

**MINUTES OF THE MEETING OF NEW COLLEGE NOTTINGHAM CORPORATION
HELD ON WEDNESDAY 28 SEPTEMBER 2011 AT 5.30PM**

PRESENT:

- David Nelson – Chair ✓
- Amarjit Basi – Principal ✓
- Richard Brackenbury Apologies
- Delroy Brown ✓
- Lucy Dadge ✓

- Dan Campbell ✓
- Susan Clague ✓
- Nigel Hallam ✓
- Karen Harrison ✓
- Marianne Howarth Apologies
- James Lacey ✓
- Thulani Molife ✓
- Aston Taylor ✓
- Ralph Tonge ✓
- Mike Willis ✓

IN ATTENDANCE:

- Julie Ashton Deputy Principal
- Andrew Hartley Vice Principal Corporate
- Margaret Allen Vice Principal Skills
- Joanna Boulton Director of HR
- Maria Semak Director of Corporate and External Affairs
- Claire Kay Corporation Secretary

Consideration of items of business was based on reports prepared by College management and the Corporation Secretary which were circulated with the agenda to all members of the Corporation in advance of the meeting.

The Chair offered a warm welcome on behalf of the Board to Amarjit Basi in his position as Principal and CEO. Aston Taylor and Dan Campbell were also welcomed as the 2011/12 Student Governors.

The Chair addressed the Board in respect of their responsibilities for the educational purpose and character of the institution encouraging members to embrace their role in defining the strategy moving forward, providing leadership and promoting the College’s purpose externally. The Chair looked forward to working in partnership with Governors and the Executive to define the future of ncn.

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

No interests were declared in relation to the agenda items.

3. MINUTES FROM THE MEETING HELD ON 13 JULY 2011

The minutes from the meeting of the 13 July 2011 were reviewed by the Board. The Board passed the following resolution:

The Board approve the minutes of the meeting held on 13 July 2011, and approve the public minute for publication.

4. MATTERS ARISING

Item 4: The Corporation Secretary reported that Sue Clague had agreed to join the Audit Committee.

Item 7: The Chair provided a brief update on the work being progressed in relation to the contractual arrangements for the International Lifestyle Academy.

Item 11: During discussions to shape the October Residential it had been agreed that the outcomes of the governance self assessment questionnaire would be built into a discussion session.

Item 13: Targets for 2011/12 are not recorded in the IPF. A discussion would be undertaken under item 14.

5. APPOINTMENT OF THE VICE CHAIR

The Corporation Secretary reported that one nomination for Vice Chair had been received. Marianne Howarth would be elected unopposed. Due to her term of office expiring on 31 July 2012 it was recommended that the term for Vice Chair would run until the expiry of Marianne's current term of office. The Board passed the following resolution:

The Board appoint Marianne Howarth as Vice Chair until 31 July 2012.

6. PRINCIPAL'S REPORT

The Principal thanked members for the welcome he had received. The report outlined the headline results for 2010/11 in terms of performance against funding contracts and the overall financial position. The full-time enrolment position against targets for 2011/12 was progressing well. HE enrolment had commenced on 26 September and would be reported at the next meeting. Initial Apprenticeship projections (incorporating partnership proposals) were in excess of the approved contract, which provides the potential for making a bid for additional funding during 2011/12. This area of funding represents some stability for future years and therefore represents a potential area for growth. The balance of in-house and partnership delivery would also be reviewed.

The focus for curriculum and quality would be on retaining and inspiring students to realise their potential. Members noted the initial success rate information from 2010/11. A full report would be received in due course when all outstanding results were available. Members emphasised the need to continue the incremental increases in success rates during recent years, noting although the direction of travel was right it still amounted to a large proportion of learners not achieving. The College's response to changes being discussed nationally around the availability of loans for learners and the market for HE provision would be discussed further with members at the residential.

Members noted the work currently underway to engage with staff in forming the future for **ncn**, and the planned stakeholder event, scheduled for 6 October 2011. Members also considered it important to engage with learners and were assured this was also underway.

Members noted the successes highlighted in the report including the innovative project secured through the Commercial Development Team in collaboration with a variety of partners to deliver a National Citizens Service. Members discussed the competitive environment and the implication of this on the development of curriculum and accommodation.

Members found the report very informative and it was noted.

The Principal outlined to Governors the six questions which had been posed to staff during the roadshow events over recent weeks. 700 staff had attended the roadshows and all had been encouraged to get involved in the consultation. Staff would be engaged further through team structures.

7. ANNUAL REPORT ON PARTNERSHIP AND SUB-CONTRACTED PROVISION

Members noted the contractual performance of 2010/11 partners and the planned activity for 2011/12. The success rate information would be reported at the November Board meeting.

The focus for 2011/12 delivery was around apprenticeships and the development of organisational and partnership capacity. The report listed those contracts being negotiated currently and future termly reports would show new in year delivery.

Members considered there needed to be more strategic partnering to develop long term relationships to further the organisation's aims rather than meet funding targets. There needed to be more clarity on contracting decisions to ensure they were based on strategic fit, past performance and quality provision. The model contract used with partners had been made available for members to view. Members took assurance that the contract was based on a model provided by the AoC and reviewed by ncn solicitors to ensure the interests of the College were protected. Members requested a brief guidance document to be provided on the contractual arrangements within the contract. The following resolution was passed:

The Board approve the partnership contract for 2011/12 and note the partners identified in the report.

8. ANNUAL REPORT ON SAFEGUARDING

The report provided the Board with assurance that the legal duty placed on the Corporation to safeguard learners and vulnerable adults had been met during 2010/11. The report provided information on the staff designated to lead the organisation's good practice in the area of safeguarding and the policy and procedures in place. The organisational training available at every level was outlined including the governors completed training. Referral statistics were noted by the Board.

Members were pleased to support the additional independent scrutiny built into the process this year with peer review and submission of the Annual Report to the Nottingham City Safeguarding Children Board's Steering Group. The Board passed the following resolution:

The Board approve the Annual Report on Safeguarding and approve the Policy for Safeguarding Children and Vulnerable Adults

The Board agree to share the report with Nottingham City Safeguarding Children Boards' Steering Group

9. ANNUAL REVIEW ON RISK MANAGEMENT

The Annual Review of Risk Management was recommended to the Board from the Audit Committee. The changes to the risk register during 2010/11 were highlighted to the Board. There were minor changes in the risk strategy adopted by the College to inform the risk register for 2011/12 and these were noted. Members were given confidence by recent audit comments on the robustness of the process of risk management and thanked the Audit Committee and management for the work undertaken in this area.

The Board note the Annual Review of Risk Management for 2010/11.

The Board approve the Risk Management Strategy and Risk Register for 2011/12

10. EQUALITY AND DIVERSITY PRIORITIES UPDATE

Members considered the detail contained in the report and welcomed the introduction of BME and LGBT groups across the College. The importance of the quantitative information behind the actions undertaken throughout the organisation would be available in the College SAR later in the term. The Board noted the report.

11. REPORT FROM COMMITTEES

The report was noted by members and the following resolution passed:

The Board re-appoint RSM Tenon as the College's Internal Audit Service for 2011/12 and to continue with their appointment for 2012/13.

The Board approve the Internal Audit Plan for 2011/12.

The Board adopt the new Anti Bribery Policy.

The Board approve the Senior Post Holders Pay Policy.

12. ANNUAL REVIEW OF GOVERNANCE

The report outlined the framework for decision making within the Corporation as part of the review undertaken for self assessment. Members endorsed the framework with the recommendation that a formal show of hands was requested when taking decisions to ensure an inclusive process of decision taking. The Board passed the following resolutions:

The Board confirm the Corporation's current decision-making arrangements.

The Board note the annual reports on governor attendance and whistleblowing.

The Board approve the release of confidential minutes in accordance with the reported appendix.

13. PROJECTED OUTTURN

Members noted the outturn position going into the Financial Statement audit and were pleased to note performance was in line with budget and mid year forecast. Members considered this reassuring given the complicated and changing environment.

14. IMPROVEMENT AND PERFORMANCE FRAMEWORK

The report was noted by the Board. Given the work underway on realigning key performance indicators with the new strategic plan it was suggested the current KPI's continue to be reported this term until the new ones are established to keep some level of performance reporting.

15. RISK MANAGEMENT ISSUES

The Corporation did not consider any new risks had been identified during the discussion of the meeting.

16. CONFIDENTIALITY OF BUSINESS

No confidential minute was prepared during the meeting.

17. DATE OF NEXT MEETING

The next scheduled Corporation meeting would be held on 23 November at Clarendon Campus. The Strategic Planning Event was due to be held on 14 and 15 October.

The Director of External and Corporate Affairs informed the Board that following a comprehensive tender and interview process a new firm had been appointed as the College Solicitors. The transfer from Martineau's to Eversheds Nottingham Office would take place from 1 October 2011.

The Chair closed the meeting at 19:30

Signed: _____

Date: _____