

**MINUTES OF THE MEETING OF NEW COLLEGE NOTTINGHAM CORPORATION
HELD ON WEDNESDAY 20 OCTOBER 2010 AT 5.30PM**

PRESENT:

Anne Adams – Chair	Apologies
Geoff Hall – Principal	✓
Phoebe Benta	✓
Richard Brackenbury	Apologies
Delroy Brown	✓
Lucy Dadge	✓
Susan Clague	✓
Nigel Hallam	✓
Karen Harrison	Apologies
Marianne Howarth	Apologies
James Lacey	✓
Thulani Molife	✓
Alastair Leverton	Absent
David Nelson	✓
Carol Parkinson	Apologies
Ralph Tonge	✓
Mike Willis	✓

IN ATTENDANCE:

Julie Ashton	Deputy Principal
Andrew Hartley	Vice Principal Finance and Resources
Margaret Allen	Vice Principal Skills
Val Mattinson	Director of Corporate and External 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. Nick Whitehouse, Dean of HE and International joined the meeting to present the paper at agenda item 9.

As apologies had been received from the Chair of Corporation, the Vice Chair, David Nelson, chaired the meeting. The Chair reminded members that the expectation was for members to have read the papers and sought clarification of points of detail prior to the meeting. James Lacey was welcomed to his first meeting as a member of the Corporation.

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

There were no personal interests declared.

3. MINUTES FROM THE MEETING HELD ON 18 SEPTEMBER 2010

The minutes from the meeting of the 18 September 2010 were reviewed by the Board. The Board passed the following resolution:

The Board approve the minutes of the meeting held on 18 September 2010 for publication.

4. MATTERS ARISING

There were no matters arising from the minutes.

5. ANNUAL ELECTION OF VICE CHAIR(S)

The Clerk reported to the Board that 2 nominations had been received for the position of Vice Chair from David Nelson and Marianne Howarth.

DN withdrew from the meeting. Delroy Brown acted as Chair for this item.

Members accepted the two nominations and supported the proposal to retain two Vice Chairs in accordance with the Standing Orders.

The Board passed the following resolution:

The Board appoint David Nelson and Marianne Howarth as joint Vice Chair, for a period of one year in accordance with the Standing Orders.

DN rejoined the meeting and resumed the Chair.

The Clerk reported that due to personal circumstances the Chair of the Corporation had requested a "leave of absence" until the end of the calendar year. The Board accepted the request and agreed that the role of Chair be formally designated to one of the Vice Chairs. As both Vice Chairs were not present at the meeting, the Board requested the Vice Chairs discuss the proposal and communicate to members who would fulfil the role of Chair for the next 2/3 months.

6. PRINCIPAL'S SCENE SETTING

Members received a briefing from the Dean of HE and International on the implications of the Browne Report on HE tuition fees and the headlines from the announcement of the Comprehensive Spending Review (CSR) that afternoon from the Vice Principal Finance and Resources.

The Browne Report would impact on the position of HE in FE within the HE market and a comprehensive review of the HE strategy would need to be undertaken to consider fee levels, curriculum content and structure if the report's recommendations were accepted. A full report of the implications of the CSR would be presented in November.

The other contents of the report were noted.

7. QUALITY ASSURANCE STRATEGY

As part of the new structure the Board would receive regular reports relating to the quality of provision. Previously these had been reviewed in detail by the Standards Committee. Members were asked to satisfy themselves that the reports received provided adequate assurance that the College's quality framework was operating effectively and delivering continuous improvements in line with the targets set.

The Deputy Principal presented the report outlining the external review processes undertaken by the College and the supplementary internal review processes. Members noted the numeracy review to be undertaken by Ofsted in November and the QAA inspection visit due in May 2011. The College's Quality Improvement Plan was available for review and a further update would be presented during the year. A report against student success rates would be available for review at the November meeting.

Members discussed if additional assurance was required by the Corporation, given the new governance framework, and it was agreed that this would be kept under review during the year. Members welcomed the planned Internal Audit Service work around the School Review process as an independent assurance in a key area of the quality framework. The importance of engaging staff at all levels was noted and the Board recognised the need to be assured that the framework impacted positively on successful learner outcomes.

Learner Voice activity undertaken last year and changes for 2010/11 were outlined in the report. Members felt that there was further work to be done to ensure that learners were satisfied with their experience and that the results reflected more positive outcomes.

Members were pleased to note the success of being shortlisted for 3 AoC Beacon Awards as well as the successful achievement of the Training Quality Standards part B for 3 curriculum areas, Retail, Social Care and Construction.

Members noted the report and would keep this area under review throughout the year to ensure improvements could be demonstrated both over time and also when comparing against other organisations. Quality was seen as a key area for the Corporation as a whole.

8. ENROLMENT REPORT

The Vice Principal Finance and Resources presented the enrolment position over the first 6 weeks of the academic year. Members noted that 16-18 and 19+ learners were 3% down from targeted enrolments. Although it was unlikely 16-18 enrolments would change, it was expected that 19+ would improve over the year. Part time enrolments were on track for achieving enrolment targets by year end.

HE enrolments were 12% below target, but in line with Hefce funding targets, indicating a planning issue which needed to be addressed. This reduction did not put the College's Hefce funding position at risk but would impact negatively on tuition fees by approximately £120,000.

Currently the software to enable College's to convert their FE enrolments into funding data was unavailable; the Board would be updated on this position in the November Finance Report.

The report was noted.

9. INTERNATIONAL LIFESYCLE ACADEMY

A confidential minute was prepared for this item.

NW left the meeting after this item.

10. FE IN NOTTINGHAM

A confidential minute was prepared for this item.

11. REVIEW OF STRATEGIC PURPOSE

Members confirmed the outcomes in the report reflected the position reached at the Residential event in September. The outcomes would form a basis for further development of a vision for the future with a new Principal, and in consultation with staff.

12. IMPROVEMENT AND PERFORMANCE FRAMEWORK

The Board considered the information provided. The development of the performance management framework during the year provided a good summary of the overall organisational performance. The report highlighted some targets had not been met in the year. It was suggested that at year-end a report providing some benchmarking against other organisations might be helpful. The 2010/11 targets were noted and agreed for monitoring during the year to provide members with an overview of operations. More active monitoring would develop during the year.

Members noted the report.

13. STRATEGIC RISK MONITORING

The report outlined the annual review of the Risk Monitoring Strategy and the revised Risk Register for 2010/11, scrutinised and recommended by the Audit Committee for approval.

Members noted the Internal Audit Service provided substantial assurance on the risk management arrangements at the College and members considered the new risk scoring identified clearly the high risk areas for the College. The risk register would be reviewed in detail by the Audit Committee during the year and high risk items reported to the Corporation on a regular basis.

The Board passed the following resolutions:

The Board note the risk register for 2010/11.

The Board approve the Risk Management Strategy for 2010/11.

14. REPORT FROM AUDIT COMMITTEE

Members noted the report and passed the following resolutions recommended by the Audit Committee:

The Board re-appoint RSM Tenon as the College's Internal Audit Service for 2010/11.

The Board approve the Internal Audit Plan for 2010/11.

The Board approve the revised Whistleblowing Policy and Procedure.

15. OUTCOMES FROM THE REMUNERATION COMMITTEE

The Chair informed members that a Remuneration Committee had met immediately prior to the Corporation and a report would be received by the Board at the November meeting once further work had been undertaken on the issues discussed.

16. MINUTES OF THE AUDIT COMMITTEE

The minutes of the Audit Committee meeting were noted by the Board.

18. MANAGEMENT ACCOUNTS FOR JULY 2010

The management accounts for July 2010 were noted by the Board. The Vice Principal Finance and Resources updated members that the underlying operating surplus following the completion of the external audit remained in line with the management accounts and above the mid-year forecast level. Members thanked AH for his update as well as his good stewardship of the College's finances and looked forward to the formal report to the Board in due course.

19. RISK MANAGEMENT ISSUES

The strategic risk areas were reviewed by the Corporation in light of the discussions during the meeting. Members considered the International Lifestyle Academy should be added to the risk register as a medium risk.

20. CONFIDENTIALITY OF BUSINESS

In accordance with section 17(2) of the Instrument of Government, members determined that the report and discussion under items 9 and 10 would remain confidential due to commercial sensitivity.

21. DATE OF NEXT MEETING

The next scheduled meeting was on Wednesday 24 November 2010.

The Chair notified members that Val Mattinson would be leaving the College at the end of the week. The Chair thanked Val for her help, support and contribution to the Corporation meetings - initially as a board member and then as a member of the executive team, and offered her the Corporation's best wishes for the future.

The Chair closed the meeting at 19.45pm.

Signed: _____

Date: _____