

Minutes

CORPORATION MEETING

Date:	17 th July 2023	Time:	3.00 PM
Chairperson:	Sally Osmond	Location:	UCN Room 284

Members	Name	Present	Role
1.	Chris Wilson (CW)	*	External Member
2.	Glyn Howells (GH)	*	External Member & Vice Chair
3.	Iain Wolloff (IW)	*	Principal & Chief Executive
4.	Julian Cooper (JC)	*	External Member
5.	Lauren Bailey (LB)	*	Student Governor
6.	Peter Lambert (PL) (Teams)	*	External Member
7.	Sally Osmond (SO)	*	External Member – Chair
8.	Sam Dibas (SD) (Teams)	*	External Member
9.	Shelly Van Meter (SVM)	*	Staff Representative
10.	Stuart Compton (SC)	*	External Member
11.	Sue Richardson (SR)	*	Staff Representative
12.	Tim Major (TM)	*	External Member
Apologies:	Professor Gavin Brooks (GB)		External Member
	Javaid Iqbal (JI)		External Member
In Attendance:			
1.	Cathy Wright (CW)	*	Director of HR and Support Services
2.	Don Everitt (DE)	*	Director of Finance
3.	Jo Houghton (JH)	*	Director of Business & Partnerships
4.	Lee Hunt (LH)	*	Vice Principal
5.	Rachel Southall (RS)	*	Executive Assistant (Minute Taker)
Quorum:	40%	*	12 present - meeting quorate

Item		Reports
1	<p>Welcome and Apologies for Absence</p> <p>Apologies were received and accepted for Javaid Iqbal and Gavin Brooks.</p> <p>Chris Wilson was introduced to the Corporation who explained his previous role at Sparsholt College, his reasons for joining the Corporation at Newbury College, and the range of skills and competencies he can bring to the Board.</p>	
2	<p>Declarations of Interests</p> <p>No declarations of interests were made.</p>	
3	<p>GOVERNANCE</p>	

3.1	<p>Board Membership Nomination of Chris Wilson</p> <p>Chris Wilson was nominated as an external member of Newbury College Corporation and was duly elected.</p>	Paper - p.3
3.2	<p>Minutes of the previous meeting To approve the Non-Confidential Minutes of the meeting held on 24th April 2023</p> <p>It was noted that there was an incorrect allocation of Vice Chair, this should read Glyn Howells and not Gavin Brooks. Apart from this correction the Minutes were duly agreed and will be forwarded for signature and filing.</p> <p>Action: Clerk to update minutes to reflect correct Vice Chair status and forward for signing to the Chair</p>	Paper - p.4
3.3	<p>Minutes of the previous meeting* To approve the Confidential Minutes of the meeting held on 24th April 2023</p> <p>It was noted that Confidential needs to be added at the top of the page. Apart from this correction the Minutes were duly agreed and will be forwarded for signature and filing.</p> <p>Action: Clerk to update the Confidential Minutes of the 24th April 2023, add Confidential at the top of the page and forward for signing to the Chair.</p>	Paper – p.14
3.4	<p>Matters arising from the Minutes</p> <p>All matters arising from the Minutes of the last meeting were completed or on track.</p>	Paper – p.18
3.5	<p>Search and Governance Committee and Remuneration Committee Update To receive a report of the work of the S&GC</p> <p>Corporation were updated on the work with the Further Education Commissioners’ Office who have given guidance on the hours, pay and job description of the Governance Professional. The Remuneration Committee had recommended a salary increase in line with current Association of Colleges standards of pay, which would incur an increase of £8k to be funded out of the budget. The Further Education Commissioners will provide CPD for the Governance Professional, with an appraisal conducted six months after appointment. Corporation asked for detail on the candidate with regard to their experience, current working practices and skills.</p> <p>A budget allowance has been set aside for Governance training and for the Governance External Review, which must be completed by the end of the 2023/24 academic year.</p> <p>Corporation were reminded of their mandatory training, which includes Safeguarding, Prevent, KCSIE 2023 and for some Corporation Members who sit on interview panels, Safer Recruitment Training; all accessible via Skillgate. The Clerk will review the completion records and let Corporation members know what is outstanding on their records that they should complete.</p> <p>Action: Clerk to review Corporation Members statutory training and advise on what they need to complete to be compliant.</p> <p>Corporation were advised that Peridot have been contracted to search for more Corporation members with a closing date of 30th October as well as a specific remit to find a Corporation member with a curriculum and quality FE focus, and a member with a SEND focus. The cost of Peridot will be met by the DfE. Corporation were reminded that it is important that consideration be given to link governor roles these are Safeguarding, Careers, EDI, Mental Health and Wellbeing, Sustainable Development, Higher Technical Education and SEND. A request was made for volunteers to be on the selection board for Finance and Resources and for SLT member selection on 1st August</p>	Paper – p.19

	<p>2023.</p> <p>A request was made for a Health and Safety Committee Governor and Chris Wilson was duly nominated and elected. Corporation were reminded that governor attendance is expected, and apologies must be given in advance of the meeting if at all possible, with a reason given.</p>	
3.6	<p>Finance Director*</p> <p>To approve the proposal to appoint Don Everitt as a Senior Post holder (Finance Director)</p> <p>This is subject to a confidential minute.</p>	Verbal
3.7	<p>Corporation Dates</p> <p>To consider the proposed dates for meetings in 2023/24</p> <p>Corporation duly reviewed and agreed the proposed meeting dates for 2023/24.</p>	Paper – p.21
4	COLLEGE REPORTS	
4.1	<p>Principal’s Report</p> <p>To receive questions on the Principal’s Report</p> <p>The Principal informed the Corporation of the key further education issues which included the Association of Colleges work with different political parties and their proposals for the future development of further education. Updates on key Ofsted Inspection changes and the new Chief Inspector appointment were also shared. The Ofsted inspection summary had been discussed by the C&Q Committee.</p> <p>The draft Communication Strategy on the Ofsted Inspection was discussed, and Corporation asked if any external advice had been taken during its creation. This was confirmed by the Principal, who confirmed the advice from our linked ‘National Leader of FE’. Corporation felt that the draft should be shared with them before finalising and the Principal advised Corporation on issues of press releases and what should be contained therein. Corporation confirmed their satisfaction at the outcome of the process and asked for detail on the Improvement Plan going forward. The Principal confirmed that the areas for improvement identified through inspection, and the recommendations from the FE Commissioner’s Health Check Report would be included in the overall improvement plan. The Chair of Corporation advised that work will continue on the plan during the summer, with a re-visit on the College KPIs and how they can link into the Plan. This will then be aligned with targets for Senior Post Holders agreed with REMCO, who will determine the methodology of communicating this to the wider Corporation. Corporation were in agreement that there were lessons to be learned and that milestones must be put in place. It was agreed that the Principal will update the Improvement Plan and bring back for Board review.</p> <p>Action: Principal to update the Improvement Plan and bring back to Corporation for review.</p> <p>The Principal advised the Corporation of the highly resilient spirit of the staff and that the College has had a successful year in many other respects. Staff Corporation member advised Corporation on the challenges for staff and how they had addressed the challenges. An update was provided on the UCN Expo, the Career Academy awards and the Foundation Learning awards and how this demonstrated student success.</p>	Paper - p.22
4.2	<p>Student Governor Report</p> <p>To receive an update of key student issues</p> <p>Corporation were given an update on key student issues and Corporation asked for more of an in depth understanding of the 16-19 student view, which was shared.</p>	Papers - p.27

5	STRATEGIC DEVELOPMENT	
5.1	<p>Report from the Strategic Development Committee To receive a report on the work of the SDC</p> <p>The Chair updated the Corporation on matters considered by the SDC, including the Improvement Plan. The meeting also included an update on the climate action plan and sustainability, as well as confirmation of the transfer of Highwood Copse Primary School into the Thames Learning Trust.</p>	Paper - p.29
5.2	<p>Campus Update* Land Sale Progress</p> <p>Subject to confidential minutes.</p>	Tabled
6	FINANCE AND RESOURCES	
6.1	<p>Report from the Finance and Resources Committee</p> <p>Chair of Finance Committee updated the Corporation on current income and expenditure. Risks were identified as cashflow forecast and clawback from Local Authority on high needs element 1. Details of outstanding debtors were also shared.</p>	Verbal
6.2	<p>Monthly Management Accounts To note the monthly management accounts for May 2023</p> <p>The Interim Finance Director presented to the Corporation an overview of the latest management accounts. He highlighted that there is more 16-19 funding coming to the sector for the next academic year, which will support the projected increase in income. Corporation were referred to the table at the back of the report relating to pay increases which outlined the impact on recruitment, and need for this to be considered carefully in December 2023. The Principal confirmed the announcement from the DfE that it will provide increased 16-19 funding in order to enhance staff pay, but more work is needed to understand the effects of this. Corporation asked if that funding is included in the five year plan which was confirmed as a estimated figure, rather than confirmed one.</p>	Paper - p.30
6.3	<p>Financial Plan 2023-28 and Budget 2023-24 To review the financial plan 2023-28 and approve the proposed budget for 2023-24</p> <p>Corporation were advised that the College does remain under financial pressure but the overall picture for operating performance is improving. The main area of concerns are around inflation and high premises costs, prior to the end of PFI arrangements in 2027. Corporation duly approved the Financial Plan but a member asked it be recorded that they were concerned that the Financial Plan did not include planned pay increases in line with either the rate of inflation or expectation of rises set in the marketplace. There was a concern that this could lead to a misunderstanding of the true expenditure which needed to be broadcast in coming years.</p>	Paper – p.40
6.4	<p>Capital Expenditure To approve the capital plan 2023/24</p> <p>Corporation were advised on the £15k budget allocation for capital expenditure and how grants would provide additional funding. Corporation duly approved the Capital Plan for 2023/24.</p>	Paper – p.46
6.5	<p>Financial Regulations To approve the revised Financial Regulations</p> <p>Corporation were informed of the requirement to reconsider the Financial regulations, following the reclassification of colleges to the public sector in order to ensure that the college complies with the Managing Public Money requirements (MPM). Areas discussed were student numbers, key income streams, staff costs, non pay costs, fixed asset disposals, cash, working capital management, financial performance, control and risks. Corporation duly approved the updated Financial Regulations.</p>	Paper – p.47
7	CURRICULUM AND QUALITY	
7.1	<p>Report from the C & Q Committee To receive a report of the work of the C & Q Committee</p>	Paper - p.48

	<p>The Chair of Corporation gave an overview to Corporation in the absence of the C&Q Committee Chair. She outlined the work of the Committee in considering the safeguarding position statement, the inspection report, the improvement plan, and the quality improvement plans, which noted excellent progress for Further Education, Higher Education and Apprenticeships. It was noted that subcontracting will cease in 23/24, and the in year quality data was reviewed for student attendance and retention, which again showed improvement over last year. The development of the curriculum offer was reviewed including the move away from leading community learning in partnership with WBC, and with some new areas of provision including basic level digital skills courses and sports provision including Higher Education.</p>	
7.2	<p>Accountability Statement To consider approval of the Accountability Statement</p> <p>It was explained to Corporation that this had been recommended by C&Q Committee for final approval by Corporation today. From June 2022 the Skills and Post 16 Education Act 2022 introduced the development of Local Skills Improvement Plans with the Thames Valley Chamber of Commerce being the employer representative body responsible for identifying the employer skills in the local area. The key sectors for growth have been identified as construction, manufacturing, digital technology, health and social care, haulage and logistics, engineering and finally science and mathematics. Corporation were informed of the accountability statement changes and a table was added to link to the courses planned. The Accountability statement was duly approved by Corporation.</p>	Paper - p.50
7.3	<p>Safeguarding</p> <p>I. Position Statement</p> <p>Corporation were informed that the College safeguarding practices have been validated by Ofsted, Local Authority, Further Education Commissioners Officer and an independent audit company. Effective safeguarding practices are in place for Apprenticeships, Education Provision for Young People, Adults and High Needs, as well as the 14-16 schools links provision but that will no longer be delivered by the College. A safeguarding officer role has been created to support DSL and DDSL.</p> <p>II. KCSIE Update</p> <p>Corporation were reminded of their responsibility to sign to say they have read and understood KCSIE 2023. Key changes include clarification around the roles and responsibilities of education staff in relation to filtering and monitoring. Clarification that being absent, as well as missing from education can be warning signs of a range of safeguarding concerns, including sexual abuse, sexual exploitation or child criminal exploitation. Additional information about on-line pre-recruitment checks for shortlisted candidates and information on responding to allegations related to organisations or individuals using school premises.</p> <p>III. Safeguarding Policy</p> <p>Duly ratified by Corporation</p>	<p>Paper – p.51 Paper – p54 Paper – Appendix 5</p>
7.4	<p>Subcontracting Policy To approve the revised Subcontracting Policy, to end the College’s current subcontracting arrangements</p> <p>For the academic year 2023-24 a decision has been made by the College to end subcontracting across any funding stream. This decision has been made in order to focus on local provision, to meet local and regional skills needs.</p> <p>The end of the College’s current subcontracting arrangements was duly agreed by the Corporation..</p>	Paper – p.56
8	ACADEMY TRUST	
8.1	<p>Report from the Chair of the Newbury College Academy Trust</p> <p>Corporation were updated that the merger of NCAT with Thames Learning Trust completed on the 1st July 2023. Corporation duly approved the ending of the College’s sponsorship of NCAT and the closure of the Company once all necessary actions have been completed.</p>	Paper – p.57

9	ANY OTHER BUSINESS	
9.1	<p>The Principal updated the Corporation on the work of College staff in providing interim leadership for West Berks Training Consortium. The College has decided not to continue with this work, but there have been many positive benefits from this collaborative work.</p> <p>A Corporation member confirmed that he has recently been elected as a Newbury Town Councillor.</p> <p>The Chair of Corporation alerted the Corporation to the need of Committee members for several of the Committees and asked that members consider giving their skills and expertise to any they feel they could add value to.</p> <p style="text-align: center;">Meeting Closed at 18.05 hours</p> <p style="text-align: center;">Next Meeting Date: Monday 30th October 2023 at 4pm</p>	

Denotes items not previously considered by a Committee of the Corporation

* Denotes confidential items

Signed:

Sally Osmond

Sally Osmond (Nov 3, 2023, 9:53am)

(Chair) Date:

03 Nov 2023



Issuer Newbury College

Document generated Thu, 2nd Nov 2023 22:37:46 UTC

Document fingerprint c118be4e3c056df3743fd46ae1bcb088

Parties involved with this document

Document processed	Party + Fingerprint
Fri, 3rd Nov 2023 9:53:26 UTC	Sally Osmond - Signer (fc333b002ea0b452da4383c7e589d1ba)

Audit history log

Date	Action
Fri, 3rd Nov 2023 9:53:27 UTC	Sally Osmond viewed the envelope. (86.144.193.131)
Fri, 3rd Nov 2023 9:53:27 UTC	This envelope has been signed by all parties (86.144.193.131)
Fri, 3rd Nov 2023 9:53:27 UTC	Sally Osmond signed the envelope (86.144.193.131)
Fri, 3rd Nov 2023 9:53:08 UTC	Sally Osmond viewed the envelope. (86.144.193.131)
Fri, 3rd Nov 2023 7:14:34 UTC	Sally Osmond opened the document email. (104.28.40.142)
Thu, 2nd Nov 2023 22:38:43 UTC	Document emailed to sallymosmond@gmail.com (13.42.55.172)
Thu, 2nd Nov 2023 22:38:42 UTC	Sent the envelope to Sally Osmond (sallymosmond@gmail.com) for signing (86.19.70.229)
Thu, 2nd Nov 2023 22:38:21 UTC	Sally Osmond has been assigned to this envelope (86.19.70.229)
Thu, 2nd Nov 2023 22:37:49 UTC	Document generated with fingerprint c118be4e3c056df3743fd46ae1bcb088 (86.19.70.229)
Thu, 2nd Nov 2023 22:37:46 UTC	Envelope generated by Heather Large (86.19.70.229)