

## BOSTON COLLEGE

### MINUTES OF THE MEETING OF THE CORPORATION HELD ON 6 MARCH 2024

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#### 1. **PRESENT**

David Earnshaw (Chair), Daran Bland, Gavin Booth, David Fannin, Claire Foster, Kimberley Jones, Heather Lee, Jurate Matulioniene, David Parnell, Katy Priestley, Gerry Tawton, Lucy Walker, Sandra Williamson and Fiona Wrisberg.

Also in attendance: Janet Hemmant (Clerk to the Corporation), Debbie Holland (Chief Operating Officer), Tom Hughes (Assistant Principal: Quality, Performance and Standards), Abid Hussain (Assistant Principal: Student Experience) and Heather Marks (Deputy Principal). Wendy Poole (Director of Learning: Adults & Apprenticeships) and Adam Wardell (Director of Learning: Health & Care Industries) attended for the presentation under item 3 only.

Apologies for absence were received from James Brindle, Daniel Elkington and Nick Worth.

Meeting attendance: 78%

#### 2. **MEMBERSHIP**

Members were advised that there had been no candidates in the election for an academic staff governor. The election will be re-run at a later date.

#### 3. **PRESENTATION: RAISING THE BAR - CASE STUDIES ON THE MAKING A DIFFERENCE CURRICULUM**

Wendy Poole and Adam Wardell gave a presentation on Raising the Bar.

Members were told how the tutorial curriculum delivers enrichment for learners. The impact of incentives on performance was identified. David Earnshaw asked whether there were any groups or subjects where engagement was an issue. An example was given of a brickwork course where engagement had improved over 5 months as a result of the initiatives. Mental health and well-being were identified as issues for some underperforming groups.

#### 4. **ACTION LOG**

Members reviewed progress made against items in the action log.

It was noted that there was nothing to report on fraud and corruption. The potential to use apprenticeships in LSA roles will be reviewed at the next meeting. ●

It was agreed that the action log should be moved to the end of the agenda for future meetings. ●

#### 5. **MINUTES AND MATTERS ARISING**

##### a) **Corporation - 13 December 2023**

The Minutes of the meeting held on 13 December 2023 were reviewed and approved as a correct record.

b) Search and Governance Committee - 29 January 2024

The minutes of the meeting held on 29 January 2024 were reviewed.

Heather Lee identified the key points covered at the meeting. Feedback was sought on for motivation for people to become governors and it was noted that the committee was focusing on legal, finance and cyber security skills for recruitment. Heather reminded members of the need to participate in link activities and to provide feedback on these.

Members noted that the committee was recommending the reappointment of Daran Bland for a further term and that it had highlighted the substantial contribution he makes to the work of the Corporation. It was agreed that he should be reappointed for a further four-year term at the end of his existing term. Daran Bland took no part in the consideration or decision on this issue.

c) Finance and Resources Committee - 29 January 2024

The Minutes of the meeting held on 29 January 2024 were reviewed. Gerry Tawton highlighted the committee's consideration of the proposed finance dashboard and the budget reforecast. Members noted that the implementation of new HR software was going well. Claire Foster advised that there had been some staff sickness in HR so consultancy support had been engaged.

d) Standards Committee – 7 February 2024

The minutes of the meeting held on 7 February 2024 were reviewed.

Daran Bland advised that the committee had received a useful presentation and had looked at Ofsted outcomes with a key focus on SEND. David Earnshaw commented that it was useful for Standards to keep this focus and looked forward to opportunities to improve being taken. Heather Marks told members that the college was looking to drive forward with pace on SEND.

## 7. **REPORTS**

a) Principal's

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

Claire Foster told members that a bid for an additional site, which was explained, had been positively received by the Department for Levelling-Up. David Earnshaw asked about the Mayflower project milestones and Debbie Holland advised that the contract figure should be confirmed at the end of March with the build starting at the end of April or early May

David Earnshaw asked if the situation regarding staffing challenges was changing Claire advised that there was one senior learning lead post outstanding and the college was looking at ways of enhancing recruitment. IoT and Health and Social Care were now settled. The need for space to allow growth was identified and Fiona Wrisberg commented on the limitations of workshop space. Tom Hughes told members that there was a need to offer carpentry and joinery as part of a multi skill offer. David Earnshaw asked about the staffing challenges for this. Members were told that strong Level 3 learners who might be trained to teach were being identified and there was potential for technicians to oversee some practical work.

b) Strategic Plan Update

Members received a report from the Principal.

Claire Foster identified a need to work on the climate emergency element of decision-making processes. David Earnshaw asked if there was any funding available to support this work but members were advised that there was nothing reflecting this. David also asked whether the executive team had a view on devolution. Claire advised that within Lincolnshire it was not clear how skills will work in the devolved authority so it was difficult to see at this stage what impact devolution would have but that it will have some, particularly if we do not spend our current allocation.

Gavin Booth asked how governors could track CPD. Tom Hughes told members that the college's CPD offer was exceptional. A shift from identifying needs through appraisal to the introduction of an ongoing CPD package was being reviewed. Reporting on this will be to the Finance and Resources committee.

c) Finance

Members received a report from the Chief Operating Officer which included management accounts to 31 January 2024 and a proposed finance dashboard.

Debbie Holland advised members that the forecast surplus had increased despite income reduction. The college is close to achieving all of the financial KPIs. In response to a query from Sandra Williamson, Debbie explained how issues would be flagged including their impact on other areas of the colleges work such as the staff cost saving affecting staff availability.

Members reviewed the proposed finance dashboard and agreed that this should be used for the Corporation in future but that full management accounts should continue to be made available through Teams.

d) Safeguarding and Wellbeing

Members received a report from the Assistant Principal: Student Experience.

Abid Hussain advised that a presentation on MyConcern will be given at the next Corporation meeting. Abid highlighted a reduction in the mental health waiting list and that a number of learners had been referred to other agencies.

e) Governance

Members received a report from the Clerk to the Corporation.

Members considered the new AoC Code of Good Governance which was being recommended for adoption by the Search and Governance committee. It was agreed that the code should be adopted with effect from 1 August 2024.

It was agreed that Jurate Matulioniene should be appointed to the Standards committee and that, to make up the committee membership, Sandra Williamson and Fiona Wisberg should be appointed to the committee on a temporary basis.

f) Learner Views

Members received a report from the Assistant Principal: Quality, Performance and Standards and Assistant Principal: Student Experience .

Tom Hughes identified the key points raised through the learner survey and explained how the college was addressing the issues. Sandra Williamson commented on the positive levels of engagement with the survey and asked whether the level of response from SEND learners was known. Tom explained how the data was collated. He told members that accessibility for non-English speakers was being reviewed.

Abid Hussain reported on feedback from the Student Council. He advised that a student conference would be taking place on 14 March and issues raised at Council would be reviewed. Kimberley Jones commented on the positivity of Student Council meetings. A query was raised about how much investment would be needed to get students reporting satisfaction with IT. Members heard that this was an area where learners always wanted to see more. Debbie Holland is to provide an analysis of the college spend on IT.

g) OfS Reportable Events

Heather Marks confirmed that there was nothing to report.

8. **APPLICATIONS**

Katy Priestley gave some positive feedback on a prospective learner's experience of the college's application process.

9. **SKILLS DELIVERY**

David Earnshaw reported that a meeting was proposed between Lincoln, Grantham and Boston colleges to discuss the potential of working together on skills delivery.

10. **PAUL TOMLINSON**

It was noted that it was Paul Tomlinson's membership of the Corporation was ending and members noted the contribution he had made to its work.

11. **NEXT MEETING**

It was noted that the next meeting of the Corporation will take place on 8 May 2024.