



**MINUTES OF A MEETING OF THE CORPORATION  
5.30PM, TUESDAY 15 OCTOBER 2019, in the Pengelly Room**

<b>Members :</b>	Tom Amery; *Richard Barker; *Hanna Baxter (FE Student Governor); Margaret Capon; *Michael Clarke; *Andrew Davies; *Andy Foot; *Alex Jackson; *Robert Lassetter (Vice Chair); *Graham Ledden; *Annetta Minard; *Ben Murphy; *Vicky Prior; *Luke Rake (Principal); *Andrew Robinson; *Andy Stillman; *Elaine Taylor; *Bethany Thompson (HE Student Governor); *James Tirrell (Chair); Linda Wyatt
<b>In attendance:</b>	*Richard Bourne (Co-opted Member F&R Cttee (Observer)); *Catriona Wood (Deputy Principal (Finance & Commercial Services)); *Oliver Symons (Deputy Principal (Learning & Performance)); *Vanessa Gifford (Clerk)

*\* Indicates actual presence at this meeting (Quorum = 8 Corporation Members)*

ITEM NO.	DETAIL	
1.	<p><b>DECLARATIONS OF INTEREST</b></p> <p>There were no declarations of interest <b>NOTED</b>.</p>	
2.	<p><b>APOLOGIES AND WELCOMES</b></p> <p>The Chair welcomed the two new Deputy Principals, the two Student Governors and new Support Staff Governor to the meeting.</p> <p>Apologies were <b>RECEIVED</b> and <b>NOTED</b> from Tom Amery, Margaret Capon and Linda Wyatt.</p>	
3.	<p><b>GOVERNOR APPOINTMENTS</b></p> <p>The electronic approval for the appointment of the following Governors was <b>RATIFIED</b>:</p> <ul style="list-style-type: none"> <li>Alex Jackson as Support Staff Governor for a three year term 08 October 2019 to 07 October 2022;</li> <li>Hanna Baxter as FE Student Governor for the academic year 2019/20.</li> </ul> <p>The Clerk confirmed that a Governor Induction had to be undertaken.</p>	
4.	<p><b>MINUTES OF THE MEETING HELD ON 9 JULY 2019</b></p> <p>The Chair read a communication from the Academic Staff Governor, who had raised some questions regarding Minute 15. These were considered and subject to clarification from the previous Support Staff Governor on her comments, the Clerk and Principal would make the necessary amendments which would be approved by the Chair and then shared via GVO.</p> <p>The Corporation <b>APPROVED</b> the minutes of 9 July 2019, subject to any changes to Minute 15, as a true and accurate record, and <b>APPROVED</b> the non-confidential minutes for website publication.</p>	<b>VG/LR</b>

5.	<p><b>MATTERS ARISING FROM THE MINUTES</b></p> <p>The following matters were <b>NOTED</b>:</p> <ul style="list-style-type: none"> <li>• A Marketing update would be held at the 4pm session at the next meeting.</li> <li>• The Funding Agreement had been uploaded to GVO.</li> <li>• No further progress had been made on the meeting with the union regarding the staff contracts. The Principal advised that he was frustrated with this but would continue to pursue. It was hoped that this issue could be resolved at the December Corporation meeting, therefore it was suggested that the Principal advised the union that if a meeting had not been arranged by then, the Corporation would take it that there were no issues.</li> <li>• The Fraud Risk Assessment had been uploaded to GVO.</li> </ul>	LR
6.	<p><b>PRINCIPAL'S REPORT</b></p> <p>The Corporation <b>RECEIVED</b> the Principal's Report which provided updates on:</p> <p><b>Overview; Strategic update; Strategic Working Groups; Teaching, Learning and Assessment Update; Principal's Diary</b></p> <p>Further additional points were <b>NOTED</b> as follows:</p> <ul style="list-style-type: none"> <li>• The Principal expressed his disappointment that the College had not achieved the expected year-end financial result, and he confirmed that SMT was reviewing systems to provide accurate forecasting. He suggested that this was down to fixed funding for the last 10 years with no ability to make any surpluses. It was also noted that the College's financial health had declined so there were challenges to contend with from the outset of the new academic year, with very few cuts in spending possible. The Principal advised that he had met with the Regional Team of the ESFA to introduce the two new Deputies and they had discussed the College's financial position.</li> <li>• It was noted that recruitment for 2019/20 was positive and the final figures would be available at the end of the following week when the census day had passed.</li> <li>• The government had recently announced 4.7% increase on the base rate per student which could see additional funding of £170-180k per annum, however this had to materialise and the Principal suggested that this was still not sufficient.</li> <li>• The Principal had recently met with three local M.P's who had been very supportive.</li> <li>• The Corporation was pleased to note that an additional £111k of capital funding had been allocated to the College by the LEP. It was anticipated that this would benefit the Outdoor Education Department with improved facilities, road improvements and kitchen refurbishment.</li> <li>• Commercially the Music by the Lake event in the summer had not been as profitable as anticipated with lessons learnt, however it had been a good community event.</li> <li>• The launch of the new Activity Barn in the Animal Park, which had been financed by a LEP loan, was scheduled for Friday 18 October at 12 noon.</li> <li>• Members agreed that the 4pm visit to the Dorset Studio School (DSS) had been very useful. Its rapid growth had provided challenges across the estate but strategically the progress was exciting. The Senior Teams</li> </ul>	

	<p>were meeting regularly to ensure good communication between the two organisations.</p> <ul style="list-style-type: none"> <li>• The Principal presented details of the Local Industrial Strategy which followed the national strategy. This would define capital spend under a greater south west theme with a greater area working together for delivery of scale. It was noted that food, farming and the environment were integral of the wider key themes, and Ofsted would look at the intent of the college curriculum and that it matched the evidence base of these themes. It was agreed that the College should look to provide a different curriculum, and not compete with other local colleges, to become a Centre of Excellence in Agri-food.</li> </ul> <p>The College was well placed with the LEP and the Local Industrial Strategy and there were huge opportunities with positioning good. The main themes for Dorset were around the environment and Agri-tech. It was agreed that this was an exciting piece of work and the Principal advised that it would imminently be released for consultation, after which the LEP Board would ratify the strategy and it would be published by central government at the beginning of 2020.</p> <ul style="list-style-type: none"> <li>• It was agreed to share the Glover Landscape Report on GVO.</li> <li>• The NFU Report on 'Achieving Net Zero, Farming's 2040 Goal' was discussed with the Principal suggested that this was not ambitious enough and the College should aim for 2025. The following points were noted on this discussion: <ul style="list-style-type: none"> <li>* Two local councils were aiming for 2030.</li> <li>* No other college had made a statement including land-based colleges.</li> <li>* There was significant work to be done and it would be a challenge, but achievable.</li> <li>* It was suggested that a working group was set up to include interested governors to set out a 5 year plan.</li> <li>* There could be funding opportunities by aligning to this aspiration.</li> <li>* The Chair of the Q&amp;S Committee stated that by designing a curriculum intent around the aspirations, and linking the impact, it would provide a powerful statement for students.</li> <li>* Members questioned whether the ambition would give further financial strain on the College, and the Principal advised that costs would be investigated before any action was undertaken, however there would be funding available nationally.</li> <li>* The FE Student Governor supported the ambition and suggested that the ambition was possible if the College put its mind to it, and it was good to keep ahead of the game.</li> <li>* The aspiration in principle was agreed, with the Corporation exploring the opportunity to be Carbon Free by 2025. A consultant would be enlisted to cost up the project to 2025, whilst investigating any funding opportunities.</li> </ul> </li> <li>• A strategy day would be held in the Spring which would include the Industrial Strategy.</li> <li>• The Principal advised that the Floristry Department had been successful with a bid to design and supply the table decorations for the AoC Conference in November, with students completing the work.</li> </ul>	<b>VG</b>
<b>7.</b>	<b>THE STUDENT VOICE</b>	
	The HE Student Governor presented her report which was <b>NOTED</b> .	

	<p>The FE Student Governor was welcomed to her first meeting and thanked for her enthusiasm.</p> <p>A Member questioned whether students had been encouraged to register to vote and noted that it would be included in an upcoming student survey.</p> <p>It was noted that Student Council was currently being reviewed.</p>	
<b>8.</b>	<p><b>CLERK'S REPORT</b></p> <p>The Clerk's Report was <b>NOTED</b>, with the following additional points:</p> <ul style="list-style-type: none"> <li>• It was noted that a Governance Conference would be held in London on 31 March 2020, with a Clerks' Conference in January.</li> <li>• The Independent Commission on the College of the Future was noted with recent reports within an AoC Briefing and FE Week.</li> <li>• The Clerk advised that all the presentations from the AoC SW Clerks' Network Meeting had been uploaded to GVO.</li> <li>• Members were reminded of the upcoming Launch of the Activity Barn in the Animal Park.</li> <li>• Members noted the publication of updated guidance 'Keeping Children Safe in Education' and the Clerk advised that a refresher training session would be held in the Spring.</li> <li>• Two further documents had been uploaded to GVO: <ul style="list-style-type: none"> <li>* No-deal Brexit College Readiness Pack</li> <li>* 2019 T level Action Plan</li> </ul> </li> </ul>	
<b>9.</b>	<p><b>RATIFICATION OF ELECTRONIC DECISIONS</b></p> <p>The following decisions were <b>RATIFIED</b> following electronic approval:</p> <ul style="list-style-type: none"> <li>• Health and Safety Policy 2019</li> <li>• The sale of 3 Maurward Close. It was noted that the selling price had been reduced due to issues raised during the survey. It was agreed to circulate the agreed price and the current status of the sale once known.</li> </ul>	<b>VG</b>
<b>10.</b>	<p><b>CORRESPONDENCE</b></p> <p>The following correspondence was <b>NOTED</b>:</p> <ul style="list-style-type: none"> <li>• Letter dated 3 October 2109 from Eileen Milner, Chief Executive of the ESFA, regarding Subcontractors. The Chair set out the responsibilities of the Corporation regarding subcontracting as set out in the letter. The Deputy Principal (Learning &amp; Performance) (DPLP) advised that the College utilised the following subcontractors: <ul style="list-style-type: none"> <li>* Educate: originally contracted for Equine apprenticeships, however the DPLP was in the process of reviewing this contract;</li> <li>* Side by Side: the DPLP confirmed that there were no new starts on this contract but some students were still completing;</li> <li>* Vision to Learn; this contract utilised the Adult Education Budget for Business Administration and the DPLP was content with this contract;</li> <li>* Dorset &amp; Wiltshire Fire &amp; Rescue: this contract had recently been agreed and was a bespoke programme with the Princes Trust for NEET's. It was noted that the contract was under £100K and due diligence had been strong. Funding was drawn from the AEB funding and systems were in place to meet requirements</li> </ul> </li> </ul>	

	<p>It was noted that the DPLP was reasonably confident all requirements were met and a full report would be produced for the F&amp;R Committee to scrutinise which would make any judgements for the Risk Register at that time. It was suggested that this area should be considered for an Internal Audit Review and agreed that the Deputy Principal (Finance &amp; Commercial Services) would consider this with the Audit &amp; Assurance Committee. It was noted that if the ESFA had any doubts on subcontracting provision it would claw back the funding.</p> <p>In conclusion, it was agreed that as the F&amp;R Committee would receive a full report, the Audit &amp; Assurance Committee would review processes, the Corporation should meet the requirements of the ESFA, therefore it was agreed that the Corporation could acknowledge that it had read and understood the communication and the College subcontracting was in line with the ESFA requirements.</p> <ul style="list-style-type: none"> <li>• Letter dated 4 October 2019 from Lord Agnew, the new Minister with responsibility for further education.</li> </ul>	
11.	<p><b>FINANCE &amp; RESOURCES COMMITTEE</b></p> <p>The Chair of the F&amp;R Committee opened this item by explaining that the Deputy Principal (Finance and Commercial Services) (DPFCS) had alerted him to the financial outcome, which was then fully reviewed at the F&amp;R Committee meeting. Following this, the Committee requested that the DPFCS produced a presentation for the full Corporation to give clarity and understanding.</p> <p>It was <b>NOTED</b> that the following papers had received full scrutiny by the Finance &amp; Resources Committee, with the recommendations, additional points, and further actions set out below:</p> <p><b>Key Financial Issues Presentation</b></p> <ul style="list-style-type: none"> <li>• The DPFCS advised that the issues had partly arisen due to the way the data had been presented with the balance sheet being unadjusted for the year to date. She advised that going forward any adjustments would be made through the financial system at the time.</li> <li>• The F&amp;R Committee would receive details of capital expenditure going forward.</li> <li>• Draft accounts were currently with the Auditors for sign off.</li> <li>• The DPFCS was thanked for her comprehensive overview.</li> </ul> <p><b>Draft Final Accounts to 31 July 2019</b></p> <ul style="list-style-type: none"> <li>• The draft Final Accounts to 31 July 2019 for KMC and KME Ltd were <b>NOTED</b>.</li> <li>• It was questioned whether the 2019/20 Budget was realistic and the Corporation agreed that it would have to be closely monitored.</li> <li>• It was suggested that the income from the current house sale should be kept as a reserve in a separate bank account.</li> <li>• The Principal considered that the main issue for the majority of colleges was insufficient national funding. The only way of increasing income was commercial growth and additional students. It was suggested that the Corporation had no formalised growth strategy, however it was agreed that it had been debated at the last Strategy day however the College should keep to its core specialisms. The College had introduced Strategic Working Groups for Property, the Farm and Commercial when the Principal had commenced, however these had run their course. However, any could be resurrected if it was considered</li> </ul>	



	<p>and be more purposeful and engaging.</p> <p>Members agreed that there had to be action on the recurring theme of Apprenticeships and SMT confirmed that this would be a key action for them.</p> <p><b>Draft Minutes of the meeting held on 02/10/19</b> The draft minutes of the Quality &amp; Standards Committee dated 02 October 2019 were <b>NOTED</b>, with no further comments.</p>	
13.	<p><b>SEARCH &amp; GOVERNANCE COMMITTEE</b></p> <p>It was <b>NOTED</b> that the following papers had received full scrutiny by the Search &amp; Governance Committee, with the recommendations, additional points, and further actions set out below:</p> <p><b>Membership Review</b> The following re-appointments were <b>APPROVED</b>:</p> <ul style="list-style-type: none"> <li>• Andrew Robinson for a further three year term 01/01/20 to 31/12/22.</li> <li>• Henry Cox, co-opted Member for the Audit &amp; Assurance Committee for a further two year term 19/06/19 to 18/06/21.</li> </ul> <p>It was noted that a further qualified financial Member of the Corporation was being investigated as recommended by the FE Commissioner.</p> <p><b>Self-Assessment: Code of Good Governance for English Colleges and Governance Key Performance Indicators</b> The Chair advised that the Committee had considered the Corporation Self-Assessment and had a robust debate around financial monitoring.</p> <p>Members questioned whether the Auditors should have recognised the issues and the DPFDS advised that the External Auditor was robust with year-end being a very different process. The internal Auditors had made earlier recommendations around the purchase order system and had completed a financial controls review the previous week. The DPFCS expected procurement to be reported.</p> <p>The Corporation <b>AGREED</b> the Self-Assessment grade of <b>'GOOD'</b> for its own performance for the year ending 31 July 2019.</p> <p><b>Corporation Code of Conduct</b> The Corporation Code of Conduct was <b>APPROVED</b> following the recommendation of the Committee.</p> <p><b>AoC Senior Postholder Remuneration Code</b> The Corporation decided against adopting the CUC Higher Education Staff Remuneration code but has instead, complied with AoC's SPHRC because:</p> <ol style="list-style-type: none"> <li>a. Both codes cover the same areas and require college leadership to implement similar assurance and compliance measures</li> <li>b. Both have been designed to provide transparency and protect institutional and sector reputation by demonstrating stewardship and leadership in relation to remuneration within their institutions</li> <li>c. AoC's SPHRC has been designed to be more directly relevant to the circumstance of colleges</li> <li>d. AoC's SPHRC is also identified in ESFA's 2018-9 accounts direction as</li> </ol>	

	<p>suitable for adoption.</p> <p><b>Draft Minutes of the meeting held on 26/09/19</b>  The draft minutes of the Search &amp; Governance Committee dated 26 September 2019 were <b>NOTED</b>, with no further comments.</p>	
<b>14.</b>	<p><b>RISK MANAGEMENT: ENTRIES FOR THE REGISTER</b></p> <p>It was noted that the DPFCS had not managed to review the Corporate Risk Register as yet and this would be carried out for the next meeting. Members requested that the DPFCS ensured that subcontracting was sufficiently profiled.</p>	<b>CW</b>
<b>15.</b>	<p><b>ANY OTHER BUSINESS</b></p> <p>There was no further business <b>NOTED</b>.</p>	
<b>16.</b>	<p><b>2019/20 MEETINGS</b></p> <p>The meeting dates for 2019/20 were <b>NOTED</b>:</p> <ul style="list-style-type: none"> <li>• 3 December 2019</li> <li>• 3 March 2020</li> <li>• 5 May 2020</li> <li>• 7 July 2020</li> </ul>	
	<p><i>Senior Post holders, Staff and Student Members left the meeting for the next item. The Corporation <b>AGREED</b> that the Principal and Clerk should remain in the meeting.</i></p>	
<b>17.</b>	<p><b>CONFIDENTIAL ITEM</b></p> <p>This item was minuted confidentially.</p>	
	<p><i>The meeting closed at 8.35pm with no further business.</i></p>	

Chair.....Dated.....