

# Governance Minutes



Agenda item 4

<b>Meeting/Committee</b>	<b>Board Meeting</b>
<b>Date of meeting</b>	12 <sup>th</sup> December 2018

## Attendance

Mr A Birch  
Mr D Buxton  
Mr I Knowles  
Dr A Nortcliffe (via Zoom)  
Ms G Scott  
Mr S Smith  
Mr A Stott (Chair)  
Mrs A Phillips  
Ms Littlewood  
Mr E Dewes  
Ms A Bi

## Apologies

Ms C Burn  
Mrs K Wood

## In attendance:

Mr T De'Ath	Clerk to the Corporation
Ms C Mollart	Head of Admin & Operations
Mr P Baylis	Vice Principal
Mr J Austin	Interim Principal
Dr K Noble	Director of Finance
Mrs J Hartog	Director of HR
Mr C Todd	Interim Director of Apprenticeships

### 18.164 Apologies for absence

Apologies received from Ms Burn and Mrs Wood.

### 18.165 Declarations of Interest & Eligibility

1 declaration of interest declared – noted under confidential items.

### 18.166 Minutes of the meeting held 14<sup>th</sup> November 2018

The minutes were accepted as a true and accurate record.

### 18.167 Matters Arising

Ms Scott asked if Inspection Ever Ready Plan has been shared –Mr Austin to follow-up.

## **18.168 Organisational Update**

Mr Austin presented an Organisational Update and highlighted the following:

- 18/19 - E&T Retention Data – Mr Austin explained that headline data is maintaining at 98.1% but there were some concerns at specific campuses and levels. Mr Buxton asked what the usual drop off rate is between now and the end of the year. Mr Austin explained that campus data did not become available until January 18, so a comparison against last year's data will be available for presenting at the next Board meeting in February.
- Mr Austin said it was envisaged that the impact of the Rise and Shine Attendance campaign would support attendance and retention and in the first week of the campaign 60% of students had 100% attendance.
- Mr Austin presented 18/19 Apprenticeship Achievement Rates and explained the work which was being undertaken to make improvements. Mr Buxton questioned the gap between 17/18 and 18/19. Mr Austin explained how the Timely achievement rate works. Discussions around timely and overall levels.

Mr Austin updated regarding Retford Post 16 Centre.

Mr Austin highlighted some good news stories and gave a Communications Update :

- Staff Focus Groups starting in January 2019.
- Pulse Survey had been carried out regarding recent Campus Management changes.
- Hoping to have Employer involvement in Curriculum Planning process.
- Seeking support to analyse Market Share as this is a concern.
- WBL Quality Review – introducing a board which will scrutinise aspects of WBL moving forward.

## **18.169 Apprenticeship Report**

Mr Todd gave an Apprenticeship Update highlighting the Create, Charnwood and RNN Training restructures.

- Business Development Restructure – staff will be TUPED over and then harmonised. Communications will be released relating to the restructure w/c 17/12/18. All staff TUPED over will now report in to an RNN manager.

Mr Todd explained how Apprenticeship frameworks will be reintroduced.

The new Apprenticeship Start Process was explained – Mr Todd advised that a working party had been formed to enhance this process. This has now been defined and all staff involved in the new process had been mandated to undertake training prior to Christmas.

Mr Todd reported on Out of Funded Learners (OOFs) and explained progress made so far in reducing the volume of OOFs. Mr Smith asked if it is a concern from a cost point of view that learners are continuing when not funded. Mr Todd responded that it is a concern but advised that there would be a

curriculum re-planning process. Mrs Phillips asked what would be a reasonable level of OOFs moving forward. Mr Todd said that relating to the volume of Apprentices within RNN, 150/200 is probably a reasonable number to hold.

Mr Birch asked about the – 52 new starts. Mr Todd confirmed that 50 new starts had been agreed.

Mrs Phillips asked if the learners who were on pending codes had been resolved by the December target date. Mr Todd updated that originally there were 367 learners on pending codes, this had now been reduced to 43.

Mr Knowles asked if there was a timeline as to when business can return to a usual position. Mr Todd advised that there would be a detailed update at the next board meeting.

Mr Austin talked through Apprenticeship support which is currently in place and advised that the plan is, by February support will be withdrawn and business will be operating as normal. Mr Todd to prepare paper for next Board Meeting including forecasted volumes.

Mr Buxton asked about timelines and associated risks for Apprenticeships and Subcontracting. Mr Austin explained that the ESFA can advise on good local providers that can support provision but the group will carry out their own due diligence. Dr Noble said that a gap against allocation of £900k - £1M was being assumed and the group would be looking to fill this via subcontracting. Mr Buxton asked if this process had been started, Mr Austin explained that there is an open window for this activity and that colleagues are actively pursuing.

## **18.170 HR & Organisational Development Report**

Mrs Hartog gave an overview of the HR & Organisation Report and highlighted the following :

- Mrs Hartog advised on progress of amalgamating policies, the target is the end of January to have one suite of key policies and procedures.
- Mrs Hartog advised that the main cause of Sickness Absence was issues relating to mental health.
- Mrs Hartog advised of plans to develop a management training programme.
- Mrs Hartog referred to a staff survey which had been conducted in May 2017, Mr Knowles asked what had happened to address the results. Mrs Hartog responded that the follow-up from this had not been as comprehensive as it could have been.
- Mrs Scott referred to the section 'Levels of Disciplines / Grievances / Capability' and asked about the category 'Complaint'. Mrs Hartog explained that this was linked to the development of managers and their ability to deal with complaints before becoming formalised.
- Mrs Hartog reported that there had been a Single Central Record audit conducted in 2017 which had highlighted areas for improvement. After

work from the HR team this had recently been re audited and feedback had been extremely positive.

- Mrs Hartog explained thinking around the current Vision & Values and plans to review these in January through a staff engagement process.
- Mrs Hartog gave an update on TUPE of Charnwood/Create staff. Mr Smith asked how many staff were involved in process – Mrs Hartog advised around 60.
- Mrs Hartog updated on the harmonisation agenda and the plans to carry out a job evaluation scheme. Mr Smith asked if the cost of harmonisation could be minimised by considering the introduction of pay bands.
- Mrs Hartog presented recruitment statistics and the need to increase brand reputation alongside the strategy for recruitment in hard to fill roles.
- Mrs Phillips asked consideration be given to performance related pay that could be linked to over performance against budget.
- Mrs Hartog explained that results received to date from the recent Pulse Survey was in the main positive.

Mr Smith asked how plans for more communication were progressing? Mrs Hartog advised that regular face to face college briefings had been introduced and post January there would be the introduction of a VLOG.

Mrs Scott commented that she was pleased to see a plan which was progressing key issues.

### **18.171 Finance Reports**

It was confirmed that the Annual Report was agreed at the Audit Committee held on Wednesday 5<sup>th</sup> December 2018. Mr De’Ath talked through the content of the report.

Dr Noble updated regarding internal audit. The previous audit company had been released in May. Tendering would begin in January, this process will take around 3/4 weeks to find the right company. Mr Todd asked if references were sought, Dr Noble said that this would be part of the process.

Dr Noble presented the Draft Financial Statements, there had been minor amendments to the RNN Group statements.

Dr Noble advised of a £2.5m operating deficit – £0.5M of this was an operating loss as £2m was apportioned to pension strain.

Dr Noble gave an overview of movements in accounts.

Dr Noble gave an overview of Subsidiary results.

Dr Noble advised that the summary of findings from the external auditors had been received and there were no concerns highlighted, only reference to a small reconciling change.

Mr Smith – highlighted future changes to pensions. Pension funding and changes to contributions were discussed. Mr Smith asked what the value of the pension strain risk could be from 2020 – Dr Noble to confirm.

Financial Statements were agreed and will be signed Tuesday.

Mr Knowles asked about appointment of Directors – the Chair said that this matter would be resolved by the end of the week.

Mr Knowles asked for it to be noted that the Auditors had been very impressed with their findings during the audit.

Dr Noble updated on subsidiary companies and asked for Board approval to close down the companies

The Protection of Create /Charnwood name was discussed, it was decided to protect the domain names for a year and monitor traffic.

**RESOLVED – The annual report had been agreed by the Audit Committee.**

**RESOLVED – The Board agreed to the closure of Charnwood/Create.**

**RESOLVED – The Financial Statements were approved.**

#### **18.172 Curriculum & Quality Report**

It was confirmed that the SAR had been approved by the Quality & Standards Committee, there had been a good level of scrutiny and good dialogue, this would now be shared on the College Portal.

Dr Scott highlighted that she had not seen the suggested changes to the SED. It was agreed that the final SED would go to the next Quality & Standards Committee for final approval.

Dr Nortcliffe referred to Page 1 of the SAR and asked about the industry pilot – Mr Austin to check if this is being continued.

#### **18.173 Safeguarding Policy**

Mr De'Ath referred to the Safeguarding Policy which had been circulated electronically and advised that the policy had been approved at the last Safeguarding committee meeting.

Mr De'Ath advised that the Safeguarding review which had taken place last week had identified that the inclusion of section relating specifically to Apprenticeship learning was good practice.

Board members agreed to approve the Safeguarding Policy via email confirmation. Approved subject to any further comments prior to Friday 14<sup>th</sup> December.

It was confirmed that the Changes to Keeping Children Safe in Education Act are implemented.

**18.144 RESOLVED – The Safeguarding Policy approved subject to any further comments prior to 14<sup>th</sup> December 2018.**


**18.174 Confidentiality**

This item of business was deemed confidential therefore minuted separately.

**18.175 Date and Time of Next Meeting**

Suggested to convene a meeting in January as a one item agenda (3<sup>rd</sup> week in January potentially 23<sup>rd</sup>). Comments or enquiries to be considered and sent into Mr De'Ath so that all information can be considered by W/C 7<sup>th</sup> January 2019 (within the first 2 days).

Wednesday 6<sup>th</sup> February 2018 at 6pm at the UCR.

Signed  Chairman

Date 6-2-19