governors did not participate in this part of the meeting.

#### 4. REPORTS

##### a) Principal's

Members received a report from the Principal on a number of strategic and College matters.

Jo Maher advised members that a significant pay award was being requested by the Unions through the Association of Colleges. The College had budgeted for a pay award against savings on next year's budget and this would be reviewed as the year progressed.

Jo told members that there were some changes to funding being introduced including full funding for learners on low incomes. In 2019-20 there would be some changes due to the devolution of funding in certain areas of the country and this was likely to affect work which the College does with partners.

Jo gave an update on the Institute of Technology bid. The application which had been submitted was prudent and steps are being taken to ensure that match funding is clear. She advised that the College's red lines of what would be acceptable were in place and that if there was any potential breach of these it would be flagged to the Corporation. David Earnshaw asked about courses which would be offered through this route and Jo advised that high level Engineering would be included.

Jo told members that there were several significant deadlines coming up over the summer and that this would represent a significant challenge to staff involved in bids.

Steve Crozier asked about maths staffing. Jo confirmed that if the College got a maths Centre of Excellence it would require more staff. In response to Steve Crozier's query about how the extra staffing could be obtained since maths staff are in high demand, Jo confirmed that project funded pay could allow for different roles to be introduced since pay was likely to be a real barrier.

Helen Wright asked about staffing for the EMAT centre. Jo agreed that this would be a challenge and that salaries were likely to be an issue here as well. She has already commenced discussions about academy models which include co-teaching with industry.

Andy Atkins joined the meeting at this point.

Peter Crolley enquired about European Social Fund work for which the College was considering a bid. It was noted that funding for the Skills for the Workforce project would probably be subject to a bid from Calderdale again. Boston or Grimsby were likely to lead a local bid. Members noted that margins on this work were modest. David Earnshaw asked whether the College would definitely be submitting a bid for this work and Jo advised that this would depend on the specification when it was issued.

David Earnshaw asked about the Derby proposal. Jo explained that it was about the provision of Higher Education and that the College had a lot of students who would be happy to stay on if the College could broaden its Higher Education office.

##### b) Finance

Members received a report from the Head of Finance about the budget and financial plan for 2018-19 onwards and Management Accounts to 30 April 2018.

Debbie Holland presented information which included advice that the 2017-18 financial year was likely to see the College in outstanding financial health. The tipping point for this is a surplus of £280,000 and the College is confident that it will get to that point. Helen Wright asked about the requirements to be considered to be in outstanding financial health. Jo Maher provided an explanation of the different factors and advised that the College had already passed all of the other requirements. Corporation members reviewed the checklist for meeting the requirements of financial planning and noted that this was complete. Peter Cropley pointed out that much of the information had already been reviewed by the Finance and Resources Committee.

Helen Wright asked about Calderdale income in future years. Jo Maher advised that the project might be extended but no income had yet been included in the budget.

Chris Pett asked about potential effects on revenue of delays to the EMAT centre. Debbie advised that there was nothing in the revenue budget for next year and that the curriculum plan would address this when teaching comes in.

Peter Cropley reiterated that there was no provision for a pay award but that it was anticipated that a pay award can be funded within the proposed budget from savings elsewhere. Gerry Tawton asked when a decision was likely to be taken on this and it was noted that this would be reviewed by the Finance and Resources Committee and implemented as affordable.

David Hanson asked about the 80% calculation of income for apprenticeships. Jo Maher and Debbie explained that end point assessments were new and that the 20% attribution of funds for these is standard.

Chris Pett asked and was advised about the role of assessors. He also asked whether VITAL was having an effect on the assessors work. Jo Maher explained that changes to delivery were making the definition of roles more complex.

Andy Atkins asked what the implications of outstanding financial health were. Jo Maher advised that some bid opportunities were only offered to providers with good or outstanding financial health. She also advised that the FE Commissioner was becoming more pro-active and looking at movements in financial health. In response to a question from David Earnshaw it was confirmed that there was no special significance in outstanding rather than good financial health. Having reviewed and discussed the information provided members agreed to approve the financial plan and commentary, note the contents of the financial plan checklist, approve the 2018-19 figures as the College's base annual budget, confirm the College's financial health grade over the 3 years as good, outstanding, good and accept the 2017-18 accounts to April 2018.

c) Leadership Business Plan

Members received a report from the Principal on the 2018-19 Leadership Business Plan.

Jo Maher explained how the plan was developed and that the majority of this plan is new. David Earnshaw asked if the Senior Leadership Team was happy with the contents of the plan. Vicki Locke confirmed that the plan had been agreed by the Senior Leadership Team and it was now being rolled out into Business Plans across the College. David Earnshaw asked Craig Gosling his view on the Quality aspects of the plan. Craig commented that these were the things that were already being prepared for across the College.

d) Property

Members received a report from the Vice Principal: Corporate Services on a number of property matters.

Janet Hemmant advised that the main focus of property development was currently the EMAT project for the new building and construction workshop extension. Good progress is being made on the Engineering development. Some delays have been experienced over the Construction workshop extension particularly in respect of the build over agreement for the Anglian Water drain but these now appear to be resolved.

Steve Crozier asked whether the new centre would provide for apprentices and it was confirmed that this would be part of the provision. David Earnshaw commented that the LEP was already publicising its investment in the centre.

David Hanson asked about the timescale of the project delivery, which was outlined, and Peter Cropley enquired whether delays would affect the College's cashflow. It was noted that the College's cashflow was predicted to remain sound throughout the period of the development. Janet advised that the timescales for the delivery were felt to be realistic if a little challenging. David Earnshaw confirmed that the timescales were consistent with what he was experiencing.

Janet advised members that a supplier day would be held on 1 August and that members of the Corporation were welcome to attend this.

Members noted that the new lease on the Red Lion Quarter had not yet been finalised. Helen Wright asked about re-branding of the Spalding Centre. Peter Cropley advised that the need for a new start had been identified as a way of losing historic associations and that the new tenancy and the expansion of Higher Education would provide this new start. The intention is to maximise the higher level offer since full time 16-18 provision is better based in Boston. Re-branding will see the first and second floors branded as Spalding College but the tenants will retain Red Lion Quarter as an address. Helen Wright asked if the Centre was making money and was advised that it was breaking even. The impetus to achieve better value from the Centre is behind the development of HE in the Centre.

Jo Maher explained to members that a consultation on the preparations for T-levels was trying to understand the cost of delivery and in particular projects which could be delivered if capital funding were available. It was noted that the things the College would like to do if funds became available included works to the car parks and roads and replacement of the Rochford windows which would be significant investments in themselves. Members supported lobbying for FE capital funds to be restored.

e) Equality, Diversity and Inclusion

Members received a report from the External Funding Manager on EDI which was presented by Vicki Locke. The report focussed on the work which had been carried out in the College and the impact that this had had. Members noted that the report identified partnership work as key to the funding and delivery of EDI activities including the work with the Gangmasters and Labour Abuse Authority.

f) Safeguarding

Members received a report from the Head of Learner Services on Safeguarding in 2017-18.

Dawn Telford explained to members that there had been no policy update this year but that there were two new initiatives coming in early in 2018-19 which would require the Safeguarding policy to be updated.

A discussion took place about the College's provision of firewall and software controls which include key input capture which is monitored a partner organisation to flag concerns. Dawn confirmed in response to a question that this included visitor use of the College's wi-fi. Gerry Tawton asked about the GDPR implications of this and Dawn confirmed that users had to sign to accept the monitoring to get access to the College wi-fi. Monitoring is limited to the wi-fi and to learners and is not used for staff.

Dawn drew members attention to the fact that referrals for Safeguarding had increased including a number of mental health issues. Staff had had training on mental health as part of the Staff Development event and were very positive about the training they had had to help increase young people's resilience. Jo Maher suggested that this could result in a reduction in the number of referrals. It was noted that over 99% of the staff had completed Prevent and Safeguarding training and that those that had not done so for a number of valid reasons such as maternity absence.

A discussion took place about the feedback about learners feeling safe in the learner surveys. It was noted that following the introduction of site security the percentage of learners reporting that they feel safe in College had held where typically there would have been a mid-year drop in levels feeling safe. Peter Cropley enquired about whether the questions could be tightened to get better responses from learners about their views. Dawn advised that the broader picture of safeguarding mimics the Ofsted survey in this area.

Vicki Locke commented on mechanisms used to get at issues and act on them and Dawn explained the processes followed to make students feel safer which includes the College being responsible to advise on some things off campus. She explained that some of the work carried out with students identified, for example, safe routes to and from College particularly since the County Council has withdrawn its safe routes policy. A discussion took place about potential liability arising from advice given in these areas. It was noted that the College had a Safeguarding remit to offer this sort of advice as part of its statutory responsibility for Safeguarding but it was agreed that insurance cover for any potential liability should be checked.

g) Teaching Excellence Framework

Members received a report from the Vice Principal: Curriculum and Quality on the outcome of the College's submission for the TEF award. Vicki Locke explained that the College was disappointed with the award received and that an appeal had been submitted. It was not possible for new evidence to be provided as part of the appeal but it was agreed that an appeal was important since a silver rating would be better for the College's reputation. Vicki advised that the outcome was likely to be known in August and it was noted that rurality and low wages are a major problem in achieving progression to highly skilled employment or further study. In response to a question from Peter Cropley, Jo Maher confirmed that the College was unable to re-apply within 3 years and therefore the outcome of the appeal would be significant. She also advised that there was a move towards subject rated TEF awards.

## 5. APPOINTMENT OF CHAIR FOR 2018-19 ACADEMIC YEAR

Having been duly nominated Peter Cropley was elected as Chair of the Corporation for the 2018-19 academic year.

**6. APPOINTMENT OF VICE-CHAIR FOR THE 2018-19 ACADEMIC YEAR**

Peter Cropley advised that David Hanson had helped to cover the position of Vice-Chair but was not in the longer term able to step up to the position of Chair and was therefore happy to see a different Vice-Chair appointed. On behalf of the Corporation Peter thanked David for his services as Vice-Chair.

Having been duly nominated Nick Worth was elected as Vice-Chair of the Corporation for the 2018-19 academic year.

**7. MANAGEMENT STRUCTURE**

Jo Maher presented information to members on the updated Management structure of the College. She advised that it had been difficult to make a replacement at Vice Principal level and therefore a new post of Director of Performance and Planning had been introduced and Rachael Baker had been appointed to this role. The new structure was shared with members and Jo advised that all of the changes were cost neutral but there had been some savings made in the Management Office.

It was noted that Ben Webb would be acting as support in the Engineering programme area for the time being and Jo explained the thinking behind the use of his role in this way.

**8. GOVERNOR APPRAISAL**

Janet Hemmant advised members that appraisal information and potential dates for appointments would be circulated.

**9. DATES OF MEETINGS**

It was noted that the next meetings of the Corporation would take place on:

24 October 2018

5 December 2018

1 March 2019 – AM CPD/Planning Session – PM Corporation

8 May 2019

3 July 2019