

Agreed Minutes

MINUTES OF THE MEETING OF FE CORPORATION

Held on Friday 28th January 2022 at 9.00am in Skills Park Board Room and via MS Teams

Present: Professor Sam Luke (Chair), Lynn Reddick (Vice-Chair), Martin Butterfield, Angela Cross-Durrant, Simon Enoch, Nadine Guy, Margaret Martin, Chris Muller, Asa'ah Nkohkwo, Vince Romagnuolo, Peter Stamps, Nick Vaughan Barratt, Frances Rutter (CEO/Principal), Felicity Fletcher (Academic Staff Governor), Sylvia Ofei-Kwatia (Support Staff Governor), Alper Bakici (FE Student Governor), Kirsty Shaw (HE Staff Governor)

In Attendance: Donna Patterson (Assistant Principal – HR & Organisational Development), Cliff Shaw (Deputy Principal Curriculum & Resources), Dario Stevens (Planning & Information), Chris Mason (Director of Finance), George Jenkins (Chief Finance Officer), Sandra Dessent (Governance Professional)

Observer: Helen Middleditch (Executive Assistant to CEO/Principal)

Presentations: Rob Greening (Director of Personal Development, Behaviour & Welfare), Amy Norris (Head of Student Wellbeing)

29.21	1.0 Apologies for Absence		
	Apologies for absence were received from Aaron O'Connor (FE Student Governor), Lamé Verre and John Willis.		
30.21	2.0 Declarations of Interest		
	<p><u>Professor Sam Luke:</u> Unremunerated Director of NESCOT Enterprises Ltd., (NEL)</p> <p><u>Peter Stamps:</u> Unremunerated Director of NESCOT Enterprises Ltd., (NEL)</p> <p><u>Frances Rutter:</u> Unremunerated Director of NESCOT Enterprises Ltd., (NEL)</p> <p><u>Sandra Dessent:</u> Salaried employee of NESCOT Enterprises Ltd., (NEL)</p>		
32.21	3.0 Minutes of the Previous Meeting and Matters Arising		
	<p>The Minutes of the meeting held on Thursday 9th December were agreed as a true record and signed by the Chair.</p> <p>Matters arising:</p> <table border="1" data-bbox="336 1834 1385 2027"> <tr> <td> <p>Ratification of Succession Plan at the January Corporation meeting</p> <p>See minute number 33.21</p> </td> </tr> <tr> <td> <p>Develop Staff Governor reporting framework</p> </td> </tr> </table>	<p>Ratification of Succession Plan at the January Corporation meeting</p> <p>See minute number 33.21</p>	<p>Develop Staff Governor reporting framework</p>
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	See minute number 34.21
33.21	4.0 Update Reports
	<p><u>4.1 Ratification of New Governor</u></p> <p>The Board were invited to discuss a recommendation from the Search & Governance Committee to appoint Nadine Guy as a Governor to the Corporation.</p> <p>Having received her CV and discussed details of her skills and experience the Corporation concluded that her attributes would strengthen board effectiveness and ratified her appointment for an initial term of two years expiring at the end of January 2024.</p> <p>Following ratification of the appointment Nadine was invited to join the meeting and the Chair welcomed her to the Board.</p> <p><u>4.1 Ratification of Succession Plan</u></p> <p>Following the July Corporation meeting expressions of interest were invited for the role of Corporation Chair, Corporation Vice-Chair, Curriculum & Quality Chair and Finance & General Purposes Chair. Submissions were received and discussed at the Search & Governance Committee on 19th January.</p> <p>The recommendations from the Search & Governance Committee, along with the submissions, were discussed by the Board and it was agreed to appoint the following Governors:</p> <p>Corporation Chair: Vince Romagnuolo</p> <p>Corporation Vice-Chair: Chris Muller</p> <p>Curriculum & Quality Chair: Angela Cross-Durrant</p> <p>Commencing on 1st August 2022, the three posts will be reviewed annually at the final Corporation meeting of the year.</p> <p>The Governance Professional confirmed that the next step was to agree an induction programme.</p> <p>It was noted that there hadn't been any applications for Finance & General Purposes Chair, and it was agreed that external recruitment would be considered alongside pursuing suitable candidates through validated FE databases.</p> <p><u>4.2 Principal's Report</u></p> <p>The Board received a confidential report.</p> <p>Following the success of the IoT bid the Corporation were updated on the progress of the project and advised that the timescale for the start of the project had been revised to 2025. The Board requested further details on the anticipated growth of student numbers in due course.</p>

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	<p>It was reported that the Lord Lieutenant for Surrey toured the College under the guidance of the CEO/Principal (who is also Deputy Lieutenant for Surrey). His visit was prompted by his interest in the opportunities for young people. The visit was considered to be very successful and had presented the College in a good light.</p>
34.21	5.0 Student Governor Matters
	<p><u>5.1 FE Student Governors' Update</u></p> <p>Following the FE Induction Survey, the Student Governors had identified the three lowest scoring responses and conducted further research with fellow students to discover the reasons behind the responses. Their aim was to provide context that could assist the College to decide how best to make improvements.</p> <p>They presented their findings from two curriculum areas, Animal Management and Travel & Tourism, and provided recommendations to address the concerns.</p> <p>The implications of their findings were discussed by the Corporation and the Senior Management team gave assurance that they would investigate further.</p> <p><u>5.2 HE Governor Update</u></p> <p>The HE Student Governor updated the Corporation on her observations since the previous meeting and shared her positive view of the assessment she was currently undertaking which focused on inclusion.</p> <p>Clarification on the DBS process was requested as there appeared to be a backlog which had the potential to affect students' experiences and outcomes. The Deputy Principal (Planning and Information) explained that the delay was with the Home Office but made a commitment to give assurance to students that all DBS applications to the College would be processed within 24 hours of receipt.</p>
35.21	6.0 Staff Governor Matters
	<p>The Academic Staff Governor informed the Board of the Staff Governors' intention to review and re-purpose the format of the Staff Consultative Group (SCG) with a view to ensuring that the outcomes contribute to the success of NESOCOT's key priority 'Employer of Choice'.</p> <p>There were also plans to liaise with Marketing to raise the profile of the Staff Governors so that staff could better understand the role and be encouraged to take part in open, transparent and constructive conversations. It was also suggested that re-introducing staff drop-in sessions may help with this.</p> <p>The Deputy Principal (Planning & Information) also indicated that the newly formed CMT would be an appropriate forum to share feedback from the Staff Consultative Group.</p>

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	<p>Regarding the imminent circulation of the staff survey, the Staff Governors also offered to assist the Assistant Principal with a view to increasing staff take-up and provide more resource to gather more details and context on selected responses, as the FE Student Governors had done with the FE Induction Survey.</p> <p>The Support Staff Governor reiterated her willingness to be involved with sustainability projects and gave examples of ideas she had previously shared to help the College demonstrate its commitment to sustainability. It was anticipated that the group would reconvene under the guidance of the new CFO but in the meantime the CEO/Principal agreed to expand the discussion outside the meeting.</p>
36.21	7.0 Curriculum Matters
	<p>The Deputy Principal (Curriculum & Quality) presented an update on curriculum matters which included the following highlights:</p> <ul style="list-style-type: none"> • Apprenticeships: An in-year improvement in Apprenticeship achievement was reported rising from 12% to 36%. A potential additional 56 achievers expected to be reported in the next update. • GCSE English & Maths: The results of resits in November 2021 - for English 25% (49 students) had improved their grades (exceeded grade 4 and therefore exempt from further study), and 8% for Maths (22 students). This was a good result and the benefits of resits were discussed and endorsed by the Academic Staff Governor who had been involved with process. • FE Induction Survey: 73% of students took part and an overall satisfaction rate of 87% was reported, a rise of 5% from the previous year. The Board was keen to understand the views of the 13% of students who weren't satisfied and requested assurance that their concerns were being addressed. The Board were informed that Student Governors were following up for the lower rated responses with their peers and would be feeding back outcomes to the Board (also see minute number 34.21). Personal Development Coaches were also briefed to follow up with students in tutorials. • Foundation Learning Induction Survey: a satisfaction rate of 92% was reported with 74% participation. (<i>Note: Comments for FE Induction Survey also relate to the Foundation Learning Induction Survey</i>). • Short One Question Survey: Suggested by a Governor 'Is there anything you would like to ask us?' More than 300 responses had been received, and the outcomes were to be reported to Curriculum & Quality Committee at the next meeting, along with a plan to engage students who have raised issues.

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	<ul style="list-style-type: none"> • ASTML Partner Provision: The Board were updated on the submissions and delivery plans for Portland Place, Hounslow and Oldham. A schedule designed to increase monitoring had been drawn up for NESCOT Managers to attend on site from the beginning of February. <p><u>7.2 Safeguarding Presentation</u></p> <p>The Deputy Designated Safeguarding Lead and Head of Student Wellbeing presented to the Corporation on their delivery of awareness raising training for all curriculum staff on consent and healthy and unhealthy sexual relationships for students. The objective of the training was not only to raise awareness but to remind staff on how to report incidents and concerns, and to stay vigilant.</p> <p>A summary of the FE Induction Survey was also presented from which the next steps were formulated from the responses as follows:</p> <ul style="list-style-type: none"> • Develop tutorial content around non-verbal communication and consent • Develop staff knowledge around non-verbal communication and consent • Continue to test and report back. <p>It was also reported that the Director of Personal Development, Behaviour & Welfare had undergone training to become the Senior Mental Health Lead for the College. He presented a three-year strategy which included establishing an Emotional Wellbeing/Mental Health group to include one or two Governors and volunteers were asked to put their name forward after the meeting.</p>						
37.21	8.0 Finance Reports/KPIs						
	<p><u>8.1 Management Accounts November 2021 and KPIs</u></p> <p>The CEO/Principal presented the highlights from the November management accounts as follows:</p> <p>Budgets had been prepared for three scenarios:</p> <table border="1" data-bbox="339 1619 1385 1783"> <tr> <td>Best Case</td> <td>£788k surplus</td> </tr> <tr> <td>Likely Case</td> <td>£281k surplus</td> </tr> <tr> <td>Worst Case</td> <td>(£82k) deficit</td> </tr> </table> <p>It was noted that the likely case of £281k represented a good balance between realism and stretching targets.</p> <p>Based on the worst case the forecast for 2021/22 was (£278k) deficit, which could be in the main accounted to:</p> <ul style="list-style-type: none"> • Satellite site – delayed starts and BA Top-up forecast 	Best Case	£788k surplus	Likely Case	£281k surplus	Worst Case	(£82k) deficit
Best Case	£788k surplus						
Likely Case	£281k surplus						
Worst Case	(£82k) deficit						

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	<ul style="list-style-type: none"> Curriculum – full cost fees (now part of 16-18 lagged funding). <p>It was further noted that a saving was forecast for wages due to unfilled support posts and reduced satellite site wage costs as a consequence of the forecasted reduction income.</p> <p>The Director of Finance agreed to work on a remodel of the financial landscape and reiterated that the financial status of the college was likely to change from 'outstanding' to 'good'. The CEO/Principal felt that it was not a cause for concern although it may affect the capital programme which in turn could impact the student experience.</p>
38.21	9.0 HR Update
	<p>The Assistant Principal (HR and Organisational Development) presented the latest update and advised the Board that whilst the restrictions on the wearing of face masks had been lifted, the College was still recommending that they be worn in indoor communal areas.</p> <p>It was reported that due to the Omicron variant the number of cases had risen significantly since the last meeting, especially over the Christmas period, and there had been 55 new cases since the previous report. At the time of the meeting 27 students were absent, but this was a decrease from two weeks previously, where student cases were around 100.</p> <p>Staff and students were continually being encouraged to test twice weekly and record their results. The on-site provision was still available for both staff and students as walk-ins for vaccines and boosters.</p> <p>The Corporation was informed that the Assistant Principal had accompanied the CEO/Principal in small group briefings, which would be followed up with a comprehensive staff survey, which would be benchmarked against other Colleges and assist NESCOL to achieve the key priority of 'Employer of Choice'.</p>
39.21	10.0 Governance Matters
	<p>Following the appointment of two FE Student Governors the Governance Professional requested authorisation for the Standing Orders to reflect the change from one to two FE Student Governors.</p> <p>Accordingly, the Corporation agreed for the amendment of paragraph 3.4 of Standing Orders.</p>
40.21	11.0 Meeting Evaluation
	Due to time constraints the meeting evaluation did not take place.
41.21	12.0 Any Other Business
	There being no further business the meeting concluded at 11.40am.
42.21	13.0 Date & Time of Next Meeting
	The next meeting will be held on Friday 25 th March 2022 at 9.30am.
43.21	14.0 Future Meetings & Events

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	HE Sub-Committee	Wednesday 9 th February 6.00pm
	Search & Governance Committee	Wednesday 9 th March 6.00pm
	Audit Committee	Friday 11 th March 9.00am
	Finance & General Purposes Committee	Friday 18 th March 9.00am
	Senior Staff Performance & Remuneration Committee	Friday 25 th March 8.30am
	FE Corporation	Friday 25 th March 9.30am

Decisions:

1. Ratified a recommendation from the Search & Governance Committee to appoint Nadine Guy as a Governor for an initial term of two years expiring in January 2024.
2. Ratified a recommendation from Search & Governance Committee to appoint Angela Cross-Durrant as Chair of Curriculum & Quality Committee, Chis Muller as Vice-Principal of Corporation, and Vince Romagnuolo as Chair of Corporation with effect from 1st August 2022.
3. Agreed to the amendment of paragraph 3.4 of Standing Orders to reflect the appointment of two FE Student Governors.

Actions:

1. Develop and implement induction programmes for new External Governors, and internal appointments for Chair of Corporation, Vice-Chair of Corporation and Chair of Curriculum & Quality.
2. Follow up on FE Student Governor findings regarding the responses in relation to the Student Induction Survey.
3. Ensure that students are aware of the College's commitment to process DBS checks in a timely manner.
4. Meeting with Staff Governors and Head of Marketing to be arranged to discuss ways of raising the profile of Staff Governors in the College.
5. Assistant Principal to liaise with Staff Governors to maximise the effectiveness of the Staff Survey.
6. Director of Finance to provide updated financial model reflecting the potential impact of reduced income from Satellite Sites and possible clawback from the ESFA in 2022.



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Signed

A handwritten signature in black ink that reads "Sam Luke".

Date...25th March 2022...

Professor Sam Luke, Chair of the Corporation