**SPECIAL MEETING OF THE FULL CORPORATION**

**OF FAREHAM COLLEGE**

11th October 2017

**M I N U T E S**

**Present:** Mr K Briscoe

Miss E Champion

Mr N Duncan

Mr P Grimwood

 Mr R Kew (Chair)

 Mrs J Lancaster

 Mr Mike Mansergh

 Mr A Spires

 Dr C Thomas

 Mrs P Tilt

**In attendance:** Mrs E Baxter (Director Finance & Funding)

Mr S Dingsdale (AP/MD CEMAST)

 Mrs J Eayrs (Clerk)

 Mrs A Hinton (Exec Director HR)

 Mr A Kaye (Deputy Principal)

 Ms L Palmer (Director Curriculum BRC)

 Mrs G Sommers (Director Students & Recruitment)

**63/17 Declaration of Interests**

 Members were reminded of the need to declare any personal or financial interest in any items of business to be considered during the meeting. Mr Grimwood declared an interest under item 67/17 in connection with the purchase of the land at CEMAST.

**64/17 Apologies for absence**

 Apologies for absence were received and accepted from Mr Hoban, Mr Marchbank, Mr Ramsay and Ms Woods. Ms Palmer and Mrs Sommers were welcomed to the meeting.

 At this point, the Chair extended thanks and congratulations on behalf of all members of the Corporation to the Principal, his Executive team and all staff for an outstanding performance during the OFSTED Inspection the previous week. He added that, obviously, the outcome of the inspection had taken more than one week’s performance and had been the culmination of a lot of hard work over a number of years.

**65/17 Minutes of the meeting held on the 28th June 2017**

 The minutes of the meeting held on the 28th June 2017 were agreed as a true and accurate record and were signed by the Chair. There were no matters arising from them which were not covered elsewhere on the agenda.

**66/17 Confidential minutes of the meeting held on the 28th June 2017**

 The Confidential minutes of the meeting held on the 28th June 2017 were agreed as a true and accurate record and were signed by the Chairman. There were no matters arising from them which were not covered elsewhere on the agenda.

**67/17 Chief Executive Reporting: Sector Update – Autumn 2017**

 Members of the Board received a Sector Update Report from the Principal which had been drafted to be read in conjunction with a number of other reports on the agenda which were due to be reviewed and considered by the Board. The Sector Update Report provided a brief overview/update in the following areas.

* **2016 – 2017 Performance** – The Principal highlighted the fact that the Deputy Principal would be providing a presentation on the early indications of outcomes for 2016/2017. However, he drew to members’ attention the fact that, overall, outcomes for study programmes and apprenticeships during 2016/2017 had improved in the majority of areas with small pockets of underperforming curriculum which would be targeted during the 2017/2018 academic year, namely:
- Adult provision (in particular);
- AAT;
- Access to HE;
- Hairdressing and Beauty Therapy;
* **2017 – 2018 Budget** – The Principal confirmed that the SMT were confident that the planned budget for 2017/2018 academic year would bring the College back in to line with its growth trajectory and improve financial sustainability. Members were aware that the 2017/2018 Budget Update would be reviewed later in the meeting;
* **2018 – 2019 Full-time Applications** – Members noted that applications for 2018/2019 were tracking relatively strongly against the planned targets. The Principal reminded members that the College had targeted to achieve 1660 full-time students for the 2018/2019 academic year;
* **Risk Register** – The Principal advised members that the Risk Register had grown from 41 to 45. He went on to say that the College had managed the risks well throughout the year and the overall residual risk had reduced from 6.92 to 6.45. Governors sought clarification on the position regarding GDPR and the Principal confirmed that it had been included in the Risk Register. Members requested that a presentation on the actions in train to ensure compliance be provided at the Board meeting in December 2017;
* **Human Resources** – The Principal reported that College staff turnover was currently very high at over 30% of which 43% could be attributed to seeking higher salaries elsewhere. He went on to say that a proposal had been included in the Budget Update due to be considered later in the meeting. In addition, members acknowledged that the College had been recognised for its work with staff wellbeing by winning a National Award in the category ‘Most improved medium sized business’;
* **Curriculum Initiatives**:
1. **International** – The Principal explained that, due to recent issues associated with recruiting full-time students from China, alternative markets were currently being explored. He added that the College had applied to have its UKVI probationary period extended to September 2018;
2. **Civil Engineering** – The Principal provided members with an update on the Civil Engineering Training Centre (CETC) which had been established with its first cohort of 37 civil engineering apprentices. He went on to advise members that, in preparation for the next stage of CTEC, the College had submitted a bid to build a state of the art CETC to the rear of CEMAST. It was noted that this would help to release the developing pressure on classroom space at CEMAST until an extension to CEMAST itself could be sourced;
3. **Institute of Technology** – Members were advised that the College had received the application pro-forma to apply for Institute of Technology status and it was currently working on the draft to submit before the end of October 2017. The Principal advised members that he had been in discussions with other colleges and universities about a collaborative bid but at that time it was undecided as to what might be in the best interests of the College;
* **Successes** – The Principal reported that, since his last report in June 2017, the Avenue 141 Restaurant had successfully achieved national recognition through the AA College Restaurant of the Year Awards, reaching the finals and being crowned a worthy runner up nationally. In addition, members noted that the College’s Uniformed Services students had also competed against other colleges and military organisations in the annual HMS Collingwood Junior Leadership Field Gun Competition, winning the Plate Trophy and, more recently, in the RAF Recruiting Challenge Cup annual competition coming second against very fierce opposition;
* **16-19 Funding** – Members of the Board reviewed a collective letter from 140 colleges in England sent to the Prime Minister alerting her to the acute funding challenges associated with 16-19 funding;
* **Key Challenges for 2017-2018** – Members noted the key challenges for 2017/2018 as follows:
- General Data Protection Regulations (GDPR);
- Grant and Levy administration;
- Maintaining quality;
- Recruitment and allied funding.

Members of the Board sought clarification on the following:

1. **Middle Management** – Members were aware that the Head of Service Industries post had not been recruited to. As a result, members questioned whether there had been an impact on any courses due to this gap in middle management. The Principal assured members that there had been no impact on courses and there had been no indication from OFSTED that the vacancy had impacted on the College operationally. He went on to say that difficulty had been experienced in attracting individuals to this role but Ms Palmer was due to interview a prospective candidate later in the week. In addition, the Deputy Principal reported that the role of Curriculum Area Leads (CALs) had been established to provide support at middle management level.

At this point, the Principal provided members with a brief presentation on the proposal to develop the land at the rear of CEMAST and the bid which had been submitted. He explained that:
- the College had a 10 year option to develop the land;
- the land was 1.5 acres in size;
- the College had been required to demonstrate a clear need of employer engagement as part of the bid;
- this option could alleviate the pressure at CEMAST;
- the timescales involved were outlined. If the bid was successful work could commence in April 2018;
- the building would be fully completed and in use by 2021;
- the total cost of the build would be £4million with a grant of £2.8m (70% grant);
- the decision on the bid would be made by the LEP by the end of November 2017.

**Members of the Board reviewed and noted the contents of the Principal’s Sector Update Report.**

**68/17 Outcomes of Student Enrolment Process 2017/2018 and Early Indications of Outcomes for 2016/2017**

The Deputy Principal provided members with a presentation on the Outcomes of the Student Enrolment Process 2017/2018 and the Early Indications of Outcomes for the 2016/2017 academic year. The presentation slides used are an **Appendix** to these minutes.

During his presentation the Deputy Principal drew the following key points to members’ attention:

* **Outcomes** reflected an improving trend over 4 years;
* **16-18 outcomes** were well above national rates (about 5%) which put the College in the top 20% of colleges nationally;
* **Adults** remained underperforming against national rates although they had improved compared to 2015/2016;
* **DfE performance tables** were reviewed and noted. Maths had improved from -0.21 to 0.08 and English had improved from -0.59 to -0.40;
* The progress of **Level 2 students** was an area for development;
* **Apprenticeship performance for 2016/2017** was reviewed. The Deputy Principal highlighted the fact that timely achievement rate was very good and well above national rates (15% above average for a GFE and would place the College in the top 10% for next year);
* A small minority of subject areas required improvement but improvement had been secured from 2015/2016;
* **Work Experience** – 70% of students had been placed in 2016/2017 (compared to most other colleges achieving circa 50%). Members noted a minimum cross-college target of 80% for 2017/2018;
* **T Levels** – current proposals for T Levels indicated an even greater emphasis on work experience in technical and professional education increasing up to 45 days by 2020**;**
* **16-18 Enrolments** were at the same level compared to the previous year. The Deputy Principal highlighted the fact that the declining demographic trend appeared to have halted but it was not expected to recover for a few more years;
* **Apprenticeship recruitment** was good and would continue to grow during the year;
* **824 apprentices** by the end of October 2017/2018 compared to 817 at year-end for 2016/2017;
* **Target of 1100** was looking realistic for 2017/2018.

**Members reviewed and noted the contents of the Deputy Principal’s presentation.**

**69/17 Inspection Outcomes**

 The Deputy Principal provided members with a presentation on the draft Inspection Outcomes. The presentation slides used are an **Appendix** to these minutes.

During his presentation the Deputy Principal drew the following key points to members’ attention:

* The College’s last inspection had been in 2013 and it had been in scope for inspection for some time;
* The timing of the Inspection had been favourable as all the outcome for the previous year were known;
* During the process the students had been very engaged, attendance had been good and staff had been motivated;
* The Deputy Principal outlined the process and the circumstances surrounding the conversion from a short to a full inspection;
* 100 lessons had been observed during the 4 days;
* All areas received an ‘Outstanding’ grade with the exception of Adult Learners which had been graded ‘Good’. The Deputy Principal highlighted the fact that this had been the College’s own self-assessment grade for this area;
* The Strengths identified were reviewed. Inspectors had been impressed with Governance and this had been cited as a strength;
* The College had been award ‘Outstanding’ status but it was not perfect. Areas for development included: stretch and challenge of least and most able students, value added for Level 2 students and the marking of work required further improvement;
* The Deputy Principal outlined how the excellent outcome would be used for marketing and PR purposes and how quality would be sustained.

**Congratulations were extended to all involved for an excellent outcome. Members of the Board reviewed and noted the contents of the Inspection Outcomes presentation.**

*GS left the meeting at this point 17.40hrs*

**70/17 Draft Year End Results at 31 July 2017**

Members of the Board received a confidential paper on the Draft Year End Results at 31 July 2017. Due to the confidential nature of the contents of the paper and the related discussions, this item is recorded as a separate confidential minute for Governors only.

**71/17 Budget Update 2017/2018**

Members of the Board received a confidential paper on the Budget Update 2017/2018. Due to the confidential nature of the contents of the paper and the related discussions, this item is recorded as a separate confidential minute for Governors only.

**72/17 Date of next meeting**

 Members noted that, in accordance with the Corporation Calendar approved on the 28th June 2017, the next meeting of the full Corporation was scheduled to take place on **Wednesday 13th December 2017 at 3.30 pm.**