

**PART A Minutes of the Corporation meeting held on 15 May 2018 at 4pm  
THE BOARDROOM 4H01, UNIVERSITY CENTRE**

**Present** Gill Alton CEO, Jonathan Lovelle Chair, Liz Parry, Erika Stoddart, Robert Edwards, Lucy Ottewell-Key, Alan Speight, Roger Cannon

**In Attendance** Susan Bailey, Clerk to the Corporation, Adrian Clarke, GD Corporate Services, Don Everitt, GD Finance, Debra Gray Principal GIFHE, Ann Hardy Principal Scarborough TEC, Hugh Callaway GD Marketing & Commercial Businesses.

The meeting began with a training session on SharePoint for Governors provided by the Group IT Manager. Members received a demonstration on remote access to SharePoint and the facilities and services available. Governors were provided with instructions, login and password details to access Office 365 and the Governors Section of SharePoint. The Clerk confirmed that meeting papers would now be accessible to Governors via Sharepoint only and that support would be available for all governors getting started to use SharePoint. Further details and confirmation of password and login details would be forwarded to all members of the Corporation and Local Boards by the Clerk wc 21 May 2018.

**1. Apologies**

Apologies were received from Tony Bramley and Philip Jackson.

**2. Declarations of Interest**

None received.

**3. Corporation Minutes 20 March 2018**

**RESOLVED** the minutes of the Corporation meeting held on 20 March 2018 were approved as a correct record and signed by the Chair. There were no matters arising from the minutes.

**4. ABR and National Leaders of FE update**

**RESOLVED** Minute 4 was classified as confidential in accordance with clause 17 of the Instrument of Government indefinitely.

**5. Strategic Plan update 2017-18**

5.1 The CEO submitted the Group's Strategic Plan update report including latest attendance and retention KPI (Key Performance Indicators) data. Exception reports generated by Strategic Measures (SM) RAG rated amber or red and therefore requiring further attention and scrutiny by the Corporation and Management were as follows:

**SM 1.2 Attendance** at Skegness TEC and Scarborough TEC was below the target of 90%. Scarborough TEC had set a target of 85% in line with local demographic data and was only 0.1% below target. Close scrutiny provided at Board meetings and work undertaken with the senior team had now resulted in a further set of agreed actions to improve attendance. GIFHE continued to operate well above target. The Group were currently above target at 94%.

**SM 1.3 Functional Skills** performance continued to be closely monitored to ensure students attended lessons and made expected progress. Currently progress for English and Maths was positive with an anticipated outturn above national average expected and an increase on the 2016-17 position.

**SM 2.2 Staff Survey** - to improve the response rate for staff surveys management had changed the survey method. From June 2018 a 'net promoter' type survey would be introduced three times a year with the Employee Net Promoter Score Survey (eNPS) featuring around eight questions only allowing the Group to measure key metrics which would be used to identify areas for enhancement.

**SM 4.1 Curriculum offer** - The list of new courses planned (28 in total) detailed with the report for 2018-19 was extensive.

**SM 4.5 HE Student Satisfaction** for the Group was positive standing at 81% (7% improvement on last year) and representing an increase in all areas for each survey question.

5.2 Members queried the requirement for an HE Advisory Board due to the changing landscape of HE currently and the scale and complexity of requirements. The Principal GIFHE stated that to ensure compliance the GIFHE Board would be provided with additional HE metrics to consider at meetings. The CEO confirmed that the Group had applied for TEF Silver on the basis of continuation rates and results.

**RESOLVED** The Strategic Plan update 2017-18 was noted.

## **6. Draft Group Strategic Measures 2018-19**

6.1 The CEO submitted the first draft of the Group Strategic Plan 2018-19 following discussions and agreements reached at the Strategic Planning Event held on 21-22 March 2018. The CEO confirmed that the Strategic Plan and associated measures would be rolled out to all staff prior to submission to the Corporation for final approval in July 2018.

**RESOLVED** that the Group Strategic Plan, following consultation with staff, be presented to the July Corporation meeting for approval.

## **7. Group Rebrand proposal**

7.1 The Group Director Marketing and Commercial Businesses submitted the final version of the logo and proposed new name for the Group 'the TEC Partnership' as presented at the Corporation's recent Strategic Planning Event held on 21-22 March 2018. Members were informed that the logo and colour scheme remained unchanged from the version submitted to Strategy event.

7.2 Members agreed that the new trading name for GIFHE should help to diminish perceptions that the Groups operations were 'Grimsby centric' and would highlight the Groups work in meeting the needs of all of the local communities served by the Group. Members also agreed that the new logo and branding was innovative and eye catching. It was agreed that the new brand name and associated logos be launched at the next staff meeting.

**RESOLVED** that the trading name of the Grimsby Institute Group be changed to THE TEC PARTNERSHIP and associated logos and branding be endorsed as follows:

a) That the brand / trading name for the Grimsby Institute Group be renamed as 'The TEC Partnership' (TEC representing Training, Education and Careers) using the agreed logos and branding as follows:

b) That the following actions for launch of the new brand and trading name be approved:

- Development of Brand Collateral
- Launch Date to be set
- Guidelines on use issued

## **8. Management Accounts Period 8 2017-18**

8.1 The Group Director Finance presented the Management Accounts and commentary 2017-18 which confirmed a stable position. Members were informed that the forecast surplus had improved to £602k (period 7 forecast £557k). Expenditure had increased by £(36)k the main contributor to which was university validation fees £(98)k a key driver of which had been the revalidation fees for the Arts programmes.

8.2 The forecast included provision (significantly reduced) of £(20)k for unspecified risks to the forecast and a provision of £(110)k for the costs to increase Adult Education delivery by £200k income.

**RESOLVED** the Management Accounts Period 8 2017-18 were noted.

## **9. Memorandum of Understanding (Subsidiary Companies and Agreement with Partners)**

9.1 The Group Director Corporate Services submitted the updated Memorandum of Understanding (Subsidiary Companies Agreement) for Corporation approval, as required by the Education and Skills Funding Agency. Members were asked to note the following:

- Estuary TV CIC Ltd had been dissolved as of 22 February 2018 supported by an intercompany transaction of £108k from GIFHE
- Workforce Skills, a dormant company had been renamed Support Staff Services Ltd on 20 December 2017 and was being used for the employment of new support staff, enrolled in a NEST pension scheme.
- Greater Lincolnshire Apprenticeships Ltd had been registered as a private limited company for the joint delivery of apprenticeships between the Lincoln College Group and the GIFHE.

9.2 It was agreed that any future changes to the Group's Subsidiary Companies be communicated to the Corporation prior to amendment.

**RESOLVED** the Memorandum of Understanding (Subsidiary Companies Agreement) was approved.

## **10. Bank Facility – confidential**

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

## **11. Capital Projects update 2017-18**

11.1 The Capital Projects update report summarizing the current position of budget versus spend for 2017/18 was considered. The following was noted:

- Both GIFHE and Scarborough TEC Boards had reviewed the progress of capital spend at each meeting during the year.
- The Group was currently within approved budgets for each of the projects however the timing of works across the summer and the year-end meant that some projects would appear to be over budget. Final costings were predicted to show all projects would be on time and on budget on completion.

**RESOLVED** The Capital Projects update 2017-18 report was noted.

## **12. Update on Westwood Campus disposal**

**RESOLVED** Minute 13 was classified as confidential in accordance with clause 17 of the Instrument of Government indefinitely.

## **13. Filey Road update**

**RESOLVED** Minute 14 was classified as confidential in accordance with clause 17 of the Instrument of Government indefinitely.

## **14 Membership update and appointment of new members**

14.1 The membership update report was considered which included details of current Corporation and Local Board membership. The following was noted:

- Work was still ongoing to recruit a new Audit Committee Chair and/or additional members to the Audit Committee.
- A prospective new governor for the Scarborough TEC board was due to meet with the Chair of the Scarborough TEC Board, Principal, CEO and Clerk on 14 June 2018 with a view to becoming a full member of the Scarborough TEC Board from 10 July 2018 onwards
- Work was underway to recruit a staff and student member to the GIFHE Board and two Student members to the Corporation.
- Rob Walsh, member of the GIFHE Board, had requested a leave of absence from the GIFHE Board due to current work commitments.
- Outgoing Chair, Jonathan Lovelle had offered to become a co-opted external member of the Modal Advisory Committee following his end of term of office on 31 July 2018.
- Induction training for newly appointed governors was due to take place on Wednesday 27 June 2018.

**RESOLVED**

- a) that leave of absence for Rob Walsh be approved until 31 August 2019 after which GIFHE Board membership will resume.
- b) that Jonathan Lovelle be appointed as a co-opted member of the Modal Advisory Board for a period of 2 years from 1 August 2018.

## **15. Calendar of meetings 2018-19**

- 15.1 The updated Calendar of meetings 2018-19 was considered. Members agreed that additional meetings of the local boards planned for 2 and 4 October 2018 respectively were timely in order for local boards to receive headline success and application data. It was also agreed that the proposed annual strategic planning event to be held at Scarborough TEC was very cost effective and provided a worthwhile opportunity for all governors to meet and revisit the Scarborough TEC site on an annual basis.

**RESOLVED** The Corporation's updated meetings calendar 2018-19 was approved

## **16. General Data Protection Regulations (GDPR) update**

- 16.1 The Clerk submitted a report providing an update on actions to ensure governance was compliant with the requirements of the forthcoming General Data Protection Regulations (GDPR) It was noted that all governors would shortly receive guidance and a list of actions to complete to ensure the Corporation was compliant with the Group's policy on GDPR.
- 16.2 It was noted that all members of the Corporation and Audit Committee had received access to the GDPR educare training module to be completed as soon as possible and which would be extended to members of each Local Board over the summer 2018.

**RESOLVED** The General Data Protection Regulations update report was noted.

## **17. Strategic Planning Event 21-22 March 2018 notes / presentation slides**

**RESOLVED** The Strategic Planning Event 21-22 March 2018 notes and presentation slides were received which it was noted were also available for governors to access and view via the Governors Section of Sharepoint.

## **18. Modal Advisory Committee minutes 20 February 2018**

**RESOLVED** Minute 18 was classified as confidential in accordance with clause 17 of the Instrument of Government indefinitely.

## **19 GIFHE Board minutes 24 April 2018**

- 19.1 The Chair of the GIFHE Board outlined the background to the minutes of the meeting held on 24 April 2018. The proposal from Management for further capital expenditure of £286k for TAG phase 5 and 6 was discussed. It was agreed that providing the necessary financial data was provided to the Chair of the Corporation the expenditure could be approved under Chairs Action.

**RESOLVED** the minutes of the GIFHE Board meeting held on 24 April 2018 were received and the additional expenditure for TAG phase 5 and 6 approved subject to the Chairs receipt of further detail and financial information being provided by the Group Director Corporate Services. The recommended addition to the GIFHE Board Terms of Reference in relation to component parts of GIFHE provision was also approved.

## **20. Scarborough TEC Board minutes 26 April 2018**

- 20.1 The Chair of the Scarborough TEC Board outlined the background to the minutes of the Scarborough TEC Board meeting held on 26 April 2018 and reported the outcome of recent Concordat Governors Group discussions. Particular challenges for Scarborough TEC currently being addressed related to attendance, retention and performance in English &

Maths. Feedback from Scarborough TEC students was very positive particularly about the new location and improved facilities.

20.2 It was noted that an 'Aspirations' Group' for Scarborough was to be set up to agree a way forward to improving quality of educational provision within Scarborough.

**RESOLVED** the minutes of the Scarborough TEC Board meeting held on 6 March 2018 were received.

**21. Remuneration Committee Minutes 20 March 2018**

**RESOLVED** Minute 21 was classified as confidential in accordance with clause 17 of the Instrument of Government indefinitely.

**22 Any other business**

**22.1 RESOLVED**

**22.2 Use of Seal** The Group Director Corporate Services informed members that contract re-negotiation relating to an Electricity Sub-Station on the Nuns Corner site may require the use of the seal on updated contract documents. It was agreed that the Chair and CEO sign such document under the seal as / if required by the Group's legal advisors.

**22.3 Estuary TV** Confidential minute

**22.4 Pay Award 2018** The CEO confirmed that a final agreement on the staff pay award had been reached of 1% or £250 whichever was the greatest due to the Group achieving satisfactory finances to proceed as expected.

**23 Date and time of next meeting**

**RESOLVED Corporation meeting Tuesday 10 July 2018 @4pm GIFHE**

The meeting closed at

Signed ----- Date -----

Chair of the Corporation

**Action Schedule**

No	Minute Title	Action by	Action required
	SharePoint training for governors	Clerk	Forward password / logins to all governors.
5	Strategic Plan update 2017-18	Principal GIFHE	HE Metrics submitted to GIFHE Board meetings during 2018-19
6	Draft Group Strategic Measures 2018-19	CEO	Additional target for growth be included in SM 2018-19
7	Group Brand proposal	GD Marketing & Commercial Businesses	Proceed with launch of new brand and logos

15	Membership update & appointment of new members	Clerk	Continue search for new governors. Amend membership records.
13	GDPR update	Clerk	Issue guidance and actions to all governors. Arrange GDPR educare training for local boards over summer 2018.
19	GIFHE Board minutes 24 April 2018	GD Corporate	Communicate with Chair re TAG phase 5 and 6

