

**Minutes of the 124<sup>th</sup> Meeting of the Board of Corporation of Sunderland College held on Tuesday 18<sup>th</sup> October 2016 at 6.00pm in the Conference Room, City Campus**

**PRESENT:** Mrs S Atkinson, Mr G Blyth, Mr T Crompton, Mrs C Gofton, Mrs A Hodgson, Mr A Holmes, Mr H Kemp, Mr R Lawson (Chair), Mr P McEldon, Mr J Phillips, Mr R Saelzer and Ms E Thinnesen

**IN ATTENDANCE:** Mr D Howells, Ms V Morton, Mr I Nixon and Ms J Quinn

**CLERK:** Ms P Veitch

Governors provided very positive feedback on the City Campus building following a tour arranged for Governors prior to the meeting.

**Bd/16/78 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies were accepted from Ms E Bass, Ms A Fellows, Ms S Forster and Mr N Harrett. Declarations of interest were received as follows:

**Mr Kemp -item 82.** It was resolved that Mr Kemp's views as a representative of partner schools would help inform the discussion, but he was not counted for the purposes of establishing whether there was a quorum.

**Mrs Atkinson -item 83 and the Clerk –item 93.** They were not required to withdraw from the meeting.

**Mrs Gofton -item 98** who agreed to withdraw from the meeting whilst the issue was being debated and voted upon.

**Bd/16/79 MINUTES OF THE PREVIOUS MEETING HELD ON 5<sup>th</sup> JULY 2016**

The minutes were accepted as a true and accurate record of the meeting and were signed by the Chair.

**Bd/16/80 MATTERS ARISING**

Bd/16/62 – Student Discipline Policy is an agenda item.

**Bd/16/81 EXECUTIVE REPORT**

The Board:

- i) Discussed and received the Executive report; and
- ii) Agreed the minutes be considered confidential.

Mr Kemp joined the meeting at 6.15pm

**Bd/16/82 STRATEGIC DEVELOPMENT PROPOSAL**

The Board:

- i) Agreed to cautiously develop the feasibility analysis for implementation in 2018/19 in consultation with partner schools; and
- ii) Resolved the presentation and minute be deemed confidential due to the commercial nature of the proposal.

**Bd/16/83 STRATEGIC PARTNERSHIPS WITH SAFC AND SUNDERLAND UNIVERSITY**

The Assistant Principal Student and Customer Experience reported that a Memorandum of Understanding has been agreed with Sunderland Association Football Club and representatives from both parties are working through key actions across a number of different projects locally, nationally and internationally. A range of staff and student benefits have also been agreed. The Partnership was publically announced on 27<sup>th</sup> September 2016.

The Principal is working with Mr S Knight, Chief Operating Officer at Sunderland University to further develop a strategic partnership. Additional work is underway in relation to opportunities arising from the apprenticeship levy.

Referring to the Apprenticeship Reforms, Governors recognised that the College needs to respond quickly to opportunities as private providers are already advertising. The Principal provided assurances that a lot of work is focused on this.

The Board received the update.

**Bd/16/84 STUDENT DISCIPLINE (POSITIVE BEHAVIOUR) POLICY REVIEW**

In 2015/16, 875 students were subject to disciplinary action in accordance with the College's discipline policy and procedures, representing 14% of the of student body. 99% of these related to learners aged 16-18. As a result of a review of the action taken, the following changes to the policy and procedures are recommended:

- combined policy and procedures into one document;
- new sections to provide additional staff guidance;
- updates to reflect the roles in the new structure;
- inclusion of a panel to hear incidents resulting in Stage 3 action;

- inclusion of new section on dissemination & implementation;
- inclusion of a new section on monitoring;
- updated appendices to improve consistency of implementation.

Governors noted that the policy has been previously discussed at the Curriculum and Quality Committee held in October and that the revisions are subject to appropriate consultation with Student Council representatives.

The Board:

- Discussed and received the report; and
- Approved the proposed revisions to the Student Discipline (Positive Behaviour) Policy and Procedures, subject to appropriate consultation with Student Council representatives.

### **Bd/16/85 COMPLAINTS BI-ANNUAL REPORT AND ANNUAL POLICY REVIEW**

The Assistant Principal Student and Customer Experience provided an overview of the College's complaints process. All formal complaints are dealt with through a process that includes further direct contact with the complainant, investigation by a senior manager, and notification to the complainant of the results of the investigation along with any subsequent action the College takes as a result.

A total of 24 formal complaints were received in 2015/16; of which 10 were justified and 14 deemed unjustified. All complaints have been resolved, with 71% (17 of 24) resolved within the 10 working day target which is a decrease of 11% compared with last year's timely responsiveness rate (82%).

Governors reviewed the complaints, noting that an analysis of complaints by gender, ethnicity and disability has been undertaken with no evidence to suggest that any individuals have cause to complain in relation to their equality and diversity group characteristics.

Review of sector best practice has resulted in the recommendation to reduce the right to appeal to one opportunity rather than four. Complainants will still have the right to appeal to the SFA, Education Funding Authority (EFA) or Office of the Independent Adjudicator (OIA) if they remain dissatisfied

The Board:

- i) Received the report; and
- ii) Approved the proposed changes to the Complaints Procedure.

### **Bd/16/86 HEALTH, SAFETY AND WELFARE POLICY REVIEW**

The Vice Principal Finance and Resources presented the Health and Safety report which has been updated to align with the changing direction of the business whilst incorporating recent changes within statutory legislation implemented in early 2016. The legislation balances culpability against the harm (seriousness and likelihood) changing the emphasis on prosecution from 'actual harm' to 'the risk of harm'.

In addition, the Policy has also been updated to reflect new structures and lines of reporting which have a subsequent impact on those attending Health & Safety committee meetings.

Governors noted that an international travel procedure is currently in production and should be presented at the next meeting. Governors requested that the Vice Principal Finance and Resources further review the documentation to address some grammatical errors.

The Board:

- i) Received the report; and
- ii) Approved the changes contained within the revised Health & Safety Policy and remedy grammatical errors prior to briefing across the College.

#### **Bd/16/87 GIFTS AND HOSPITALITY ANNUAL REPORT & POLICY REVIEW**

The Clerk advised that procedures regarding the giving and receiving of Gifts and Hospitality are detailed in the College's Financial Regulations and underpinned by the Anti-Bribery and Corruption Policy and the Gifts and Hospitality Procedure recently revised and approved by the Board at its last meeting (Bd/16/69).

All Governors and staff are required to declare the receipt of hospitality or gifts. In addition Governors complete an annual declaration. The Gifts & Hospitality procedure demonstrates the College maintains transparency, impartiality and integrity. Governors noted the procedures do not prohibit normal corporate hospitality.

During the period 1 May 2015 to 30 November 2016 there were 10 declarations estimated to be valued at over £25, of which one was declined and one was a donation from the College.

The Board considered and received the report.

#### **Bd/16/88 POST INSPECTION IMPROVEMENT PLAN**

Governors reviewed the Plan, noting that it has previously been scrutinised by members of the Curriculum and Quality Committee who have requested that it be revised to incorporate SMART targets and actions to assist future monitoring by the Committee.

The Improvement Plan will be disseminated to the College Management Team and Faculties. Key staff will be asked to update the College QIP on a half-termly basis and this will be overseen by the Director of Quality Teaching, Learning and Assessment.

The Board:

- i) Agreed the Ofsted Post-Inspection Improvement Plan; and
- ii) Agreed the arrangements for monitoring.

**Bd/16/89 ENGLISH/MATHS UPDATE**

Governors reviewed the update on English and maths outcomes for learners across the College, broken down by GCSE and functional skills. The achievement rates are still provisional at this time but remain a key focus.

Governors questioned how the recent business restructure had impacted on the Maths/English strategy, and were advised that the new role of Assistant Principal, English, Maths and Employability together with the Heads of English and Maths has provided a more strategic focus, however there is further work to be done in terms of resourcing functional skills roles in some areas.

The Board discussed and received the report.

**Bd/16/90 INITIAL ENROLMENT AGAINST TARGET REPORT**

The Board:

- i) Noted the contents of the paper; and
- ii) Agreed to deem the report and minute confidential.

**Bd/16/91 HE MONITORING SELF EVALUATION DOCUMENT (INC QAA ACTION PLAN UPDATE)**

The final QAA review reports that the College meets UK expectations and can use the QAA Quality mark, highlighting 'UK Quality Assured'. Of the 4 RAG rated recommendations arising, 2 have been completed whilst some progress had been made with the remaining 2 which remain amber.

The Board received the report for information only.

**Bd/16/92 APPRENTICESHIP PERFORMANCE UPDATE**

The Board received the report for consideration and noted:

- i) The improvement in the indicative end of year timely success rates and the increase in directly delivered Apprenticeships; and
- ii) The variance in 16-18 and 19+ allocated funding and the likely end of year funding claim, and the reasons for the under-performance; and
- iii) The actions being taken to improve functional skills, resolve unknowns and pro-actively manage Apprenticeship completions to ensure timely achievements for 2015/16 are maximised; and
- iv) The key performance indicators for 2016/17; and
- v) Agreed to deem the report confidential.

**Bd/16/93 SUBCONTRACTING/PARTNERSHIPS TERMLY UPDATE**

The Board:

- i) Noted the issues and risks; and
- ii) Endorsed the actions being taken to manage issues and mitigate risk; and
- iii) Noted the high value contracts over £300k, previously authorised under Chair's delegated authority; and
- iv) Noted the updated Supply Chain Fees Policy, previously authorised under Chair's delegated authority; and
- v) Agreed to deem the report and minute confidential.

**Bd/16/94 LINK GOVERNOR FEEDBACK**

Mrs Hodgson reported that the Staff Governor is in the process of compiling some English/maths data in advance of a meeting being scheduled with the Assistant Principal English, Maths and Employability in accordance with the work programme.

**Bd/16/95 BUDGETARY CONTROL STATEMENTS**

There is an operating deficit position for the 12 months to 31 July 2016 of £428K, which is higher than the budgeted deficit of £94k, as a result of additional provisions required in relation to FRS17 and SSAP24 charges. The position after accounting for exceptional restructuring is a deficit of £1,501k. Governors reviewed and discussed the reconciliation of these figures in annex B.

In terms of 16-18 Learner Responsive students the College is facing a reduction in funded learners in 2016/17, the financial impact of which has been factored into the 2016/17 budgets.

The College is now over the 19+ Classroom Based allocation. In relation to Apprenticeship delivery, the College is not expected to attain the funding allocated on either 16-18 or adult delivery.

The Board noted and commented on the report.

**Bd/16/96i GOVERNANCE COMMITTEE RECOMMENDATIONS PART A**

The Board approved the following recommendations of the Governance Committee:

- i) Approved the Programme of Business for 2016/17; and
- ii) Approved the process for evaluating the performance and effectiveness of the Board, Senior Post Holders and the Clerk; and
- iii) Endorsed the proposed internal training plan for 2016/17; and
- iv) Approved the appointment of Mr Barnett.

**Bd/16/97 APPROVED MINUTES FROM COMMITTEES**

The Board received the minutes.

**Mrs Gofton, the Student Governor and all staff left the meeting at 7.30pm**

**Bd/16/98 ANY OTHER BUSINESS -CONFIDENTIAL MATTER (CLOSED)**

**Bd/16/99 DATE, TIME AND VENUE OF NEXT MEETING**

The next scheduled meeting will take place at 6:00pm on Tuesday 6<sup>th</sup> December 2016 in the Conference Room at Washington Campus.

The meeting closed at 8.15pm