

Governance Minutes



Agenda item 4

Meeting/Committee	Board Meeting
Date of meeting	14 th November 2018

18.141 Membership

Attendance

Mr A Birch
Ms C Burn
Mr D Buxton
Mr I Knowles
Dr A Nortcliffe
Ms G Scott
Mr S Smith
Mr A Stott (Chair)

Apologies

Mrs A Phillips
Ms Littlewood
Mrs K Wood

In attendance:

Mr T De'Ath
Ms C Mollart
Mr P Baylis
Mr J Austin
Dr K Noble
Mrs J Hartog

Clerk to the Corporation
Head of Admin & Operations
Vice Principal
SLT Lead
Director of Finance
Director of HR

18.142 Apologies for absence

Apologies received from Mrs A Phillips, Ms Littlewood and Mrs K Wood.

18.143 Declarations of Interest & Eligibility

The Clerk collected Declaration of Interest Forms from Governors.

18.144 Minutes of the meeting held 5th July 2018

18.100 – Management Accounts – Discussion regarding staffing ratios, Mr Knowles asked for a breakdown of this information. Dr Noble agreed to complete this for the December board meeting.

18.103 – Retford P16 – Mr Knowles referred to the point, which stated that costs were not in the budget. Dr Noble advised that part of the costs were forecasted in the budget. Mr Austin advised that he was attending a meeting to further discuss the Retford position on Friday and would report back at next Board meeting.

The Board requested that the notes from the closed meeting are to be recorded formally and signed off. The Clerk agreed to action

18.144 RESOLVED – The Clerk will produce a set of confidential minutes relating to this matter and will be available for review at the next Board Meeting.

18.145 Matters Arising

No items raised.

18.146 Strategic Plan Monitoring Report

Mr Austin advised that the Strategic Planning Monitoring Report had been updated to review targets for 18/19 and measure progress throughout the year.

Dr Scott asked if the new version of the SAR was available. Mr Austin advised that it would be available by end of the week and would be circulated.

Discussion followed around the grading of all aspects of the SAR.

The Clerk agreed to circulate the Inspection Ever Ready Plan to Governors.

18.147 Organisation Update

Mr Austin provided an Organisational Update and presented data by Campus.

In terms of Apprenticeships, Mr Austin explained work which had been carried out in this area – Mr Buxton asked if processes had been amended, Mr Austin explained there had many improvements made and would hope to see the impact of these by August 2019.

Dr Scott questioned the CBL observation/gradings profile of staff. Mr Austin advised that quality procedures have been reviewed to reflect on this.

Mr Austin advised that communications have increased with the following taking place :

- Monthly meetings with staff
- Staff surgeries
- Staff working groups

Mr Austin to update further development at the next Board meeting in December.

Mr Austin explained the new Campus Management structure. Mr Birch said that it was important that the identity of RNN is not lost now there is a more Campus focused model. Mr Austin replied that Campus Managers still have cross college responsibilities and will work together closely to ensure synergies.

Mr Austin updated on the new Apprenticeship Delivery structure.

Apprenticeships were discussed and Mr Austin advised that a weekly review meeting had been implemented to review frameworks and when income streams are going to come back online.

18.148 Curriculum & Quality Update

Dr Scott asked for clarification relating to the issue with OOFs. Mr Austin advised there had been a significant issue which had been compounded by Functional Skills. Mr Austin advised that an ESIS consultant is currently working on this project.

Mr Austin highlighted the following points relating to the End of year Quality report :

- Hair & Beauty have had a dip in achievement impacted by moving to technical level qualifications.
- Health – issues with staff delivery have impacted, difficult to recruit staff.
- Guidance to Improve process being introduced for areas which require improvement.

Mr Austin gave an update on current volume of enrolments :

- DVC numbers have declined. Mr Austin advised that the team are looking at applications but an early indicator is that there is increased competition from schools.
- Mr Knowles said it was important to engage with schools with 6th forms. Mr Austin advised of the current marketing campaign and highlighted the work which takes place with schools.

Dr Scott referred to the Self Evaluation Document (SED) and suggested that further work is required before final submission to ensure that the document highlights the College's unique features.

Dr Scott and Dr Nortcliffe agreed to liaise with Mrs Checkley (HE Director) to ensure their comments were understood.

Mr Knowles asked that the Board agree to formally delegate the sign-off of the SED to the Q&S committee, agreed.

Mr Buxton asked about the reduction in Engineering enrolments against plan, Mr Austin advised that work is being done to understand the lower enrolments

18.148 RESOLVED – The Board agreed to delegate the sign-off of the SED to the Quality & Standards Committee.

18.149 Finance Update

Dr Noble gave a brief update on the current Audit and advised that early indications are that it has been positive. Dr Noble to provide full update at December Board meeting.

Members discussed the anticipated rise in pension contributions and the impact of this on the budget. Mr Smith asked if the projections could be modelled so that informed decisions could be made moving forward. Dr Noble to provide an update to the December Board meeting.

Dr Noble gave an update on the current position in relation to the loan.

Mr Knowles asked about an asset review. The Clerk advised that Fischer German are currently carrying out a value assessment so that informed decisions can be made.

The value of harmonisation was discussed. Dr Noble to provide a staffing reforecast for December Board meeting.

Dr Noble referred to the paper regarding subsidiary companies and highlighted the recommendation to transfer the operations, staff, assets and liabilities of both Create Skills and Charnwood to RNN group leading to closure of both subsidiary companies.

Mr Smith asked what proportion of provision and income would sit within the college. Dr Noble responded that all activity would sit within college.

The Board approved in principle the closure of Create and Charnwood providing confirmation of additional financial information.

Discussion regarding representation on the Subsidiary Boards as currently Mr Connolly was the named person. Proposal to come to the December Board meeting.

Dr Noble highlighted the main points within the Fees policy and how the process works – the Board agreed to approve the policy.

Dr Noble updated on Procurement and advised that Crescent Purchasing are currently carrying out a benchmarking review for the Group on everyday costs.

Dr Noble advised that Utilities is a key area to review and would like to carry out a contract review. UPG energy consultants have been approached about carrying out the review with a view to streamlining utilities contracts and finding an overall saving. Mr Knowles was interested to know what percentage of the savings UPG would claim and asked of if it was possible to obtain references from suppliers. The Board agreed in principle subject to further conversation between Mr Knowles and Dr Noble.

Mr Buxton asked if consumption levels were also being monitored. The Clerk explained measures which have been taken.

Subcontracting provision- agreed increases for this year.

18.149 RESOLVED – The Board approved in principle the closure of Create and Charnwood providing confirmation of additional financial information.

18.150 Constitution, Tenure, Code of Conduct and Standing Orders year.

Mrs Wood had asked the question about new board members. The Chair advised that the board is constantly looking for suitable additions and the situation is being monitoring.

Mr Knowles asked for an update on Student representatives. Mr De'Ath advised that student reps would hopefully have been selected in time for the December Board meeting.

18.151

Mr Smith asked if meeting venues could be rotated but it was noted to retain at UCR to facilitate SKYPE access etc.

Ofsted briefings – covered in the meeting.

Governor training on Safeguarding and Prevent to be organised.

The Chair expressed his thanks to the Exec SLT team.

Mr Smith echoed the thanks on behalf of the Board to the Chair and SLT.

18.152 Confidentiality

No items

18.153 Date and Time of Next Meeting

Wednesday 12th December 2018 at 6pm at the UCR

Signed  Chairman

Date 12-12-18