

NEW COLLEGE, SWINDON

Minutes of the Corporation meeting held on Tuesday 14th May 2019

Present: Charlotte Mannion (Chair), Dennis Bridges, John Dernie, Joe Goodman, Carole Kitching, Monica Lawson, Mark Owen, Alexey Smirnov, Jim Webster

With: Adam Fahey – Deputy Principal Curriculum and Quality
Chris Baish – Vice Principal Business Development and Employer Engagement
Maureen Debbage – Vice Principal Human Resources
Stephen Horrobin – Vice Principal Finance and Resources
Paul Jones – Partnerships Manager (minutes 2117-2121 only)
Tracy Scaife – Clerk to the Corporation

2117 Apologies for absence – received from Simon Cove, Les Durrant, Peter Foskett, Peter O'Brien and Ben Tedds.

2118 Disclosures of Interests – none received.

2119 HE provision at New College – the Corporation visited the recently opened HE Centre at the college. The HE Manager was present and answered questions from governors on the HE provision at the college.

2120 Student Referred Matters – report from the student governors received and noted.

2121 Partnerships Update – reports by Partnerships Manager received and noted.

With regard to the general partnerships update the meeting noted that there will be an improvement in apprenticeships achievement rates this year. Work is being undertaken to ensure that the college remains on the apprentice register as a registered provider. Budgets for 2019/20 are currently being worked on. Ways are being looked at to mitigate the loss of income related to David Game and AEB funding changes. Ways to grow 16-18 and HE apprentice provision are being looked at. The meeting asked for a breakdown of the budget line for the colleges major partners.

The second report relates to the possibility of entering into a partnership agreement with the Wilkes Academy of Performing Arts. The partnership will relate to 16-18 provision. A discussion was held with regard to the pros and cons of a possible partnership particularly relating to the financial position and the lag funding and the position of performing arts as a subject at the college. Facilities at the college are attractive to the Academy, together with the location. The Academy currently partners with Wiltshire College. It is expected that the contract will be a 12 month rolling programme, the norm for partnership agreements. The usual pre-contract checks and due diligence will be carried out and the Corporation asked for these to be shared with governors.

RESOLUTION: that due diligence checks be carried out for the Wilkes Academy of Performing Arts. And the results of these and all pre-contract checks be shared with the Corporation prior to any decision being made on entering into a partnership agreement.

2122 Minutes of the last meeting held on 19th March 2019 – agreed.

2123 Matters arising from the minute of the last meeting held on 19th March 2019 – raised as follows:

(a) 2103 Matters arising from the minutes of the meeting held on 29th November 2018 (b) Strategy/Vision – noted that a further strategy session is required prior to the next meeting of the Corporation.

RESOLUTION: that a governor strategy session be held on Wednesday 5th June 2019 from 1500 – 1800.

2124 Risk Management Update – verbal report received from the Vice Principal Finance and Resources.

The four main risks to the college were noted – reduction in AEB income, recruitment of 16-18 students for 2019/20, increase in contributions to Teachers Pension Scheme (7%) and the loss of the partnership with David Game.

2125 Principal's Report (including KPIs) – received and noted.

The meeting further noted that an all staff briefing is being held on Thursday 16th May to advise staff on changes to curriculum and other matters. The college will move to linear A Levels next academic year. This will give staff extra teaching hours in year 1 due to there being no study leave requirement.

The Office for Students (OfS) registration has now been completed and the college is fully registered. The Principal thanked Cleeve Jenkins, HE Manager and other staff who were involved in the registration application.

There is the possibility of a delay on the Institute of Technology (IoT) project due to the result of the recent Ofsted inspection of Swindon College. The grade awarded does not meet the requirements for the IoT and contracts will not be progressed until Ofsted see a significant improvement at Swindon College. It is not clear if this will require a full re-inspection or a monitoring visit. The University of Gloucester is keen to enter into a strategic partnership with the college and the Principal is meeting with them to discuss this further.

Marketing of the college needs looking at and needs to be more aggressive. There should be more use of college alumni and current students and of video content.

Concerns were raised about student pathway changes and the risk of losing students if they are not given free choice of the subjects they study. The Deputy Principal Curriculum and Quality advised that the proposal is not to cut individual study programmes but to help students to understand that the subjects they study have an effect on their future study and/or employment.

2126 Re-appointment of Governors – the Chair referred to the re-appointment of Les Durrant and Peter Foskett as governors of the college. The Corporation must take into account the discussion and decision made at the last meeting of the Corporation on this matter.

RESOLUTION: that Les Durrant and Peter Foskett be re-appointed as governors of the college for a term of office of one year.

ACTION: *TS to advise Les Durrant and Peter Foskett of their re-appointment.*

2127 Achievement Rate update – report by Deputy Principal Curriculum and Quality received and noted.

It was further noted that two Teaching and Learning Coaches will join the college in August 2019.

2128 Safeguarding update – report by Head of Student Services and Safeguarding and Safeguarding Manager received and noted.

The Principal advised that the way in which safeguarding information is presented to the Corporation is to be reviewed with the aim of providing clearer information.

2129 Minutes of committees – noted as follows –

(a) Audit committee: 29th November 2018

(b) Audit committee: 19th March 2019

(c) Finance and General Purposes committee: 30th April 2019

2130 Change to bank signatories – the meeting noted that following the email consultation on this all governors had agreed to the proposed changes to the signatories for the college account with Barclays Bank.

RESOLUTION: that the Global Banking Authority document GCD GBA v2.0 11/17 be completed and submitted to Barclays Bank requesting the following changes to the authorised signatories for the college account –

- The removal of Graham Taylor (former Principal), Paul James (former Deputy Principal Curriculum and Quality), Cilla Paget (former Director of Curriculum) and Richard Harris (former Vice Principal Finance and Resources) as authorised signatories on the college account;
- The addition of Carole Kitching (Principal and CEO), Stephen Horrobin (Vice Principal Finance and Resources) and Adam Fahey (Deputy Principal Curriculum and Quality) as authorised signatories on the college account.

ACTION: *SH to advise Barclays Bank of changes to signatories for college bank account.*

2131 Date of next meeting – Tuesday 2nd July 2019 at 1700 for 1715.

2132 Any other business – none raised.

2133 Confidential minutes of the last meeting held on 19th March 2019 – agreed as a correct record.

2134 Finance matters – confidential minutes refer.