

**Minutes of the Corporation meeting 22nd May 2019 5:30pm
 Cambridge Campus, Cambridge**

MINUTES

Present

Heather Du Quesnay [Vice Chair, Acting Chair]
 Mark Robertson
 Nichola Harrison
 Tim Arthur
 Barry Fyfield
 Martin Clapson
 Michael Cole
 Theresa van Ruth
 Andy Jennings
 Lewis Beddow
 Joseph Winters
 Nauris Kalnins

In attendance

Derek Sharp, Corrin Hoyes, Michelle Dowse, Laura Kerry

Clerk

Emily Baldwin

Section 1: Introduction		
1.1	Declarations of interest	Apologies were received from Jo Lancaster, Vernice Key, Martin Doel, Judith Coplowe, Terry Butcher, Paul Gaudin and Raj Kumar.
1.2	Apologies for absence	
1.3	Chair appointment	<p><i>H Du Quesnay left the meeting.</i></p> <p>N Harrison asked the Board to confirm the appointment of H Du Quesnay as Chair from January 2020 for a four year term..</p> <p><i>H Du Quesnay joined the meeting. T van Ruth and A Jennings joined the meeting.</i></p> <p>H Du Quesnay thanked Governors for their support and confidence in her as Chair</p>

1.4	Minutes of the meeting held on 27th March 2019 and matters arising	<p>The minutes of the meeting held on 27th March 2019 were agreed as a true record of the meeting and signed by the Chair. The Clerk agreed to change the location of the meeting in the confidential minutes to Huntingdon campus.</p> <p>T Arthur asked that management accounts include a 2 year cashflow report, rather than rolling 12 months as previously requested. D Sharp confirmed that this would be carried out.</p> <p>L Kerry agreed to give more information on staff absences and on exit interviews at the next F&R Committee meeting and this would be reported through to the Corporation.</p> <p>It was noted that M Dowse had arranged to meet J Lancaster to discuss construction facilities.</p>
1.5	Governor link scheme	<p>M Cole reported on a constructive meeting with Helen West and her team in the CRC Science faculty. In return, members of the CRC team had visited the Science Centre at ARU. As a result of the meeting, there had been some best practice sharing and joined up partnership working, particularly in the area of forensic science. M Robertson reported on a fascinating trip to ARU in Chelmsford hosted by Trevor Bolton.</p> <p>B Fyfield had attended the PMB for Supported Learning. It had been a very instructive meeting which set out the challenges in the area well. Challenges included the level of support needed for new staff, although they were satisfied that they were being supported appropriately by HR. The team believed that the area could be outstanding in time.</p> <p>P Gaudin and T Arthur had met with I Minor to talk about apprenticeships. It was clear the team was working more coherently together.</p> <p>The Clerk agreed to continue to remind staff to get in touch with their link Governors.</p>
Section 2: Strategic Matters		
2.1	Principal's Report	<p>M Robertson introduced his Principal's Report and the attached KPI report.</p> <p>Governors asked whether the AEB funding that had been secured was less than expected. M Robertson confirmed that the College had made a bid for £1m funding, and had secured £100k. Although this was less than hoped, it was in line with other providers. The Combined Authority had also indicated that there may be further redistribution of funding throughout the year. The total AEB budget for next year was around £200k less than the current year, but as there would be more direct delivery, the margin would be improved. The College may receive additional funding for capital projects such as the Digital Skills Academy and the extension of construction facilities.</p> <p>The College had appealed the 16-18 funding allocation and this had now been resolved satisfactorily with the ESFA. T Arthur said that pensions were a key issue when considering partnership opportunities.</p>

Cambridge applications were slightly up on the same time last year, and Huntingdon were significantly up on last year. More courses were being planned at Huntingdon to meet the demand. Ofsted had been supportive of the decision to protect Level 3 at the Huntingdon campus. Space to deliver construction courses at Huntingdon remained a barrier to recruitment.

Governors asked if the College considered allowing smaller class sizes in key areas. M Robertson confirmed this was the case at Huntingdon, although there was an expectation that the courses would break even. Individual courses were assessed on a case by case on the basis of potential growth.

Governors questioned the enrolment figures and asked what confidence the College had in conversion rates. M Dowse confirmed that conversion rates in Huntingdon were stronger at 80% compared to Cambridge at 69%. There had been a relatively high drop out rate at Cambridge campus in 2018/2019. Governors expressed disappointment that Governors had not received a full report at the time on the reasons for this and asked for more information on enrolments and conversion to be reported to Governors in the autumn term. It was noted that reasons for withdrawal were monitored through the Destinations Report, but this came later in the year.

A Jennings asked why the forecast cash balance significantly improved over the year. D Sharp confirmed that this reflected the land sale in Huntingdon.

C Hoyes gave feedback from the Ofsted Monitoring Visit that took place in May. The presentation was based on oral feedback as the formal letter had not yet been received.

Governors noted that the college had made significant progress on two of the themes, and reasonable progress on the remaining two themes. She explained why the judgements had been given for each theme. It was noted that Ofsted were unable to use predicted results, and therefore it was difficult for the College to demonstrate that new measures had resulted in improved outcomes.

Ofsted had been particularly impressed by the speed at which a common vision had been established across the two campuses, and the extent of support from external stakeholders. They had also commented on the efficacy of the Governor Link Scheme and how far Governors understood the College. Other positive comments included the breadth of employer engagement and use of staff voice. Student feedback had been excellent, with 95% of students surveyed saying they would recommend the College.

Areas to improve included the need to be clear and granular on targets and actions. The College also needed to look at the attendance target, which Ofsted felt should be above 90%. Governors discussed the reasons for current attendance levels and whether home study was a viable option. It was noted that this was normal for businesses, but home study should be agreed in advance; it would be important to be clear about Ofsted's expectations. It was agreed that this issue needed to be discussed in more detail at the L&Q Committee.

It was noted that Ofsted had given some informal comments on use of the lounge and dress code of students which would be looked at. It was suggested that employers' opinion on behaviour and dress expectations for their particular sector would be useful.

		<p>Governors thanked C Hoyes for her excellent work as Ofsted nominee.</p> <p>Governors <u>received</u> the report.</p>
2.2	<p>Report from the Search and Governance Committee</p>	<p>N Harrison updated Governors on the main areas of discussion from the Search and Governance Committee on 16th May 2019.</p> <p>It was recommended that B Fyfield be asked to take on Chair of L&Q Committee from January 2020 after H Du Quesnay became Corporation Chair. All Governors were encouraged to contact the Clerk prior to the next Corporation meeting if they have any requests to move to a different Committee.</p> <p>The Remuneration Committee would comprise the Chair, Deputy Chair and Chair of F&R Committee. Other Committee Chairs would be asked to attend subject to their availability.</p> <p>Corporation would need a new Vice Chair from January 2020. The Clerk was asked to draw up a job role and instigate a nomination process prior to the next Corporation meeting. Appointment of two Vice Chairs would be possible, and there was no expectation that the Vice Chair would be committing themselves to being the Chair in the future. Any Corporation member (except for staff and student governors) could put themselves forward to be Vice Chair, and no previous experience of being a Committee Chair was required. The position would be for 2 years initially, so that other Governors could have the opportunity to be Vice Chair if they wished.</p> <p>The Committee had discussed progress against the Governors' Improvement Plan, with good progress against all areas, including strong Governor attendance of 85% and good use of the Governor Link Scheme.</p> <p>There were minor changes to Instruments and Articles and Standing Orders to take account of a third staff governor appointment and the Vice Chair appointment being a two year term.</p> <p>There were amendments to the Policy for Appointment of Governors to include more checks on appointment; this was to be compliant with requirements of the Office for Students for HE provision. Governors agreed that taking up of references should be handled on a case by case basis.</p> <p>Corporation approved:</p> <ul style="list-style-type: none"> • the re-appointment of V Key and H Du Quesnay as Chair and Deputy Chair until December 2019 • the composition of the Remuneration Committee • the appointment of B Fyfield as Chair of L&Q Committee from January 2020 • Standing Orders (amended) • Instruments and Articles (amended) • Policy for Appointment of Governors (amended)

Section 3: Strategic matters		
3.1	Apprenticeships	<p>M Dowse introduced a presentation on apprenticeships which was designed to give Governors a better understanding of apprenticeships.</p> <p>The presentation covered the profile of apprenticeships, the levy, frameworks and standards and the 20% rule. There was a significant variation in the level of funding for the different standards. She outlined the challenges and opportunities from the employer, apprentice and provider point of view.</p> <p>It was noted that apprenticeships comprised 11% of the College's income, and there were opportunities to grow further. This equated to around 500-600 new apprenticeships every year and c£4m of income.</p> <p>Governors noted the shift from apprenticeships frameworks to standards. They asked about the impact this would have on measuring outcomes. M Dowse confirmed that it would not always be possible to measure timeliness of results.</p> <p>It was recognised that the governance of apprenticeships was split between three committees, and that the Commercial Strategy Committee had oversight of both financial and learning aspects.</p> <p>Governors asked what the College's market share was. M Dowse confirmed it was c18%. L Beddow suggested that the College looked at market share in terms of the programmes actually offered.</p> <p>Governors stressed the need to ensure the processes associated with apprenticeships were fit for purpose before approaching the bigger levy companies. It was important that the service offered to them was optimum because there was only one chance to make a good impression.</p> <p>The Clerk agreed to circulate the employer engagement strategy to all Governors.</p> <p>M Dowse was thanked for her informative presentation.</p>
3.2	Confidential item	A confidential item was taken which was minuted separately.
Section 4: Final matters		
4.1	Any other business	Governors noted the progress with the S106 agreement, and agreed that it be signed and sealed the following week by the Chair or Vice Chair.
4.2	Self-assessment of Governors' performance	Governors agreed it had been a full and robust discussion. They asked that presentations be made available to Governors.

Summary of Actions

Actions			
Item	Action	Lead	Date
1.4 Matters arising	T Arthur asked that management accounts include a 2 year cashflow report, rather than rolling 12 months as previously requested. D Sharp confirmed that this would be carried out.	D Sharp	June 2019
	L Kerry agreed to give more information on staff absences and on exit interviews at the next F&R Committee meeting.	L Kerry	June 2019
	It was noted that M Dowse had arranged to meet J Lancaster to discuss construction facilities.	M Dowse	July 2019
2.1 Principal's Report	Governors discussed the reasons for current attendance levels and whether home study was a viable option. It was noted that this was normal for businesses, but home study should be agreed in advance and it was important to be clear about Ofsted's expectations. It was agreed that this issue needed to be discussed in more detail at the L&Q Committee.	C Hoyes	Nov 2019
3.1 Apprenticeships at CRC	The Clerk agreed to circulate the employer engagement strategy to all Governors	E Baldwin	May 2019

The meeting closed at 20:45.

Signed

Chair