

**MINUTES OF THE MEETING OF NEW COLLEGE NOTTINGHAM CORPORATION  
HELD ON WEDNESDAY 17 MARCH 2010 AT 5.30PM**

**PRESENT:**

Anne Adams - Chair	✓
Geoff Hall – Principal	✓
Richard Brackenbury	Apologies
Delroy Brown	✓
Lucy Dadge	✓
Nigel Hallam	✓
Brian Hambidge	✓
Karen Harrison	✓
Marianne Howarth	Apologies
Thulani Molife	✓
David Nelson	✓
Mick Newton	Absent
Carol Parkinson	Apologies
Ellie Sewell	Apologies
Carla Stemate	✓
Ralph Tonge	✓

**IN ATTENDANCE:**

Julie Ashton	Deputy Principal
Andrew Hartley	Vice Principal Funding and Finance
Margaret Allen	Vice Principal Skills
Val Mattinson	Director of External and Corporate Affairs
Claire Kay	Clerk to the Corporation

Consideration of items of business was based on reports prepared by College management and the Clerk to the Corporation which were circulated with the agenda to all members of the Corporation in advance of the meeting. Andy Donoghue, Director of Estates joined the meeting to present paper at agenda item 10.

**1. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from the members listed above. The apologies were accepted by the Board.

**2. DECLARATIONS OF PERSONAL INTEREST IN AGENDA ITEMS**

The Principal, Deputy Principal and Clerk declared an interest in agenda item 19 and appropriate withdrawals would be requested by the Chair.

**3. MINUTES FROM THE SPECIAL MEETING HELD ON 9 DECEMBER 2009**

The confidential minutes from the meeting of the 9 December 2009 were reviewed by the Board. The Board passed the following resolution:

**The Board approve the confidential minutes of the special meeting held on 9 December 2009.**

**4. MINUTES FROM THE MEETING HELD ON 16 DECEMBER 2009**

The minutes, including the confidential minute, from the meeting of the 16 December 2009 were reviewed by the Board. The Board passed the following resolution:

**The Board approve the minutes of the meeting held on 16 December 2009 and approve the public minute for publication.**

**5. MATTERS ARISING**

**Item 4:** The Clerk reported that a recruitment process for identifying new governors was underway.

6. **APPOINTMENT OF VICE CHAIR**

The Clerk reported receipt of one nomination form following the recent appointment process for an additional Vice Chair. David Nelson had been proposed by Richard Brackenbury and seconded by Carol Parkinson.

The nomination of second Vice Chair was supported by the members. In accordance with the standing orders annual re-election to the position of Vice Chair occurs at the first meeting of the Corporation in the Autumn Term.

The Board passed the following resolution:

**The Board approve the appointment of David Nelson as Vice Chair.**

7. **PRINCIPAL'S OVERVIEW**

The report outlined the work undertaken with the City Council, One Nottingham and Hadden Park school during recent months and outlined the 14-19 developing arrangements in the conurbation. Members noted the positive development of "governor to councillor" relationships with the City Council which would continue to develop further.

Members were pleased to note the staff and student achievements and thanked staff for their contribution. In particular members welcomed the achievement of the Training and Quality Standard for work with employers and the runner-up position in the AoC Health and Safety Awards. The extent and varied nature of the achievements demonstrated good all-round College success.

Members noted the background briefing paper outlining possible ways the College could respond to government priorities for education and training. This would help inform strategic priorities.

Members noted the paper.

8. **FUNDING ALLOCATION 2010/11**

Members received the summary report presenting the allocations for 2010/11. Members noted the elements which were still under negotiation and those elements yet to be confirmed.

16-18 funding showed a stable cash equivalent position but the overall % of total income for 16-18 full time learners had increased to 63% (from 60%) of total provision due to cuts elsewhere.

Adult learner responsive provision had seen cuts of £1.2m (12%) and appeals to increase this element had failed. Actions taken to address the reductions were concentrating around cutting non-priority provision, provision with low success rates and low contribution rates. Members recognised the national funding cuts and the work being undertaken to consider curriculum plans for 2010/11 academic year. Work was also being undertaken on identifying efficiency savings throughout the organisation to ensure the minimum effect on provision. The College would protect any provision affected which straddled academic years in order to ensure learners' progression was guaranteed.

*TM joined the meeting at 6pm*

Employer responsive provision had seen a 17% reduction which would result in reduced allocations to partner organisations. Flexibility in this area needed to be maintained as additional in-year allocations or bidding rounds were possible.

Members explored the possibility of strategic planning across the conurbation, in association with other providers, to protect the future provision within Nottingham. Members noted that funding had been cut to all providers within the same funding stream

and with no possibility for transferring funding between allocations, collaboration may be limited but management resolved to pursue this further.

During this time the role of the Board was considered increasingly important, needing to challenge management and engage in robust debate and decision making.

The report was noted.

**9. REDUNDANCY POLICY**

The curriculum planning to address reductions was still ongoing and management considered it was too early to consider the Corporation Redundancy Policy in detail. F&R Committee had considered it necessary to review the detail and make clear recommendations to the Corporation in this area. This item was deferred.

*Andy Donaghue joined the meeting for item 10.*

**10. STRATEGIC ACCOMMODATION PLAN**

A confidential minute was recorded for this item.

**11. FE IN NOTTINGHAM**

A confidential minute was recorded for this item.

*DB left the meeting at 7pm*

**12. REPORT FROM STAFF GOVERNORS**

The report outlining the issues affecting staff following the migration to Office 2007. Members noted the concerns and the actions to identify IT champions within teams to help mitigate future issues.

The development of a whole college Christmas celebration had been very welcome by staff. Members noted the positive developments for progression of LLDD learners which were brought to their attention in the report.

Members noted the report.

**13. REPORT FROM STUDENT GOVERNORS**

The report outlined the work being undertaken by the SU Exec. to increase communication with all students not just full time 16-18 learners. Improvements in the handover to new executive members was planned this year with the hope of maintaining progress in areas of development achieved to date. Positive community engagement schemes undertaken by the SU were noted by members and the resulting positive contribution recognised by staff.

The SU were attempting to run events to make a profit to help invest in the Union but members noted that any increase in block grant was unlikely due to the current funding climate.

Members noted the report.

**14. FINANCE REPORT AND MID YEAR FORECAST**

The in-year financial position to the end of January was reported and showed expenditure was in line with budget expectations. The mid-year forecast indicated a small improvement to the underlying operating position expected at year end to £860,000, noting the variances in both income and expenditure. Members noted that the Train to Gain income target remained challenging due to the end loading of the profile. Following an actuarial valuation of the pension fund in March, the pension charges for 2009/10 would be significantly lower improving the UK GAAP position by £600,000 to a deficit of £558,000.

Members considered the minor variances to the mid-year forecast demonstrated good financial control and noted the overall financial health score under Framework for Excellence as good.

The Board passed the following resolution:

**The Board receive the mid-year forecast and approve the revised budget for 2009/10.**

**15. IMPROVEMENT AND PERFORMANCE FRAMEWORK**

The Clerk presented an example of a new Corporation report bringing together the key performance indicators from various key strategic documents into one monitoring tool for the Board to review on a regular basis and to form a key tool in the Principal's annual professional development review.

Members welcomed the development and supported the "single sheet" approach. During further development of this framework members requested thought be given as to how other key issues were captured and monitored by the board e.g. equality and diversity. It was also considered necessary to identify "essential" indicators from those reported, which the Corporation considered must be achieved.

Members noted the report.

**16. RECOMMENDATIONS FROM COMMITTEES**

Members reviewed the recommendations made by the Standing Committees of the Board prior to the meeting. The Board considered each recommendation in turn and passed the following resolutions:

Standards

- **The Board approve the amendment of the overall current year success rate target of 81% to 77%.**

Search

- **The Board approve an amendment to the Corporation Standing Orders to allow for one staff governor to be nominated from business support staff and one staff governor to be nominated from teaching staff.**

Finance and Resources

- **The Board approve the Expenses Policy**

**17. GOVERNANCE ISSUES**

The Clerk outlined the changes to the Instrument and Articles of Government proposed for consultation due to the Apprenticeships, Skills, Children and Learning Bill. Members noted these technical changes.

The Clerk presented the recommendations from the AoC/LSIS Review of Governance and Strategic Leadership in FE. Some members had attended consultation events in the region and completed the consultation response. The process for governors to engage with the consultation was reviewed and members supported the need to put forward their individual views to the recommendations to inform any future developments. The web link would be circulated to members via email for ease of access.

The report was noted.

**18. RISK MANAGEMENT ISSUES**

The strategic risk areas were reviewed by the Corporation in light of the discussions during the meeting. Members considered the reputational risk of the organisation had increased due to funding and accommodation plans and the risk of not delivering the improvements in staff utilisation had increased due to the need for efficiency savings for 2010/11.

**19. RECOMMENDATIONS FROM REMUNERATION COMMITTEE**

A confidential minute was produced for this item.

**20. CONFIDENTIALITY OF BUSINESS**

In accordance with section 17(2) of the Instrument of Government, members determined that the report and discussion under items 10 and 11 would remain confidential due to commercial sensitivity and item 19 would remain confidential as it related to named individuals.

**21. DATE OF NEXT MEETING**

The date of the next scheduled meeting of the Board was noted as Wednesday 14 July 2010. The Clerk would circulate members for dates and times in May to hold a Special Board meeting to address the issues identified in item 10.

**22. MINUTES OF COMMITTEE MEETINGS**

The minutes of the committee meetings were noted by the Board.

**23. MANAGEMENT ACCOUNTS FOR JANUARY 2010**

The management accounts for January 2010 were noted by the Board.

The Chair closed the meeting at 8.15pm.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_