



**SOUTH GLOUCESTERSHIRE AND STROUD COLLEGE**  
**FURTHER EDUCATION CORPORATION**

Approved minutes of a meeting of South Gloucestershire and Stroud College  
Further Education Corporation  
Held on 9 November 2017  
At Filton Campus, Filton Avenue, Bristol

<b>Present:</b>	John Huggett	(Chair)
	Laura Boutle	
	Mike Croker	
	Phil Eames	
	Roger Ellis	
	Kevin Hamblin	(CEO & Executive Principal)
	Martin Jones	
	Joe Lamonby	
Moyra Pascoe		
<b>In Attendance:</b>	Emma Jarman	(Vice Principal, Quality & Learner Services)
	Jude Saunderson	(Chief Financial Officer)
	Andy Slaney	(Chief Operations Officer, Commercial & Estates)
	Sara-Jane Watkins	(College Principal)
	Sharon Glover	(Clerk)

1. **Apologies for Absence**

Apologies were received from Mike Cogger, Moira Foster-Fitzgerald, Richard O'Doherty and Carrie Pickford.

The Clerk reported that Jordan Allen had left the College and as a result had resigned from his position as Student Governor. The Student Union will now be looking to hold a re-election to fill this vacancy. The Chair suggested that he writes to Jordan to wish him well and to thank him for his valued contribution as a Student Governor on the Corporation.

**Action: Chair of the Corporation.**

2. **Declarations of Interest**

The Clerk reported that, as board members of SGSCSL, interests in agenda item 14, would need to be declared for Kevin Hamblin, Martin Jones, Moyra Pascoe and Andy Slaney.

3. **Other Items of Urgent Business**

There were no items of urgent business.

4. **Minutes of Previous Meeting**

The minutes of the meeting held 12 Oct 17 were approved and signed as a correct record.

5. **Matters Arising From Those Minutes**

a) Members monitored actions on the action log and updates were provided. The Vice Principal Quality & Learner Services reported that further data on safeguarding referrals by ethnicity required MIS support and proposed that this information was incorporated into next year's report. Confirmation was received that the accuracy of the last sentence under safeguarding referrals had been checked and subsequently updated. The CEO & Executive Principal also confirmed that the MOU and NDA with UoG are valid for 4 and not 5 years.

In previous minutes reference was made to the external health check and members questioned when they would receive the report. The Vice Principal agreed to circulate.

**Action: Vice Principal, Quality & Learner Services.**

6. **CEO & Executive Principal's Report**

Members noted that there was nothing new to report and that this item will be carried forward to the next meeting.

7. **Principal's Report**

The Principal reported on the following:

a) Confidential Item.

- b) Work experience and T-Levels – Potential funding is to be received to support the College in developing work placements to support T-Levels. Learners will not receive their overall T-Level unless a work placement of 3 months has been completed. The ESF Edge project works with employers to engage extended work placements over 3 months and the College continues to engage and prepare employers. Members questioned whether there was any feedback from industry as to how they will cope with work placements. Members were informed of the successful launch of the Edge project with positive employer engagement and capacity building will be undertaken via this project. The need for the government to calculate the number of work placements verses the number of employers that can accommodate this requirement was raised. The Staff Governor was delighted to hear that more investment had been provided for T-Levels and suggested that this should be communicated to staff.
- c) The CHASE high needs project – The capital bid of £450k to invest at Stroud campus has been approved. This will bring additional income to the campus and the College is currently in the process of confirming the curriculum which will then drive the project design, which will be overseen by the Project Management Group. When asked, confirmation was received that the capital contribution will fund all costs. A lease of 5 years is being considered for a centre dedicated to South Gloucestershire Local Authority learners with the lease and conditions of the grant being presented to Corporation.

**The report was noted.**

## 8. Management Information

- a) Management Accounts exception report – The Chief Financial Officer reported that the external audit had now been completed and an update was provided on the surplus against budget. Due to significant changes, subsequent to the preparation of the budget, the Chief Financial Officer reported that a reforecast is being prepared. Confidence was provided that the outcomes can be delivered but there was a need to review the budget. Apprenticeships have over recruited which is positive and bucking national trends, however, Higher Education has under recruited. When asked, confirmation was received that the updated forecast will be in the December management accounts to be presented at the January Corporation meeting. Members raised concern that in the future there will be no European funding and this would need further consideration at a Strategy Away Day. Members were assured that there are other options available, which the College is investigating further. Members asked that there was more visibility of ESF funding in the Income and Expenditure and the Chief Financial Officer agreed to action this in the December management accounts.

It was reported that following implementation of the new Finance/MIS systems there are issues with a link between the two systems which is affecting the chasing of debt. This will require a huge reconciliation exercise once the link is in place. Members questioned the breakdown of the debt and whether this was considered to be normal. Members were provided with a breakdown and informed that a lot of debt had been chased this year and the position was a lot more positive than last year.

Members noted that the pay costs were 6% below budget and questioned the impact on vacancies. Members were advised that vacancies in construction and for some low level posts were hard to fill. Members questioned whether there were any lettings in SGS Commercial Services and the Chief Operations Officer advised that he would report on this as part of the later agenda item on SGSCSL. Members questioned the over spend on assessors and were informed this was due to the considerable growth in apprenticeships where any growth in income will also attract delivery costs.

**The report was noted.**

**Action: Chief Financial Officer.**

- b) Final 2016/17 KPI report – The report was presented by the College Principal. Appended to the report was data presented at the recent Ofsted visit. Members were informed that vocational provision is above benchmark with improvements in learners' UMS points in GCSE English and Maths together with high achievements for high grades, in particular for English. Although AS is not where the College would like it to be there are known reasons for this. A2 outcomes are the strongest in the region. Members questioned that retention is 94.4% overall but achievement is below benchmark so does this suggest that students are retained but on the wrong course. Members were advised that a high proportion of the qualifications are GCSE re-sits and therefore the College is reliant on the learner turning up and sitting the exam.

Members noted that the KPI report for 16-18 achievement was different to that appended to the report. Members were informed that the KPI report covered all College curriculum to provide the Corporation with institution level reporting whereas appendix 2 looks only at Ofsted rules. Members questioned the reason for the drop in apprenticeship overall achievement and were informed that this related to the collection of AASE GCSE results from partners and was a timing issue. Members questioned what had caused the retention issue in the final month relating to KPI 07B. Members were informed that this related to the late processing of withdrawals (specifically in GCSE English and Maths for non-attenders), which would have been within the 5% tolerance. When asked, it was confirmed that the Engineering block has been lifted and from December the 3 months expires leaving a clean slate for 2017/18. Members questioned what the College is doing differently to address the red KPIs. Members were assured that there is greater tracking with the implementation of the new systems to focus on actions needed. Members noted that 100% of Level 3 vocational achievement

results were above benchmark, which was an excellent outcome. Members noted that A level year 2 performance had improved but had not been included in appendix 2. The College Principal agreed that this was a good point and would find out why the data had been excluded.

Members questioned, in appendix 2, the reason for the drop in tranche of students in apprenticeship provision. Members were informed that this related to some learners not being on the right course in the first place, poor performance at Stroud campus and functional skills had been disappointing for various reasons. However, further investment has been made in apprenticeship staff. Plumbing and Electrical frameworks were having an impact and more work is being undertaken with employers to ensure individuals are placed on the right frameworks. Members asked if the outcomes were the same as last year and the College Principal agreed to find out.

Members suggested that when the new national averages are available it would be helpful to review performance in light of this data. Members noted that learner progress was off target and questioned whether the target was realistic. Members were informed that there is more work to do and this is a key priority in the Quality Improvement Plan. Although these targets align with Ofsted “outstanding” there could possibly be the inclusion of step targets. Members were informed that further work is required on the development of the KPIs, especially as targets had been historically set with the aspiration of achieving Ofsted “outstanding” at the current time.

**The report was noted.**

**Action: College Principal.**

9. **Targets 2017/18 & Review of KPIs for 2017/18**

Members noted that the report was not ready to be presented to Corporation. The College Principal cross-referenced to Appendix 2 in the KPI report previously presented and felt this to be a useful format for the presentation of KPIs. The Head of Quality & Performance had also been asked to understand the targets needed, year on year, to achieve Ofsted “Outstanding” by 2020. The College Principal was looking for a bottom up approach so that the KPIs are meaningful operationally with strategic KPIs presented at Corporation level, with progress RAG rated. The College Principal considered this would be a more useful and realistic process. Members also suggested that it would be helpful for KPIs to provide an indication of the size of the cohort.

10. **Single Equality – Policy, Plan & 2016/17 Annual Report**

Members received the 2016/17 Single Equality report, as required by the Equality Act 2010 (Specific Duties) Regulation 2011. Members were informed that the current Single Equality Plan objectives are due for review in January 2018 and it was proposed that there are no changes until receipt of finalised data and the 2017/18 Quality Improvement Plan, which can then be incorporated in the new Equality

Objectives. There are also no revisions to the Single Equality Policy; the review date of which will be extended until November 2018 (assuming no legislative change). Members noted the intent for the Single Equality Objectives to run only until 2020 to align with the College's drive towards achieving Ofsted "Outstanding" and asked if this does not contravene any statutory obligations. The Vice Principal agreed to investigate further. Members were assured that the College was aware of any ongoing gaps, in particular with Maths and English, which was reflective of the national picture, and will be highlighted in the College Quality Improvement Plan.

Following scrutiny of the report members questioned where some of the data derives in terms of improved Maths and English and the speed of achievement. Members were informed that the data comes from an ESFA curricular that demonstrates the decreasing likelihood of achieving functional skills the older a learner gets (or the farther from school age). SGS learners tend to achieve within 1-2 years. Various changes and typographical errors were also raised and assurances received that they would be rectified.

Members concurred that this had been a very good report and that the Corporation's thanks are to be passed onto the Head of Quality and Performance.

**The report was noted and it was resolved:**

**To approve the Single Equality Scheme annual report for publication on the College's website as required by the Equality Act 2010 (Specific Duties) Regulations 2011 and to delay the presentation of the new Equality Objectives until a future Corporation meeting.**

**Action: Vice Principal, Quality & Learner Services.**

#### 11. Higher Education

Members received the annual review and appraisal of Higher Education provision, 2016/17 & 2017/18 Quality Action Plans, together with the HEFCE Annual Quality Assessment Return. Following scrutiny of the report, members questioned the cost effectiveness of running courses with less than 10 students. Members were informed that the College is at an embryonic stage and is at the point of growing its HE provision. The College is also focused on widening participation and reaching out to deprived learners. Members noted a slight decrease in achievement and student satisfaction and assurance was provided that there were no concerns as results had been based on small numbers due to HE being at an embryonic stage. Members raised the need for the annual review to be contextualised, and for the Executive Summary to draw out widening participation, demographics and target groups. Also raised was the need to remove acronyms from the report as this is a public document.

Members sought clarity in relation to the churn of HE staff and were informed that for the majority of curriculum delivery staff are focused on specialist areas, with HE staff being on different contracts than FE staff. The only area of difficulty being recruitment to engineering but other areas of provision have good retention with some teachers progressing from FE to HE.

Following review of the 2017/18 Quality Action Plan, members questioned whether the College was comfortable with the target of improving retention to 70%. The CEO & Executive Principal raised the need to qualify this target with a statistically valid number and agreed to clarify. Members also questioned the realism of the target dates for the estates related targets as HE needs to be considered as part of the wider Property Strategy. Although aspirational targets there is no reason not to review the direction of travel by July 2018. Members were informed that the estate is impacting on student feedback therefore if no commitment to investment then it is unlikely to see an improvement in the NSS survey scores.

**The report was noted and it was resolved:**

- a) **To note the Higher Education Annual Review and Quality Improvement Plan 2017/18.**
- b) **To approve the Annual Quality Assessment Return to HEFCE and that authority is delegated to Kevin Hamblin (CEO & Executive Principal as Accountable Officer) to sign and return on behalf of the Corporation.**

**Action: CEO & Executive Principal.**

12. **Queen's Road**

Due to the late receipt of this report, members were informed that this agenda item would be re-presented at a later meeting but, in the meantime, any questions on the lease or deed of surrender should be directed to the Clerk.

**The report was noted.**

13. **HR Policies**

The Employer Discretions under Local Government Pension Scheme (LGPS) Regulations, 2013 was presented for Corporation approval.

**It was resolved:**

**To approve the Employer Discretions under Local Government Pension Scheme (LGPS) Regulations, 2013.**

14. **SGS Commercial Services Limited**

Confidential Item.

15. **Project Management Group**

Confidential Item.

16. **Confidentiality**

Members agreed that due to business sensitivities the confidential part of the Principal's Report (item 7), Queen's Road agenda item 12, SGSCSL report (item 14), PMG minutes (item 15) and minute's 7a, 14 and 15 are to be treated as confidential.

17. **Assessment of meeting**

A summary of feedback in relation to the meeting held 12 Oct 17 was received. The Clerk distributed forms to members so that an assessment of the Corporation meeting could be undertaken.

18. **Date of Next Meeting**

Monday 4 December 2017 at 5pm, Stroud Campus.

The meeting commenced at 5.00pm.

The meeting closed at 6.45pm.

The meeting was quorate.