

## Newbury College Corporation

### Non-Confidential minutes of a meeting held on Monday 11<sup>th</sup> October 2021

Members	Name	Present	Role
1.	Glyn Howells (GH)	*	External Member
2.	Iain Wolloff (IW)	*	Principal & Chief Executive
3.	Javaid Iqbal (JI)	*	External Member
4.	John Knight (JK)	*	External Member
5.	Martin Hamer (MH)	*	External Member
6.	Mike Farwell (MF)	*	External Member
7.	Nick Fox (NF)	*	External Member
8.	Peter Lambert (PL)	*	External Member
9.	Sally Osmond (SO)	*	External Member– Chair
10.	Sam Dibas (SD)	*	External Member
11.	Shelly Van Meter	*	Staff Member (Teaching)
12.	Simon Thompson (ST)	*	External Member
13.	Sue Richardson (SR)	*	Staff Member (Support)
14.	Sue Wood (SW)	*	External Member
15.	Tom Rossiter (TR)	*	External Member
<b>Apologies:</b>			
1.	Derek Peaple (DP)	*	External Member
<b>In Attendance:</b>			
	Jayne Steele (JS)	*	Director of Finance & Estates
	Jo Houghton (JH)	*	Director of Business & Partnerships
	Lee Hunt (LH)	*	Vice Principal
	Rachel Southall (RS)	*	PA – Minute taker
<b>Quorum:</b>			
	7 required	*	15 present at start - meeting quorate

		ACTION
1.	<b>APOLOGIES FOR ABSENCE</b> There were apologies from Derek Peaple.  It was noted that Pauline Williams had resigned as Clerk and that her final working day would be 5 <sup>th</sup> November. The role of Clerk will be advertised to recruit a replacement.	
2.	<b>DECLARATION OF INTERESTS</b> There were no declarations of interest made.  Board members had been asked to complete updated Register of Interest forms and any outstanding forms should be submitted to the Clerk.	PW
3.	<b>GOVERNANCE</b>	
3.1	<b>Keeping Children Safe in Education</b> Board members had been asked to read the relevant sections of the latest update to the document 'Keeping Children Safe in Education' and to confirm to the Clerk that this action was completed. Any outstanding responses should be provided to the Clerk.	PW

	<p>SO noted that MF had kindly agreed to extend his term of office to Easter 2022 and to remain as Chair of the Finance &amp; Resources (F&amp;R) Committee until that time. This will enable the Board to maintain continuity in its scrutiny of finance matters, during the period of recruitment of a new Director of Finance. Glyn Howells has expressed an interest in becoming the Chair of the F&amp;R Committee after MF leaves.</p> <p>The Board agreed to accept MF's offer to extend his term of office and thanked him for so doing.</p> <p>ST confirmed that he is planning to retire from his employment locally at the end of the academic year and, therefore, will be resigning from the Board. SO noted that a new governor will need to take on the responsibility for Safeguarding. A recruitment process for several new Board members will be starting soon and will focus on identifying those with expertise in safeguarding, finance, curriculum and quality.</p> <p>SO noted that JS will be leaving the College in November and thanked her for her excellent contribution over the last three years. The Board recorded its thanks to JS and wished her luck as she moves to a new FD role with a national charity.</p>	
<b>3.2.1</b>	<p><b>Non-Confidential minutes of the previous meeting</b></p> <p>JS reported a minor error in the wording of item 6.3, which SO will correct in the signed version.</p> <p><b>The Corporation approved the Non-Confidential Minutes of the meeting held on 12<sup>th</sup> July 2021.</b></p>	
<b>3.2.2</b>	<p><b>Confidential Minutes of the previous meeting</b></p> <p><b>The Corporation approved the Confidential Minutes of the meeting held on 12<sup>th</sup> July 2021.</b></p>	
<b>3.2.3</b>	<p><b>Matters arising from the minutes/Action log</b></p> <p>The Board noted the progress with actions from previous meetings and there were no other matters arising.</p>	
<b>4.</b>	<b>STRATEGIC DEVELOPMENT</b>	
<b>4.1</b>	<p><b>Campus Update (Confidential)</b></p> <p>Noted in confidential minutes</p>	
<b>5.</b>	<b>CURRICULUM &amp; QUALITY</b>	
<b>5.2</b>	<p><b>Student Enrolments</b></p> <p>IW presented a report on enrolments for 2021-22 against the budget plan. The key points included:</p> <ul style="list-style-type: none"> <li>• 16-18 Full time – current growth of 97 students, due to the football academies, though less than the budget target. Some applicants did not enrol due to staying on in school sixth form or obtaining employment in shortage sectors</li> <li>• 14-15 School links – growth of 19 students</li> <li>• 19+ Full time – current reduction of 8 students, due to some applicants taking jobs in shortage sectors.</li> </ul>	

	<ul style="list-style-type: none"> <li>• 19+ Part Time – current reduction of 118 students, almost entirely in ESOL courses. However, the overall number during the year is forecast to meet the budget target.</li> <li>• Community Learning – reduction of 23 at this point, though forecast to be on target for the year.</li> <li>• Apprenticeships – growth of 58 and forecast to be above budget</li> <li>• UCN – overall growth of 23 students, but largely due to high demand for Access programmes.</li> </ul> <p>JK asked if there was felt to any impact of additional Access students on those students undertaking their degree-level study. IW explained that most Access students were studying for roles in health or science, which were in high demand in the economy and the students seemed to fit well with the overall ethos of the UCN. SVM commented that UCN staff are looking at opportunities to provide positive progression routes for some of the Access students. IW highlighted the plan to provide an HNC/HND programme in Sport Science, to meet the progression needs of students in the football academies.</p> <p>MF asked about the potential for additional funding for loans for Access students and in-year growth funding for 16-18s. IW confirmed that both of these areas of additional funding were assumed in the budget; though neither is guaranteed. Last year additional funding was made available for growth in both of these funding streams.</p> <p>SO asked about the potential effect of T Levels when they are introduced next year. LH outlined the overall position with regard to T Levels and confirmed that some subjects would not be delivered through T Levels and, in some instances, they may be offered alongside existing courses such as BTECs. LH also commented that the College is working with St Barts School on the potential co-delivery of T Levels for some subjects. JK asked about the potential progression routes from T Levels. JH confirmed that new programmes were planned nationally for progression, though existing vocational HE programmes could offer very positive progression.</p> <p>GH asked whether other curriculum areas had experienced changes in their planned numbers of 16-18s. LH confirmed that, each year, student numbers increase or decrease in different curriculum areas. For example, this year recruitment in IT courses is more positive than expected, whilst in Motor Vehicle numbers are lower than planned.</p>	
<b>6.</b>	<b>FINANCE &amp; RESOURCES</b>	
<b>6.1</b>	<b>Finance update (Confidential)</b> Noted in confidential minutes	

<b>6.2</b>	<b>Director of Finance</b> IW provided an update on arrangements for the recruitment of the Director of Finance. Key points included: <ul style="list-style-type: none"> <li>• JS will finish on 24<sup>th</sup> November and the F&amp;R Committee will, therefore, be re-timed</li> <li>• CW had met with three main FE recruitment agencies to compare their approach and costs.</li> <li>• Board members will be involved throughout the recruitment process.</li> <li>• An interim FD is likely to be required and three good candidates have been identified. It is intended to arrange a period of handover.</li> <li>• To allow the FD to focus on key financial priorities during this period, other functions will be moved to members of the SLT</li> </ul>	
<b>6.3</b>	<b>Subcontracting Arrangements</b> JH summarised the recent approval by the Board of subcontracting documents. IW confirmed that future subcontracting approvals will be brought to the July meeting, but this had not been possible due to late changes.	
<b>7.</b>	<b>ANY OTHER BUSINESS</b>	
	<ul style="list-style-type: none"> <li>• SW asked about the appointment of a new Clerk and IW confirmed that this process is now underway.</li> <li>• SO highlighted the very positive recent Net Zero Bus Tour event at the College, attended by her, JI and SW</li> <li>• IW mentioned the College's role in working with Laura Farris on the forthcoming University &amp; Careers Fair</li> <li>• SO reminded Committee Chairs that they can decide whether to hold forthcoming meetings online or on-site.</li> <li>• NF asked about the Estate Strategy and IW confirmed that the draft would be considered by the forthcoming Strategic Development Committee.</li> <li>•</li> </ul>	

Confirmed as a correct record: Sally Osmond Signature of Corporation Chair  
07 Jul 2022 Sally Osmond (Jul 7, 2022, 12:16pm)  
Date .....



**Issuer** Newbury College

**Document generated** Thu, 7th Jul 2022 9:35:38 BST

**Document fingerprint** 8d6572a9cea9109b07d2dc55140cb934

**Parties involved with this document**

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Thu, 7th Jul 2022 12:16:46 BST	Sally Osmond - Signer (ec122601bddd6b134bf26db173ba0b8c)

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