

CANTERBURY COLLEGE

Minutes of the CORPORATION MEETING THURSDAY, 30 JUNE 2016 4.00 PM AT CANTERBURY COLLEGE IN ROOM J221

MEMBERSHIP: Colin Carmichael (Chair), Alison Clarke, Paul Barrett, Steve Solly, Barry Brooks, Anne-Marie Nelson, Bob Jones, Jeremy Licence, Martyn Rogers, Hugo Fenwick, Penny Williams, Grahame Ward, Danielle Banyai, Alfie Harvey, Vacancy x 2

In attendance: Graham Razey, Principal EKC
Sharon Hollingsworth, Clerk to the Corporation
Anna Fitch, Interim Finance Director
Steve Hutchinson, Finance Consultant

MINUTES

1337 APOLOGIES NOTED

- i. Apologies were received from Grahame Ward, Bob Jones, Martyn Rogers and Alfie Harvey.
- ii. Anne-Marie Nelson joined the meeting at 5.10pm.

1338 DECLARATION OF INTEREST NOTED

- i. There were no declarations of interest received.

1339 MINUTES OF MEETINGS (RESTRICTED) RESOLVED

- i. The minutes of the Corporation Meeting held on 26 May 2016 were agreed, and signed by the Chair.

1340 MATTERS ARISING

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

1341 THE CARVER MODEL OF GOVERNANCE NOTED

- i. The Principal of EKC presented the positives and negatives of moving to a Carver model of Governance.
- ii. Members discussed the implications, noting in particular:
 - Executive team to attend Board Meetings
 - Attendance at more regular meetings would be a requirement of Corporation Members. Usually monthly meetings.
 - Board meetings would be used to focus on quality.
 - Meetings can instigate task and finish groups for ad hoc work of the Board.
 - Audit Committee is mandatory. Search and Governance is good practice.
 - A Member questioned whether the role of the Chair is more difficult due to the unwieldy nature of the Agenda. It was reported that the business reporting and Agenda would be restructured to ensure a measured pace is achieved throughout the meeting.
 - A Member expressed their eagerness for the Students' Union Consultation Committee to remain. Members could see no reason why this Committee would need to stop.
 - A Member questioned how the role of a co-opted member would work. Under the Carver model of Governance, a co-opted member will attend the relevant themed Corporation Meeting. A Member spoke of the value of co-opted members; their experience, knowledge and incisiveness at meetings are of immense benefit.

RESOLVED

- i. The Board agreed to consider a move to a Carver model of Governance. The Search and Governance Committee to review in detail the options and report any recommendations back to the Corporation.

IMPROVING TEACHING AND LEARNING AND THE LEARNER EXPERIENCE

1344 Chair of Quality Committee verbal summary update and approval of the minutes of the Quality Committee

NOTED

- i. The draft minutes from the Quality Committee (QC) meeting of the 10 June 2016 were presented for consideration and approval.
- ii. The Chair of the Quality Committee reported on the key issues arising from the meeting. Members discussed and raised questions, noting in particular:
 - There is continuing concern relating to the mismatch between the data as presented and its interpretation.
 - QC has asked the SMT several times for both the best case and worst case scenarios, but it is still not happening.
 - There is disconnect between student satisfaction and quality of teaching and learning.
 - Quality of data had got worse in the last twelve months.
 - Functional Skills data.
 - Principal EKC advised that the organisational structure in terms of the quality provision at Canterbury College is an issue, which will be resolved quickly. The proposals put forward will see data split independently from the Curriculum.

1345 College FE Performance Update

NOTED

- i. Members received and noted the FE Performance Update report. There were no questions arising.

1346 Workbased Learning & Apprenticeship Update

NOTED

- i. Members received and noted the Workbased Learning & Apprenticeship update. There were no questions arising.

1347 Student Support Services / Safeguarding Students Update

NOTED

- i. Members received and noted the Student Support Services / Safeguarding Students update report. There were no issues reported.

1348 Chair of SU Committee Verbal Summary Update & approval of the minutes of the SU Consultation Committee

NOTED

- i. The draft minutes from the Students' Union Consultation Committee (SU) meeting of 10 June 2016 were presented for consideration and approval.
- ii. The Chair of the SU Committee reported on the key issues arising from the meeting. Members discussed and raised questions, noting in particular:
 - The in-coming SU executive team was in place for the new academic year.
 - SU achievement of the Green Impact Excellence Award.
 - Project work with City Council looking at the impact of being a student City.
 - Concern that teachers are cancelling lessons in favour of marking and students are being sent home.
 - There had been concern raised over the SU Financial position. The Principal of Canterbury College confirmed that the College had agreed with the Students Activities Manager a financial payment into the SU account.
 - The Principal EKC questioned whether the accounts of the SU were separately audited. The Director of Finance confirmed that the Finance department audit the accounts of the SU.

1349 HE / QAA UPDATE**NOTED**

- i. The date has been set for the QAA review as Monday 11 July 2016 with two reviewers expected to attend.
- ii. The Chair of QC reported that the QAA is moving forward in a positive developmental way and the team are on track for the review.
- iii. Collaborative work with East Kent College is going well. Canterbury College will oversee the joint provision. The next stage of the process is mapping the student experience on all campuses and aligning the offer. Members recognised that this piece of work is critical to meet the requirements of Chapter B10 of the current the QAA Quality Code.
- iv. Initial UCAS applications at Canterbury College for September 2016 are on a par with 2015 for direct applications. Members discussed the lowering of entry requirements at Universities, which is making recruitment at the College extremely difficult and challenging.

GOVERNANCE MATTERS**1353 Chair of Search Committee verbal summary update & approval of the minutes of the Search & Governance Committee****NOTED**

- i. The Chair of the Search and Governance Committee provided an overview from the last Committee meeting held on 7 June 2016.
- ii. Members received the draft minutes from the Committee meeting and acknowledged that they were satisfied with the recommendations presented.

RESOLVED

- i. The Board approved the minutes and all recommendations of the Search and Governance Committee arising from their meeting of 7 June 2016.

1354 Review of College Policies and Key Documents**NOTED**

- i. Members received all presented college policies and key documents. There were no issues raised.

RESOLVED

- i. The Board approved the presented policies and key documents.

1355 Corporation Members' Code of Conduct**RESOLVED**

- i. Members agreed to adopt the fourteenth edition of the Code of Conduct for Corporation Members.

1356 Extension of the Internal Audit Service**NOTED**

- i. Members were satisfied with the presented outcomes from the Audit Committee review of the internal audit service.

RESOLVED

- i. The Board agreed the recommendations to extend the appointment of Grant Thornton by a further two years until 31 July 2018, subject to satisfactory annual assessments by the Audit Committee.

1357 Draft Annual Internal Audit Plan 2016-17**NOTED**

- i. The Internal Auditors met with the Principal and the Clerk on 9 May 2016 and undertook an initial planning exercise. The exercise identified five key reviews for 2016/17: Governance and Organisational Performance Management, Online Ordering, Budget Setting, Enterprise and Income Generation Arrangements and Follow-up Review.
- ii. The Audit Committee at their meeting in June had reviewed the draft plan.
- iii. The Board were satisfied that the Plan provided an appropriate level of assurance to the Board.

RESOLVED

- i. The Draft Internal Audit Plan 2016-17 was approved.
- ii. The Principal EKC to review the Plan prior to implementation.

1358 Training & Development Update

NOTED

- i. Members noted the updated Training and Development update.
- ii. The Clerk is currently in the process of updating the Corporation's Training Record 2015/16.

RESOLVED

- i. Members to notify the Clerk of any external Training undertaken in the past year.

1359 Review of Link Governor Scheme

NOTED

- ii. Members noted the Link Governor Scheme document. There were no issues raised.

RESOLVED

- i. The Board agreed to continue with the Link Governor Scheme.
- ii. The Curriculum links for 2016-17 were agreed.

1360 Scheme of Delegation

NOTED

- i. Members noted the Scheme of Delegation document. There were no issues raised.

RESOLVED

- i. The Board approved the Scheme of Delegation.

1362 TABLED ITEM – Discretionary payments in relation to the Local Government Scheme (LGPS) Regulations 1999

RESOLVED

- i. The Corporation approved a policy for discretionary payments in relation to the Local Government Pension Scheme (LGPS) Regulations 1999 at its meeting on 24th June 1999. In light of the changes to the LGPS in 2014 the board has now updated its policy and **RESOLVED** the following:

“For staff aged 50 years and over, if it is in exceptional circumstances and is in the interests of the institution, such as an overall financial and human resource benefit, individuals will be considered for discretionary payment under the Local Government Pension Scheme Regulations as updated in April 2014.”

1363 CORPORATION STRATEGIC REVIEW EVENTS

NOTED

- i. The Clerk to circulate to Members the dates of strategic events for the forthcoming academic year

1364 DATE OF THE NEXT MEETING

- i. The next Meeting is scheduled to take place on Thursday, 20 October 2016 at 4pm in room J221.

1365 EVALUATION OF THE MEETING

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