

**MINUTES OF THE MEETING OF NEW COLLEGE NOTTINGHAM CORPORATION
HELD ON WEDNESDAY 24 NOVEMBER 2010 AT 5.30PM**

PRESENT:

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

IN ATTENDANCE:

Julie Ashton	Deputy Principal
Andrew Hartley	Vice Principal Finance and Resources
Margaret Allen	Vice Principal Skills
Maria Semak	Interim 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. Maria Semak was welcomed to her first meeting as Interim Director of Corporate and External Affairs.

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

All staff present at the meeting declared an interest in agenda item 9. David Nelson declared he was a Non-Executive Director of an organisation mentioned under item 10. DN had no involvement with the contractual arrangements with the College or the delivery of the contract. This would be recorded in the public Register of Interests.

3. MINUTES FROM THE MEETING HELD ON 20 OCTOBER 2010

The minutes from the meeting of the 20 October 2010 were reviewed by the Board. The Board passed the following resolution:

The Board approve the minutes of the meeting held on 20 October 2010, and approve the public minute for publication.

4. MATTERS ARISING

Members had been informed on 4 November 2010 of the interim arrangements for Chair agreed between the two Vice Chairs. David Nelson would be acting Chair for the period until January 2011.

5. **DRAFT SELF ASSESSMENT 2009/10**

The headlines arising from the College Self Assessment process were outlined to members by the Deputy Principal. The importance of transparent and self critical review to enable mature reflection of the progress made by the organisation in the year was emphasised. Members received benchmark trend analysis of success rate data compared to other local colleges and wider national colleges. The overall College success rate target was 77% for 2009/10, the College had achieved 75%, 77% in 16-18 year olds and 72% in 19+. The adult success rate had dropped by 3% which was a disappointment. The reasons for the decline were outlined for members along with the actions taken, where possible, to address the issues.

Overall the SAR graded the College as good. Both areas where there were limiting grades were also considered good.

The self assessment grades for each curriculum area were reviewed compared to 2008/09. Members noted the quantitative measure to assign curriculum grades which had been introduced this year. Management considered the new approach reflected the strategic focus of improvement of all success rates. Governors welcomed this emphasis and reiterated their support for efforts to improve success rates for all learners.

The strategic aim outlined to members was to increase overall success rates from satisfactory to good by developing staff through training and performance management. The improvement framework applied equally to all curriculum areas ensuring continuous improvement in all areas including high performing areas. Staff development had concentrated to date on management and leadership, but plans were underway to provide developmental training to non-management tiers to encourage internal progression.

Members were pleased to note the positive feedback from the recent Ofsted review on numeracy. The full SAR would be received at the December meeting. Members requested a further update on performance against benchmark data once this was available for 2009/10. The Governance SAR was reviewed and noted by members. It was suggested that more input from governors to this process would be beneficial in future; this development would be progressed through the Search Committee during the year.

Members thanked JA for her presentation and noted the report.

6. **HR STRATEGY REVIEW**

The College three year HR Strategy for 2011-2015 was presented to members. This was set in the context of the national priorities and reflecting the aims of the College as an employer. Members welcomed the strategic focus and supported the themes within the strategy but considered a means of measuring the impact of the strategy was required to ensure the aims could be quantified and monitored effectively.

The HR strategy was approved in principle, subject to the additional detail required. It was agreed that the strategy should be returned to the Board in January with key performance indicators reflected in the strategy.

7. **PRINCIPAL'S UPDATE**

The Principal updated members on the College's performance in the Beacon Awards at the AoC Conference. The College won the Beacon Award for College Engagement with Employers and was highly commended for the College's work to widen participation. The College also was proud to have 2 learners in the UK Skills Squad for World Skills 2012. Members noted the report and congratulated all staff involved in the significant national successes.

8. **IMPLICATIONS OF THE COMPREHENSIVE SPENDING REVIEW (CSR)**

The Vice Principal Finance and Resources presented a review of the financial forecast taking account of the announcements of the CSR. Members noted that income in 2011/12 may be slightly higher than planned but the effect on 2012/13 income was likely to be slightly lower than forecast. The unknown implications of the proposals around HE had yet

to be modelled, however some of the changes may provide opportunities for the College. Members encouraged management to be proactive in their approach and requested development time to be devoted to formulating a revised strategic plan to take account of the changing priorities discussed during the presentation. The aim should be to have a revised Strategic Plan in place in the Spring.

The report was noted.

9. PAY AWARD 2010/11

The report outlined the recommendation from the AoC for a 0.2% pay award for 2010/11. The recommendation had been approved nationally by UNISON but not UCU and Unite. The College proposed to follow the national recommendation as in previous years, recognising that the increase was very low but reflected the current economic climate. The College was committed to implementing the job evaluation scheme undertaken during 2009/10 and the management advised that current budget would allow for the cost of implementing the outcomes of the scheme.

The Principal proposed to recognise the hard work of staff by permitting an additional day's discretionary holiday on Thursday 23 December 2010. Members supported the proposal.

The Board passed the following resolution:

The Board approve the implementation of the recommended pay award for all staff, to be paid in December 2010.

DB left the meeting. 18:45

10. PARTNERSHIP AND SUB-CONTRACTED PROVISION

The Annual Report was presented to members outlining that partnership provision had exceeded targeted volume, achieved planned contribution rates and exceeded student success rates. 2010/11 planned to achieve the same objectives as prior years but through a lower volume of partnership delivery. A risk based model had been developed to set 2010/11 contribution rates for partners and all partners would be benchmarked against core College performance targets. Partners, volumes, and targets for 2010/11 were circulated.

The report outlined how the College had responded to the changing environment of partnership funding and how this area would develop in the future. Management were encouraged to consider the needs of the learners and the College when planning the provision rather than being bound by the previous LSC maximum partnership percentage of 5%. Members were advised that there was no significant financial risk associated with business failure of partners, however, the College were committed to continue any learner programme to the year-end if a partner should cease trading.

The Board passed the following resolutions:

The Board accept the Annual Report on Partnership and Sub-contracting provision for 2009/10.

The Board note the volumes and performance measures in place for 2010/11.

The Board agree to monitor this area of provision through the Finance Report during the year and receive an Annual Report in the Autumn Term.

11. FE IN NOTTINGHAM

A confidential minute was prepared for this item.

12. IMPROVEMENT AND PERFORMANCE FRAMEWORK

The Board considered the information provided. The final outturn against targets was reported, including the revised targets for 2010/11. Following the development of the new risk register it was now possible to also link the performance indicators to the organisational

risks. Members raised the importance of developing an internal measure for student destinations considering this a valuable tool to evaluate the overall success of the organisation and economic contribution of the College. Management were tasked with developing a suitably robust measure for monitoring.

Members re-iterated the need to benchmark year end targets where possible. Progress was noted.

13. STRATEGIC RISK MONITORING

The report outlined the high risk areas identified in the College risk register and updated members as to the actions to mitigate these risks.

14. FINANCE REPORT

The financial position to the end of October was presented to members. Financial performance was below profile by £267k. The variance related to 16-18 apprenticeships and adult apprenticeships. Members were assured that plans had been put in place to address these areas of current underperformance and year end expectations remain on target. The current financial health category was satisfactory.

Members expressed their concern at the slower than expected start to the year but recognised there was time for the impact of actions taken to have an effect. The position would be reviewed in detail at the mid-year review.

The report was noted.

15. REPORT FROM THE SELECTION PANEL

Members were updated as to the outcome of the selection process to date for the appointment of a new principal. Members noted the actions taken by the Selection Panel and would revisit the timeline for appointment at the December meeting.

16. REPORT FROM THE REMUNERATION COMMITTEE

The Board reviewed the recommendations from the Remuneration Committee and passed the following resolutions:

The Board approve the contract for employment, job description and person specification for the post of Principal and delegate authority to the Chair of Corporation to make all necessary amendments to this contract on appointment to the post, through Chairs Action.

The Board approve the College Pay Policy.

The Clerk requested all members of the management team, except the Principal, to withdraw from the meeting.

The discussion and recommendation presented by the Remuneration Committee regarding the designation of senior post holders was outlined to the Board. Members supported the reasons behind the recommendation to designate the post of Vice Principal Finance and Resources as a senior post holder as defined in the Instrument and Articles of Government. The differences of a senior post holder designation were explored and the Board passing the following resolution:

The Board approve the recommendation to designate the post of Vice Principal Finance and Resources a senior post holder in accordance with the Instrument and Articles of Government.

17. ANNUAL SAFEGUARDING REPORT 2009/10

The first annual report on Safeguarding was recommended to the Board by the Safeguarding Working Group. The importance of the on-line governor training was re-iterated to all governors, details would be re-circulated to members and members were asked to complete this training as a matter of urgency. Members noted the report.

The Board accepted the Annual Safeguarding Report for 2009/10

18. MINUTES OF COMMITTEES

The minutes from the Committee cycle were noted.

19. RISK MANAGEMENT ISSUES

The strategic risk areas were reviewed by the Corporation in light of the discussions during the meeting. No additional risks were identified.

20. CONFIDENTIALITY OF BUSINESS

In accordance with section 17(2) of the Instrument of Government, members determined that the report and discussion under item 11 would remain confidential due to commercial sensitivity.

21. DATE OF NEXT MEETING

The next scheduled meeting was on Wednesday 14 December 2010.

The Chair closed the meeting at 19.50pm.

Signed: _____

Date: _____