

Minutes of the meeting of the Corporation Held on Monday 17 December 2018

at 4.45 pm at the City Centre Campus

Carole Stott
Andy Furse
Laurel Penrose
Paul Blenkinsopp
Victor da Cunha
Erica Draisey
Mike Oram
Andy Parker
Jane Shaw
Gary Waylen
Jenny Williams
Neil Wilson
Julian Young

Chair
Vice-Chair
Principal
Apologies
Apologies

Apologies

In attendance

Heather Cross
Jayne Davis

Clerk to the Corporation
Deputy Principal

Jonathan Creed

Interim Finance Director,
ICCA

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| <ol style="list-style-type: none">1. Apologies
Apologies were received from Paul Blenkinsopp, Victor da Cunha and Jane Shaw.2. Declarations of Interest
None3. Confidentiality of Items
None4. Minutes of the meeting of the Corporation held on 26 November 2018 and any matters arising
The minutes of the meeting held on 26 November 2018 which had been circulated previously were accepted as a true record.
There were no matters arising.5. Principal's update
The Principal gave a brief update on current issues. She provided the meeting with information about the strike which had taken place on 28 | ACTION |
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and 29 November 2018. There had been about 30 members of staff who had taken industrial action and about half of this number were on the picket line. There were no issues concerning staff crossing the picket line. 4 classes has been affected and there has been no impact on the open evening which had had an increased attendance.

It had been reported that the apprenticeship levy funding was overspent nationally. Whereas the Education and Skills Funding Agency had commented that the position was not as reported, the matter continued to be a concern as this may reduce contributions to overspend which previously had been indicated would be funded at 90%. Governors asked whether overall the college would be affected and it was confirmed that the position was acceptable. The position was noted.

6. Estates Strategy – Catering and Hospitality development

A report on options for the catering and hospitality development had been circulated. The Principal apologised that this had been circulated after the main papers for the meeting, but the report was highly dependent on quotations which had been late in being received. She presented the 9 options, of which the last was new. In her view options 7, 8 and 9 were the most viable, with number 9 being the most preferable. Option 9 in the report was accepted as being a compromise but would enable a permanent solution to be provided if no funding could be secured and would allow all the college's equipment to be used.

Governors asked questions about what the scheme could provide and whether it would fully meet curriculum needs. It was recognised that it would provide smaller classrooms than the curriculum team had requested, but further work would be needed on timetabling. The scheme did not provide the most attractive or visible space, but was achievable and could be afforded, bearing in mind the relatively small numbers in catering to be accommodated. Support for this curriculum area in a city where it was a major employer continued.

It was understood that until the budget for the scheme was fully worked up, options 8 and 9 could continue to be worked on without a final decision needed until March. Contractors had been secured to work in the summer in readiness.

After discussion it was agreed that options 8 and 9, as set out in the circulated report, with option 9 being preferred, should be fully worked up with detailed budgets, planning considerations and a clear funding plan once the decision of the Local Enterprise Partnership concerning a grant was known and that a final decision on the selected project be taken by the end of March 2019.

It was noted that strong management would be required for the project so that costs were carefully controlled as the budget was very tight. Governors requested that the curriculum review for catering and hospitality be presented at the same time as the final scheme proposals so that both could be considered together.

7. 2017-18 Accounts

The Chair of the Audit Committee introduced this item.

Internal Audit Annual Report

This report had been reviewed by the Audit Committee earlier that afternoon, having been received just before the weekend. This timescale was representative of the relationship latterly with the outgoing internal auditors. It was noted that there had often been insufficient discussion between the auditors and management. The actions would be followed up by the Audit Committee.

There had been considerable delay in receiving the separate KPMG funding assurance report following the extensive audit carried out recently, as commissioned by the ESFA. It was pleasing that this wider audit gave the college a clean bill of health.

Regularity Self-Assessment Questionnaire

This document had been circulated previously. It was provided to the financial statements auditors at the start of their regularity audit to provide the college's position and was proposed to be signed by the Chair and submitted to the Education and Skills Funding Agency.

It was agreed that the questionnaire be signed by the Chair and submitted to the Education and Skills Funding Agency.

Financial Statements Auditor's report

The report has been circulated previously. The report was unqualified. There were two specific recommendations whereby staff access to the finance system had not been closed down immediately when an authorised person moved to another location and the other related to the updating of the fixed asset register. The Audit Committee Chair requested that these matters be addressed by the time the committee met in March.

It was understood that the Audit partner had been asked to comment on how the college compared to other clients and had said that a number of challenges were presented which had been exacerbated in the current year by the loss of the Finance Director at the key time in leading up to the audit. It was **agreed** that the new Finance Director should have an early conversation with the Audit Committee Chair about audit expectations as soon as possible after taking up post.

The report was considered and was **received**.

Audit Committee Annual Report

This report was laid on the table having only just been considered by the committee and not having been able to have been finalised prior to receipt of the internal audit annual report and the funding audit report findings confirmation.

The report was **received**.

Letter of representation

The letter as circulated was recommended by the Audit Committee for signature. It was agreed that the Chair be asked to sign the letter on behalf of the Corporation.

Members Report and Financial statements

The report had been circulated previously. The meeting reviewed the document and Jonathan Creed introduced the key information. Whilst the college still was operating at a loss, this was significantly smaller and there had been a £2.2m improvement on the previous year. There would be a benefit to the position in 2018-19 and the college now had 'good' financial health. On the recommendation of the Financial Statements Auditor a going concern statement has been prepared, which was reviewed. It was considered to be an accurate representation of the college's position.

After review it was **agreed** that the Members Report and Financial Statements be signed and submitted to the Education and Skills Funding Agency once the certificate concerning the funding audit be received and identified as the same as that which had been indicated to the college.

8. Self- Assessment Report 2017-18

The proposed self-assessment report 2017-18 had been circulated previously. This had been reviewed by the Quality Working Group at their meeting in November.

There was discussion about the apprenticeship provision which had been graded 'requires improvement'. Processes were being carefully examined in this area.

Governors discussed the improvements in strategic leadership not yet having fed through to improvements in achievement. It was decided that the report should say more about matters identified in the Funding Audit.

Some questions were asked about administrative processes such as timetabling and the effect this could have on the student experience. There would be more centralisation of timetabling in future and a review of whether the methodology used was the most efficient. It was decided that a statement on timetabling be added to the report.

There was discussion about the internal process of assessment and it was noted that the Chair of the Quality Working group had attended all the assessment meetings. It was commented that in future the college would need to reference its assessment against the new inspection framework which was being introduced for consultation in the new year.

The Self-assessment report was approved, subject to the areas for amendment which had been agreed.

The Deputy Principal and her team was thanked for the considerable work in preparing the report.

9. Quality update and dashboard

The latest update was received.

10. Management Accounts

The Management accounts for November 2018 had been circulated previously.

There was a challenge concerning the non-levy apprenticeship budget where virement was not permitted and yet the budgets were very small. In addition where it had been reported earlier in the meeting that there may be a stop on further apprenticeship funding, further work was to be carried out in-year to improve forecasting. The College intended to keep recruiting apprentices in order to avoid a stop/start process.

The Management accounts were received. It was agreed that a year end forecast be provided at the next meeting.

11. Risk Register

This report which had been circulated had been updated recently. There were 13 risks of which 6 were high and 7 were medium. All risks apart from one were on target.

It was noted that the risk given concerning apprenticeships, which was medium, was not quite the risk discussed for this area earlier in the meeting and the risk register would be amended. It was also noted that all providers had to go through the process to apply to the Register of Approved Training Providers again.

A risk which remained red after mitigating action was campus security and emergency planning. New aspects had been considered and these would be added to the plan which would be updated.

12. Senior Staff Recruitment

The Chair reported that Jo Whistler was recommended for appointment as the new Director of Finance and Corporate Services following a Governors recruitment panel. She was recommended as a strong candidate. Her details had been circulated with the papers. **The appointment of Jo Whistler as Director of Finance and Corporate services was approved.**

The Chair further reported that Anne Roberts had been selected after an interview for the position of Head of Governance and it was felt she would be a strong candidate. **The Board endorsed the appointment of Anne Roberts.**

13. Any Other Business

It may be required to move the date of the Awayday in view of Anne Roberts' availability. The Clerk would be writing to all Board members about alternative dates.

14. Date of Next meeting

This was as agreed as Monday 28 January 2019 at 16.45 pm. It was noted that the Chair of the Corporation was away