

**Meeting of Kendal College Corporation
Wednesday 12th December 2018 at 5.00 pm
Conference Room 1
MINUTES**

Present:

Abigail Adnett (Student Governor)
Michelle Clement (Staff Governor)
Cath Dutton (Chair)
Pat McIver
Eve Martin
Zaeed Mohammed (Staff Governor)
Kelvin Nash (Principal)
Amanda O'Brien
Rebecca Sandham
Stephanie Stocks (Student Governor)
Gordon Watson
(attendance 79%)

In attendance:

Matt Burke (Academic Director)
Carole Drury (Director of Governance)
Richard Evans (Academic Director)
Craig Owen (Assistant Principal, Data, Funding & Information)
Louise Shrapnel (Assistant Principal, Corporate Services)

Link Governor Presentation - Apprenticeships

Amanda O'Brien led the short presentation on apprenticeship provision at the College following links with the two apprenticeship managers, Kelli Horner and Suzanne Horner. The presentation outlined current challenges in delivery of the programmes and the current performance levels against targets. In terms of risk, apprenticeship income was identified under risk 2 (non-achievement of income targets) and the Board was provided with assurances that income targets set for 2018/19 would be reached although recruitment was behind target, reflecting a national trend.

In respect of the Apprenticeship SAR grade (3), it was reported that improvements had been made since the Ofsted inspection of 2017 but that grading was now against different measures. The post inspection action plan had mostly been achieved and 15 new standards had been introduced with the knowledge, skills and behaviour elements being delivered. Positive feedback had been received in respect of end point assessment. Roles and responsibilities within the department were being considered particularly in relation to accountability for the apprentice's journey. Marketing requirements were also being reviewed and Amanda reiterated the difficulties that the small team were encountering to support additional recruitment, relying heavily on approaches made to the College rather than seeking new business opportunities.

Cath Dutton asked when they would expect to improve the SAR grading to Good and was advised that the target was for the end of the academic year to allow better measuring of progress following assessor training, noting that the scale of change for apprenticeship delivery and expectations on assessors had been complex. Pat McIver expressed surprise at the number of standards being offered by the College when compared with recruitment and

was advised that standards with low recruitment were being dropped and to recognise shifts in what employers were spending the levy on.

Amanda and the Apprenticeship team were thanked for their informative presentation.

1870 **Apologies for Absence**

John Rawsthorne, Mike Southworth, Jon Thedham

1871 **Declaration of Interests**

There were no declarations of interest not already recorded

1872 **To approve the Minutes of the meeting held on 7th November 2018**

The minutes of the last meeting were approved and signed by the Chair as an accurate record.

1873 **Matters Arising from the Minutes & Action Plan**

There were no matters arising not covered by the action plan.

1820 – the governor link programme contacts would be sent out to governors once confirmed by the Principal

1866 – contact has been made between Pat Mclver and Matt Burke

1874 **Principal's Report**

1. General update: the Principal provided an overview of the grades for the College's 2017/18 self-assessment with an overall grade of 2 (good). Further discussion would take place later in the agenda. He also reported that he had taken on the role of link for the Cumbria Careers Hub for FE4 as well as being the Cumbria representative on the Careers & Enterprise Company national group.

An update on the pay dispute with Universities & Colleges Union (UCU) was provided with the ballot now being extended to late December for 26 colleges, including Kendal. Less than 50% of eligible staff had voted in the first ballot but of those voting (31), 87% had voted for industrial action. The consequence was that the College remains in dispute with the Union.

The Principal reported on progress of the well-being initiatives and invited governors to join staff at forthcoming Christmas celebrations.

2. Curriculum & quality key performance indicators: the November key performance indicator report provided an overview of percentage retention by curriculum area. Concern was raised over poor retention levels in Animal Care, Science and IT for adult learners, albeit small numbers, while all 16-18 retention figures were above target. Attendance statistics were provided showing little change from the previous month but some improvements when compared with the previous year. Overall attendance for main programme was on or above target but some areas were showing poor attendance for functional skills and GCSE. Further analysis of attendance at maths and English by curriculum area showed it was well below target in some areas and in particular GCSE English attendance would need closer monitoring.

The Board RESOLVED to:

- Accept the Principal's report, noting the situation with UCU
- Receive updated key performance data noting concerns with some areas of attendance

1875 **Strategic Focus - confidential**

Castle Dairy: a key discussion took place on the role and performance of the Castle Dairy Restaurant with 5 options put forward for consideration. Financial performance of the restaurant was presented and had been reviewed thoroughly with an agreement that all costs

associated with the restaurant needed to be included. Risks associated with continuing to run the Castle Dairy as a fine dining restaurant were identified.

1876 **Teaching, Learning & Assessment report**

1. Self Assessment Report 2017-18 – formal validation of the SAR was requested following the meeting of the validation panel on 4th December that had included external scrutiny from the Vice Principal of Blackburn College and attendance by the Corporation Chair and Board Curriculum & Quality lead, Mike Southworth. The format of the SAR had been changed significantly from previous years and was felt to be clearer to follow and more succinct with key data readily to hand, being a culmination of a rigorous process including SARs at departmental and directorate level.

Grades allocated were discussed. It was noted that the grade from personal development, behaviour and welfare should have been 1 (outstanding) and that change would be made.

Following validation, the improvement plan would be drawn up and worked on throughout the year at both College and departmental level. Governors discussed the merits or otherwise of graded lesson observations but noted the value of non-grading with a greater focus on the learner experience rather than it being centred around the teacher.

The Board RESOLVED to:

- Approve the validation of the 2017-18 College Self-Assessment report

1877 **Finance & Funding**

1. Management accounts – October 2018: the Assistant Principal, Corporate Resources, presented the October management accounts. She reported that the underlying position was very positive with an improving cash position brought about by savings in payroll following senior management restructuring and prudent cost management. Louise reported that she had met with John Rawsthorne prior to the meeting to agree how to present clearer commentary and what governors needed to focus on such as cash and operating surpluses.

Louise agreed to distribute the monthly management accounts generated before the next scheduled Board meeting in March 2019.

2. Financial Statements, Regulatory Audit & Management Letter: the draft audit findings report was presented having already been scrutinised by the Audit & Risk Committee and summarised the key findings of the external audit conducted by RSM on the financial statements to 31st July 2018. The audit had been clean with no recommendations. It was noted that the statements could not be signed off until the College was in receipt of the final allocation statement from the ESFA in respect of income. In respect of going concern, the auditors confirmed they had reviewed the loan and covenant position, noting the reduction in loans as confirmed by the bank letter. The letters of representation were recommended to be signed by the Chair and the Principal as Chief Accounting Officer.

The regularity self assessment questionnaire was considered and accepted. The financial statements were presented along with a summary of the key areas for consideration.

3. Audit Committee Annual Report: the report provided the Board will a level of assurance that the Audit & Risk Committee had fulfilled its responsibilities for the year in respect of managing risk, overseeing internal and external audit and reviewing the covenant position as outlined in its terms of reference and in line with the Post 16 Audit Code of Practice. Page 16 of the report gave a summary of internal audits and recommendations completed during the year.

The Chair thanked those involved for a successful audit, including the College's finance team

The Board RESOLVED to:

- Approve the signing of the financial statements and letters of representation by the Corporation Chair and Principal as Chief Finance Officer

1878 **Policy Review & Annual Reporting**

Equality & Diversity annual report: the report, focussing on achievements in respect of equality and performance against equality objectives, was presented by the Principal. The report would be published as a requirement of the public sector duty of the Equality Act 2010 where colleges were expected to monitor performance on four-yearly cycles against areas identified for improvement. It was agreed that future targets should better relate to local demographics but it was recognised that the current objectives had been determined by achievement and recruitment data.

The Board RESOLVED to:

- Approve the Equality Report 2017-18

1879 **Governance**

1. Audit & Risk Committee: Gordon Watson presented his last report as Chair of the Committee and would be replaced by John Rawsthorne in the new year. New members Rebecca Sandham and Emily Harris had been welcomed to the Committee. The Committee had monitored performance against recommendations made in internal audit reports of the previous year with 90% of recommendations fully implemented and 10% partially implemented but noting that there had been no new ones yet this year. Actions from the GDPR audit were yet to be put in place due to changes in responsibility as part of senior management restructure. It was requested that GDPR compliance be reported at the March board meeting.

As reported above, the Committee had reviewed the financial statements and regulatory audit in line with the requirements of their terms of reference and had approved the audit committee annual report. The position in respect of loan covenants had been reviewed with no concerns raised.

2. Risk Register: the updated risk register was presented and now included three different levels of assurance from internal to external. Identification of risk and both gross and residual scoring had been approved by the Audit & Risk Committee.
3. Strategic Planning Event: the Chair led a discussion on the format and programme for the strategy event scheduled to take place on 30th January 2019. It was confirmed that there would be no external stakeholders attending but that the theme would be around growth markets and options.

The Board RESOLVED to:

- Note the actions from the Audit & Risk Committee
- Request an update on GDPR at the March Board meeting

1880 **Any other business**

As this was Gordon Watson's last meeting, the Chair thanked him for his contribution to the Board since joining in 2011 and in particular in his role as Chair of Audit & Risk Committee. His contribution to decisions on Kendal Museum had been very important. In return, Gordon thanked the Board for the experience he had gained of the further education sector.

1881 **Date of Next Meeting:**

Strategic Planning Wednesday 30th January 2019
Corporation Meeting 6th March 2019

