

Governance Minutes



Agenda Item 4

Meeting/Committee	Board Meeting
Date of meeting	6 th February 2019

Attendance

Mr A Birch
Mr I Knowles
Ms C Burn
Dr A Nortcliffe (via Zoom)
Mr A Stott (Chair)
Mrs A Phillips
Ms L Littlewood
Mr E Dewes

Apologies

Mrs K Wood
Mr S Smith
Ms G Scott
Mr D Buxton
Ms A Bi

In attendance:

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

Clerk to the Corporation
Head of Admin & Operations
Vice Principal
Interim Principal
Director of Finance
Director of HR
Director of Apprenticeships

GB 19.1 Apologies for absence

Apologies received from Mrs Wood, Mr Smith, Ms Scott, Mr Buxton and Ms Bi.

19.2 Declarations of Interest & Eligibility

Nothing to report.

19.3 Minutes of the meeting held 12th December 2018

The minutes were accepted as a true and accurate record.

19.4 Matters Arising

Dr Noble reported on the pension strain, based on P4 accounts the additional cost would be £470-480K.

19.5 Strategic Plan

Mr Austin introduced 3 new documents :

- Strategic Monitoring Report
- Strategic Targets
- Strategic Targets – Road Map

Mr Austin advised that these plans would be updated for each meeting and would prioritise strategic themes and is the starting point for the development of 5-year strategic plan. Each strategic target has a senior leader responsibility assigned and challenge will be important.

Mr Austin explained that the plans have been implemented to incorporate the recent changes within the group.

Mr Austin advised that the Road Map shows where the group is currently, as this is the first draft there are no changes to report, however this would be shown at the next meeting.

Mrs Phillips raised a point about summarising the key items. Dr Noble suggested that a second column could be introduced to show which are on track. Mr Knowles suggested measuring mitigating actions. Discussed link to risks.

19.6 Statutory Report

Mr De'Ath presented a Safeguarding report and advised that this would be updated monthly.

Mrs Burn asked what measures were in place to ensure online safety. Mr De'Ath advised that a new software package 'Smoothwall' is in the process of being installed. This will provide an improved user-friendly interface for managers including standard reports which can be run by administrators.

Mr Birch asked if the Smoothwall software actually identifies staff/learners if there is a cause for concern, Mr De'Ath responded that it does and that the Safeguarding team will run and analyse reports.

Mrs Burn said that given the profile of the Prevent agenda she would like updates to see how this is progressing. Mr Austin assured that he received constant updates regarding Prevent and that it is discussed at every SLT meeting.

Mr Austin advised that a recent audit of Safeguarding and Prevent had reaffirmed the distance travelled over the past 3 months and acknowledged significant progress had been made and current practice was good.

19.7 Apprenticeship Report

Mrs Wilson attended the meeting to give an update from last meeting's Apprenticeship Report :

- The restructure of the Management team is almost complete and newly recruited staff are in position. There are two remaining vacancies to be filled.
- Create/Charnwood TUPE underway and on track to complete 1/3/19.
- OOFs - considerable work has been done to reduce the level of OOFs and this has seen a significant reduction month on month. Mrs Wilson explained that there is now an accurate baseline position which will be tracked and monitored moving forward.
- Starts – Initial business planning meetings had taken place and a conservative number of starts had been added based on quality and capacity of the team.
- Mr Knowles asked when the business as usual position would be achieved. Mrs Wilson said that there is now a clear understanding of the progress of learners and predicted end dates which have been confirmed by the relevant team members. Mrs Wilson detailed key actions which have been taken. Mrs Wilson advised that the forecast indicates 1800 starts from August onwards – a caseload review will ensure that this is realistic with a view to doubling the intake in the following year.
- Dr Noble advised that the Levy fund would be a main target next year. Intention is to grow the Levy by 20% next year. The Business Development Director will be working with employers to look at tenders. Dr Norcliffe asked if areas have been identified where Levy bids are available, Mrs Wilson responded that plans have been made and tender opportunities already identified.
- Mrs Phillips asked how reputation can be improved. Mrs Wilson advised of project plans for reinvigorating the market. The Business Development Team had been targeted with working with 20 employers who will reengage with RNN. A forum had already taken place with Engineering employers.
- Mrs Phillips requested a timeline of key actions, so that progress can be monitored. Mrs Wilson/Dr Noble currently working on this.
- Mr Knowles asked how much work had been carried out on reviewing the offer and how it is changing to reflect the market. Mrs Wilson advised that Business Planning for Apprenticeships would soon commence and that a visioning session on market changes and employer expectations had already taken place.
- Mrs Wilson advised of project plans to move to standards, 11 standards are already being delivered across RNN with a further 3 new/revised standards being the target for this year. The curriculum plan will be available at Easter and will clearly state what is planned.
- Dr Nortcliffe suggested linking Marketing Strategy to business opportunity. Dr Nortcliffe reaffirmed the importance of due diligence. Dr Noble said this would tie in with the contracts team.

19.8 Curriculum & Quality Report

Mr Austin presented the latest Curriculum and Quality Update.

Dr Nortcliffe referred to the attendance figures and asked if health related issues in Rotherham were impacting. Mr Baylis said that there could be further analysis carried out and cross referenced for the next board meeting.

Mr Austin updated on the staffing structure and advised that Assistant Principal roles had been finalised, agreed and would shortly be advertised.

Mr Austin said that the Ofsted report had been checked for the recent Sherwood East Inspection – once this had been confirmed the grade could be shared.

Mr Austin gave an update on Performance Measures and highlighted key points within the data tables and advised that data would be analysed further especially on Level 2.

Mr Austin advised that the English & Maths strategy is currently under review.

Mr Knowles asked that the team ensure that this data is celebrated with staff.

19.9 P5 Management Accounts

Dr Noble updated on the movement from budget to end of P5 :

- Operating loss forecasted at £3.5M, due to a number of factors including Capital Grant, Apprenticeships income reduction (£1M) and lower than planned HE Fees.
- Dr Noble referred to the current approach to Capital Grant release and requested approval to change the accounting policy and approach (life of building in line with depreciation). This approach will be an in-year hit on cashflow which the Board noted. Mr Knowles asked that variances are shown in brackets.
- Risks and Opportunities – allocation £7.6M, around £2M forecast to be subcontracted out – discussed risks associated with this position.
- Mr Knowles asked if the pay as percentage of income would be reduced – Dr Noble said the forecast was for it to be slightly higher next year due to the change in income mix.
- Mr Knowles asked what the pay as a percentage of income would be after Apprenticeship business regulates. Dr Noble responded that there is a high level plan for Apprenticeships – which profiles if income targets are achieved and are not achieved. Mrs Wilson is currently carrying out further work on the plan. Mr Knowles asked for sight of this so that risk and understanding can be determined. Dr Noble agreed to share at the next Board meeting.

RESOLVED – The Board formally approved the change in Accounting Policy.

19.10 Subcontracting Report

Dr Noble presented the Subcontracting Report and advised that a high volume of work was taking place to ensure the AEB allocation is delivered by July.

Due diligence is being carried out on a number of different providers to check options.

RESOLVED – The Board approved the report and proposed Sub-contracting amounts noting the continued approach to due diligence to ensure the AEB allocation is met.

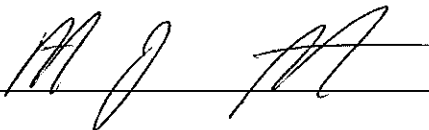
19.11 Confidentiality

This item of business was deemed confidential therefore minuted separately.

Mr De’Ath referred to the confidential minute from last meeting, this was agreed.

19.12 Date and Time of Next Meeting

Thursday 7th March at 6pm.

Signed  Chairman

Date _____