

<b>PRESENT*</b>	<b>IN ATTENDANCE</b>
Professor Sam Luke (Chair) Peter Stamps (Vice Chair) Catherine Biscoe Dr Martin West Chris Muller Cliff Hall Lynn Reddick Maureen Kilminster Gloria Ozolua Graeme Hodge (Support Staff Governor) Mike Broadbent (HE Student Governor) Josh Spooner (Appointed FE Student Governor) Delores Appiah (Support FE Student Governor) †	Fred Carter (Vice Principal, Curriculum) Carol Martin (Deputy Principal) Dario Stevens (Vice Principal, Planning and Information Services) Maria Vetrone (Deputy Principal, Finance & Resources) Mark Hillman (Assistant Principal, Teaching, Learning and Maths and English) Frances Rutter (Group CEO and Principal Designate) Donna Patterson (Director of HR)  David Round (Clerk to the Corporation)

\* Attendance at the meeting = 72%

† Without voting powers

<b>36.16</b>	<b>MATTERS FOR REPORT</b>
<p>A warm welcome was extended to the new governors, Graeme Hodge (Business Support Staff Governor) and Ms Gloria Ozolua.</p> <p>The Chair gave an oral report about his curriculum link visit to the Electrical and Motor Vehicle Engineering department. The feedback from students was excellent ('9' or '9.5 out of 10'), they enjoyed their lessons and their tutors were rated as 'great'. The areas for improvement mentioned by students were: -</p> <ul style="list-style-type: none"> <li>• The tutorial programme focused too much on 'British Values and the 'Prevent' agenda</li> <li>• The ventilation in the Electrical area could be improved</li> <li>• There was a need for access to student lockers</li> </ul> <p>Maureen Kilminster reported back about her attendance at an AoC Governors' conference. The themes of the conference included the expectation that Governors were aware of the College's safeguarding arrangements, the readiness of colleges to respond to the major changes in apprenticeship funding systems and the</p>	

capacity of Governors to have sufficient oversight of teaching, learning and assessment in colleges.

The Principal noted that the Clerk had made a successful bid to the AoC for funding to receive consultancy support through the National Leaders of Governance (NLG) programme. Jim Aleander, an experienced former Principal and an Excellence Adviser at the Education and Training Foundation had agreed to work with Governors at the March Corporation to support their capacity to challenge, scrutinise and support the College on curriculum matters.

<b>37.16</b>	<b>APOLOGIES FOR ABSENCE</b>
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Apologies for absence were received from Yasmeen Malik, Avril Lawrence, Chris Shortt, Lance Finn and Michael Stone.

<b>38.16</b>	<b>DECLARATION OF INTERESTS</b>
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The Chair reminded Members to declare any interest which they may have in any of the items on the agenda. Peter Stamps and Cliff Hall declared their interests as unremunerated directors of NCL and NBS. Maureen Kilminster declared that she was a former Principal of Brooklands College and a trustee of Surrey Lifelong Learning Partnership.

Ms Frances Rutter declared an interest as the current Chair of the Epsom and Ewell Planning Authority.

<b>39.16</b>	<b>MINUTES</b>
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The minutes of the meeting held on 09 December 2016 were approved as a correct record.

<b>40.16</b>	<b>MATTERS ARISING</b>
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The matters arising report (Appendix B) from the previous minutes and other items carried forward were received and noted. Other matters of report were: -

**23.1 English and Mathematics**

The report of the external consultant engaged to review English and Maths had highlighted the following points: -

- Further work was required to personalise learning for students in English
- Additional CPD should be given to English tutors in personalisation and the stretch and challenge of students
- All English tutors were observed and improvement plans were now in place for each tutors
- The college's action plan was appropriate and should bring about improvements.

- All tutors delivering Mathematics were observed; the profile of teaching that was assessed as good or better was not as high as for vocational provision.
- Action plans for teachers were in place; where teaching was not at least good, appropriate action to support improvements was being taken.
- The judgement of the external consultant was that further improvements were required to raise standards.

The Assistant Principal (Maths and English) further commented that the planning of controlled assessments in English had been more effective this year so that more time could be spent on exam practice and preparation. Some students needed further support to understand the questions in English exam papers. The attendance of students in English and Mathematics was better than last year at 80% English and 78% Mathematics but still below the target set of 83% and below those of vocational programmes. All Teaching Assistant posts in English and Mathematics were now filled and this had been well received by teams. The advice of the external consultant was not to devolve English and Mathematics teaching teams into vocational areas now whilst there was still work to do to bring about the required improvements in quality.

Teams had visited Brooklands College who had obtained above benchmark results in English to discuss the critical success factors there. Brooklands followed a different syllabus to NESOT (iGCSE)

Governors congratulated Mark Hillman on his recent appointment to another college, thanked him for his work and wished him well in his new role.

### **23.6 Le Raj & Capital Planning**

The restaurant had now been awarded a certificate of lawfulness and would open by 23 February. Staffing appointments were being made and an extraction issue in the kitchen was being resolved.

Invitations to tender for the Campus Gateway/Starbucks Café/Social Learning space project had been published for project completion by the start of the 2017/18 academic year.

### **30.3 Membership: appointment of Graeme Hodge to the Audit Committee**

The Corporation **APPROVED** the appointment of Mr Graeme Hodge as a member of the Audit Committee with immediate effect.

### **32.16 Student Computers**

Following a successful trial solution involving the installation of solid state drives to PCs in the LRC, it was reported that student logins were now considerably faster.

### **213.2.1 The Development of Land-based Provision**

An update on this outline project was given. At the time of the May Corporation it had been planned to develop a business case for the project for review by F&GP prior to it returning for review and decision at the Corporation. Subsequently potential capital funding had been identified via the LEP and an outline bid submitted, the outcome of which was awaited. Upon receipt of the outline decision the full business case and funding parameters would be presented to F&GP prior to referral to the full Board **(ACTION: MV/CMa)**.

**40.16**

**SAFEGUARDING, PREVENT AND HEALTH AND SAFETY<sup>1</sup>**

The Deputy Principal reported on the status of referrals and incidents at the College. There were no significant issue or adverse trends.

The Principal-designate reported orally on her participation at the national local government conference. Relevant themes included: -

- The Government's emphasis in the Industry Strategy on skills and the role of colleges particularly vis-à-vis apprenticeships, skills shortage areas and the development of higher professional and technical skills
- The investment in Institutes of Technology (£170m) could be diverted into the development of specialisms in colleges linked to skills shortage areas.
- The Group CEO and Principal noted that the four GFE colleges in Surrey had been collaborating together for some time on the development of joint initiatives to market the Surrey FE in HE offer. This could be further strengthened through the recommendations of the Area-based Review and the LEP emphasis on higher level skills linked to priority areas.
- The demand for technician level skills through the roll-out of '5g' internet connectivity for Smart devices would be significant and colleges such as NESCOL should be in the vanguard of this revolution.

**41.16**

**STUDENT MATTERS**

Student Governors made the following recommendations: -

- Encouragement should be given to students to develop a NESCOL student newsletter/newspaper
- We should include accounts of successful NESCOL alumni
- We need to encourage and support the establishment of student clubs and societies including debating societies
- More refuse bins should be provided across the campus.

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<sup>1</sup> Standing item

Governors welcomed the suggestions and there would be opportunities to link with the local Rotary. **(ACTION: CMa/FC).**

<b>42.16</b>	<b>STAFF MATTERS</b>
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There were no matters of report.

<b>43.16</b>	<b>SELF-ASSESSMENT REPORT (SAR)</b>
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The SAR was presented to Board members for approval following detailed scrutiny at Curriculum and Quality Committee.

The Chair of C&Q Committee advised Board members about the analysis of the SAR at its meeting on 19 January. There were no ‘surprises’ in the report which was reassuring. The areas for development were well known to Governors i.e. attainment in English and Mathematics, student retention in Health and Social Care etc.

Governors reviewed the ‘strengths’ and ‘weaknesses’ comments made by members of the Committee and in the presented data. The question was asked whether a college could be Grade 1 ‘Outstanding’ or indeed ‘Good’ if its English and Mathematics results were below benchmark. It was reported that Ofsted’s formal position was that English and Mathematics were not limiting grades in FE inspections and that colleges who had poor inspection outcomes had other quality issues beyond English and Mathematics.

The presentation of the SAR had been changed this year to take account of the comments of the lead inspector at the last inspection. It aimed to be more analytical with less descriptive narrative.

Subject to noting the following corrections, Governors **APPROVED** the Self-Assessment Report for submission to Ofsted :-

**Strengths**

- Apprenticeship achievement rates *for adults* are outstanding

**Areas for Improvement**

- Achievement rates for 16 to 18 apprentices {additional weakness}

<b>44.16</b>	<b>MONITORING REPORTS</b>
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<b>44.1 Management Accounts as at</b>	<p>The significant variances against the budget were noted: -</p> <ul style="list-style-type: none"> <li>• Additional SFA and HEFCE income of +£920k (largely increased SFA adult allocation)</li> </ul>
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**December 2016  
(Appendix D)**

- Shortfalls in fee income of -£500k (FE&HE tuition fees and Full Cost)
- High needs student LA income (+£130k)
- Increased income from Advanced Learning Loans (+£668)
- Increased sub-contracting costs arising from under-recruitment to adult provision and additional SFA allocation (-£1.5m)
- Staff savings (+£302k)

The balance sheet remained strong (£10m currently; £8m year-end forecast) and the treasury management arrangements with Metro Bank were noted. The positive impact of the LGPS actuarial reassessment on the level of pension deficit repayments were also noted.

The year-end forecast was for a surplus of £22k (worst case = -£165k; best case = +£172k).

Governors drew attention to the significant increases in sub-contracted provision and sought assurances about the management and control of off-site provision. College management reported that following controls were in place: -

- Audit by the College's internal auditors of sub-contract payments and contracts and the issue of an assurance certificate to the SFA.
- Off-site students were telephoned by the College.
- Visits to delivery centres by College staff including the Deputy Principal (Curriculum).
- The SFA full funding audit that took place in September found no issues with off-site provision.

It was also noted that Ofsted spoke to students on sub-contracted provision.

As a general policy the College was moving towards converting its sub-contracting provision to direct delivery via partnership and joint venture arrangements. The Business Development Manager was leading on this.

The KPI dashboard for NESOT UK as at 31 December 2016 was reviewed. Key areas of risk (amber rating) were: -

- Apprenticeship in-year Success Rates. It was noted that these moved throughout the year because of the

**44.2 Key  
Performance  
Indicators as at**

<b>December 2016 (Appendix E)</b>	<p>variable start dates and it was anticipated that the full year picture would be in line with forecast.</p> <ul style="list-style-type: none"> <li>• Student attendance in English and Maths classes was below target at 80% against a target of 83%, although above the outturn for last year.</li> <li>• Student work placements were below target currently. Circle Housing, the developers building the new housing estate on the land previously owned by the College, had undertaken to take on a significant number of students on work placement. Unfortunately this had not been possible because of difficulties obtaining Construction Skills Certification Scheme (CSCS) cards. Arrangements were now being put in place to address this.</li> <li>• There had been a significant fall in the number of lessons graded good or better delivered by probationary teachers. This reflected the difficulties in recruiting staff at present and appropriate management action was being taken.</li> </ul>
<b>45.16</b>	<b>CURRICULUM AND QUALITY COMMITTEE</b>
<p>The minutes of the meeting of the Curriculum and Quality Committee held on 19 January 2017 were received for information (Appendix F). The Chair of C&amp;Q commented that the meeting focused on the SAR which had been discussed elsewhere on the agenda.</p>	
<b>46.16</b>	<b>NESCOT BUSINESS SERVICES LTD</b>
<p>The Chair advised the Board that a substantive item on NBS/Saudi matters would be considered in the Part B confidential discussions. The minutes of the NBS Board meeting held on 23 January 2017 were reported for information.</p>	
<b>47.16</b>	<b>PROVISIONAL SCHEDULE OF CORPORATION MEETINGS 2017/18</b>
<p>Governors were requested to review the provisional schedule of Corporation meeting for the next academic year and to feedback any comments to the Clerk <b>(ACTION: All)</b>.</p>	
<b>48.16</b>	<b>ANY OTHER BUSINESS</b>
<p>The Chair reminded Governors about the official opening of the Skills Park by the Rt Hon Chris Grayling MP on Thursday 23<sup>rd</sup> February 2017 at 5.30pm.</p>	
<b>49.16</b>	<b>DATE AND TIME OF THE NEXT MEETING</b>

The next meeting of the Corporation would take place on Friday 31 March 2017 at 09.00. The meeting would be longer than usual to facilitate the CPD input of the NLG consultant Jim Aleander. Details would be circulated in due course.

**50.16**

**CONFIDENTIAL ITEMS**

College staff, and Staff and Student Governors withdrew for the confidential items. A record of the discussion is lodged in the Confidential Minute Book.

Signed ..... Date .....

**Professor Sam Luke, Chair of the Corporation**

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