

Minutes

UPDATE FOR CORPORATION MEETING

Date:	30 October 2023	Time:	4.00 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.	Khushi Ashwin (KA)	*	Student Governor (19+ HE)
6.	Peter Lambert (PL)	*	External Member
7.	Sam Dibas (SD)	*	External Member
8.	Shelly Van Meter (SVM)	*	Staff Representative (Teaching)
9.	Stuart Compton (SC)	*	External Member
10.	Sue Richardson (SR)	*	Staff Representative (Support)
11.	Tim Major (TM)	*	External Member
12.	Roshani Jai (RJ)	*	Student Member (16-19)
13.	Professor Gavin Brooks (GB)	*	External Member
Apologies:	Javaid Iqbal (JI)		External Member
	Cathy Wright (CW)		Vice Principal – Central Services (VPCS)
	Lee Hunt (LH)		Vice Principal – FE & Curriculum (VPFEC)
Absent:	Tom Rossiter (TR)		External Member
In Attendance:			
1.	Paula Powditch (PP)	*	Director of Finance (DF)
2.	Jo Houghton (JH) (Teams)	*	Vice Principal – HE & Skills (VPHES)
3.	Heather Large (HL)	*	Governance Professional (GP)
Quorum:	40%	*	13 present - meeting quorate

Item		Reports
1	<p>Welcome, Membership and Apologies for Absence</p> <p>Apologies were received and accepted for Javaid Iqbal, Cathy Wright, and Lee Hunt. It is to be noted that Tom Rossiter was absent. A welcome was made by the Chair and introduction given to the Corporation's two new Student Governors, Roshani Jai and Khushi Ashwin.</p>	
2	<p>Declarations of Interests</p> <p>No declarations of any pecuniary, business or conflict of interests were made in any of the agenda items. The Chair explained that the governing board cannot function without good attendance and apologies for absence need to be sent to the Chair and</p>	

	<p>Clerk ahead of the meeting along with reasons for absence. If no apologies for absence are given prior to a meeting, the member will be recorded as absent. The Chair explained the expectation that a minimum of a 60% attendance rate is required for the Corporation Board meetings across the academic year which are five in total.</p>	
3	<p>Minutes from previous meeting</p> <p>3.1 – Minutes of the Corporation Meeting 17 July 2023</p> <p>Action: The Clerk was asked to make some minor amendments to these Minutes which are to be forwarded to the Chair for approval and sign off.</p> <p>3.2 – Confidential Minutes of the Corporation Meeting 17 July 2023</p> <p>Action: The Clerk was asked to make some minor amendments to these Minutes which are to be forwarded to the Chair for approval and sign off.</p>	Paper – p.5
4	<p>Actions from previous meeting</p> <p>All actions from the previous meeting had been completed.</p>	Paper - p.14
5	<p>Principal’s Report</p> <p>The Principal presented his report, which included updates on:</p> <ul style="list-style-type: none"> • The publication of the Ofsted Inspection Report in August and the communication of the details to stakeholders • The recommendations of the ‘Health Check Report’, produced from the work with the FE Commissioners’ team (FEC). • The production of the College Improvement Plan (CIP), focussing on the actions being taken both to address the areas for improvement for the Ofsted Report and the Recommendations from the FEC. <p>Board members raised questions relating to the report, including:</p> <ul style="list-style-type: none"> • The plans for the monitoring of the CIP, which will include progress updates every two weeks at SLT, the provision of monthly summaries to all Board members, and detailed review of CIP progress at each meeting of the Curriculum & Quality Committee (CQC). Board members were also invited to the Self Assessment reviews planned in November. • The importance of the CIP in presenting information to inspectors at the monitoring visit, which is likely to occur after Easter 2024. • The work to improve English and maths (E&M) provision for young people, which the College highlighted to inspectors as a key area for improvement. It was noted that the approach to delivering E&M had been revised significantly, with particular focus on the progress of 16-19s, given their GCSE grades on entry, and on relating the learning to vocational subjects. • The success of the work of Peridot in securing excellent candidates to join the Board, with particular focus on SEND and FE quality. • The effect of the CIP on the business plan for 23/24, which was discussed at the Strategy Day in May and aimed to balance the efficient use of resources with educational outcomes. • The views of students on the effectiveness of any on-line learning, which is monitored by staff and provides positive engagement with students and parents. <p>Action: Principal to ensure that full details of progress with E&M actions be provided to the CQC in November, including the approach to assessment and progress monitoring.</p>	Paper - p.15

6	<p>Student enrolments</p> <p>Update on student recruitment against targets</p> <p>The Principal summarised the current levels of student recruitment in the key provision areas, including:</p> <ul style="list-style-type: none"> • 16-18 Full-Time – growth of 171 student enrolments, with modest growth in core provision and significant increases in sport and the football academies • Adults – recruitment is believed to be on target at this early stage, though the comparator figure for 22/23 was artificially high due to a significant number of distance learning enrolments which were ‘rolled over’ into that year. • Apprenticeships - current growth of 63 apprentices compared to the same point last year, and the forecast is to meet the budget target. • UCN – the growth of 48 for the direct entry (non-apprenticeship) students in the UCN, and the forecast is to be above the budget target. <p>Board members raised questions, including:</p> <ul style="list-style-type: none"> • The impact of student number growth on the planning of staffing and resources, where it was confirmed that these adjustments had been made and were currently within the planned budget. • The potential under-utilisation of the loan facility for adults, which is due to the return of recruitment on the Access Programme to pre-pandemic levels. • The positive growth of HE provision in the UCN, due ,in particular, to strong demand for engineering. 	Paper – p.18
7	<p>Buildings and Land Update</p> <p>Update on the land sales</p> <p>Recorded as a confidential minute.</p>	Paper – p.20
8	<p>Financial Updates</p> <p>The Finance Director summarised the key points from the Management Accounts to September 2023, including:</p> <ul style="list-style-type: none"> • The Year to Date Operating Deficit of £(416)K is £76K favourable to budget. • The YTD total Surplus of £584K is £76K favourable to budget. This includes £1m profit on the sale of land. • Overall income for 23/24 is currently forecast to be £223K higher than budget • Overall expenditure for 23/24 is forecast to be £150K lower than the budget • The forecast operating deficit for 23/24 has, therefore, been reduced • The cash flow position for the next 3 years has been re-projected to take account of all changes <p>Board members raised a number of issues:</p> <ul style="list-style-type: none"> • The clarity on the current financial position and the early forecast is very helpful. • The treatment of apprenticeship income within the management accounts is being reviewed, to ensure it better reflects current earnings. • The Board asked that the college finances be clearly delineated to demonstrate the amount of money which had been received as additional income for 16-19s from central funding, with an expectation that this sum be focused on staff increases. The Corporation would like to see how this amount is allocated so that it can relate decisions to spend on salary rises with income received. 	Paper – p.22
9	<p>Committee Updates#</p> <p>Audit Committee</p> <p>The Chair of the Audit Committee (AC) briefed the Board on a number of matters:</p> <ul style="list-style-type: none"> • Three internal audit reports are overdue, relating to Learner Numbers, 	Paper – p.35

	<p>Safeguarding and Apprenticeships. The Board noted that this is a cause for concern.</p> <ul style="list-style-type: none"> • The planned implementation of the new purchase order system continues, with a phased implementation to be completed by the end of the year. • The Committee reviewed new Risk register, advising on some areas where it could be improved, relating to how risks are managed, actions planned and dates for completion. • The audit of the core financial systems was received with recommended minor amendments regarding payroll reconciliations and purchase orders. • Health and safety was reviewed with no major concerns reported. • The committee received and agreed to the External Audit plan for 2022/23. It also agreed to continue the appointment of Alliotts as external auditors for a further two years, subject to the review of costs by the Principal and this was signed off by the Audit Committee Chair. <p>Search and Governance Committee</p> <p>The Chair of the Search & Governance Committee (SGC) updated the Board on some key points:</p> <ul style="list-style-type: none"> • Peridot will deliver their short list for the search of Governors with FE and SEND experience on Friday, and the following Friday will be when they are interviewed. Governors were invited to volunteer for either the shortlisting or interview panel and to let the Chair know. • The Association of College's update to the 'Code of Good Governance' was reviewed by the Chair and Clerk and seems to provide a self assessment tool rather than a template for adoption. This will be reviewed in strategic parts of governor business as a best practice document to follow. • The College has created an updated spreadsheet of policies and renewal dates, which will be an agenda item for Corporation to review and ratify against current guidance. 	
10	<p>Board Evaluation</p> <p>Approve recommended contractor</p> <p>A recommendation was made to the Corporation to contract the Association of College to undertake an external governance review at a total cost of £6,840, with the option for delivery of the report in person, and a six month review at an additional potential cost of £900 plus VAT. The Corporation duly approved the recommendation.</p>	Paper – p.36
11	<p>Declaration of Interests</p> <p>The Governance Professional confirmed all updated declarations had been received, with the exception of one member's declaration which is awaited.</p>	Verbal
12	<p>Update and training on Safeguarding & 'Keeping Children Safe in Education' (KCSIE) Changes</p> <p>The Board received a briefing from the Deputy Principal on safeguarding and the latest changes to guidance, including:</p> <ul style="list-style-type: none"> • The revised structure of the safeguarding team and the new appointments to key roles. • The successful introduction and operation of the 'My Concern' reporting system, including training for all staff. • Some key actions which have been implemented to enhance student conduct outside of the classroom. • The main changes to KCSIE were discussed, relating to filtering and monitoring of internet use, students regarded as 'missing in education', and allegations relating to external users of the premises. • Board members were also briefed about the key issues of 'County Lines' and the 	Paper - p.41

	<p>recent update to the Prevent Duty.</p> <p>Corporation members were reminded to ensure they have completed the KCSIE, Safeguarding and Prevent training.</p>	
13	<p>Recommendation for Away Day for Board</p> <p>The Chair advised that many boards take a day together to review Board input and support. A member proposed this be conducted after the external review report had been received.</p> <p>Action: The Chair will review potential dates for an Away Day</p>	Verbal
14	<p>Report from Remuneration Committee *</p> <p>Recorded as a confidential minute.</p>	Confidential Paper
15	<p>Any Other Business</p> <p>The Corporation were asked to approve some additional changes to the Financial Regulations, to ensure full compliance with the 'Managing Public Money' guidance:</p> <ul style="list-style-type: none"> • Section 1.1 – Borrowings. To add the sentences: “Public Sector organisations may borrow from private sector sources only if the transaction delivers better value for money for the Exchequer as a whole”, and “All borrowings will require the prior approval of the EFSA”. • Section 12.4 – Collection of Debts. To add to the section “DFE consent to a write off will be required if: <ul style="list-style-type: none"> ○ The write off exceeds 1% of annual income or £45k individually (whichever is smaller) or ○ The write off takes the college cumulative total write offs for the academic year beyond 5% of its annual income or £250k (whichever is the smaller)’ • At the end of the paragraph commencing “The Director of Finance and Finance Manager may authorise the writing off of debts not exceeding £100”. The Corporation asked for confirmation that £100 is the correct sum. <p>Staff members and students Governors left the meeting at 18.15 hours</p>	Verbal
EXTERNAL BOARD MEMBERS		
16	<p>Strategy*</p> <p>Recorded as a confidential minute.</p>	Verbal
17	<p>Date and time of Next Meeting</p> <p style="text-align: center;">Meeting Closed at 18.48 hours</p> <p style="text-align: center;">Next Meeting Date: Monday 11th December 2023 at 3pm</p>	

Denotes items not previously considered by a Committee of the Corporation

* Denotes confidential items

Signed:

Sally Osmond

(Chair) Date: 08 Jan 2024

Sally Osmond (Jan 8, 2024, 4:12pm)



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