

GOVERNING BODY
Minutes of the meeting held at 2.00pm on 21 March 2014

Present: R Carter (Chairman) R Millea (Vice Chairman)
M Symonds S Gerber
A Gordon-Stables K Golding
D Wildridge J Finn
S Clarke S Clarke
C Newton C Styles
N Savvas, Principal

In attendance: D J Howells (Deputy Principal)
M Wagner (Vice Principal, Business and Community)
L Johnson (Vice Principal, Curriculum and Quality)
J Bridges (Clerk to the Corporation)

Standing Declaration of Interests declared by members:

R Millea is the Clerk to the Corporation at South Essex College. He is also a member of the UCS Audit Committee.

- 1 **Apologies for absence**
Apologies for absence were received from W Burrlock, J Bloomfield and A Maltpress.
- 2 **Minutes of the meeting held on 13 December 2013**
The minutes of the meeting (minute book pages G033-G040) were agreed as a correct record. **Proposed** by A Gordon-Stables and **seconded** by J Finn.
- 3 **Matters Arising**
From the Corporation meeting held on 13 December 2013
The matters arising from the meeting were summarised in the report (minute book page G041) and all actions reported had either been resolved or, where appropriate, an update had been provided on progress elsewhere on the agenda.
- 4 **Quality and Performance**
4.1 **Key Performance Indicators**
The report was received and **considered** by members (minute book pages G042-G044).

The report provided members with a range of key performance indicators to measure the current workforce, curriculum and quality and financial performance. While it was noted that reporting of performance indicators has improved following the meeting of the Committee Chairmen held in January 2014 further agreement of the indicators and frequency of reporting at Committee and Corporation level needs to be reviewed. This will be taken forward by the Clerk.

It was noted that the College has set a target of 100% good or better lesson observations with a target of 25% outstanding. Members asked that future key performance indicator reports include benchmarks, comparative data with other colleges, differentials, trends and an explanation of the KPI to put the data into context where appropriate. It was further suggested that qualitative KPI measures should be reported through the Committee Chairs' reports.

Action

JBridges

4.1.1 **Financial Performance**

The report was received and **considered** by members (minute book pages G045-G046).

The report provided members with a top level view of the current financial health of the College and its prospects for the remainder of the academic year. Since the time of reporting UCS has confirmed the level of funding in writing and this is £300K more than the budget allocation for the academic year. Initial first year HE enrolments for 2014/15 are on target and it is anticipated that these will convert to applications in line with the conversion rate experienced in previous years.

Members agreed to receive the Financial Performance report at each meeting of the Corporation.

DJHowells

4.2 **Final College SAR 2012/13**

The College Self-Assessment report was received and **considered** by members (minute book page G047).

The Chairman of the Corporation congratulated the Vice Principal, Curriculum and Quality for the hard work undertaken to overhaul the whole self-assessment process across the College and for the final production of the report. The Corporation has had opportunity to extensively scrutinise the report through a series of meetings and the chance to provide feedback during its development. Through input from the whole Board, in conjunction with the Senior Management Team, the report has been substantially reviewed, revised and restructured and further to the meeting of the Corporation held in December the Vice Chairman confirmed that on the basis of this effort and thoroughness of the deliberations and considerations of the Board it is appropriate for the College to grade itself as grade 2, Good. **Proposed** by M Symonds and **seconded** by A Gordon-Stables.

4.3 **Quality Improvement Plan 2013/14**

The plan was received and **considered** by members (minute book page G048).

As with the self-assessment report the quality improvement plan has been subject to the same level of scrutiny by the Corporation. On this basis the board has assurance that the College has effectively recognised the areas for improvement and has a clear plan to progress the changes required. The plan was **proposed** by M Symonds and **seconded** by R Millea.

5. **Strategic Matters**

5.1 **New Mission, Vision and Strategy**

The document was received and **considered** by the Corporation (minute book pages G049 to G051).

Arising from the Governors' Strategic Conference held in January 2014 the Principal has produced this concise document to detail the new mission, vision, values and strategy of the College for the next four years. Members commented that the document is confident and decisive. The one statement that was felt to be out of step in such a positive document was the statement to "consolidate our position as good" and while recognising that this is a short-term objective the College should emphasize its ambition to "become an outstanding provider of education".

5.2 Governors Update

5.2.1 Schools Update

The report was received and **considered** by the Corporation (minute book pages G052-G056).

The College is involved in a variety of initiatives and with groups formulating the vision for Suffolk education in the future and this is detailed in the report. Staffing has been reorganised to enable the improvement of relationships, partnering and working with schools across the county and projects funded by Suffolk County Council with the raising of the participation age agenda. While the demands on staff time and resources has increased as a result, this work is generating income as can be seen by an increase in S2B provision and delivery. The formation of a Multi Academy Trust with partners remains a goal as relationships continue to be built with schools and academies but this will be a longer term strategy than initially proposed. Further to a comment made by a member the Vice Principal, Business and Community, will investigate the potential to develop and deliver teacher training and developmental programmes for Schools.

MWagner

5.2.2 Update on Developments in Ipswich – NALEP, City Deal and Energy

The report was received and **considered** by the Corporation (minute book pages G057-G060).

The east of the county is an important area for the College in which to be active and it is working closely to develop and build relationships with partner providers. In order to dispel any negative perceptions created by the College operating beyond its traditional catchment area, it is planned to deliver full cost provision under the name 'Develop Anglia' for which a new brand will be developed. Further joint ventures include working closer with the Job Centre Plus in both Cambridge and Ipswich areas plus working with a specialist provider in Ipswich to deliver Princes Trust Programmes.

The Principal has been invited to represent Suffolk FE on the 'Suffolk Energy Coast Delivery Board'; the only provider representative. The aim of the Board is to create a single and joined-up conversation between local and central government and the private sector concerning the long term legacy of the proposed new nuclear power station and other energy projects.

5.2.3 Support for Students

The report was received and **considered** by the Corporation (minute book pages G061-G063).

Support for HE students is available at the College and is also offered by the Hub although the HE Student Governor reported that it has been difficult to engage with UCS students in a College environment and for them to get involved in Student Union activities. It is currently union election time for President and Vice President campus officers and the profile is being raised.

With regard to improving the support available for students and their learning the College has realigned these responsibilities. Colin Shaw has been placed in charge of this newly created faculty, enabling him to co-ordinate the 'wrap around support' for individuals that encompasses all aspects of pastoral care, personal development and wider skills development.

5.3 Task and Finish Groups

5.3.1 UCS/HE

The report was received and **considered** by the Corporation (minute book pages G064-G066).

The second outcome arising from the Governors' Strategic Conference held in January 2014 was to form three focussed task and finish groups to cover and explore the future of HE provision, preparing Governors for an Ofsted inspection and exploring how our governance arrangements can be shaped to meet the future needs of the College.

The report arising from the work of the UCS/HE task and finish group detailed the key factors informing its recommendation to continue to be a partner in the UCS network. The detailed analysis of the strengths, opportunities and threats of continuing the relationship or changing Higher Education Institution provider were discussed at by the group and the Corporation agreed with its recommendation to continue to be a partner.

5.3.2 Ofsted

This task and finish group has met twice since January 2014 and is being assisted by Sue Daley, former Corporation member and former Principal of Boston College. The group is currently preparing for a 'mocksted' inspection.

5.3.3 Governance

The Governance task and finish group has tasked the Chairman and the Clerk to explore governance structures and to put forward a proposal for the future shape of governance arrangements.

6 Information, Discussion and Decisions

6.1 HR Update

The report was received and **considered** by the Corporation (minute book pages G067-G071).

The Chairman of the HR Committee, C Manning, reported that the journey of culture and change management was very much the focus of the recent Committee meeting. The detailed report provided visibility of the staff ratio imbalance between permanent/fixed term and hourly paid staff that had not been evident and how this has affected the accuracy of staff absence and staff turnover performance indicators. The Committee has agreed the high level KPIs that will be reported at its meetings and these will include trends, benchmarks and context of the figures reported. Further termly and annual reports on specific topics have also been agreed.

6.2 Risk Management Update

The report was received and **considered** by the Corporation (minute book pages G072-G074).

Risk movement since the December 2014 meeting of the Corporation was summarised in the report. There has been little movement in the level of risks reported. The interactive heat map supplied with the paper provides a graphical representation of risks on a grid in relation to each other. Members raised no issues arising from the report.

6.3 Safeguarding Board

The minutes of the meeting held on 12 February 2014 were received and

considered by the Corporation (minute book page G075).

There were no matters or further comments arising from the minutes received by the Corporation.

6.4 Health and Safety Committee

The minutes of the meeting held on 5 March 2014 were received and **considered** by the Corporation (minute book page G076).

There were no matters or further comments arising from the minutes received by the Corporation.

6.5 Committee Chairs' Summary Reports

The summary reports were received and **considered** by the Corporation (minute book pages G077-G082).

6.5.1 Curriculum and Quality Committee

Further to the summary report the Chairman of the Committee, M Symonds, reported that the Committee has looked at the underlying processes that inform KPI reporting such as register completion and are assured that such processes are working well. They have been informed about the analysis undertaken of early leavers and were pleased to report a high percentage of those contacted were in a positive education or employment destination. Developmental lesson observations have been introduced to help staff improve before formal observations take place. These are an ungraded supportive observation carried out by managers and other teaching staff to identify how lessons can be positively developed.

6.5.2 Finance and Property Committee

In addition to the summary finance report the Chairman of the Finance and Property Committee, R Millea, reported that the February monthly accounts have been produced and circulated to members. The scheduled meeting of 26 March 2014 has been cancelled as there were no substantive items to discuss. Ahead of the 30 April 2014 meeting the Committee will take a tour of the Milburn Centre and the main campus to look at the issues and where potential development or refurbishment may become part of the future property strategy. The Deputy Principal is looking into the possibility of replacing the Edmund House boilers with biomass technology to serve Edmund House and Suffolk House and will present a proposal to the Committee for consideration.

6.5.3 Audit and Risk Management Committee

A member noted the overall reasonable assurance (3 of 5) provided by the internal audit of Quality Assurance and Performance Management and questioned whether this was a cause for concern. The College Secretary clarified that the scope of this audit was to look at how the performance of teaching and learning is reported transparently and that it is presented in a way that can be understood at Committee and Corporation level. Progress has already been made against the five recommendations arising from the audit and members assured that the issues found related to inconsistencies in how the data had been presented and not the data itself.

7 Governors' Reports and Information

7.1 Representational activities

Two members attended the student representatives meeting earlier today. They

commented that students had been very positive about the ban on internet downloads but that they raised their concern that 'You Tube' sites were no longer available in classrooms. S Gerber, Staff Governor and Technical Support Manager, confirmed that the technical support team is aware of the issue and that a solution is currently being worked on.

FE Student Governor, C Styles, handed out the 'don't suffer in silence, here to help' tags that the student council have produced. These are being distributed across all areas of the College.

Student Engagement Governor Lead, J Finn, attended the recent Springboard Awards ceremony.

The Chairman of the Curriculum and Quality Committee, M Symonds has observed an observation with the Vice Principal, Curriculum and Quality.

Four members of the Corporation attended the ACER joint Clerk and Governors' network meeting hosted by the College on 25 February 2014. Although not a particularly positive meeting, members did find that other College governors appeared to be more involved with their students and College.

The Governors' First Hand week will be held during the week commencing 28 April 2014. A programme of events will follow, but this week will provide governors with the opportunity to go into workplace environments, local learning centres, experience vocational areas, adult learning, marketing and communications. The Chairman of Governors encouraged members to spare some time for one/two activities during the week and to visit areas outside of their normal faculty links.

The Vice Chairman and the Clerk attended the BIS Clerks Conference on 14 March 2014. Neither felt that this event lived up to its promise. The Vice Chairman will also attend the AoC Governance Summit on 27 March 2014.

The College is hosting the first Women's Leadership Network Meeting for the East of England Region on 27 March 2014.

7.2 Training, Development and Faculty Link Activities

Covered under the item above.

8 Any other business

- The update report received by governors prior to this meeting concerning the Special Education Needs Reform Visit by Ofsted on 17 March 2014 was received positively.

9 Review of meeting

There were no comments or issues raised.

Date of next meeting

Friday 16 May 2014 at 2.00pm. Room TG1.16

Meeting ended at 3.55pm