

## NEW COLLEGE, SWINDON

### Minutes of the Corporation meeting held on 16<sup>th</sup> October 2018

Present: Charlotte Mannion (Chair), Dennis Bridges, Sarah Church, Simon Cove, John Dernie, Peter Foskett, Sam McCurdy, Carole Kitching, Mark Owen, Alexey Smirnov, Jim Webster

With: Chris Baish – Vice Principal Business Development and Employer Engagement  
Maureen Debbage – Vice Principal Human Resources  
Richard Harris – Vice Principal Finance and Resources  
Paul James – Deputy Principal Curriculum and Quality  
Duncan Webster – Head of Student Services and Safeguarding (minutes 2040-2043)  
Tracy Scaife – Clerk to the Corporation

2040 Apologies for absence – received from Les Durrant and Peter O’Brien.

2041 Welcome – the Chair welcomed Chris Baish, recently appointed Vice Principal Business Development and Employer Engagement to the meeting.

2042 Disclosures of Interests – received as follows:

Carole Kitching, Sam McCurdy and Mark Owen declared interests in relation to item 20 on the agenda National Pay Negotiations.

2043 Governor Training – Keeping Children Safe In Education Guidance and safeguarding update – presentation received from Duncan Webster.

The meeting noted the new statutory guidance for schools and colleges ‘Keeping Children Safe In Education’ which came into force on 3<sup>rd</sup> September 2018. It was noted that there has been some confusion with regard to GDPR and safeguarding but safeguarding always overrides GDPR. All staff in education have a duty to provide a safe environment and at New College all staff receive appropriate safeguarding training and receive safeguarding updates at least annually. The new guidance requires that all staff need to know what to do if a safeguarding issue is raised with or reported to them with appropriate levels of confidentiality being adhered to. It is important to note that for safeguarding in schools and colleges, the term ‘children’ refers to anyone under the age of 18. There is now also a specific legal duty with regard to FGM (Female Genital Mutilation) for teachers and the new guidance also adds to the list of safeguarding issues, these include peer on peer abuse (including sexting and hazing), contextual safeguarding, missing children, child sexual exploitation (CSE), child criminal exploitation (CCE) (County Lines) and domestic abuse.

The college has recently introduced a new web filtering system which can provide instant, daily or weekly reports on attempts to access barred sites. These sites mainly fall into the following categories – weapons, radicalisation, suicide and self harm, drugs, pornography. Protocols for reporting still need to be finalised but instant reports are received for suicide and self harm and radicalisation attempts. It was noted that the system is causing some problems for academic staff who are often barred from sites that they need to access for their classes.

Figures for safeguarding cases raised since the beginning of the new academic year were noted. It was further noted that the number of cases referred has risen significantly over the past five years (figures include incidents that occurred outside the college but were reported to college staff).

2044 Student Matters – report by Head of Student Services and Safeguarding received and noted.

2045 Minutes of the last meeting held on 3<sup>rd</sup> July 2018 – agreed as a correct record.

2046 Matters arising from the minutes of the last meeting held on 3<sup>rd</sup> July 2018 – none.

2047 Risk Management update – report by Vice Principal Finance and Resources received and noted.

The meeting noted that the ESFA Funding Assurance Review is still ongoing. No major issues have been raised. The funding of AEB work in prisons is no longer a concern.

2048 Principal's Report (including Key Performance Indicators (KPIs)) – received and noted.

On this occasion the report includes a 2017/18 year end position for KPIs together with a summary of KPIs for the 2018/19 year.

The Principal referred to the Institute of Technology bid that the college is involved with with Swindon College and the University of Gloucester and gave a presentation to the meeting. Swindon College is the Project Lead with New College and the University of Gloucester being Anchor Partners along with Nationwide, Excalibur Communications, Catalent and Bath ASU. There are also other Partners from the Swindon and Wiltshire area.

The bid was successful at Stage 1 and is now being taken forward to Stage 2 (21<sup>st</sup> November 2018). The Principal outlined the project and its main focus. The project is a capital project totalling £17.4m (inc. VAT) and would attract a £13.4m grant. The grant would cover the renovation of the tower block building on the current Swindon College site. Although based at the Swindon College site, the Institute of Technology will have a separate entrance and parking and its own distinct branding. The terms for the project are still to be agreed.

The opportunities and risks of the project were outlined and noted.

The meeting also noted recently discovered plans by Swindon Borough Council for a multi-campus university for Swindon and the Wiltshire area, to be known as the University of Wessex. The plans are to be considered in the near future by the Swindon LEP.

2049 Achievement Rates (AR), Self-Assessment Rate (SAR) and Quality Improvement Plan (QIP) – report by Deputy Principal Curriculum and Quality received and noted.

The meeting was pleased to note that the college had a fantastic year last year and was advised of the latest AR figure of 88.7%. Employer responsive is below the national average but is set to improve. Other pleasing results to note are core aims which has increased by 4% and Maths and English GCSE which are again above national average and would be considered as outstanding. Academic staff feel that the increase of taught hours for GCSE from 3 to 4 per week has made a big difference. Value added has moved forward this year and the college is in a very strong position.

2050 Great Western Academy (GWA) – update paper from the Principal of GWA received and noted.

The Principal and Vice-Chair of Governors advised the Corporation of advice they have recently received from the DfE regarding the college's position as 'sponsor' of GWA and of a recent meeting they had with the Principal and Chair of Governors of GWA.

The information received from the DfE confirms that the college is not and never was a Sponsor of GWA but was the original proposer group which submitted the application to open a free school (GWA). During the pre-opening phase staff from the college formed the Project Board which was responsible for completing pre-opening tasks. DfE confirms that since GWA opened the Project Board is defunct. This information was presented to the Principal and Chair of Governors of GWA and both parties agreed that New College no longer has a corporate role at GWA. The college does however hold 3 out of 5 Member seats, giving it overall control. In light of the information received from the DfE both parties further agreed that this should be reduced to 2 out of 5, removing that control. It was also noted that Cilla Paget and Graham Taylor both continue to hold places on the Board of Trustees representing the college. As they are both no longer involved with the college they will be removed from these places and GWA can appoint them to other places if they wish to do so.

There was some discussion on the history of the college involvement with GWA and some concerns that the Corporation had been led to believe that GWA would be a feeder school for the college and not have a sixth form provision; the school is planning to open a sixth form from September 2019.

**RESOLUTION:**

- (i) that the advice from the DfE be noted and it be agreed that New College is not a sponsor of GWA and has no corporate role;
- (ii) that the number of Member seats allocated to New College be reduced from 3 to 2.
- (iii) that Graham Taylor and Cilla Paget be removed as Trustees representing New College.

2051 Financial Targets 2018/19 – report by Vice Principal Finance and Resources received and noted together with the decision of the Finance and General Purposes committee meeting held on 2<sup>nd</sup> October.

The 3 proposed new targets were discussed and agreed, as was the removal of the trading surplus targets.

**RESOLUTION:** that financial targets for the 2018/19 year be approved as follows:

<b>Key Financial Target</b>	<b>2018/19 Target</b>
Current Ratio	2.36
Cash Days	144
Operating Surplus £k	(49)
Operating Surplus as % of income	(0.2%)
Cash generation £k	107
Pay as % of income	58.2%
General reserve (excl. pension)	20.756
Borrowing £k	0
Diversity Ration	22.9%
EBITDA £k	1,041
EBITDA as % of income	4.69%

Pay excluding Partnerships % income	65.9%
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2052 Health and Safety and Facilities Annual Report – received and noted.

2053 Partnerships update – received and noted.

***ACTION:*** *P Jones to be invited to next meeting to present Partnerships report*

2054 Student Union accounts – received and noted.

2055 Governor attendance – report by Clerk to the Corporation received and noted.

**RESOLUTION:** that the Governor attendance target for the 2018/19 academic year be set at 80%

2056 Minutes of committees – noted as follows:

(i) Finance and General Purposes committee: 2<sup>nd</sup> October 2018

2057 Any other business – raised as follows:

(i) Strategy Away Day – the Chair advised that this will be held on Thursday 22<sup>nd</sup> November 2018 from 1600 until 2000.

(ii) Skills Audit – the Chair advised that the Clerk to the Corporation will shortly be circulating all governors with a Skills Audit to complete.

2058 Date of next meeting – Thursday 29<sup>th</sup> November 2018 at 1700 for 1715

2059 ESFA Funding Assurance Review – discussed earlier in the meeting.

2060 National Pay Negotiations – confidential minutes refer.

2061 Confidential minutes of the last meeting held on 3<sup>rd</sup> July 2018 – agreed as a correct record.