

Minutes of a meeting of the Corporation held on Thursday, 4<sup>th</sup> July 2019 at 5.30 pm in FO27 of the College

Present: Michael Priestley (Chair); Norma Boyes; Amie Calvin; Alison Hampson; Nigel Holliday; Phil Jardine; Chris Nattress; Denise Rollo; Mark Stanger  
Loren Redmond (by teleconference to Minute No: 48/19)

Apologies: Elaine Clinton; Tanya Weston; Robert Milburn; John Thinnesen; Stuart Williams; Dr Robin Talbot

Also present: Karen Wilson, Deputy Principal; Danny Braithwaite, Assistant Principal, Jane Murray (Clerk)

#### **45/19 Minutes and Confidential Session**

##### **Resolved –**

- 1) that the minutes of the meeting held in open session be approved and signed as a correct record;
- 2) that the Board move into confidential session;
- 3) that the minutes of the meeting held in confidential session be approved and signed as a correct record.

#### **46/19 Civils' Project – Outline Business Case - confidential**

In seeking the Board's approval for the outline business case to be submitted to the Cumbria Local Enterprise Partnership (as part of a funding bid), the Principal provided a presentation giving greater detail of the context in respect of the anticipated demand for a Civils' Training Facility in the North West, following the collapse of the Moorside project.

#### **47/19 Strategic Update – confidential**

The Principal shared some local and national developments which may have an impact on strategy.

*Loren Redmond left the meeting*

#### **48/19 Risk Register - confidential**

The Deputy Principal presented the updated risk register, noting the direction of travel of key risks for Governors and priority actions for the coming year.

#### **49/19 Finance (Including Approval of Financial Plan 2019-22) - confidential**

The Deputy Principal presented the management accounts for April 2019, which had been considered by the Finance and Corporate Working Group (FCWG) and the Financial Plan for 2019-22 for approval.

The minutes of the meeting of the Finance and Corporate Working Group held on 20<sup>th</sup> June 2019 were received and the discussion noted, which included the suggestion of an updated financial strategy.

#### **Resolved –**

- 1) That the management accounts be noted;
- 2) That the Capital Programme for 2019-20 be approved;
- 3) That the draft minutes of the Finance and Corporate Working Group be noted;
- 4) That the Financial Plan 2019-22 be approved

#### **50/19 Open Session**

The meeting was re-opened for public scrutiny.

#### **51/19 Key Performance Indicators**

The Board was pleased to note the intended review of the attendance strategy, given the efforts which had continued throughout the year had failed to achieve the desired improvement in attendance. It was noted in response to questioning that attendance on the vocational part of study programmes was high, but the concern continued to focus on attendance for English and maths.

More recent updates in the dip of work experience would suggest an outturn figure closer to 90% than the 75% forecast in the KPIs. The difficulty in juggling work experience around English and maths attendance was noted.

While the Board has been kept up-to-date on the robust action taken on behaviour, this has had an impact on retention, which would put pressure on pass rates.

In response to questioning, it was felt that staff nervousness around an exam-based curriculum continued to have an impact on forecast outcomes.

#### **52/19 Curriculum Update**

The Assistant Principal noted the work which would be carried out in reviewing and refreshing learner voice. He noted the curriculum development work being carried out for a September 2020 start with schools, which was being well received and that the Centre for Maths Excellence project was gathering pace, now that the funding had been received.

It was felt that there were real positive outcomes for students under safeguarding and prevent, and an ambition to improve on those outcomes and positive destinations. The shift in emphasis in the new Ofsted Education Inspection Framework was noted.

Noting that the College had signed up to the AOC's mental health charter, it was asked how many learners were accessing counselling support and acknowledged that this was above 150, but some group practice was carried out on issues of commonality (where appropriate) in addition to 1-2-1 counselling.

#### **53/19 Internal Audit Strategy**

On the recommendation of the Audit Committee, the Board was asked to approve the internal audit strategy for 2019-20.

On the basis that this was to provide assurance to the Board, it was questioned whether the proposed audits of apprenticeships and the capital strategy and estates management were appropriate for Board assurance rather than a management tool and it was felt that both the complexity and the risk associated with the apprenticeship market and the efficient use of the estate were important contributing factors to the college's financial well-being. It was agreed that the scope for both audits be considered against the requirement of Board assurance in discussion with the Chair of Audit.

**Resolved –** that the internal audit strategy for 2019-20 be approved.

#### **54/19 Fraud and Regularity Audit and Policies**

Amendments to the financial regulations and the policy framework for fraud and bribery were presented to the Board and approved.

The Board received and noted the Financial Memorandum checklist (reminding those responsible of their key obligations under the Funding agreement).

That the regularity audit questionnaire be approved, subject to a review of the expenses paid to the Executive and Governors at year end by the Chair and Vice Chair.

**Resolved –**

- 1) That the amendments to the financial regulations be approved;
- 2) That the anti-corruption and bribery policy be approved;
- 3) That the fraud policy and response plan be approved;
- 4) That the gifts and hospitality policy be approved;
- 5) That the financial memorandum checklist be noted;
- 6) That the regularity audit questionnaire be signed by the Chair and Principal following review of expenses at year end.

***Staff Governors and Staff withdrew***

**55/19 Confidential Session & Performance Reviews**

**Resolved –**

- 1) To move into confidential session
- 2) To receive and note the performance review of the Principal
- 3) To receive and note the performance review of the Clerk and to approve some change to terms and conditions.