

MINUTES OF THE CORPORATION
Held on 24 January 2017
At 5.00 pm, Room 104, Salisbury Campus

Present	Helen Birchenough (Chair), Mark Lello, Harry Adam, Amanda Burnside, Faith Butt, Martin Clark, Jon Downing, Carolyn Godfrey (by phone), Liz McKee (from 5/7), Karl Simpson, Venetia Summers, Jack Wills (from item 5/5)
In Attendance	<i>Adrian Ford, Vice Principal Resources, Iain Hatt, Vice Principal Curriculum and Quality (until item 5/8) , Heather Cross, Clerk to the Corporation, James Bilzon (Observer, until item 5/12)</i>

	Minute	Action
5/1	Apologies for absence	
	Apologies were received from James Hayes.	
5/2	Declarations of interest	
	None	
5/3	Chair's opening remarks	
	<p>The Chair welcomed James Bilzon as an observer.</p> <p>She commented that the news concerning capital project allocations had still yet to be received, but it was understood there may be some news shortly.</p> <p>She referred to the forthcoming awayday for governors at the end of April. The focus would be on the progress made with the Strategic plan and there would also be discussion about governance self-assessment. A key question for governors to consider would be whether the governance arrangements and performance was the best it could be in supporting the college's strategic development and improving performance.</p>	
5/4	Animal Care video	
	A video made about the animal care team and its focus on team working was shown to the meeting. Governors congratulated Venetia Summers on the messages the video contained.	
5/5	Area Review recommendations	
	<p>The report from the Area Review had been circulated. It was noted that some factual corrections to college details were needed.</p> <p>As yet there was no recommendation concerning the colleges in Swindon, as discussions were still continuing there.</p> <p>The meeting considered the recommendation that Wiltshire College should stand alone and it was agreed to endorse this recommendation.</p> <p>The date of the Governors briefing on the Area review recommendations, to be held at Gloucestershire College, was noted for 7 February. The Chair agreed to represent the college at this event.</p>	

	The recommendation as yet to be proposed for the Swindon colleges would remain of interest once published.	
5/6	LEP Capital Priorities update	
	<p>The Principal commented that waiting for the results of the capital bidding process created anxiety, but there was optimism that both bids may have been successful. The College had been preparing itself for the outcome and the opportunity had been taken to meet with the Project Manager again and build the team in the meantime. Should the project be successful it was proposed that an internal project meeting would happen weekly and two governor representatives would be invited to attend this meeting on a monthly basis. The Chair invited governors to express an interest to her or the Clerk in taking part. It was understood that the projects would be subject to regular LEP monitoring on a RAG rated basis.</p> <p>The Vice Principal Resources presented a summary of the proposed schemes at Salisbury and Lackham. The scheme at Salisbury would include improving the frontage. In respect of Lackham whilst the scheme would not allow for all aspects to be addressed, it was hoped to bring in some additional college funding for some aspects on the periphery. The main aspects would ensure the heart of the campus was the teaching and learning and there would be proper separation of farm activities for safety purposes.</p> <p>Governors looked forward to receiving positive news about the success of the schemes.</p>	
5/7	QAA Action Plan	
	<p>The HE Action Plan which had been submitted to the QAA to address the area of management oversight of HE which did not satisfy at the last review, had been circulated.</p> <p>Considerable evidence had been collected and a series of actions had been put in place to increase the profile of HE in the college. The Vice Principal Curriculum and Quality identified the processes introduced. He said that many more people now recognised the importance of HE in their curriculum. The other area related to the oversight of work experience. It was understood that the Review team would include two of the original reviewers. The college knew broadly what the requirements were and had scheduled some training for staff they were most likely to meet.</p> <p>Governors asked a series of questions to satisfy themselves about the results. It was understood that provided there was evidence the actions had been achieved, this should be sufficient and the submission had already been given to the QAA for approval.</p> <p>The importance of the student voice was discussed and governors considered how they might contribute to improving this. The Chair would aim to meet with the HE student governor to discuss feedback. It was noted that the Senior Leadership team met regularly with students on all campuses.</p> <p>Questions were asked about Key performance indicators on attendance and retention. The Vice Principal answered that although the underlying rates had not improved as much as was hoped, work had been done directly with students on what interventions would be effective to make improvements. The College was forecast to meet its attendance target. The Assistant Principal for</p>	

	<p>Trowbridge was the cross college lead on attendance and had been working hard to ensure there were action plans for every relevant student.</p> <p>Governors thanked the management team for their reports and wished them success in the forthcoming assessment.</p>	
5/8	Principal's report	
	<p>The Principal's report had been circulated previously. It covered SFA communications, a European Social Fund project, internal inspection of apprenticeships, the near resolution of the social work complaint, the Sadlers Mead sale and the Showell Farm realisation of sale in 1997.</p> <p>Governors discussed the concern expressed by the SFA over minimum standards. It was noted that this related to a small number of historic apprenticeship results, where previous managers had allowed enrolments of very low numbers onto programmes with resultant retention issues impacting on success rates and then further impacted by a change in the rules concerning suspended students. The College had carried out a comprehensive audit to cleanse data subsequently. The SFA had now confirmed they were satisfied, having considered the evidence presented to them. In fact there had been confirmation that the college was being given growth funding for apprenticeships having made a case for this. The Principal was thanked for dealing effectively with what was a legacy issue.</p> <p>The College had been given £750K of subcontracting funding from SERCO for a European Social Fund contract. The College had been careful to ensure that all costs were properly covered. A cautious view was being taken over how much of the contract income will be achieved. A further update would be provided at a future meeting once a firm budget and forecast was in place. The involvement from a social point of view was considered appropriate.</p> <p>The meeting received the good news that the social work complaint was almost concluded. The Principal agreed to provide more detail of the context and background.</p> <p>It was reported that the budget showed a small surplus currently. An operating surplus was expected for the current year, although it was likely to be small.</p> <p>Governors were pleased to hear the news that contracts had been exchanged on Sadlers Mead that day for a sale value of £1.5 million, plus an overage clause of 20%.</p> <p>The sale in 1997 of Showell Farm provided 50% overage, subject to planning and realised sale within 20 years. It was understood that planning had been secured subject to the finalisation of a section 106 agreement. It was likely this would be concluded by the end of February, but this was still not completely guaranteed.</p> <p>The Government's green paper, Industrial Strategy had been published the previous day– this would be placed on the Governors portal. A presentation would be made about it at the next Corporation meeting.</p> <p>The Principal thanked Jack Wills for attending the Colleges Partnership Board meeting recently and Martin Clark for organising a visit to REME.</p>	<p>VPCR</p> <p>P</p> <p>SLG</p>

	<p>It was noted that the college was experiencing recruitment problems in some craft areas, most notably construction and motor vehicle. Other ways of recruiting currently non-qualified staff to teach were being attempted.</p> <p>Governors thanked the Principal for her report.</p>	
5/9	Management Accounts	
	<p>The latest Management Accounts for November had been circulated. Income showed a slight shortfall against the year to date budget, pay was very slightly ahead of budget and non-pay costs a favourable variance. Adult classrooms under pressure.</p> <p>There was discussion about letting residential rooms to the commercial sector which was being considered as they were not being fully utilised by students. Management explained how this could benefit the college with significant income from Salisbury. There were no plans to rent out from Lackham. In discussion it was suggested that accommodation could be offered to young staff at a good rate and also young teachers and key workers. This suggestion was appreciated by management.</p> <p>Applications for Salisbury courses in particular were progressing well.</p>	
5/10	Key Performance Indicators/Balanced scorecard	
	<p>The Key Performance Indicators were considered. There was still some work to be done in finalising the targets associated with the Live Wire area of the Strategic Plan.</p> <p>Governors discussed the Good to Outstanding group initiative and welcomed its indications of an improved culture in the organisation.</p> <p>Appraisal completions were not yet at the level required but were being rigorously followed up.</p> <p>Unmarked registers were at a very low number. Staff efficiency was in a strong place.</p> <p>It was commented that management needed to keep up action on costs because of the shortfall in income against forecast. This was recognised.</p>	
5/11	Risk Register	
	<p>The latest risk register report had been circulated and was discussed. Governors welcomed the amendments to the register following the suggestions at the recent Audit Committee. It was suggested that discussion might occur at the Awayday concerning the risks associated with the strategic aims.</p> <p>Governors requested that where they played a part in addressing risks that this be more clearly documented.</p>	
5/12	Membership Issues	
	<p>James Bilzon left the meeting.</p> <p><u>Professor James Bilzon</u> The candidature of Professor Bilzon as a governor was considered. His CV had been circulated. It was considered that he had a deep understanding of teaching and learning. Martin Clark proposed, Faith Butt seconded and it</p>	

	<p>was unanimously decided that he be appointed.</p> <p>There was discussion about involving some younger people as governors. It was agreed that increasing diversity on the Board should now be a priority.</p>	
5/13	College visits/events	
	<p>Martin Clark reported about a visit he had brokered for the college to Lyneham. He had also introduced the Head of Qinetiq academy who was keen to rebuild links and engage with the community. Links to their Apprenticeship school would be beneficial.</p> <p>Jack Wills reported that he had attended the Colleges Partnership meeting where diversification of the offer was being considered in case the current income stream were not to continue. He had attended the open evening at Salisbury as had the Chair; there had been good feedback.</p> <p>Jon Downing reported he had received a good induction recently at Lackham.</p> <p>Helen Birchenough reported that she had attended staff briefings, had taken part in a superb learning walk at Lackham and had been very proud of the college at a recent Public service Board where Tony Basham made a really good presentation about apprentices. A number of governors had enjoyed Christmas lunches which were lovely.</p>	
5/14	Minutes of the last meetings	
	<p>The minutes of the meeting held on 13 December 2016 which had been circulated were agreed. It was noted that should national quality benchmarks be published shortly, there would be a report given at the next meeting.</p> <p>The minutes of the meeting held on 20 December 2016 to approve the annual accounts, which had been circulated, were agreed. The Vice Principal Resources confirmed that all the paperwork had been submitted in time. Governors agreed that strict compliance to the bank's covenants was vital in order that the college's situation was not susceptible to the imposition of higher interest rates. This was fully recognised by management.</p>	
5/15	Emerging Issues and Aspirations	SLG
	The Industrial Strategy had recently been published. This and the Skills Plan would be a focus at the next meeting.	
5/16	Date of next meeting – 21 2 17	
	The date of the next meeting was confirmed for 21 February 2017 to be held at Lackham.	