

<b>Meeting/Committee</b>	<b>Board Meeting</b>
<b>Date of meeting</b>	8 <sup>th</sup> May 2019

## Attendance

Mr A Stott (Chair)  
Dr G Scott  
Mrs A Phillips  
Ms C Burn  
Ms L Littlewood  
Dr A Nortcliffe (via Zoom)  
Mr D Buxton

## Apologies

Mr S Smith  
Mr A Birch  
Mr I Knowles  
Mrs K Wood  
Ms A Bi  
Mr E Dewes

## In attendance:

Mr T De'Ath	Clerk to the Corporation
Ms C Mollart	Head of Admin & Operations
Mr P Baylis	Interim Deputy Principal
Mr J Austin	Interim CEO/ Principal
Dr K Noble	Executive Director of Finance
Mrs J Hartog	Executive Director of HR
Mrs L Wilson	Director of Apprenticeships
Mrs C L Martin	Assistant Principal Quality & Learner Experience

## GB Addendum 19.25

The Chair advised that following the CEO/Principal recruitment process the panel recommended that Mr Jason Austin be appointed to the permanent role of CEO/Principal.

**RESOLVED : The Board approved the appointment of Mr Austin to CEO/Principal.**

## 19.26 Apologies for absence

Apologies received from Mr S Smith, Mr A Birch, Mr I Knowles, Mrs K Wood, Ms A Bi and Mr E Dewes.

## 19.27 Declarations of Interest & Eligibility

Nothing to report.

### **19.28 Minutes of the meeting held 7 March 2019**

Approved as an accurate record.

### **19.29 Matters Arising**

Page 4 – Dr Noble advised that the Loan amendment had been signed which would allow for a £1M loan, available to draw down in lots of £250k.

### **19.30 Quality Report/Ofsted Update**

Mrs Martin had provided a report in relation to the recent Ofsted Inspection. This report had been discussed and scrutinised at the Quality & Standards Committee on 29<sup>th</sup> April 2019.

Dr Nortcliffe, Chair of the Q&S Committee advised that this report would be monitored by the Q&S Committee with actions/progress coming back through to the Board meetings.

**RESOLVED : Members agreed to devolve this action to the Quality & Standards Committee with regular updates to the Board regarding progress made.**

### **19.31 Curriculum Update**

Mr Austin presented the Curriculum Update and advised that Retention is currently above benchmark for 16-18. Mr Austin reported that there has been more robust analysis this year, which should provide an accurate forecast of data. The focus has been on those students who have been retained.

Mrs Martin advised that the final Progression Boards are currently taking place, following this achievement analysis could be reported. Mrs Martin to provide data from Progression Boards at the next meeting.

Dr Scott requested a summary of what actions are being taken. Mr Buxton supported this by saying that it would be good to have a clear understanding of projections/early-warning signs and what actions are being taken to stop any decline in figures.

Dr Nortcliffe asked what percentage of students are on VLE, those that have specific circumstances but are engaging.

Mrs Phillips questioned whether targets would be met; Dr Scott suggested using intelligence from the final quarter of last year to ensure that predictions could be accurate. Mrs Martin said that previous Progression Board data was used as a predictor.

Mrs Martin advised that Assistant Principals now have to agree each withdrawal so these are being scrutinised before approved.

### **19.32 Apprenticeship Report**

Mrs Wilson has provided a report to the Board outlining progress of Apprenticeship provision :

- Mrs Wilson advised that OOFs are reducing in month with 158 rolled off in 1 month. The current total is 566 which still leaves some considerable work to do. Mr Buxton asked if there was a timescale for getting this down to zero. Mrs Wilson said she was working towards a target of July for reducing as far as possible.
- The Chair commented that he had noted that the level of employer engagement had increased, specifically on LinkedIn.
- Dr Scott asked about the staffing structure relating to the non-replacement of the CTL highlighted in the report. Mrs Wilson said that the structure had been slightly amended as detailed and gave an update as to the changes.
- Dr Scott asked for clarification regarding the volume of those returning from a break in learning, Mrs Wilson confirmed that 48 had already returned from the original 150, with more to be processed.
- Mrs Phillips asked for a clear view of the current position. Mrs Wilson to provide update at next Board meeting.
- Mrs Wilson advised that the review of delivery models was progressing well as detailed in the report.

### **19.33 Strategic Plan (KPIs)**

Mr Austin had provided the latest Strategic Targets Monitoring Update Reports along with the Road Map and gave an overview of the key indicators :

- Mr Austin advised that 'Aiming for Outstanding' was at a similar position to last month.
- Dr Scott referred to point 1.4 – HE achievement and asked how retention is measured and asked for assurances that students were on track with targets being achieved. Dr Nortcliffe said it would be useful to show classifications and first time pass rates. Mr Baylis advised that the HE Sub Group would have this item on the agenda of the first meeting.
- Dr Scott asked for more reference to work being undertaken around Prevent, Mr Austin agreed to include within the headline targets (3.4).
- Ms Littlewood asked that managers be briefed on these documents so they can give a breakdown to their teams on how their roles can influence the Strategic Targets.
- Mr Baylis advised that the PIAP would be cross-referenced to strategic targets.

### **19.34 P8 Management Accounts**

Dr Noble had provided the Period 8 Management Accounts and gave an overview of the key points :

- Dr Noble advised that the Forecast is currently holding and income is as forecast.

- Dr Noble reported that the Subcontracting team are confident that income will be delivered.
- Dr Noble advised that AEB is a risk and if not delivered funds will be clawed back by January.
- Apprenticeships are currently in line with forecast.

Mrs Phillips asked for clarification around delivery costs, given the forecasted position and drop in income. There was discussion about staffing costs, which would be addressed in the confidential item. Dr Noble advised that she would be presenting the 3-year plan at the next Board meeting.

The Chair said that the budget, as it is now, should offer assurances of accuracy as it had been built robustly in consultation with senior managers.

Dr Nortcliffe suggested considering the hiring out of College facilities to generate additional income.

Dr Scott asked if the curriculum planning and financial planning processes were joined together. Dr Noble confirmed they were and advised that more stringent monitoring measures had been implemented this year.

Ms Littlewood asked a question relating to course cancellations and how this would be decided/communicated. Dr Noble said that decisions are made on a case-by-case basis. Mr Austin said that often a decision can be informed by historical numbers. Dr Noble advised that some courses have been removed as part of planning.

### **19.35 Chief Executive Update**

Mr Austin gave an update on Key Priorities and Quick Wins since the last Board meeting.

Mr Austin highlighted the key points on plans for TLA and next steps :

- 4-week CPD programme focussing on Q&A
- Purchase of Pro-Observe to support individual CPD plans
- CMs involved to ensure accountability
- Support & challenge for tutors with a consistent OTLA 3 profile
- Review of skills for staff on L3 programmes
- Review of Advanced Practitioner role

Mr Austin detailed progress made on Marketing and planned next steps :

- Increase in Alumni
- Additional Open Event planned
- Enhanced promotional campaigns
- Market research company engaged
- Increased schools activity

Mr Austin detailed progress made on HE and planned next steps :

- Increased IAG in highlighted areas
- Links made with RMBC re higher skills development
- Review of progression numbers by School
- User surveys being carried out

Discussion around the clearing process from UCAS. Dr Nortcliffe said that students would be able to negotiate this year. Mr Austin to look into this. Dr Scott suggested a promotion campaign coinciding with clearing.

Mr Austin detailed progress made on Management Information and planned next steps :

- Draft Dashboard created compatible with ProSuite – Demo at next Board meeting
- Enrolment and Exams processes to be reviewed
- Detailed analysis to be presented for wider picture for MIS.

Mr Austin detailed progress made on Safeguarding and planned next steps :

- Strategy currently being updated to contain analysis on culture, communication etc.
- Learners and staff to be involved with JD for leaner reps.

Mr Austin advised that a formal notice to improve from the ESFA had been received relating to the MLP in Apprenticeships. Mr Austin assured that this matter was being monitored and every effort made to ensure progress made.

Mr Austin also advised of a planned Diagnostic Assessment visit in June. Further information to be shared when confirmed.

**19.36 Any other business**

The Chair offered his congratulation to Mrs Checkley and family on the birth of their new child.

**19.37 Confidentiality**

Separate paper.

**19.38 Date and Time of Next Meeting**

Tuesday 11<sup>th</sup> June at 6pm, Boardroom, RC.

Signed \_\_\_\_\_ Chairman

Date \_\_\_\_\_