

Minutes of a meeting of the Corporation held on Thursday, 27<sup>th</sup> September 2018 at 5.30pm in the Boardroom of the College

Present: Michael Priestley (Chair); Les Agnew; Norma Boyes; Tanya Weston; John Dunn; Stuart Williams; Phil Jardine; Helen Johnson; Robert Milburn; Chris Nattress; Andrew Oldham; Denise Rollo; Mark Stanger; Elizabeth Walker.

Apologies: Claire Madden; John Thinnesen; Dr Robin Talbot.

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

#### **72/18 Minutes**

**Resolved** – that the minutes of the meeting held on 5 July 2018 be approved and signed as a correct record.

#### **73/18 Declarations of Interest**

None Received.

(It was noted that there were no decisions being taken in respect of land acquisition and therefore no recommendations for anyone to declare an interest).

#### **74/18 Agenda Management**

No changes made.

#### **75/18 KPIs**

Noting that the outturn figures for 2017-18 were not entirely clear at this stage in the year, the Deputy Principal presented the main points from the KPIs.

- The adult figures, which had been an area for concern, had achieved target following in-year growth
- Attendance needs to improve, with average attendance of 85%. Changes to timetabling and groupings, in particular to address attendance issues for English and maths had been made. Retention was strong.

- With 88% of practitioners rated green, work towards becoming an upper quartile college was progressing with a wider and richer evidence base for Teaching, Learning and Assessment.
- It was noted that value-added performance had been strong at a 2 against a target of 3.

In respect of attendance, it was questioned about the number of areas with poor attendance and acknowledged that, while this was still unfinalised data, that some areas would require improvement in respect of attendance. In respect of progression data, this was being collated at the moment and was not the final data set. The final picture would emerge at self-assessment.

Turning to the proposed targets for 2018-19, it was intended to cover financial KPIs as part of the management accounts for the following year. Targets had been agreed as part of the financial plan.

On other targets, it was questioned whether a target of 35% for maths was realistic given the performance for maths in 2017-18 and if a high target was being set, then something different had to happen to achieve that higher grade. It was felt that ambitious targets needed to be set and was an expectation of Ofsted and that the quality improvement plan would reflect any changes which needed to take place.

#### **Resolved –**

- 1) That the outturn KPIs be noted
- 2) That the targets for 2018-19 be approved.

#### **76/18 Teaching and Learning Annual Summary 2018-19**

It was noted that the final close down of data would be 18<sup>th</sup> October.

In the interim, the Assistant Principal reminded Governors of a change in the past year, to include students with a grade 2 or E grade in a GCSE course to facilitate their eventual ambition to achieve a Grade 4. These learners had previously been doing Functional Skills. Their results were included to show the progress they had achieved (although they would not be expected to make the leap to Grade 4 in one year).

Of those students who were required, as a condition of funding (at a D or grade 3), to sit GCSE English, 31% of learners had successfully achieved a Grade 4 or above. This was an increase of 3.4% from 2016-17, but below in-year predictions.

For maths, 22.4% of learners successfully gained a grade 4 or above. This was a reduction of 9% from 2016-17, but reflected a national trend. Some disappointment was expressed about the result, for which it was felt that there had been issues of stability and inconsistency which were being addressed.

Apprenticeship learning was looking strong again, with improved performance from the previous year.

In respect of Higher Education, there had been good engagement and improved achievement rates. It was raised about a dip in retention for HE, which was attributed to some learners leaving mid-way through a 2-year course and a recognition that IAG in certain areas needed to be reviewed.

It was felt that teaching, learning and assessment was now more consistent leading to improved performance, sitting at 87.7% good or better. Teaching and learning was currently focusing on work scrutiny, in addition to the behaviours expected in college.

Early indications in respect of recruitment would suggest that adult recruitment was relatively strong for the time of year and that 16-18 learners were at a similar level to the previous year. Asked how many 16-18 students were at risk in the first six weeks, and it was felt that 30-35 students were being monitored.

**77/18 Confidential Session and Minutes**

**Resolved -**

- 1) To move into confidential session;
- 2) That the minutes of the meeting of 5<sup>th</sup> July 2018 held in confidential session be approved and signed as a correct record.

**78/18 Financial Plan 2018-21 – confidential**

The Deputy Principal updated Governors on sector issues over the summer which had the potential to impact on the financial plan

**79/18 Land Acquisition - confidential**

Estate issues were considered.

**80/18 Strategic update - confidential**

Strategic and partnership issues were discussed.

**81/18 Open Session**

**Resolved –** to re-open the meeting

## **82/18 Health and Safety Annual Summary**

The annual summary was noted including the 100% monthly work returns. Over the past two years, there had been no Riddor reportable incidents and it would continue to be the case that where there were areas showing trends that these would be reviewed and suggestions made for more robust actions.

Noting the Health and Well-being survey, the Board asked to what extent mental health was being addressed and whether this could be broadened into a theme for both staff and students. It was noted that there were counselling opportunities for both staff and students and increased awareness of mental health issues through safeguarding, in particular for students and ongoing training for students and staff.

It was asked about the 35% response rate for the survey and acknowledged that this was usually the response achieved, but that work was continuing on engagement.

*Helen Johnson left the meeting*

## **83/18 HR Annual Review 2017-18**

Looking at the overall profile of staff while overall staffing numbers were down, employment costs were continuing to increase through Employer National Insurance and Pension Contributions.

The Equality and Diversity Profile was noted. The gender pay gap had increased slightly since last published, and while the College felt that it offered fair treatment of all staff irrespective of gender it would be reviewing policies against best practice to consider additional actions that could be taken.

It was noted that a staff climate survey had taken place and the Board noted that the College had fared well against other colleges, although engagement in the completion of the survey would also be an area for future development.

## **84/18 Surveys, Complaints and Compliments**

A comprehensive overview of complaints, survey and compliments was presented to the Board and it was noted that there had not been any complaints in 2017-18 from Higher Education Students.

The Board asked about the one complaint which had not been resolved and it was noted that the origins of the complaint lay in the cyber-attack, when a student had lost a piece of work, which it was claimed, had affected her grade. She had been offered the opportunity to redo this piece of work,

however, had refused to do so, but neither the college nor the awarding body could alter the grading without the evidence.

The Board noted some downward movement of employer satisfaction which seemed at odds with other measures and were reassured that changes had been made to the business development team with an increased focus on quality.

It was asked about some of the red ratings (predominantly green overall) grading in the Higher Education survey for 2017 and it was felt that some of the responses were, in part, due to the cyber-attack as 50% of the 'red' questions were around IT and resources. It was also noted that the number of students sampled was 13 and that no course level data was available, which could be interrogated. However, overall, satisfaction levels remained above average at 85%, although below the upper quartile benchmark of 89.5%. Issues would be picked up in the Quality Improvement plan.

## **85/18 Governance**

The Board was informed of the resignation of Helen Johnson from 31<sup>st</sup> December 2018.

It was noted that the Access to Information Policy had been reviewed over the summer and that there had been no significant changes. Freedom of Information activity in 2017-18 was noted.

Also subject to review, had been the Senior Postholder's Disciplinary Policy (as part of periodic review) and the AOC model had been adopted with a few changes to align with other Lakes College policies, namely the role of the Chair of Audit in investigations and a slightly broader interpretation of 'workplace' colleague (whom a SPH may request to accompany them) to include a similar role at another college.

Activity in respect of the College seal was noted and a change of signatory (deputising for the Chair) approved.

The co-opted member of the Finance and Corporate Working Group was re-appointed.

### **Resolved –**

- 1) That the resignation of Helen Johnson from 31<sup>st</sup> December 2018 be received;
- 2) That Phil Jardine be appointed as the named signatory for the Seal when the Chair was not available;
- 3) That the activity of the Seal in 2017-18 be noted;
- 4) That the Freedom of Information activity for 2017-18 be noted;

- 5) That the Senior Postholders' Disciplinary Policy be approved;
- 6) That Andrew Fennell be re-appointed as a co-opted Member of the Finance and Corporate Working Group from 12 November 2018-11 November 2019.

**The meeting closed at 1930h.**