

**Minutes of the CORPORATION MEETING
THURSDAY, 6 OCTOBER 2016
5.00 PM AT CANTERBURY COLLEGE IN ROOM J221**

MEMBERSHIP: Colin Carmichael (Chair), Graham Razey, Paul Barrett, Steve Solly, Anne-Marie Nelson, Bob Jones, Jeremy Licence, Martyn Rogers, Hugo Fenwick, Penny Williams, Grahame Ward, Danielle Banyai, Jessica Foster, Ellesse Cheeseman, Vacancy x 2

In attendance: **Executive Team:** Anne Leese, Chris Legg, Lauren Anning, Lut Stewart, Mark Hill, Paul Sayers,

Cathie Prest, Interim Head of Canterbury College
Sharon Hollingsworth, Clerk to the Corporation

Action

1366 WELCOME AND APOLOGIES FOR ABSENCE

- i. The Chair welcomed Committee members and those in attendance to the meeting.
- ii. Apologies were received from Paul Barrett, Bob Jones, Jessica Foster and Ellesse Cheeseman.

1367 DECLARATION OF INTEREST

- i. There were no declarations of interest received.

**1368 MINUTES OF MEETINGS
RESOLVED**

- i. The minutes of the Corporation Meeting held on 30 June 2016 and the Special Corporation Meeting held on 9 September 2016 were agreed, and signed by the Chair.

1369 MATTERS ARISING

- i. There were no matters arising not covered within the agenda.

UPDATES FROM THE CHAIR

1370 FE Commissioner visit 26-28 September (Restricted)

1371 Joint Committee Minutes held on 22 September 2016 (Restricted)

1372 UPDATES FROM THE PRINCIPAL

GR provided a verbal update on the following areas:

Bid to the LEP

- i. The College has achieved just over £200k of grant funding from the South East LEP for the extension of construction facilities at Sheppey College. Governors congratulated the team on their achievement.

Enrolment

- i. 16-18 enrolment numbers are 3900 against a target of 4200. GR is fairly confident that whilst FE enrolment numbers are below target, the planned in-year strategic enrolment with NEETS will potentially help to get the College up to the target. GR explained that the College position is good given the closure of the IT and A Level provision.
- ii. Higher Education enrolment is less strong. A Governor asked if the problem was a sector wide national issue. GR advised that the future of HE in FE is clearly under threat in those areas where university provision is close to a College. Another Governor questioned if something can be done about the structure of HE at the College. GR noted progression to HE within the College needs to improve, there is a lack of HE programmes on offer currently and the progression rate within the College rate is 35% against an expected target of 80%. GR is consulting with staff on the HE structure at present. A further Governor asked what can be done to make certain that FE students see HE as an absolute viable and right choice for them. GR explained that a clear route and good support is essential and noted the College has fantastic HE facilities over most other FE Colleges.

Penny Williams left the meeting at 5.30pm

Public Relations

- i. There had been two positive PR articles printed by the KM Gazette on Thursday 29th October. GR tabled a copy of the publication. Governors agreed the double spread delivered encouraging messages. A reporter from the Kent on Sunday newspaper interviewed GR on 5th October; a similar positive message is expected.

College Performance Indicators (CPIs)

- i. GR tabled a copy of the CPIs. GR guided Governors through the content and explained that a full set will be presented to Governors at their next Board meeting. The Board took comfort from the presented CPIs noting that GR and the Executive team are working hard to achieve targets.
- ii. A Governor questioned whether the reporting of Prison Education provision is included in the CPIs. GR reminded Governors that Advanced Learner loans in Plumbing, Electrical and IT make up the Prison Education provision and the reporting of this is included within Sheppey College.

GR

Kent and Medway Area Review

- i. The Area Review will commence on 8th December 2016. The initial meeting will be held at Canterbury College to discuss the process and operation of the Area Review. Each College taking part in the Review is required to submit a number of documents by 28th November.

UPDATES ON THE COLLEGE RECOVERY PLAN

1373 Phased re-organisation (Restricted)

1374 Draft Audit Committee Minutes – 28 September 2016

- i. The Chair of the Audit Committee provided an update on the matters considered by the Committee on 28th September 2016, noting in particular the review of the performance of the Internal Audit Service.
- ii. Members of the Corporation were asked by HF to take a decision on whether to approve the Audit Committee’s recommendation not to re-appoint Grant Thornton as the College Internal Auditor during 2016/17.

RESOLVED

- i. The Corporation agreed not to re-appoint Grant Thornton as the College Internal Auditors. The Clerk to communicate that decision to Grant Thornton at the earliest opportunity.

SH

Hugo Fenwick left the meeting at 5.58pm

1375 Progress against Recovery Plan CPIs

- i. CL was not in a position to present a report of the summary 2015/16 income and expenditure account given that the financial statements preparation and audit work have had to be arranged back-to-back due to the new partnership arrangements.
- ii. CL provided a verbal update on the provisional end position for 2015/16 and reported an overall £2.1m deficit. Governors noted a £300k difference from that reported in the June Management Accounts.
- iii. CL informed Governors of two major items impacting on the 2015/16 accounts, the first being the redundancy costs saving of £800 in 2015/16 due to Phase 4 restructuring costs moving to the 2016/17 year. The second major item is the LGPS Pension Scheme re-valuation process which assesses the state of each fund as at 31 March 2016. It is likely that many schemes will still have large deficits following the outcomes from the re-valuation placing greater liabilities on Colleges. Colleges have gone back to KCC to challenge their assumptions. The SFA is aware that the Pension issue is across country.
- iv. CL explained that progress against the CPIs will be presented at the next Governing Body meeting in November.
- v. A Governor asked CL to clarify if the College will achieve savings of £3.5m. CL confirmed savings of £3.5m and confirmed the position of the accounts at the end of September will be presented at the Governing Body meeting on 11th November.

CL

CL

1376 Draft Outcomes 2015/16 (Restricted)

1377 HEFCE ASSURANCE STATEMENTS FROM GOVERNING BODY AND HEFCE CODE OF GOVERNANCE

- i. LA steered Members through the new HEFCE revised operating model (Higher Education (HE) Code of Governance) for quality assessment published in March 2016, noting in particular a role for the governing body in providing assurances about the quality of higher education provision at Canterbury College. The College is required to complete and sign an annual quality assessment return by 1st December 2016.
- ii. HF is lead Governor on HE matters on behalf of the Corporation. LA reminded governors that HF is also a member of the Higher Education Academic Board at the College. Governors discussed the level of knowledge amongst the wider governing body membership and agreed that whilst some governors are fully aware of the HE provision they were not in the position to provide a full set of assurances to HEFCE for 2015-2016.
- iii. LA will undertake a mapping exercise against the Code to establish areas of compliance and non-compliance, the outcomes from the exercise will be presented in full at the December 2016 Corporation meeting. **LA**

RESOLVED

- i. The Corporation agreed to adopt the Higher Education Code of Governance on the understanding that it is likely to contribute to the five-yearly HEFCE Assurance Review visit and provides in-year assurances of standards.
- ii. The Corporation approved Hugo Fenwick to sign (on behalf of all Governors) the HEFCE Assurance Statement, indicating partial assurance for 2015-2016. **HF**
- iii. Higher Education to feature as a standing item on Board Agenda's going forward. **SH**

1378 Annual Training & Development Report

- i. The report was received and noted.

1379 Use of the College Seal

- i. The use of the Corporation seal was noted.

1380 ANY OTHER BUSINESS

Ofsted Support and Challenge Visit

- i. Alan Hinchliffe, Ofsted Inspector, will attend the College on 8th and 9th November to undertake his final support and challenge official visit.

Head of Canterbury College (Restricted)

1381 DATE OF THE NEXT MEETING

- i. The next meeting is scheduled to take place on Monday, 12 December 2016 at 4pm in room J221.
- ii. There will be a Governor Strategic Session on Friday 11th November 2016 from 9.00am – 12.00 noon.

1382 EVALUATION OF THE MEETING

- i. Members were asked to complete the evaluation form of the meeting and return to the Clerk.