

**Minutes of the Corporation meeting held on 4 October 2016 1pm  
LINCOLNSHIRE REGIONAL COLLEGE (LRC) SKEGNESS**

**Present** Kai Adegbembo, Gill Alton, Shane Blades, Tony Bramley, Lesley Charlesworth-Browne, Jonathan Lovelle, Lucy Ottewell, Liz Parry

**In Attendance** Susan Bailey Clerk to the Corporation, Stephen Butler GD Human Resources, Adrian Clarke GD Corporate Services, Debra Gray Principal GIFHE, Ann Hardy Principal YCC, Keith Pearson GD Finance, Sam Whittaker GD Strategic Projects



Prior to the meeting Governors were provided with a tour of the main LRC campus and an overview of current challenges (staffing, recruitment and curriculum offer) by the LRC Manager. Governors were also provided with an overview of the current educational context, needs, demographics and LMI of the area by the Group Director of Marketing. Governors thanked Virginia Collins LRC Manager for a most informative presentation and tour of the College Campus

**1. Apologies**

Apologies were received from Jane Bowman, Roger Cannon, Robert Edwards, David Hilditch, Ian Lindley, Erika Stoddart and Rob Walsh

**2. Declarations of Interest**

There were no declarations of interest received.

**3. Corporation minutes 13 September 2016 (Confidential)**

**RESOLVED** the confidential minutes of the Corporation Meeting held on 13 September 2016 were approved as a correct record and signed by the Chair.

**4. Matters arising**

Minute 3 Minutes of the Corporation meeting held on 12 July 2016 : The Clerk reported that an addition to the 12 July 2016 minutes was required in respect of Corporation approval of the new SORP requirements for FE and HE Institutions. The Clerk confirmed that the Chair of the Audit Committee and GD Finance had agreed the proposed addition to the minutes.

**RESOLVED** the revised minutes of the Corporation meeting held on 12 July were approved as a correct record and signed by the Chair.

## **5. Strategic Plan update**

Governors received and considered update reports on the following:

- the current position relating to the Group's Strategic Plan 2016-19
- the Group's Strategic Monitoring report 2016-17 detailing progress against the Group's Strategic objectives (RAG rated)

During review of the strategic measures RAG rated red (concern regarding the ability to achieve target) and/or amber (potential to fall short of target) governors considered supplementary information/exception reports in respect of the following:

### **5.1 Results of the annual staff survey**

It was noted that the target for the Annual Staff Survey to achieve an 80% overall satisfaction rate or a 5% increase over the previous year had not been achieved. Governors were informed that the results of the annual staff survey had highlighted a number of issues which the CEO assured Governors were now being addressed. It was noted that questions incorporated within the survey included those from a college sector survey allowing the Group to benchmark against others in the sector.

The report also detailed the actions undertaken by the Senior Management team to date to address areas for improvement / development. It was noted that another survey was planned for the end of the Autumn Term 2016 to test whether progress had been made in improving staff perception the results of which would be reported to the Corporation accordingly. Governors agreed that the Group had a moral duty to ensure high staff morale and in order to enhance the Groups' performance in delivering outstanding provision.

### **5.2 Recruitment position now leading to decline in funding.**

The initial enrolment data for 14-16, 16-18, Apprenticeships and HE learners showed a mixed picture to which the Group had now responded in order to meet overall budget expectations for 2016-17 including action taken in the following areas:

- The Group was working with the Young Peoples Support Services (YPSS) in order to make contact with 16-18 NEETs (Not in Education Employment or Training)
- Over 100 16-18 leads were now being followed up across GIFHE and YCC under a centralized approach to ongoing recruitment.
- A review of curriculum staffing levels across GIFHE and YCC was underway with tight control over requests for staffing (including agency staff) now in place
- A group wide budget review was planned for November 2016 to reflect the Groups latest financial position
- A restructure of the Learner Services Department was underway to deliver further efficiencies
- A benchmarking exercise in relation to Business Support areas was underway in association with Lincoln, Sheffield and Rotherham North Notts Colleges, in order to identify opportunities for savings based on shared best practice.

- The Groups' recruitment data by Group total, GIFHE, YCC, LRC, Faculty and Curriculum Area totals was considered. Areas of under recruitment (less than 85%) were noted.

### **5.3 Income diversification strategy**

Governors noted that the Groups' Income Diversification Strategy was largely dependent on the performance of Modal the results of which would not be evident until the launch in December 2016. Higher Education (HE) recruitment was currently under target with International activity on target. Although the Group had been unsuccessful in securing the large Greater Lincolnshire bid work was now in hand to work with the successful bidder, Calderdale College, to become a partner with a margin of circa 100k for involvement anticipated.

**RESOLVED** the Group Strategic Plan update report was noted

### **6. Modern Slavery Act Statement 2016**

The GD Finance submitted a proposed Modern Slavery Act Statement in response to the requirement for institutions with a turnover of over £36m to produce and publish a slavery and human trafficking statement each financial year in order to be compliant with the Modern Slavery Act 2015. The GD Finance confirmed that the Group already had robust and audited recruitment, selection and remuneration policies in place to meet the requirements of the Act and proposed the suggested statement be approved, adopted and published on the Groups' website to ensure full compliance.

It was noted that following Corporation approval of the statement all Group suppliers would now be required to agree and comply with the statement.

**Resolved** the Grimsby Institute Group's Slavery and Human Trafficking Statement for the financial year ending 31 July 2016 was approved and signed by the Chair of the Corporation for publication on the Grimsby Institute Group website and for action within the Groups' internal HR and Supply Chain processes.

### **7. Corporation Confidentiality Policy**

The Clerk submitted proposed amendments to the Corporations' Confidentiality Policy suggested in order to streamline the process for the classification and review of confidential items. In respect of agreeing a time limit after which items could be released into the public domain it was agreed that a form of words be devised to allow a degree of flexibility in release of minutes and in order to ensure compliance with the Instruments & Articles and Data Protection law.

**RESOLVED** that the Corporation Confidentiality Policy is revised and submitted to the next meeting of the Corporation for final approval

### **8. Chairs Action**

**RESOLVED** Minute 8 was classified as confidential in accordance with Clause 17 of the Instrument of Government indefinitely

## 9. Yorkshire Coast College (YCC) Campus Relocation

**RESOLVED** Minute 8 was classified as confidential in accordance with Clause 17 of the Instrument of Government indefinitely

## 10. Modal Training Ltd – Price and Programme Update Report

**RESOLVED** Minute 10 was classified as confidential in accordance with Clause 17 of the Instrument of Government indefinitely

## 11. Finance Update

The Group Finance report as at September 2016 detailing provisional financial performance data for 2015-16 and a recruitment and funding update for 2016-17 was considered.

Governors noted the following:

- Provisional financial performance data for 2015/16 showed a small surplus of £228k before non-cash pension provisions
- Initial enrolment data in categories 14-16, 16-18, HE and Apprenticeships showed:
  - TAG had recruited over target for 14 year olds
  - 16-18 year old recruitment was not at target with impact through lagged funding in 2017/18 of 2.4% below at Grimsby and 20% below at YCC
  - HE target was currently at 92% with recruitment still ongoing via two late start programmes and work ongoing to build up the HE income shortfall
  - Adult and Apprenticeships recruitment continued to progress
  - Career 6 had recruited 42 learners which was slightly under target

**RESOLVED** the Finance update report was noted

## 12. Group GIFHE and YCC Predicted Learner Outcomes 2015/16

The Principal GIFHE presented the report on Group and GIFHE predicted learner outcomes 2015/16. The Principal YCC presented the report on YCC predicted learner outcomes for 2015/16. Governors considered supplementary data contained within the reports providing a breakdown by areas and noted the following key highlights:

- The Group predicted an Education and Training provision outturn for 2015/16 at an 86% achievement rate against an 82.3% national average, placing the Group 3.7% above benchmark and showing a 0.4% improvement from 2014/15.
- Group Apprenticeships were expected to outturn at 74.8% against a national average of 70% placing the Group 4.8% above benchmark
- GIFHE predicted an Education and Training provision outturn for 2015/16 at an 87.8% achievement rate against an 82.3% national average, placing GIFHE 5.5% above benchmark and showing a 1.2% improvement from 2014/15
- GIFHE Apprenticeships were expected to outturn at 70.3% against a national average of 70% representing an upward trend for GIFHE for the first time in many years

- YCC predicted a current headline achievement rate for 2015/16 at 70% and therefore significantly below the national average
- YCC Apprenticeships were expected to outturn at 85.9 % against a national average of 70% and therefore significantly above benchmark

Governors agreed that the results for the Group as a whole and GIFHE showed very good progress. Governors were mindful of the work currently underway to turn around performance at YCC and that the results for YCC Apprenticeships 2015/16 were excellent.

**RESOLVED** The predicted learner outcomes 2015/16 reports for the Group, GIFHE and YCC were noted

### **13. Teaching, Learning and Assessment Report**

The Principal GIFHE and Principal YCC presented the report on Teaching Learning and Assessment which included a copy of the Groups' Annual Observation of Teaching, Learning and Assessment (TLA) report 2015/16 and the Quality Improvement Plan (QIP) for 2016/17.

It was noted that the three year comparison of lesson observations for the Group suggested that the proportion of 'Good' and 'Outstanding' teaching, learning and assessment had increased to 84.7% and that the proportion of lessons requiring improvement had decreased.

It was also noted that overgrading of lessons at YCC had now become evident with measures in place included within the QIP to ensure a more consistent and accurate process to monitor and improve the quality of Teaching Learning and Assessment. The Observation of Teaching, Learning and Assessment report 2015/16 included the following details:

- Overall profile comparison and overall grading 3 year comparison by Faculty and Area
- FE/HE comparison
- Strengths and areas for improvement for the Group, YCC, GIFHE, HE, Maths and English, individual faculties
- Walkthrough data
- Case studies of impact
- Impact of coaching
- Teacher essentials data
- Observation outcomes of new staff
- Overall analysis 2015/16

**RESOLVED** the Teaching Learning and Assessment report was noted

### **14. OFSTED Ever Ready update**

The Principal GIFHE reported that plans were in place to ensure the Group was well prepared and remained on alert for an OFSTED Inspection, likely to take place during 2016/17. Governors were informed of the following:

- GIFHE staff met fortnightly to test and ensure the plan of action was updated
- Ever Ready plans were in place at GIFHE and LRC

- The Ofsted Nominee, Theme Managers and Link Managers had been identified
- A full programme of staff training was underway at GIFHE for all staff
- Estate enhancement was ongoing
- Work on the Group SAR was ongoing

**RESOLVED** the OFSTED Ever Ready report was noted

### **15. Update on Area Based Reviews (ABR)**

The CEO updated governors on the progress to date with the ABR process. The first meeting of the Greater Lincolnshire ABR briefing and steering group had taken place on 3 October with the North Yorkshire ABR briefing and steering group meeting due to take place on 6 October 2016.

Governors were reminded that the initial Group Area Based Review meeting with the FE Commissioners Advisors would take place at GIFHE on Monday 10 October 2016 at which a group of Governors and the Chair would meet with advisors to discuss the Groups' strategy, vision and ambition for the future.

The CEO confirmed that the Groups' decision to work collaboratively with Lincoln College in line with the agreed Memorandum of Understanding had now been announced to all staff.

The Clerk confirmed that the application to the Charity Commission to remunerate three governors as Governors of the Corporations' ABR team during the ABR process had been successful and that governor performance during the process would be monitored and reported to the Corporation regularly.

**RESOLVED** the update on the ABR process was noted.

### **16. Any other Business : Estuary TV**

A report detailing the proposal to approve contract negotiations with That's Media with a view to ultimately transferring the OFCOM license for the Scarborough area to them was tabled. Governors were reminded that the Estuary TV Board had agreed to defer extending the Estuary TV OFCOM license for Scarborough but that following a counter offer from That's Media (TM) the Estuary TV Board had decided to pursue the matter. The GD Finance confirmed the following:

- TM had agreed to place £40,000 in an escrow account to be released to Estuary TV once the license for the Scarborough area had been successfully transferred into TMs ownership
- That's Media were to act as the Managing Agents for Estuary TV Scarborough, at their own cost to set up a studio, purchase equipment and recruit staff.
- The facility would be based at one of the Groups' properties in Scarborough using Estuary TVs name
- TM were committed to the launch of an educational partnership which would give exclusive access to Grimsby Institute YCC and International Media students.
- Members of the Scarborough business community had confirmed strong support for taking the proposal forward

It was agreed that the proposal was low risk and would provide an excellent opportunity to establish a community TV station in Scarborough and create an exciting learning environment for YCC learners.

**RESOLVED** the proposal to proceed with contract negotiations with That's Media and the subsequent transfer of the OFCOM license for the Scarborough to That's Media was approved.

#### **17. Reflection on Governor training - 19 September 2016**

It was agreed that the Governor training recently provided by Dr Ron Hill on 19 September had been very useful and that the timetable of action provided should be undertaken as soon as possible. It was agreed to invite Ron Hill back to host another follow up session in February 2017.

In review of the action plan and the suggestion for Governors to review reporting styles and format it was agreed that the variety of reports presented at the meeting in different formats had been very useful in deciding on the preferred format. It was agreed that the new report format proposed by the CEO was the most effective.

**RESOLVED** the new report format was approved.

#### **18. Date of next meeting**

**Resolved** Tuesday 15 December 2015 4pm.

The meeting ended at 3pm

Signed  
Chair of the Corporation

Date