

Meeting/Committee	Board Meeting
Date of meeting	7 th March 2019

Attendance

Mr I Knowles
Mr A Stott (Chair)
Mr S Smith
Dr G Scott
Mr D Buxton (via Skype)

Apologies

Mr A Birch
Mrs K Wood
Ms A Bi
Mrs A Phillips
Ms L Littlewood
Mr E Dewes
Ms C Burn
Dr A Nortcliffe

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
Mrs L Wilson	Director of Apprenticeships
Mrs C Godfrey	Assistant Principal Curriculum
Mrs A Adams	Assistant Principal Student Support

GB 19.13 Apologies for absence

Apologies received from Mr Birch, Mrs Wood, Mrs Phillips, Ms Littlewood, Ms Bi, Mr Dewes, Ms Burn, Dr Nortcliffe

19.14 Declarations of Interest & Eligibility

Nothing to report.

19.15 Minutes of the meeting held 6th February 2019

Amendment to previous notes – stated in apologies Dr G Scott referred to as Ms G Scott.

The minutes were accepted as a true and accurate record

19.16 Matters Arising

There were no matters arising.

19.17 County Lines/Matrix Update

Mrs Adams delivered a presentation updating the Board on County Lines.

Mr Smith asked if there were further actions the Group should be taking to heighten knowledge of County Lines. Mrs Adams gave an overview of activities which had taken place to date for both staff and students and also the involvement of SLT and the Safeguarding Group.

Dr Scott commented that the presentation had been very useful.

Mrs Adams confirmed that the Group are not finding any evidence of County Line in terms of safeguarding referrals.

19.18 Curriculum Update

Mrs Godfrey updated on curriculum KPIs :

- Retention is currently stable and is at 94.92% (overall) which is above the end of year target, pockets of concern are being addressed.
- Attendance is holding and currently at 88.55% which is a 1% improvement compared to this time last year. Mrs Godfrey explained the drive to improve Attendance with initiatives such as Rise and Shine campaign and greater parental involvement.
- Mrs Godfrey advised that Functional Skills Intervention Boards are currently taking place with each tutor to ensure achievement is maximised.
- Progress and Achievement – Mrs Godfrey explained that Progression Boards are held 3 times a year. Information from the latest Progression Board shows that 76.5% of learners are expected to meet or exceed their TAG. 15.93% of learners are currently at risk of not achieving their TAG. Mrs Godfrey explained that action plans had been set for each of these learners and they would be tracked and monitored to ensure achievement was maximised.

Dr Scott referred to retention and said monitoring was important to ensure the learners remain on programme. Dr Scott also requested the explanation in the report be extended.

Dr Scott asked about student disciplinaries in relation to poor attendance – Mrs Godfrey explained the process and the level of interventions which take place. Dr Scott suggested that the language be reviewed.

19.19 Apprenticeship Report

Mrs Wilson updated on the Apprenticeship activity as per the report.

Mrs Wilson explained that a review of all learners who are on a 'break in learning' (160) is being conducted. The Chair asked if this would be resolved imminently. Mrs Wilson said it would be resolved by the end of this academic year.

Mrs Wilson advised that a review of the Apprenticeship delivery model including recruitment and salaries is currently ongoing and a timeline for this is included in the timeline document.

Mr Knowles asked if Mrs Wilson could provide a breakdown of groups and what actions are going to be delivered against each group - a simple snapshot which then can be scrutinised at next Quality Group.

Dr Scott asked for an update of the Gantt chart at each meeting.

19.20 Strategic Plan (KPIs)

Mr Austin presented the Strategic Targets document and explained how this fits with the KPIs. Each key aspect of the business is addressed within these documents. All members of SLT input into this and have specific responsibility for monitoring and ensuring impact.

Dr Scott said that there is a clear outline of KPIs and where the group is at and suggested in light of this would it be prudent to review the Strategic Objectives again.

Dr Scott asked about HE achievement and retention. Mr Austin said the figures are an indicator at this point in the year. Mr Austin said that more HE KPIs would be established, Mr Baylis suggested that the new HE Committee could look at this more robustly.

Mr Knowles suggested that the RAG Rating on 1.7 be changed from Amber to Red – Mr Austin explained that this is a range of levels and the RAG rating would be reassessed.

Mr Knowles suggested that 4.6 – Cash days in hand moved from green to red. Dr Noble to amend.

Dr Scott suggested that the Risk Register is included, Dr Noble to include in next update.

The Chair commented that significant progress had been made in the intelligence of reporting.

19.21 P6 Management Accounts

Dr Noble updated on the financial forecast :

- Create/Charnwood – forecast has been held until the number of staff being TUPEE'd is confirmed. Non-pay costs are being reviewed.
- Subcontract £2.1M on AEB, surplus reduced by £150K to provide for possible under delivery.
- There are currently £285k of unknown payer fees – this would be resolved for the P7 position.

- The forecast position has moved from £3.6M to £3.2M, Ebitda currently at 600K.
- Financial Health scoring – the next 2 years will be 'Satisfactory' as things stand. This could move if other considerations are realised ie increased Levy income or a reduction in staffing costs.
- Dr Noble advised that there was a £250K provision for a restructure.

Mr Smith said that financial reporting was much improved with a better line of sight on metrics.

Mr Smith said that the cost base is too high for the income level and advised that pay costs be looked at more significantly. The sector benchmark for income v pay (65%) was discussed.

Mr Smith said that due to the forecast and the financial plan he would like the Strategy day to include how objectives can be achieved in line with financial stability being secured.

Dr Noble advised that Curriculum Planning commences on the 18 March and she would be looking for a £1.2M saving from curriculum delivery. Support savings have not yet been reviewed but this is imminent. Non-pay costs also to be reviewed.

Dr Noble advised of a potential business arrangement to support procurement and advised of a company named Tenet. As part of the agreement, Tenet have assured that any costs paid to them will at least be saved. The Chair said that he envisaged that a substantial saving could be realised through procurement arrangements. Dr Noble to forward proposal – Governors agreed to go ahead with this arrangement.

Mrs Hartog outlined marketing strategy initiative and plans to grow income.

Dr Noble updated on the current situation in terms of the bank loan, Dr Noble recommended an initial loan of £1M, the Board agreed to pursue a loan for £1M.

Mr Buxton asked what is being done to match the student cohort and attract learners. Mr Austin advised of an efficiency plan and gave an example of how costs had increased to resolve issues within Apprenticeship delivery but this should even out and recognise savings in the long term.

The HE growth target of 10% was discussed, Dr Scott asked if Access courses could be changed to Foundation courses. Mr Austin agreed to review.

Dr Nortcliffe advised that there is a significant trend in terms of HE, direct applications are increased rather than applications via UCAS.

Dr Scott commented that the presentation of accounts were much improved and extremely clear.

RESOLVED :

- a) Agreed to pursue a bank loan of £1M.**
- b) Approval for disposal of land at DC.**

19.22 Chief Executive Update

Mr Austin presented the updated Campus Management structure.

Mr Austin advised of the Children's Centre Service Contract and the current proposal is that this is transferred back into the Council. The surplus of this provision is £150K (not including costs).

Mr Austin advised that Matrix reaccreditation had been granted. Mr Austin to circulate the report which was very positive.

Mr Austin updated from the recent meeting with the ESFA. Mr Austin explained that the group would receive a financial improvement notice and would be continued to be monitored as part of the regular visits. Mr Smith asked how many other Colleges were under review? Mr Austin said that this was not uncommon in the current climate.

Mr Austin advised that as a result of the recent ESFA short focussed audit – there was nothing of any significance to note and no financial clawback.

Mr Austin advised that RMBC had recently been subject to an independent health check and the outcome of this had been positive.

Mr Austin updated from a recent meeting of SCR Principals/CEOs and shared the objectives of the group including working together to promote colleges.

Mr Austin advised that a financial headline would be added into the Strategic Plan.

Mr Austin updated on the group's good news stories.

19.23 Confidentiality

The confidential minute reporting the recommendations from the Search & Remuneration Committee and Board resolution are attached separately solely for Business Governors.

19.24 Date and Time of Next Meeting

Signed _____ Chairman

Date _____