

Non-Confidential Minutes

CORPORATION BOARD MEETING

Date:	21 October 2024	Time:	3.00 PM
Chairperson:	Sally Osmond	Location:	College Restaurant Annexe

Members	Name	Present	Role
1.	Chris Wilson (CW)	*	External Member
2.	Lesley Black (LB)	*	External Member
3.	Iain Wolloff (IW) <i>(not item 9)</i>	*	Principal & Chief Executive
4.	Javaid Iqbal (JI)	*	External Member
5.	Debbie Ferguson (DF)	*	External Member
6.	Khushi Ashwin (KA) <i>(not for item 9)</i>	*	Student Member (19+ HE)
7.	Julian Cooper (JC)	*	External Member
8.	Sue Richardson (SR) <i>(not for item 9)</i>	*	Staff (Support) Member
9.	Sally Osmond (SO)	*	External Member & Chair
10.	Malcolm Baggott (MB) <i>(not for item 9)</i>	*	Staff (Teaching) Member
11.	Stuart Compton (SC)	*	External Member
12.	Neil McDougall (NM)	*	External Member
13.	Russell Shackleton (RS)	*	External Member
14.	Tim Major (TM)	*	External Member
15.	Trevor Gabriele (TG)	*	External Member
16.	Peter Lambert (PL)	*	External Member
Apologies:	Professor Gavin Brooks (GB)		External Member & Vice Chair
	Sam Dibas (SD)		External Member
In Attendance:			
1.	Cathy Wright (CW) <i>(not for item 9)</i>	*	Vice Principal – Central Services (VPCS)
2.	Jatinder Matharu (JMa) <i>(not for item 9)</i>	*	Director of Safeguarding and Support (DSS)
3.	Heather Large (HL)	*	Governance Professional (GP)
4.	Lee Hunt (LH) <i>(not for item 9)</i>	*	Vice Principal – FE & Curriculum (VPFEC)
5.	Jo Houghton (JH) <i>(not for item 9)</i>	*	Vice Principal – HE & Skills (VPHEs)
6.	Jamie Morton (JMo) <i>(not for item 9)</i>	*	Director of Finance (DF)
7.	Nathan Hall (NH) <i>(not item 9)</i>	*	Director of Estates & Facilities (DEF)
8.	Lee Probert (LP) <i>(not item 9)</i>	*	
Quorum:	40%	*	15 present - meeting quorate

Item		Reports
1	<p>Welcome and Apologies for Absence</p> <p>Apologies were received and accepted for Professor Gavin Brooks and Sam Dibas. The Board were introduced to Lee Probert who will be taking on the role of Interim Principal when Iain Wolloff retires at the end of Term 1. The Board asked if he would be the named Accounting Officer, the Chair confirmed that in compliance with the College's accountability agreement, Lee will be the Accounting Officer.</p>	Verbal

2	<p>Declarations of Interests No declarations of any pecuniary, business or conflict of interests were made in any of the agenda items.</p>	Verbal
3	<p>Notification of any other Urgent Business</p> <p>The Board were informed that there were no notifications for any other urgent business to be completed. The Chair updated the Board on the background of this meeting to discuss specifically student numbers and finances. The Board were informed of Jadena Havanga being successfully elected as the new Student (16-19) Governor.</p> <p>PCE updated the Board on the work of the VPFEC in improving the 16-19 student enrolment process and recruitment of staff to deliver that curriculum. There are approximately 400 students now enrolled in both English and Maths contributing to a very busy start to the term. The total of 16-19 students on roll at this point is 1,100. Staff recruitment in several areas continues. More information is coming through on the closure of the ESFA in March and the new reporting lines. Staff pay will be reviewed at the December Board meeting and the recommendation from the AOC is for a 2.5% pay rise in comparison to the 5.5% agreed in the school sector. The FE and HE Community are currently awaiting further indications from the new Government on the future approach to Post-16 education. Lee Dillon the new Liberal Democrat for Newbury has visited the College and has offered his support for the progression of the land sale. Olivia Bailey, the Labour MP for Reading West & Mid Berkshire will also be visiting the College in the future.</p>	Verbal
4	Governance	
4.1	<p>Search and Governance Update</p> <p>The Board were informed of:</p> <ul style="list-style-type: none"> • Peridot being contracted to secure a SEND Link Governor • The strategy and allocation of potential Link Governor roles • New Governor IDs and black lanyards distributed at the meeting • New Governor Profiles. The Board were informed they would each be individually receiving, as part of the Board internal self-assessment, their governor profile which will list the training they have undertaken, opportunities, attendance and future duties/responsibilities. If any of the details are incorrect, Board members was asked to contact the Chair and Clerk. • Each Committee will have an 'Inspection Ready' standing agenda item. This will be for Committee to discuss what official external agencies such as Ofsted, DfE or AOC they need to be inspection ready/compliant for. • Governors to continue to complete a Governor Visit form every time governor business is conducted on the College. • Progress on the Governor External Review Action Plan will continue to be updated throughout this academic year. The Clerk will update this after each Term. • Clerk and Chair have worked on the AOC Code of Governance with a view to finalisation at the next Board meeting. • Chair of Corporation will be attending the AOC Board Reception in December. • Chris Wilson has taken on Filtering and Monitoring link governor role within his existing Safeguarding Link governor role. 	Verbal
4.2	<p>Minutes of the previous meeting</p> <p>4.2.1 To approve the Corporation Board Minutes of 22 July 2024</p> <p>The Clerk was asked to add a sentence at 13.2</p> <p>The Board unanimously approved the Corporation Board Minutes of 22 July 2024 pending the correction.</p>	Paper p.3

	<p>4.2.2 To approve the Confidential Corporation Board Minutes 22 July 2024 The Board unanimously approved the Confidential Corporation Board Minutes of 22 July 2024</p> <p>4.2.3 To approve the Corporation Board Minutes of 15 August 2024 The Clerk was asked to add SC and LB being in attendance. The Board unanimously approved the Corporation Board Minutes of 15 August 2024 pending the correction.</p>	<p>Paper p.11.</p> <p>Paper p.13</p>
4.3	<p>Matters arising from the Minutes To review the Action Log. The Board reviewed and updated the Action Log.</p>	Paper p.17
4.4	<p>Governors Annual Declaration and Register of Interests To confirm all Governors have completed their annual return and register of interests. The Clerk confirmed there was one outstanding and would contact the Governor directly to complete.</p>	Verbal
4.5	<p>Governors Compulsory Training To confirm all Governors have completed their Safeguarding and Prevent training. The Clerk confirmed all governors had completed their Safeguarding and Prevent training. KCSIE 2024 had just been added to Skillgate and all Governors were encouraged to complete this by the next Board Meeting. The Safeguarding Link Governor updated the Board on the recent safeguarding training he had attended. Action: All Governors to complete KCSIE 2024 training by 21 December 2024.</p>	Verbal
5	<p>Campus Development* To receive an update on progress with:</p> <ul style="list-style-type: none"> • Mayfield Point • GP Surgery proposal • Margin land disposal <p>This was subject to a Confidential Minute</p>	Verbal
6	Curriculum and Quality	
6.1	<p>Quality Reports To receive an update on student outcomes for 2023-24. The Board were informed of:</p> <ul style="list-style-type: none"> • The significant rise in the overall FE achievement rate • The overall achievement rate for FE 16-18s has risen very significantly, from a low point in the previous year • The overall achievement rate for FE adults has also risen <p>For 16-18 English & mathematics:</p> <ul style="list-style-type: none"> • The overall achievement rate (of any grade) is much improved with the move to almost all 16-18s undertaking GCSE • The achievement of grade 4 or above for students who already had a grade 3 is improved for maths but poorer for English • The progress scores are improving for maths, but are lower for English (though still improving) • UCN – Data is still being completed so the forecast position was discussed • Adult provision. Distance Learning has outstanding retention and achievement outcomes. Access to HE is good and improved from last year. • Plans are in place to improve FENNS provision, Adult Maths, English and Digital provision. 	Paper – p.18

	<p>The Board asked:</p> <ul style="list-style-type: none"> • If the averages used for Level 1 and 2 achievements were based on national averages. This was confirmed and the Level 2 and 3 performance were especially pleasing. • Caution was recommended around the judgement with regard to progress from GCSE grade 3 to grade 4. • that the tables provide clarity on the detail of the individual numbers, as well as percentages. • That the table of students moving from GCSE Grade 3 to Grade 4 be clarified to confirm the appropriate national comparator. • English, Maths and Apprenticeships should be separated in order to get a better understanding of the overall picture. • If performance against KPIs could be incorporated for all groups. • If achievement measures for Apprenticeships could be included. • If the growth numbers in Apprenticeships have matched achievement level success. • If Functional Skills for English and Maths are available for Apprenticeships, the College confirmed they are as they have classes that offer flexibility for English and Maths and that Level 1 or Level 2 is a requirement for apprenticeship standards. • How the recruitment for English and Maths staff has progressed. The College informed they have a full complement for 16-19 English and Maths staff and are working to ensure provision for Apprenticeships. • 	
7	Finance & Resources	
7.1	<p>Budget Update</p> <p>The Board were informed of:</p> <ul style="list-style-type: none"> • For most funding streams the current enrolments suggest that growth targets will be met and, therefore, the budget figures for income will be achieved. This appears to be the case for, Apprenticeships, Higher Education, High Needs and Adult Skills. • For 16-19 funding, the increase in enrolments currently exceeds the growth target in the budget, which results in some additional costs for delivery and additional growth funding. • The 2024-25 budget included a forecast of 1,100 for 16-19 learner numbers. Preliminary indications are that learner number may exceed this target. This has had impacts on both income and costs for the current year's forecast. • 16-19 funding is received for the number of learners at the college in the previous year plus the potential for some growth funding. The formula for growth funding means that there was no funding for the first 7.5% of learner growth in the year, 100% of funding for the next 7.5% of learner number growth and 50% funding for any growth above 15%. The DfE has confirmed that growth funding for the current year will be calculated in this manner, but that payments under it will be subject to an "affordability" criterion, with no current information on how this will be assessed. • The College is forecasting 16-19 growth above the 7.5% level and has included an amount for growth funding in the budget. Using the average income per student to be received this year, the over-achievement in learner numbers could lead to additional 16-19 income of ~£250k above budget. • There has been a 30% increase in 16-19 students requiring English, mathematics or both and therefore additional staffing is needed. This has been 	Paper – p.36

	<p>impacted further by a face-to-face delivery model being implemented for the sports academy, the changes in adult funding linked to the new government Adult Skills Fund (ASF) and apprenticeship English and mathematics requirements. Without additional staffing, no apprenticeship English and mathematics can be covered. The estimated costs for the 2.5 FTE teachers required plus the HoD for E&M is ~£173k.</p> <ul style="list-style-type: none"> • A need for additional PPD tutors has been identified in order to staff all the courses with the additional learners in the year. 1.5 FTE are required for adequate provision of the material. Estimated costs for this are £41k. • Additional income expected from the overperformance in student recruitment is expected to cover the forecast additional costs, although the income has not yet been confirmed by the DfE and is unlikely to be confirmed until Q1 2025. • 	
7.2	<p>Monthly Management Accounts, Forecast & Cashflow*</p> <p>7.2.1 End of 2023/24 results and key variances</p> <p>This was subject to a confidential Minute</p> <p>7.2.2 Monthly management accounts for September 2024</p> <p>The Board were informed:</p> <ul style="list-style-type: none"> • An abridged set of management accounts have been prepared to highlight any key variances identified at this point in the year (The full September Management Accounts will be available next week). Further details of the income and costs relating to learner recruitment was shown in paper 7.1, but for most funding streams (apprenticeships, HE, High Needs & Adult Skills) the current enrolments suggest that growth targets will be met and, therefore, the budget figures for income will be achieved. • For 16-18 funding however, the increase in enrolments exceeds the growth target in the budget, which results in some additional costs for delivery and additional growth funding. The estimated cost for the additional staff for English and Maths and PPD resulting from these learner numbers is ~£214k. • There have also been additional costs identified related to leadership changes in the college, which are detailed further in item 8.2 and are reflected in the management accounts. • The remaining variances to budget in the month are timing differences, primarily due to purchasing being slow in August as the College was mostly in the holiday period. • The Government still need to confirm that the growth funding is affordable, having given no indication on how they will assess what “affordable” means. Anecdotally, 16-18 learner numbers appear to be up across the country, which would increase the costs across the whole sector. <p>The Board asked:</p> <ul style="list-style-type: none"> • If the external audit has been completed. This was confirmed. • If the College will be speaking with ESFA. This was confirmed. 	<p>Paper – p.38</p> <p>Paper – p.39</p>
8.	Strategic Plan	
8.1	<p>Five Year Strategy#</p> <ul style="list-style-type: none"> • The Board received an updated version of the College Strategy at its meeting in July. The document had now been further updated with the inclusion of the revised five-year financial plan and the adjustment of 23/24 baseline KPIs, where these measures are already known. • With the arrival of the Interim Principal & Chief Executive, Lee Probert, a key 	Paper – p.45

	<p>part of his work will be to continue and develop the College Strategy for approval by the Board later in 2024/25. This work will commence from 21 October 2024 when Lee Probert joins the College as an associate member of the Senior Leadership Team and continues when he takes over as Interim Principal on 21 December 2024.</p> <p>The Board questioned:</p> <ul style="list-style-type: none"> If under Section 5 under Mandatory Compliance (training) the KPI set at 95% should really be 100% to emphasise the importance and zero tolerance for all staff to complete the training. The Board were informed that the 95% target was set to allow for staff movement. College were confident they would achieve 100% and if there is non-compliance from staff, they will follow this through. 	
8.2	<p>Financial analysis based on five-year strategy# This was subject to a Confidential Minute</p>	Paper – p.67
9	<p>External Governors discussion* This was subject to a Confidential Minute</p>	
10	<p>Any Other Business There was none.</p> <p style="text-align: center;">Meeting Closed at 18.36 hours</p>	Verbal
	Date and time of Next Meeting: Monday 16 December 2024 at 3pm	

Denotes items not previously considered by a Committee of the Corporation

* Denotes confidential items

Signed:

Sally Osmond

(Chair) Date: 17 Jan 2025

Sally Osmond - Could you sign and date for me please thanks (Fri, 17th Jan 2025 16:44:29 GMT)



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Document generated Thu, 16th Jan 2025 21:19:32 GMT

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Audit history log

Date	Action
Fri, 17th Jan 2025 16:44:30 GMT	Sally Osmond - Could you sign and date for me please thanks viewed the envelope (86.176.66.53)
Fri, 17th Jan 2025 16:44:29 GMT	This envelope has been signed by all parties (86.176.66.53)
Fri, 17th Jan 2025 16:44:29 GMT	Sally Osmond - Could you sign and date for me please thanks signed the envelope (86.176.66.53)
Fri, 17th Jan 2025 16:44:14 GMT	Sally Osmond - Could you sign and date for me please thanks viewed the envelope (86.176.66.53)
Fri, 17th Jan 2025 16:44:09 GMT	Sally Osmond - Could you sign and date for me please thanks opened the document email. (104.28.40.145)
Thu, 16th Jan 2025 22:18:06 GMT	Sally Osmond - Could you sign and date for me please thanks opened the document email. (172.224.227.7)
Thu, 16th Jan 2025 21:20:09 GMT	Document emailed to sallymosmond@gmail.com (13.41.64.140)
Thu, 16th Jan 2025 21:20:08 GMT	Sent the envelope to Sally Osmond - Could you sign and date for me please thanks (sallymosmond@gmail.com) for signing (86.19.70.229)
Thu, 16th Jan 2025 21:19:32 GMT	Document generated with fingerprint 116e7258a392614ba8df94bc1e664a52 (86.19.70.229)
Thu, 16th Jan 2025 21:19:32 GMT	Envelope generated by Heather Large (86.19.70.229)