

CANTERBURY COLLEGE

**Minutes of the CORPORATION MEETING
THURSDAY, 28 MARCH 2013
5.30 PM AT CANTERBURY COLLEGE IN ROOM J221**

MEMBERSHIP: Paul Barrett, Alison Clarke, Colin Carmichael, Julie Pearce, *Anne-Marie Nelson*, Ian Odgers, Angela Tithecott, Chris Harvey *Josh Rowlands*, *Harry Fox*, Barry Brooks, *Hugo Fenwick*, Penny Williams, Grahame Ward, Bob Jones, Steve Solly

In attendance: Sharon Hollingsworth, Clerk to the Corporation
Adrian Cottrell – Director of Finance & Corporate Services

Governor Briefing: “**The Skills System – challenges and opportunities for FE Colleges**”.
Paul Sayers, Head of Area Relationship Team, Skills Funding Agency

MINUTES

**1049 APOLOGIES
NOTED**

- i. Apologies were received from Anne-Marie Nelson, Hugo Fenwick, Josh Rowlands & Harry Fox.

1050 DECLARATION OF INTEREST

- i. There were no declarations of interests received.

1051 MINUTES OF MEETINGS

- i. The Minutes of the Corporation meeting held on 6 December 2012 were agreed as an accurate record and signed by the Chair.

1052 MATTERS ARISING

- i. All matters arising had been taken into the agenda

**1053 GOVERNOR BRIEFING – THE SKILLS SYSTEM – CHALLENGES AND OPPORTUNITIES
FOR FE COLLEGES
NOTED**

- i. A copy of the presentation is filed with these minutes.
- ii. New freedoms and flexibilities mean less safety net's for Corporations going forward.
- iii. Further funding is dependent on Colleges hitting government priorities.
- iv. College will need to engage with the wider stakeholders, Colleges will be more dependent on employers and learners paying for their education.
- v. College will need to work closely with employers in the design of the education framework.
- vi. There will be more devolved funding, such as funding being provided to the Local Enterprise Partnerships (LEP) to unleash new strategic plans.
- vii. There will be a larger proportion of funding paid on actual delivery.
- viii. Private providers will be in the driving seat and will be a good position to take market share from Colleges in the future.
- ix. Colleges that respond, innovate and deliver high quality will be best placed in the future.
- x. Strong financial management is critical for the College going forward.
- xi. Members questioned the link between the Skills Funding Agency (SFA) and the Education Funding Agency (EFA); it was confirmed the EFA provide funding for 16-18 and the SFA provide funding for 19+. However, it was recognised that the link between the two is awkward and is an issue.
- xii. Members raised their concern in regard to the South East LEP which covers an extensive region and questioned the LEPs ability to make a significant impact locally.
- xiii. EFA reported that cities are doing better in engaging with LEPs and are articulating some interesting strategies that make sense.
- xiv. Members noted that it was early days in regard to the Skills Agenda reforms; capability building in regard to LEPs is certainly needed.

- xv. Members expressed concerns that the SELEP has a small number of staff and raised concerns over who they will be representing.
- xvi. Members noted the College's Search & Governance Committee had discussed the possibility of a member of the SELEP joining the Board.
- xvii. K College position was noted. It was recognised that Further Education is needed in each town currently serviced by K College; Members noted that how it is provided in the future is questionable.
- xviii. SFA expressed that funding in the future would be determined by the market; SFA confirmed that they would not fund anything that would not be viable and that the SFA were open to innovative proposals.
- xix. Members suggested that skills go with the economy; in regard to Kent's strategic plan it will need to meet the local economy's diverse needs.
- xx. SFA recognised that the private and public sector are very different; the market will decide where the funding is to be provided.
- xxi. It was recognised that future funding for the College will come from different sources and it will come with opportunities and risks.
- xxii. SFA acknowledged that it is difficult to see beyond the current changes and accepted it is difficult to develop a five year strategy.

RESOLVED

- i. The presentation was received and noted by the Corporation.

1054 CHIEF EXECUTIVE'S REPORT (UNRESTRICTED)

NOTED

PART A

Improvements in Teaching & Learning

- i. The four key areas identified from the latest Ofsted inspection that the college needs to focus on to improve further were noted as:
 - Raise standards and make certain all students succeed and make rapid progress by ensuring that teachers reflect carefully on how the activities and tasks they give to students will engage and challenge them all.
 - Improve assessment practice by more careful checking of learning, and raising the speed and quality of feedback on marked work. Use the information gathered to monitor students' progress much more rigorously and intervene swiftly to improve student outcomes.
 - Ensure that self-assessment at all levels is more concise and incisive so that specific areas for improvement are identified and acted on urgently.
 - Develop the capacity of middle managers so that they intervene rapidly and effectively to ensure that teaching and learning are at least good and that students consistently attend all lessons.
- ii. Members reviewed the key initiatives undertaken by the College to improve teaching and learning and assessment practices, and learner outcomes. The key initiatives that were reported to the Corporation included:-
 - Improved staff development for teaching staff.
 - Annual conference focused on teaching & learning, target setting and feedback to improve learning.
 - Revised teaching & learning observation scheme with intervention for teachers graded 3 or 4.
 - Share your Skills days to share good practice.
 - Visits for staff to Outstanding Colleges with dissemination to staff teams and Managers.
 - Introduction of the coaching scheme to recognized Grade 1 teachers and improve teaching & learning, with 8 coaches having been appointed and trained and recruitment on-going for the remainder.
- iii. The impact of key initiatives and further planned actions were studied by Corporation members.
- iv. External observations had recently been carried out by Tribal in those areas where the College believed internal over-grading had occurred. Tribal reported a profile of 72% good or better.
- v. January retention figures on long courses show an improvement on the previous year.

- vi. Overall attendance at February 2013 is up 2% on the same point last year.
- vii. Student satisfaction feedback in regard to the quality of teaching and learning in regard to good or better had increased to 90%.
- viii. Student satisfaction feedback in regard to teaching materials and behaviour management in the classroom had both increased by 4%.

New funding and curriculum arrangements for the 2013/14 Academic year.

- i. There are two major changes for the next academic year, both of which will have a significant impact on the College.
- ii. New funding methodology will come into place for 2013, which will result in an overall reduction of £2million in income to the College.
- iii. 16-18 year old funding will be based on the funding of predominantly full-time study programmes; this is in line with government policy on raising the participation age for education and training.
- iv. The Education Funding Agency had recently confirmed to the College that a funding rate of £4,000 per learner.
- v. Funding for Adult Skills is based upon funding for qualifications and the number of funding rates for qualifications has been reduced to simplify the process.
- vi. The major change to Adult Skills is the funding of qualifications at level 3 and above has largely been removed for learners aged 24 years and over. Instead this group of learners will have access to Advanced Learning Loans.
- vii. The new funding is linked to a new curriculum model, referred to as the Study Programme., which is made up of three elements:
 - The main programme of study – usually the vocational course which will normally be at least 50% of the total hours.
 - Maths and English GCSE, or steps towards GCSE. Where learners already have GCSE extension activities.
 - Work experience, employability skills, sports, tutorials, volunteering and other activities.
- viii. It is expected that full time learners will do 600 hours per year.
- ix. 2013 Curriculum planning is underway and the College has planned a robust approach to the new Study Programme model.
- x. At the next Ofsted inspection the College will be evaluated on how effectively we are implementing the Study Programme Model.

College Accounts for the Period to 31 January 2013.

- i. It was reported that the College is 11% ahead of its budget.
- ii. There was an operating surplus of £894k against a budgeted surplus of £803K.
- iii. The major variances in regard to income and expenditure were reviewed by Corporation members.
- iv. The College is yet to attain its enrolment target figures for 16-18 classroom based learners; however the College is likely to meet the target with its part-time learners.
- v. Adult Skills budget has increased to £523,000; the College's bid for a further £210,000 was disappointingly not approved.
- vi. Staff costs show a favourable variance.
- vii. Collaborative partner costs have exceeded profile as a planned response to the actual and anticipated increased in the Adult Skills Budget.
- viii. The Balance sheet reported at the year-end shows a strong financial position.

PART B

The following items were reported and noted for information only:

- Headlines of Key Developments.
- College Progress against Key Targets.
- Teaching, Learning & Assessment.
- Retention, Achievement & Attendance.
- Student Satisfaction.
- Block 17 Update.
- Work Based Learning, Marketing and International Update.
- Higher Education Update.

RESOLVED

- i. The Corporation noted the actions taken to improve teaching & learning following the latest Ofsted Inspection.
- ii. The implications of the new funding and curriculum methodologies were noted.
- iii. The College Accounts to 31 January 2013 were approved.
- iv. The developments and progress against key Targets were noted.
- v. The update on Block 17 was noted.
- vi. The update on Business Development, Work Based Learning, Marketing and International Provision.
- vii. The update on Higher Education was noted.

1055 CLERK'S REPORT NOTED

- i. The key recommendations of the Search and Governance Committee were reviewed and member acknowledged in particular:
 - The recommendation in regard to the re-appointment of Penny Williams for a further three years at the end of her term of office and agree that she continues her work with the Search & Governance and Student Union Liaison Committee.
 - The recommendation that Hugo Fenwick is re-elected as Vice-Chair at the end of his current stand as Vice-Chair until the end of his current term of office (March 2016).
- ii. The minutes of the sub-committee held since the last Corporation Meeting was reviewed by members; the impressive work of the College Students' Union was commended and highly praised by the Board.
- iii. The College Risk Register and Capital Risk Register including the highest risks to the College were reviewed. Members received confirmation that both registers had been reviewed and approved for recommendation by the Audit Committee to the Corporation.
- iv. Members read through the proposed form of words to be inserted into the College Audited Financial Management Accounts in regard to confirming the adoption of the Foundation Code of Governance.
- v. The Corporation reviewed and recognised that there had been no significant changes made to the Corporation Training and Development Policy.
- vi. The recently released Eversheds 11th edition of the Code of Conduct (Corporation Members) was considered by the Corporation.

RESOLVED

PART A

- i. The Corporation noted and approved the recommendations of the Search & Governance Committee
- ii. The Minutes of the Sub Committees were noted and agreed.
- iii. The minutes of the Risk Management Group were noted and agreed.
- iv. The Major Risk Register was noted and agreed.
- v. The Capital Project Risk Register was noted and agreed.
- vi. The Corporation approved the suggested form of words to be used in the Annual Audited Financial Statements in regard to the adoption of the Foundation Code of Governance.
- vii. The Corporation noted and approved the Corporation Training and Development Policy.
- viii. The Corporation approved the adoption of the 11th edition of the Code of Conduct (Corporation Members) for FE Colleges.

PART B

- i. The updated Literacy & Numeracy and Copyright policies were noted.
- ii. The outcomes from the Internal Audit of Risk Management and Corporate Governance & Strategic Planning were noted.
- iii. The Corporation noted the paper on Challenges for FE College Governance and Priorities for Development – An LSIS Perspective.
- iv. The update in regard to the work of the FE Guild was noted.
- v. The update in regard to the 'Chartered Status for Colleges' was noted.
- vi. The Corporation noted that the Governance Library is now live on the Association of College's web-site.
- vii. The letter to Chairs of FE Colleges from Matthew Hancock MP was noted.
- viii. LSIS 'Clerking in a new Era' research was noted.

**1056 DATE OF THE NEXT MEETING
NOTED**

- i. The next full Corporation meeting has been re-scheduled for *Thursday, 27 June 2013*, commencing at 5.30 pm.

**1057 EVALUATION OF THE MEETING
NOTED**

- i. Members completed the evaluation of the meeting and returned them to the Clerk.