

Corporation Board Agenda
Thursday 6th April 2016 at 10.00 am
Meeting Room, University Centre Farnborough

Item	Report	Appendix	Lead	For
Procedural Matters				
5.1	Opening of Meeting and Apologies for Absence	Verbal	Chair	Information
5.2	Declarations of direct or indirect interests in any of the agenda items and Register of Interest	5.2	Chair	Information
5.3	Appointment of Chair & Vice-Chair of Corporation	5.3	Clerk	Decision
5.4	Minutes of the last Corporation Board meetings • Meeting held 15 th December 2016 a. Part 1 – for general public b. Part 2 – confidential Section A c. Part 2 – confidential Section B (Ext. Governors) • Meeting held 30 th January 2017 d. Part 2 – confidential	5.4a 5.4b 5.4c 5.4d	Chair	Decision Decision Decision Decision
5.5	Matters arising from the minutes	Verbal	Chair	Information
Corporation Training & Development				
5.6	Presentation – New College Website	Verbal	Steven Hunt	Information
Standing Items				
5.7	Principal's Report	5.7	VB	Discussion
5.8	Student Governors' Report	5.8	AG/RW	Discussion
Strategy and Governance				
5.9	Transformation Strategy 2017-2022	5.9	VB	Approval
5.10	Feedback from Committee Chairs meeting	Verbal	Chair	Information
Recommendations from Audit Committee				
5.11	a. Internal Audit Services Report January 2017 b. Risk Register	5.11a 5.11b	DH	Approval Information
Recommendations from Curriculum & Standards Committee				
5.12	a. HE Annual Review Reports 2015/16	5.12a	JH	Information
Recommendations from Search Committee				
5.13	a. Board self-assessment outcomes b. Standing Orders revision	5.13a 5.13b	RR	Approval Approval
Recommendations from Finance & General Purposes Committee				
5.14	a. Termly Financial Summary b. Property Strategy – pre-phase developments summer 2017 c. Property Strategy d. Capital Bids – Minor Capital Projects 2017/18 e. Health & Safety Policy	5.14a 5.14b 5.14c 5.14d 5.14e	BE	Information Decision Decision Decision Approval

Items to be taken as read – Committee Minutes

5.15	a. Audit Part 1 minutes 2 nd March 2017 b. C&S minutes 7 th March 2017 c. Search minutes 7 th March 2017 d. F&GP minutes 16 th March 2017 e. Audit Part 2 minutes 2 nd March 2017 - <i>Confidential & restricted to the Principal & External Governors</i>	5.15a 5.15b 5.15c 5.15d 5.15e	Chair	Information Information Information Information Information
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Other business

5.16	Any other business	Verbal	Chair
5.17	Date and time of next meeting Thursday 6 th July 2017 8.30am	Verbal	Chair

Farnborough College of Technology

Corporation Board

Minutes of meeting held on Thursday 6th April 2017

Present:

Professor M Earwicker – Chair of Corporation – *not for item 5.3*

Mrs G Christie

Mr N Crippa

Mr B Edwards - *not for item 5.3*

Ms A Goddard – *until end item 5.17*

Mr I Graham – *until end item 5.17*

Mr D Hewitt

Mrs P Hinchliffe – *until end item 5.17*

Ms J Houzer

Miss S Limbu

Ms W Megeney – *until end item 5.10*

Mr R Rendel

Ms R Wood – *until end item 5.17*

Professor J Yeomans

Ms V Barrett – Principal

In Attendance:

Mrs J Bratt – Director of Finance – *until end item 5.17*

Mrs J Milburn - Vice Principal Curriculum & Learners – *until end item 5.17*

Mrs L Miles – Director of Resources – *until end item 5.17*

Mr D Wales – Business Services & Marketing Director – *until end item 5.17*

Mr I Wolloff – Vice Principal Quality & HE – *until end item 5.17*

Mrs C Gillam – Clerk to the Corporation – *Acting Chair for item 5.3 only*

Mr S Hunt – Marketing Manager - *for item 5.6 only*

Quorate: Yes

The meeting opened at 10.27am

The agenda item order was re-arranged as follows.

5.6/16.17 Presentation – New College Website

Mr Hunt (Marketing Manager) gave a demonstration of the College's new website from the perspective of three different user groups: prospective students who knew what they would like to study; prospective students who did not know what they would like to study; 'window shopping' visitors. The website was now mobile responsive, intuitive and efficient and incorporated the 'Career Coach' programme which provided current local data on careers, salary and live vacancies together with education and training advice. FCoT was the only College to incorporate this functionality into its website. The Board was impressed with the overall look and ease of use of the site and in particular with the linking of courses and careers and local job vacancies. It was suggested that the College expand its 'who we work with' page to display the logos of the companies who work with the College and also consider selling banner advertising space on certain highly viewed pages. The Board was pleased to note the prominence given to the College's 'outstanding' Ofsted rating on the site and the increased visibility of the College's public services such as the Gallery Restaurant and hair and beauty salon. The Governors thanked the Marketing team for their work in producing the new site and Mr Hunt for an informative presentation.

Mr Hunt left the meeting.

5.1/16.17 Opening of Meeting and Apologies for Absence

Apologies were received and accepted from Mr Cairns and Mr Hamilton.

5.2/16.17 Declarations of direct or indirect interests in any of the agenda items and Register of Interest

No declarations were made and the updated Register was noted.

Professor Earwicker and Mr Edwards left the meeting.

5.3/16.17 Appointment of Chair and Vice-Chair of Corporation

The Clerk temporarily took the Chair for this item. She informed Governors that nominations had been received for Professor Earwicker as Chair and Mr Edwards as Vice-Chair with no other nominations received. Governors were invited to consider and vote on each appointment.

The Board appointed Professor Earwicker as Chair of Corporation for a two year term to run to the date of the Spring 2019 Board meeting.

The Board appointed Mr Edwards as Vice-Chair of Corporation for a two year term to run to the date of the spring 2019 Board meeting.

Professor Earwicker and Mr Edwards returned.

5.4/16.17 Minutes of the last Corporation Board meetings

The following Corporation Board minutes were accepted as true and accurate records and signed by the Chair:

- a) 15th December 2016 Part 1
- b) 15th December 2016 Part 2 Section A confidential
- d) 30th January 2017 Part 2 confidential.

Consideration of item 5.4c (15th December 2016 Part 2 Section B confidential and restricted to external Governors) was scheduled for the end of the meeting when Staff and Student Governors and SMT would be asked to leave the meeting.

5.5/16.17 Matters arising from the minutes

The Chair updated the Board on merger discussions. The rest of this item was a confidential minute.

5.7/16.17 Principal's Report

The Principal drew attention to Appendix 2 of her report and the submission of an Institute of Technology Expression of Interest for a collaborative venture between FCoT and Farnborough Aerospace Consortium. It was hoped that this would lead to a formal application.

The Principal discussed progress with the five projects under the Annual Operating Statement 2016-17 and her focus on taking the College 'beyond outstanding' – building upon the outstanding platform to remain in the top 10% of high performing colleges and growing participation, enrolments and income into 2017-18. She noted that the College had a more inclusive intake this year but that the overall retention rate for students was even higher at 97% in March than it was at the same point last year (96%). The Board thanked the Vice Principal C&L for her work in this area and asked her to pass on their thanks to staff for all their work in supporting students, some of whom required intensive support. It was also reported that the College had received a very successful QAA review, led by the Vice Principal Q&HE as the Lead Nominee, and that the final report once published would be brought to Curriculum & Standards Committee. The Board was pleased to learn that the College's Bookworms Nursery had received an Ofsted Inspection in March resulting in a rating of 'good'. Governors noted that the College was keen to fill its surplus nursery places and would be exploring a range of options and visiting other providers. Finally the College had learnt that it was included as a main provider on the Register of Apprenticeship Providers having completed an application process with the SFA that considered due diligence, capability, quality and financial health to assess capability to deliver high-quality apprenticeship training. The

Principal thanked the Business Services & Marketing Director and his team for their work and noted that the College was focused upon delivering growth in apprenticeships in 2017-18 as engagement with levy paying large employers grew.

The Board thanked the Principal for her report and noted that investment in recruitment strategies and marketing was seeing return with increased applications and improved acceptance rates. The College now has a standard of 10 days turnaround from application to offer which Governors welcomed as a significant improvement upon the previous system. The marketing and central administration teams were thanked for their work.

5.8/16.17 Student Governors' Report

The FE Student Governor reported upon events across the College including an interesting week focusing on equality and diversity and a red nose week to raise money for Comic Relief. The HE Student Governor reported that two students who originally started on Access courses had secured interviews at the University of Cambridge and were being supported by the College in their interview preparations.

[*Addendum: Both students were successful in their interviews and have been offered places.*]

Governors enquired as to the general feeling amongst HE students during the National Student Survey and it was reported that whilst many seemed positive comments had been made regarding the UCF building and lack of dedicated HE space. The Board observed that this would be addressed under item 5.14b and the proposed Property Strategy pre-phase developments for summer 2017. Both Student Governors were thanked for an excellent report.

5.9/16.17 Transformation Strategy 2017-2022

The Principal thanked all Governors who had contributed comments on the previous drafts. The document had been shared in development with College staff and the Board and had also been informed by the views of partners and funders. The Plan therefore had wide ownership and was ambitious and transformative. The Board praised the philosophy and ambition of the document and noted that this was an exciting direction for the College to be moving in.

The Board approved the Transformation Strategy 2017-2022.

5.10/16.17 Feedback from Committee Chairs meeting

The Chair reported from the meeting of Committee Chairs which had taken place prior to the meeting. In a useful and wide-ranging discussion the following actions had been agreed:

- Transfer responsibility for safeguarding from F&GP to C&S Committee
- Move C&S Committee start time to 9.30am
- Nominate Committee Deputy Chairs
- Invite a Student Governor to join C&S Committee (increase membership from 8 to 9)
- Encourage where possible circulation of Committee membership
- Review standard SMT attendance at Committees
- Retain individual Committee monitoring of specific high level risks
- Ask Committee Chairs to assist the Principal where required with business engagement
- Initiate a College staff survey every two years
- Set up a task and finish group to look at various staff pay issues
- Schedule future Committee Chairs meeting

Ms Megeney left the meeting.

Audit Committee papers

5.11a/16.17 Internal Audit Services Report January 2017

The Board was pleased to note that substantial assurance had been given to Governance, Risk Management, and Safeguarding & Prevent with just two recommended actions: one to approve a Strategic Plan and the other to assign high rated risks to the appropriate Board sub-Committee.

The Board approved the Internal Audit Services Report.

5.11b/16.17 Risk Register

Mr Hewitt drew the Board's attention to the revised Risk Register which, drawing upon best practice from the sector, included two additional columns to show sources of assurance and the process for monitoring. Following the action recommended by the College's Internal Auditors in the previous item 5.11a the highest rated risks were now additionally annually monitored by the relevant Board sub-Committee. In the case of F&GP Committee this had resulted in a recommendation which led SMT to review both the wording and the risk score for risk 8.1.

Curriculum & Standards Committee papers

5.12a/16.17 HE Annual Review Reports 2015/16

The Board received the first Annual Institutional Report to the University of Greenwich for its teacher training programmes as well as the Annual Report to the University of Surrey. Both reports provided evidence that the requirements of the two Universities were being met. It was noted that improving the College's NSS performance was a key priority for action. The Board also noted that the timetable for producing these reports would be brought forward next year to enable the December Corporation Board to approve the Quality Assessment Return to HEFCE.

Search Committee papers

5.13a/16.17 Board self-assessment outcomes

Mr Rendel drew the Board's attention to the outcomes of the 2016 Board self-assessment exercise. Due to the low return rate it was proposed that the 2017 self-assessment be conducted during a Board strategy/training day to be scheduled in the autumn.

The Board approved the scheduling of the 2017 self-assessment exercise.

5.13b/16.17 Standing Orders Revision

The Board thanked Mr Hewitt for his work in assisting with the review of this document.

The Board approved the revised Standing Orders.

Finance & General Purposes Committee papers

5.14a/16.17 Termly Financial Summary

The Board received the summary and noted the strong balance sheet.

5.14b/16.17 Property Strategy – pre-phase developments summer 2017

The Principal asked the Board to consider various high priority projects to be undertaken over the summer in support of the identified aims of the Property Strategy. As already noted under item 5.8 requests had been made by the HE student body for dedicated HE facilities. Refurbishing the ground floor of the Westminster building to create HE teaching and informal study space and modifying the ground floor of the UCF building to create additional teaching space would enable the majority of HE teaching to be sited in these two adjacent buildings thus creating an HE zone or 'University Quarter'. The study and teaching space in the Westminster building would be for the exclusive use of HE students. To support new curriculum provision for September 2017 it was proposed that new Plumbing Level 3 testing bays be created at the Aldershot campus. As a secondary priority it was proposed to overhaul the LRC area in Aldershot to create a Study and Innovation Zone to encourage progression to higher levels of study and to build a mezzanine floor extension to enable future curriculum developments. It was unlikely that grant funding would be available before September 2017 so it was proposed that pre-phase works be initially restricted to the highest priority works at a cost to the College of £600k. Should grant funding become available then approval for the secondary priority works at Aldershot was also sought.

The Board discussed the Aldershot campus noting that creating provision for a Level 3 Plumbing course would enable much needed progression for the students currently on the Level 2 course and it was estimated that there would be payback within 3 years. In time the intention was to also offer Level 4 provision thus supporting a town identified as an HE cold spot and creating a one-stop shop for all levels of trade skills. The Board noted that Basingstoke College of Technology were investing in a new construction skills centre at Borden to open in September. Curriculum & Standards Committee requested more detail on the long term plans for the Aldershot Campus to be brought to their next Committee meeting. The FE Student Governor passed on a request from students at the Aldershot Campus for provision for sports facilities and their suggestion that an area of the car park could be converted to a multi-use sports pitch.

The Board approved the £600k spend for: creation of new plumbing bays at Aldershot; refurbishing the Westminster building ground floor; UCF ground floor modifications.

If grant funding could be obtained then the Board approved an additional £400k spend for: refurbishment of Aldershot LRC; Aldershot mezzanine floor extension.

5.14c/16.17 Property Strategy

It was agreed that having removed this item from the January Corporation Board meeting in order to accommodate a potential merger meeting the Board did not judge it had received sufficient opportunity to discuss, review and approve the proposed Property Strategy. A separate meeting would therefore be scheduled for the Board to discuss the strategy and understand how it was aligned both to the College's Curriculum Plan and new Transformation Strategy. The Property Strategy would then be brought back to the Board for consideration at the July meeting.

5.14d/16.17 Capital Bids – Minor Capital Projects 2017/18

The Director of Finance drew attention to the significant spend proposed in IT, mostly for rolling replacement programmes, but advised the Board that following an external review of the College's IT systems it was likely that substantial additional investment would be required (and would be brought to F&GP Committee and the Board for consideration). The Board welcomed the opportunity at a later date to discuss transformational investment in IT. It was also noted that the proposed spend for Estates projects was half its normal level as the status of some rolling refurbishment would be clarified by the outcome of the adoption of the Property Strategy.

The Board approved the Minor Capital Projects 2017/18.

5.14e/16.17 Health & Safety Policy

The Director of Resources informed the Board that the Policy had been reviewed and updated and included the full integration of the Nursery into the College's overall management of health and safety.

The Board approved the Health & Safety policy.

5.15/16.17 Committee Minutes

The following Committee minutes were received by the Board:

- a) Audit Part 1 minutes 2nd March 2017
- b) Curriculum & Standards 7th March 2017
- c) Search 7th March 2017
- d) F&GP 16th March 2017

Consideration of the confidential item 5.15e Audit Committee Part 2 minutes was moved to the end of the agenda.

5.16/16.17 Any other business

None.

5.17/16.17 Date and time of next meeting

Thursday 6th July 2017 at 8.30am.

The Chair thanked members and drew the main part of the meeting to a close.

All members left except for the Principal, External Governors and the Clerk. The meeting remained quorate.

5.16/16.17 Any other business (additional)

This item was recorded as a confidential minute.

5.4c/16.17 Confidential Part 2 Sec B minutes Corporation Board 15th December 2016

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

5.15e/16.17 Confidential Part 2 minutes of Audit Committee 2nd March 2017

This item was recorded as a confidential minute.

The meeting closed at 12.40pm

Minutes agreed as being a true and accurate record by the Chair.

Signed: _____

Dated: _____

Summary of action points

Item	Action	Responsibility
Board self-assessment	Schedule an autumn strategy/training day	Clerk
Pre-phase developments	Discuss proposals for Aldershot Campus at C&S Committee	Clerk to schedule
Property Strategy	Schedule a meeting for Board members to discuss and review the Property Strategy	Clerk