

BOSTON COLLEGE
MINUTES OF THE MEETING OF THE CORPORATION ON 16 DECEMBER 2020

1. PRESENT

Peter Cropley (Chair), Andy Atkins, Ruth Catlett, Mellyssa Doades, David Earnshaw, Charlie Ellerington, Kate Folling, Claire Foster, Kelly Harris, Heather Lee, Chris Pett, Helen Rumbold, Ann Savage, Gerry Tawton and Nick Worth.

Also in attendance: Janet Hemmant (Clerk to the Corporation), Richard Chambers (Head of Engineering and Technology), Jen Durrant (Interim Executive Director: People), Craig Gosling (Assistant Principal: Performance & Quality), Debbie Holland (Vice Principal: Finance & Corporate Services), Vicki Locke (Deputy Principal), Dawn Telford (Assistant Principal: Learner Experience) and Tim White (Assistant Principal: Curriculum). Louise Griffen (PAM, Building Services, Liz King (Employer Engagement and Development Advisor) and Wendy Poole (Head of Apprenticeships) also attended for Item 4.

Apologies for absence were received from Daran Bland.

Meeting attendance: 94%

2. MEMBERSHIP

Members reviewed a recommendation for the re-appointment of Helen Rumbold as a member of the Corporation. It was noted that the Search and Governance Committee's recommendation highlighted that Helen had made an excellent contribution to the work of the Corporation during her first term of office particularly in respect of Safeguarding. It was agreed that she should be reappointed for a further four-year term.

Helen Rumbold joined the meeting.

3. ACTION LOG

Members reviewed progress against items identified in the action log.

4. CURRICULUM PRESENTATION – WHAT'S IT LIKE BEING A LEARNER AT BOSTON COLLEGE

Members received a presentation from Wendy Poole, Louise Griffen, Kelly Harris and Liz King on Apprenticeship work in the College.

Members were advised how apprenticeships worked and were managed. The challenges relating to this provision were highlighted and the team advised that they would like more feedback from employers on the College's apprenticeship work. Some changes to provision and end point assessments were noted. Heather Lee confirmed that as an employer she was pleased with the support, flexibility and quality of this provision. The enthusiasm of the Apprenticeship team was commended. It was agreed that a copy of the presentation should be shared with members.

Wendy Poole, Louise Griffen and Liz King left the meeting.

5. MINUTES

a) Corporation – 21 October 2020

The Minutes of the meeting held on 21 October 2020 were reviewed and approved as a correct record.

b) Finance & Resources Committee – 23 November 2020

The Minutes of the meeting held on 23 November 2020 were reviewed.

In response to a query from Gerry Tawton, it was confirmed that Teachers Pension Scheme funding had been extended to 2022 which would provide an additional £100,000 income to July.

c) Search & Governance Committee – 23 November 2020

The Minutes of the meeting held on 23 November 2020 were reviewed.

d) Audit Committee – 19 November 2020

The Minutes of the meeting held on 19 November 2020 were reviewed.

e) Standards Committee – 25 November 2020

The Minutes of the meeting held on 25 November 2020 were reviewed.

Craig Gosling gave a presentation on Learner Survey information for the full-time start of year survey. The presentation is to be circulated to members. The details were noted and it was confirmed that approximately 70% of learners had completed this survey.

6. REPORTS

a) Principal's

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

A discussion took place about arrangements for International Learners over Christmas including the requirements for quarantine on their return. Following a query from David Earnshaw about capital funding, information was provided about the Centre of Regional Excellence funding which had been awarded to the College. It was noted that the funding would be used for infrastructure works and equipment and members were given an outline of the facilities being created for the care area. With regard to the bid for funding for the Horncastle development, it was noted that this had been successful but for a lower sum than the bid. It was noted that there was a possibility of more LEP funding becoming available following completion of the Estates Strategy.

An update was provided on the negotiations relating to the Skegness lease.

Members were advised that an appointment had now been made to the Partnership post. There had been a good field of candidates and the appointee is likely to join the College in March/April 2021.

b) Strategic Plan

Members received a report from the Principal on the College's Strategic Plan.

Members reviewed details of the plan which focussed on what needs to be done to get the College to Outstanding. The items identified on the plan are the key focus of attention. David Earnshaw commended the comprehensive and detailed nature of the plan and queried whether all of the objectives were smart enough. Claire Foster advised members on the approach being taken.

Members agreed to support the plan as proposed.

c) Finance

Members received a report from the Vice Principal: Finance and Corporate Services on the annual accounts and a range of financial matters including risk management.

It was noted that the annual accounts had already been reviewed by the Audit committee and the Finance and Resources committee. A comprehensive set of supporting information was provided to members and compliance with requirements for signing off the accounts was confirmed. The 2019-20 annual accounts and signing of the management representations were approved.

A discussion took place about the submission of the finance return and it was agreed that approval of this should be delegated to Gerry Tawton as Chair of the Finance and Resources committee and Claire Foster as accounting officer. The return is to be based on the reforecast presented to members and adjusted to reflect appropriate action regarding the Teachers Pension Scheme funding which had recently been confirmed.

Members confirmed their acceptance of the Audit committee's annual report and supporting documents including the process for re-appointment of auditors.

Information on the management accounts to 31 October 2020 and risk management were noted.

d) Governance

Members received a report from the Clerk to the Corporation.

Members reviewed the proposed targets for the Audit committee for 2020-21 which were approved. The annual report of the Search and Governance committee for 2019-20 was also received.

e) College Self-Assessment Report 2019-20

Members received a report from the Deputy Principal on the College's Self-Assessment.

Vicki Locke advised that the full report was being shared and that the Standards committee had seen an overview of the grading. She advised that preparation of the SAR had been challenging due to the lack of national comparative data and the impact of Covid-19. It was noted that Ofsted won't use the College's 2019-20 performance for risk rating.

In response to a query from Peter Cropley about the detail of the report, Vicki explained how it gave oversight of the biggest, best and worst provision and explained how this was identified. Nick Worth queried information on GCSE maths and English attendance. Vicki confirmed that attendance issues were an ongoing theme exacerbated by the move to online teaching.

Peter Cropley commended the huge amount of work carried out by Vicki in producing the Self-Assessment report which was approved by members.

f) Safeguarding Update

Members received a report from the Assistant Principal: Learner Experience on Safeguarding and Prevent.

Dawn Telford advised that there had been a rise in mental health issues and Peter Cropley asked if this was related to the pandemic. Dawn advised that it was not necessarily the pandemic which had caused issues but it was a contributing factor exacerbating them.

There had been a rise of anxiety around Covid and in domestic abuse. Members noted that young people's lives had been interrupted by the effects of the pandemic and so the impact was bigger on them.

An update was provided on training and arrangements for keeping up to date given the move away from face-to-face training which had been required.

In respect of the Prevent update it was noted that there had been a rise in right wing terrorism in Lincolnshire which was reflected in an updated risk assessment.

Information was provided about the impact of Covid on the College during the academic year and the outcomes of a Covid-19 safety questionnaire completed by learners were noted. Members were advised that the learners had been very good dealing with the impact of the pandemic.

g) **SEND**

Members received a report from the Inclusive Learning Managers which was presented by the Assistant Principal: Learner Experience.

The report provided information on the levels and type of support provided by the College and the challenges being addressed in providing this support service to learners. The contents of the report were noted.

h) **OfS Compliance/Reportable Events**

It was noted that there was nothing to report on this.

7. HORNCASTLE DEVELOPMENT

Further detail on the LEP bid was provided by the Vice-Principal: Finance & Corporate Services. It was noted that the grant offered had a £370,000 shortfall against the bid and that advice was being sought on how to deal with this.

Ann Savage left the meeting

8. MASS TESTING

The Interim Executive Director: People reported on the latest position on mass testing for Covid-19. Testing is being proposed to reduce transmission and the need to isolate. Further information is awaited but an outline of the College approach to this was given. Peter Cropley asked if the College would be compensated for the cost of this testing and Jen Durrant confirmed that the DfE will reimburse reasonable costs.

9. DIARY DATES

It was noted that the meeting of the Corporation scheduled for 27 January 2021 was not required since the approval of the finance return had been delegated. The next meetings of the Corporation will therefore take place on 10 March 2021, preceded by a morning of CPD, 12 May 2021 and 7 July 2021.