

MINUTES OF THE CORPORATION
Held on Tuesday 17 December 2019
In Conference Room A, at 5.00 pm at the Lackham Campus

Prior to the formal Board meeting all governors were invited to attend a pre-meeting both to ask more detailed questions concerning the financial matters on the agenda including the Annual Report and Financial Statements and the same process then followed concerning the Self-Assessment Report. A number of the governors attended both these sessions.

In respect of the finances governors asked questions concerning the progress of approval of the £2.5 million loan being provided by Wiltshire Council and were informed that the college's bankers had approved the arrangements and amendments to the banking covenants as a result. There had been some minor adjustments to the notes in the Accounts as a result of this, related to 'going concern'. Governors asked for clarification concerning the financial health grade reported in the Accounts, which appeared to differ from the ESFA assessment in its data dashboard. It was confirmed that the current financial health grade of the college was 'good' by ESFA published criteria and there appeared to be discrepancies in the data dashboard which were being raised with the Agency.

Governors discussed whether the college was obtaining full value for money from its financial statements auditors, given that they had offered value added advice being made available when they were appointed, which had not yet been provided. It was suggested that the Deputy Principal should discuss with them offering some training potentially as part of the governor awayday in March or another suitable training activity. Governors thanked the Deputy Principal Corporate Resources and his team for the successful work in finalising the annual accounts.

Governors asked questions concerning the proposal on the agenda for the in-sourcing of cleaning, including the pension implications. They satisfied themselves that no issues of equal pay should arise. Governors suggested that further projections should be provided concerning the running costs for cleaning as planned to be managed by the college, but acknowledged that notice could be given to the outsourced company in order to start a transfer process potentially get underway. It was requested that an implementation plan be brought forward for governors to see.

A session followed on the Self-Assessment Report. Governors were advised that the college was now assessing itself against different questions at year-end as a result of the new Education Inspection Framework (EIF) having been introduced and the detailed evidence had not been routinely collected from the start of the 2018-19 year to match this. However, the report had been prepared against the new framework and governors commented that they had found it very clear, with increased readability. Questions were asked about where the areas for improvement were to be picked up and it was confirmed that the Quality Improvement Plan (QIP) was to be amended to incorporate these. It was agreed that staff recruitment should feature as an issue in the QIP and that other areas notified as needing improvement in the

Self-Assessment report should be clearly identified in the QIP. Wellbeing should also be included as an issue. Value-added was discussed and it was noted that with the significant numbers of straight pass/fail qualifications that the college offered, it was difficult to demonstrate the impact so readily.

The development of an explicit strategy for curriculum intent was being developed, so that all staff could readily identify this work, although it was innately being practised in the college already. Governors acknowledged that how learning was sequenced and the purpose of how this was explained to students would be part of the strategy. Iain Hatt and all contributors to the self-assessment report were thanked for their work.

Corporation Meeting

Present	Martin Clark (Chair), Mark Lello, Harry Adam, Amanda Burnside, Jon Downing, Ruth Greening, Ronan Mulcahy, Venetia Summers, Becca Thurston, Jack Wills
In Attendance	<i>Adrian Ford (Deputy Principal Corporate Resources), Iain Hatt (Deputy Principal Curriculum and Quality), Heather Cross (Clerk to the Corporation), Jo Grenfell (until item 5)</i>

	Minute	Action
2019-20 4/1	Apologies for absence and welcome to new member	
	Apologies were received from Clive Barker, Mags Patten and Iain Hutchison. Apologies were also given by Charlotte Corfield, Assistant Principal, who was away on an inspection and would otherwise have attended the item on the self-assessment. Ruth Greening, staff governor, was welcomed to her first meeting and introductions were made.	
2019-20 4/2	Declarations of interest	
	Carlton Brand declared an interest as a Council employee in the matter of the offer of the loan to the College from Wiltshire Council.	
2019-20 4/3	Chair's opening remarks	
	The Chair thanked all staff for their work over what had been an especially long term. He paid tribute to the college management for the excellent middle management training which they had recently led for land-based colleges about which he had seen outstanding feedback. He also congratulated the College in being awarded a Green Gown award for the apple project with foundation students. Congratulations were also given to the Principal on being appointed recently as the Chair of Landex.	
2019-20 4/4	Self-Assessment Report 2018-19 and Quality Improvement	
	A Presentation was given to the governors on the Self-Assessment Report and the earlier general discussion prior to the meeting was acknowledged. Governors were reminded about the new components in the Education Inspection Framework. The proposed grades were presented. <ul style="list-style-type: none"> • 3 departments – outstanding 	

	<ul style="list-style-type: none"> • 4 departments – good (and one potentially close to outstanding) • 2 departments - requires improvement (with one of these close to good) <p>Professional services grades were also presented – 10 departments as good; 1 requires improvement (HR); business development – outstanding.</p> <p>Governors acknowledged that a new strategy concerning curriculum intent was being prepared. The new style of Self-Assessment Report was welcomed by governors and asked whether the changes necessary to the sequencing of learning might have a resource implication. In reply it was stated that there should already be consistency across campuses but where larger groups had to be split, careful planning would be necessary to ensure that appropriate sequential learning was not compromised.</p> <p>Governors thanked college staff for the significant work the report represented and having considered the grades proposed, these were approved and the Self-Assessment report for 2018-19 overall was approved.</p>	
2019-20 4/5	Principal's Report	
	<p>The Principal's report had been circulated previously. In particular it highlighted sports development in Trowbridge; new CMG Appointments; the latest enrolment position; the recent receipt of Landex Peer Review reports; quality review; progress with tutorial process; proposed savings; progress with the loan provided by the Council and LEP projects update.</p> <p>It was noted that the KPI dashboard had not been circulated this month as there had been no substantive time interval for update between this meeting and that held at the end of November 2019.</p> <p>A progress update was given concerning the recruitment process for the post of Deputy Principal Corporate Resources, for which interviews were scheduled in the second week of the Spring term. Contingency plans were in place should it prove necessary subsequently to recruit an interim.</p> <p>The report had commented on progress in pursuing the Salisbury UTC accommodation which was to be vacated; the college needed the space for engineering. If the Department for Education favourably considered the approach then a full proposal would be put forward to the Board for consideration.</p> <p>It was noted that the Sports Strategy had brought progress with Trowbridge Town Council in the use of their resources. There would be rationalisation across Trowbridge and Lackham campuses, with suitable curriculum resources available to support the development and bring about an enhancement of facilities.</p> <p>An internal inspection of adult learning had recently taken place and it had been decided to undertake a further review of community learning as a result, with the intention of creating greater community impact.</p> <p>New Tutorial arrangements had been introduced and both good and less satisfactory practice had been identified so far, with further examination of student feedback intended.</p> <p>On the college budget it was noted that budgeted savings had been identified but to secure the budget position at year end, because of an in-year shortfall of income, a further £500K of savings was being sought. . The loan from the</p>	

	<p>Council had been secured and the college's bankers had released their charge only recently identified on the Trowbridge site, which freed up loan finalisation.</p> <p>Capital development schemes were reported on, with the Lackham agri-centre progressing well and the robotic dairy on target for completion in September 2020. The Salisbury scheme had experienced delay of 12 weeks, but was now making good progress and this was expected to be reduced to 5 weeks by Christmas. A campus development meeting had taken place the previous week attended by two governors who were thanked for their attendance.</p> <p>The recruitment of a new Exec Director for TCP was being progressed. The recent TCP Board meeting had expressed some concern around staff recruitment and a whole review of defence spending was anticipated which may impact on future viability. It was hoped that the new executive recruitment could increase brand reputation and the work could then be absorbed into the college if required. It was noted that the report recommendation responses concerning the TCP investigation would be reported to the next Board meeting.</p> <p>It was noted that the teaching and learning structure was currently being reviewed.</p> <p>Governors welcomed the two Landex peer review reports which had been circulated with the report which were very positive – and thanked the staff for their work.</p> <p>The Principal was thanked for her report.</p>	
2019-20 4/6	Year End Financial Statements and associated reports	
	<p>The Financial Statements for 2018-19 and associated reports had been circulated previously. It was noted that there had been an overall unqualified audit, with the loan of £2.5m now secured, the lifting of the charge on Trowbridge campus and meeting all covenants which were confirmed to be met for the next twelve months.</p> <p>The Internal Audit Annual Report which had been circulated was discussed. Governors asked questions about the two 'high' recommendations concerning procurement and it was confirmed that these had been addressed. It was reported that the role of the Procurement Manager had been enhanced in order to prevent further issues.</p> <p>The Regularity Self-Assessment Questionnaire which had been circulated was reviewed and it was agreed that this should be signed.</p> <p>The Financial Statements Auditors Management Letter which had been circulated was reviewed. Governors recorded their thanks to Chris Moore, the Finance Director and his team. A letter of comfort to underwrite TCP activity was circulated, which had been advised was sufficient for the Financial Statements Auditors- this was approved.</p> <p>The Letter of Representation which had been circulated was discussed, noting that this was a standard letter. It was agreed that this be signed.</p> <p>The Annual Audit Committee Report to the Corporation had been circulated and was received. The Governing Body expressed its thanks to the Audit Committee. The new Integrated Financial Model for Colleges was commented</p>	DPCR

	<p>on and the amount of work to prepare this return on the part of college and the increased level of scrutiny was noted with regret.</p> <p>The Members Report and Financial Statements for 2018-19 which had been circulated were reviewed. Amended and improved wording concerning going concern were reported to the Board. It was agreed that with this amendment, the Report and Financial Statements be approved.</p> <p>Governors noted the accompanying financial pack including the data dashboard. It was noted that the latter showed the College's financial health as 'good'.</p> <p>The Board recorded its thanks to the Deputy Principal Corporate Resources and the Finance Director for their work in concluding the Financial Statements.</p> <p><i>It should be noted that subsequent to the meeting, the Financial Statements Auditors required revised wording to be agreed in the Financial Statements concerning notes on pages 19 and 36. These amendments were approved by governors through a written resolution on 20 December 2019.</i></p>	
2019-20 4/7	Insourcing cleaning – business case proposal	
	<p>A proposal had been circulated previously. Some governors had discussed the proposal prior to the meeting. It was recognised that the amended arrangements should bring about substantial savings as the VAT on the external contract and any profit element should be saved.</p> <p>The Deputy Principal Corporate Resources asked for approval to go forward with the plan and for a full implementation plan to be brought back to the Board, either by him or his successor, including an analysis of any risks concerning possible equal pay considerations. A governor commented that in his experience he did not consider there were any equal pay risks but for everyone's comfort he suggested this be examined again closely.</p> <p>Governors discussed aspects of the proposal. After this consideration it was agreed that the plan be taken forward but an implementation plan be brought back to the Board for consideration prior to a final decision to go forward.</p>	DPCR
2019-20 4/8	Minutes of the last meeting	
	The minutes of the meeting held on 26 November 2019 which had been circulated previously were accepted as a true record.	
2019-20 4/9	Minutes of the Finance Working Group held 26 November 2019	
	The minutes of the meeting held on 26 November 2019 were accepted for information.	
2019-20 4/10	Schedule of Actions	
	The schedule of actions from previous meetings had been circulated previously. It was noted that the actions associated with the Diagnostic Action Plan were now complete and should now be amended to reflect this. It was agreed that the information about governance development training programme should be circulated to governors again by way of reminder. Learning Walk dates for the Spring term would be circulated as soon as possible after the Christmas break.	Clerk

	It was noted that elements of the estates strategy would be discussed further at the Board as soon as possible.	
2019-20 3/11	College visits/events attended	
	<p>The Vice-Chair reported that he had attended three very helpful learning walks recently. Another governor reported that she had recently spent a morning at the Salisbury campus visiting hair and beauty and foundation studies.</p> <p>The Chair reported that he had recently taken part in the Chairs development programme, which he found to be one of the best courses he had ever attended. There had been very good academic components on reputation and governance and he had welcomed the opportunity in meeting and working with 20 other Chairs. He had also attended the AoC conference where there had been some good speakers. He had been on a learning walk earlier this afternoon and intended to do this before each Board meeting from now on, with other governors very welcome to join him.</p> <p>Governors commented that sustainability issues were being taken forward on campuses and that it was being linked into what was being covered in the classroom. The College was considering plastics, waste and inter-campus travel amongst other considerations. The Chair asked that the sustainability strategy be brought to the Board once the work was completed.</p> <p>Staff were thanked by governors who had recently enjoyed a Christmas lunch in the White Horse Restaurant.</p> <p>The Safeguarding link governor commented on the recent Safeguarding Board which he had attended. The meeting had reviewed the Safeguarding and Prevent action plan which would shortly be coming to the Board. There were some tactical issues which were being addressed, including some students at Trowbridge reporting that in some areas of the campus, they did not feel fully safe. This was being followed up as a matter of urgency.</p> <p>Governors who had met with students had been very impressed with their attitude.</p>	SLG
2019-20 4/12	Emerging Issues and Ambitions	
	<p>Governors were invited to take part in student mock job interviews on 7 February between 10am and 12 noon, at the Chippenham campus.</p> <p>Governors commented that this had been a good meeting, with good opportunity for debate and questioning.</p> <p>The Chair commented that a governance self-assessment questionnaire would be circulated to all governors in January and he hoped to conduct one to one discussions with governors during February.</p> <p>The Chair and the Principal wished all governors a happy Christmas and thanked them for their contributions across the year.</p>	
2019-20 3/13	Date of next meeting	
	The date of the next meeting had been agreed as Thursday 30 January 2020, at Trowbridge.	

