

**Minutes of the Meeting of the Board of the Corporation held on Wednesday,  
9 December 2015 at 5.30 pm in the Energy Technology Centre, Flemingate, Beverley**

**Members:** Lesley Archer, Business Member  
 Derek Branton, Principal  
 Richard Burton, Local Authority Member  
 Salil Datta, Co-opted Member  
 Karen Guest, Business Member  
 Elizabeth Hall, Business Member  
 Emma Latimer, Local Community Member  
 Tracey Murray, Staff Member  
 Viv Parker, Co-opted Member  
 Waqas Tariq, Local Community Member  
 Bradley Teal, Student Member  
 Sarah Timms, Staff Members  
 Neil Waterhouse, Business Member  
 John Winepress, Local Community Member  
 Simon Wright, Business Member, Chair

**Also in Attendance:** Barbara Collinson, Director of Human Resources  
 Rhys Davies, Vice Principal, Curriculum & Quality  
 John Doris, Vice Principal, Finance & Resources  
 Helen Wooldridge, Director of Learner Services, Planning & Diversity  
 Joanne Mylrea, Secretary to the Corporation

**Min.  
No.**

ACTION by whom	DATE by when

A presentation was given on the development of eLearning and the Virtual Learning Environment, presented by Ismael Dabo, eLearning Manager.

Following the presentation members asked how learners responded to the site. The Principal responded that feedback was very positive.

**2366 WELCOME**

The Secretary welcomed Richard Burton, Local Authority Member to his first Board meeting, noting he would also sit on the Search, Governance and Development Committee.

**2367 APOLOGIES FOR ABSENCE**

Apologies had been received from Kevin Hall, Local Authority Member and Jess Hall, Student Member.

**2368 DECLARATION OF INTERESTS IN ANY OF THE ITEMS ON THE AGENDA**

The Chair reminded members of the Corporation to declare at the start of the meeting interests held in any matters to be discussed.

Min.  
No.

ACTION by whom	DATE by when
-------------------	-----------------

Mr S Datta declared his interest in the consideration of his Corporation membership.

Mr S Wright declared as interests his business association with Mr Peter Ward, Garness Jones and Wykeland.

No other interests were declared.

**2369 MINUTES**

Minutes of the Meeting held on Wednesday 14 October 2015

The minutes of the meeting held on Wednesday 14 October 2015 were confirmed as an accurate record and signed by the Chair.

Confidential Minutes of the Meeting held on 14 October 2015

The confidential minutes of the meeting held on Wednesday 14 October 2015 were also confirmed as an accurate record and signed by the Chair.

**2370 MATTERS ARISING FROM THE MINUTES**

Item 2347: Ofsted Inspection: Governor Briefing

The Secretary noted that as per the action this briefing had been updated with 2014/215 data and was tabled for members' information.

There were no further matters arising that were not to be dealt with in the business of the meeting.

**2371 MEMBERSHIP OF THE BOARD OF THE CORPORATION**

Mr Salil Datta, Co-opted Member

The recommendation of the Search, Governance & Development Committee that Mr Datta serve for a third term of office from 1 August 2016 until 31 July 2020, was APPROVED;

Secretary

asap

**PRINCIPAL'S REPORT**

**2372 PRINCIPAL'S REPORT TO THE BOARD AND PERFORMANCE INDICATORS SCHEDULE**

College Performance

The Principal drew Members' attention to the following:

- recruitment of 16-18 year olds has been strong despite the demographic downturn of 16 year olds leaving Bridlington schools which has been offset by the very strong recruitment at Beverley which is 19% above the same point last year. This is without the figures for partnership work. Future marketing activity will now be focussed on Bridlington;
- apprenticeship recruitment for both 16-18 and adults is ahead of the same point last year and forecasted to outturn above the target;
- recruitment to adult non apprenticeship provision is generating 77% of funding compared to the same point last year against a back drop of 30% cuts in SFA funding. The target is expected to be met;

Min.  
No.

- the take up of FE loans has increased with a growth of 20%, although this is behind the target;
- HE provision has also grown by 19% but is also behind the stretch target;
- The delays in the procurement of European Social Investment Funding continues to be a frustration and contracts are now not expected to be running until April or May 2016. The forecasted income has therefore been reduced from £800k to £600k but this may need to be reduced further;
- He drew members' attention to section 5.1 in answer to an earlier question around how learners felt about e-learning which shows 97% of learners felt enabled and empowered to use technology and online resources.

#### Pilot Inspection of Special Educational Needs and Disabilities

The Principal updated members following the College's involvement in the pilot inspection for the East Riding local Authority area. He particularly thanked Co-opted Member, Viv Parker, for agreeing to come and meet with the HMI Inspector at short notice. Whilst no grading is given the Inspector noted the very positive and genuine culture across the College in supporting young people with disabilities and learning difficulties.

#### Comprehensive Spending Review

The Principal noted that the outcome from the Autumn spending review was more positive than had been anticipated, but warned that the details were yet to be confirmed. However the four key headlines are:

- 16-18 funding rates to be protected at the current level in cash terms – however there will be demographic downturn and a £160 million cut to the budget over 4 years by the removal of formula protection which the College does not receive;
- No further cash cuts to core adult funding – although it is expected that such funding will be determined locally between combined Authorities where devolution agreements are in place;
- Advanced learner loans will be extended to those aged 19-23 – it is not yet clear if new money will be found for this or if it is to come from the existing budget;
- Introduction of an employer's apprenticeship levy from 2017 – charged at 0.5% of the pay bill for large employers. The College will need to pay this levy as a large employer. Very important change as it puts the new digital voucher system into the hands of the employers, expected to begin in 2017. Training providers will need to work directly with employers rather than receive funding from a funding body.

Members speculated that large employers would keep the training and funding, in-house. The Principal responded that almost certainly many of the large employers, who already have training sections, would do so, however, most of the Apprenticeships in the College are with SMEs and he did not expect them to be so able or interested in running their own programmes.

ACTION by whom	DATE by when

Min.  
No.

ACTION	DATE
by whom	by when

There was a discussion around the engagement with public services and the opportunities within this sector who do not see training as their core business but need well trained and updated staff.

The Principal added that adjustments to adult funding was placing more emphasis on outcomes in terms of destinations and progression – which is an area the College is particularly strong on. New outcomes based success measures released in October 2015 showed that 84% of adults who had studied at the College had sustained a positive destination upon completing a course (employment or further study). This placed the College 8<sup>th</sup> out of 218 FE colleges. Members were pleased with such an impressive result.

The Principal stated that prior to the Spending Review the sector, including the College, engaged in significant lobbying activity which appears to have paid off. However, with the increases in national insurance and pensions, by the end of the year teaching staff would cost 5.8% more to employ and support staff 3.7% more.

The Principal's Report (December 2014) was RECEIVED and NOTED.

**2373 AREA BASED REVIEW UPDATE**

The Principal updated members following on from the discussion at the last Board meeting and the resulting discussions with Bishop Burton College.

He noted that the first wave of Area Based Reviews had now taken place although no recommendations had been seen yet. But early feedback suggests that local solutions are being listened to. The timetable for all five waves had now been published with the College falling into wave four which is anticipated to begin in September 2016. The named area is 'Humber, York and North Yorkshire'; Greater Lincolnshire is being reviewed in the same wave.

Local Development

The Principal reported that a series of meetings had taken place between himself and the Principal of Bishop Burton, following the Bishop Burton College's Board also approving the investigation of a joint feasibility study. He noted that the spirit of discussions was very much around two equal colleges working together. The Principal drew members attention to the drafted aims of collaboration and then noted the proposed next steps which included:

- a detailed curriculum plan for each college – also looking at future curriculum plans so as not to compete with each other and also consider expansion possibilities;
- a financial appraisal of the colleges' position to include forecasts, a review of SFA benchmarking data and key financial ratios;
- A review of support services, including procurement, to consider staffing arrangements and related costs.

**Min.  
No.**

They will also analyse travel to learn patterns and consideration of transport costs.

The Principal suggested that once this work has been completed a sub group of governors from each Corporation be formed to consider the vision, strategy and timescales for future work. The Corporation agreed to this proposal.

The Principal also noted that he had appraised the Principals of Selby, York and Craven Colleges of the arrangements with Bishop Burton given that East Riding, North Yorkshire and York councils have submitted a joint devolution bid.

The Local Authority Member noted that devolution is a key part of the landscape. The Principal added that from his meetings with East Riding of Yorkshire Council it is clear they are very supportive of the College and are keen to retain their two good FE Colleges.

Members noted that work on the Area Based Reviews could take up considerable resource alongside the need to keep focused on many other key issues, including the focus on Apprenticeships. The Principal agreed and noted his constant need to decide on how best to deploy leadership capacity to manage the challenges and opportunities coming up, but they were very fortunate in having supportive and hard working staff around them.

The Chair added that he had been kept up to date with events and had met with the Principal recently.

Governors continued to support the Principal with this approach, and noted that ultimately it was still early days and other options should be kept open.

## **CURRICULUM AND QUALITY**

### **2374 SELF –ASSESSMENT**

#### **Governors Self-Assessment Questionnaire Feedback**

The summary was NOTED.

#### **Quality Assessment and Development Plan for Governance 2013/2014 (Governance SAR)**

The Secretary informed members that the QADP presented was the draft self-assessment report for Governance and had been reviewed by the Search, Governance & Development Committee at its meeting on 4 November 2015. The report reflected the results of the governors' self-assessment questionnaire, the managers' perception survey, the self-assessment of committees' performance undertaken at the end of the last academic year and the business of the Corporation. She added that it was a comprehensive and detailed assessment, the results of which were extremely positive.

She then drew Members' attention to the two areas for improvement:

- Further knowledge building of the Information, Advice and Guidance on offer to students;
- The need to recruit another member with accountancy expertise.

<b>ACTION by whom</b>	<b>DATE by when</b>

Min.  
No.

ACTION by whom	DATE by when
-------------------	-----------------

The Self-Assessment Report for Governance 2014/2015, the grade of 'Outstanding' and the target grade of 'Outstanding' for 2015/2016 were APPROVED.

**Draft Summary College Self-Assessment Report (SAR) 2013/2014**

The Vice Principal, Curriculum & Quality presented the draft College Self Assessment Report (SAR) and noted the summary paper which had been reviewed by the Quality Standards Committee. He added that two Members had taken part in the SAR validation panel allowing detailed scrutiny of all the judgements with the opportunity to question area managers.

He then outlined the headline grades and in particular drew Members' attention to the following:

- Overall effectiveness remained Good with Outstanding features (grade 2);
- effectiveness of Leadership and Management remains at Outstanding which recognises the capacity to make and sustain improvement, good financial health and the responsiveness of the College's curriculum;
- quality of teaching and learning has moved to Good from Outstanding. This is largely due to the separating of Personal Development, Behaviour and Welfare from this section, which is Outstanding;
- Outcomes for learners are Good with a majority of provision at or above national rates;
- Apprenticeship provision had been an area for improvement with timely and overall achievement rates significantly improving;
- There are no longer any curriculum areas that Require Improvement;
- The College has three curriculum areas graded as Outstanding compared to one in the previous year;
- All service area grades have remained the same as last year.

Members asked for clarification over the grading of Facilities at Good (grade 2). The Vice Principal, Curriculum & Quality responded that this was about the management of the Facilities Department not the facilities themselves.

The Draft College Self-Assessment Report (SAR) 2014/2015 was APPROVED.

**2375 COLLEGE PASS, RETENTION AND ACHIEVEMENT RATES 2014-2015 WITH REVISED TARGETS FOR 2015-2016 AND NEW TARGETS FOR 2016-2017**

The Vice Principal, Curriculum & Quality outlined the main highlights of the report and in particular:

**Classroom Provision** – achievement rates have improved consistently over time and remain high. Overall long course achievement rates in 2014/15 excluding Functional Skills were at 87.1%, improved from 85.1% in 2013/14. 87% of achievement rates matched or exceeded the national rate.

Min.  
No.

ACTION by whom	DATE by when
-------------------	-----------------

He noted that excluding functional skills allowed comparisons year on year. Also the College has a disproportionately high number of students taking functional skills, and as these usually have a lower achievement rate it starts to skew the overall rate when they are added in. So the College reports on both, the achievement rate with functional skills and the achievement rate excluding functional skills

All Ages

- An improvement of 2% for all qualifications from the previous year;
- Diplomas and Certificates account for the core aim for the majority of full time learners, and have a combined achievement rate of 86.1%
- A level achievement rates are at 100%. AS level is below the national rate but does account for only 2% of college enrolments. The AS offer has been revised in light of this performance;
- Award sized qualifications account for a significant proportion of enrolments, and the timely achievement rate has risen by 11% compared to the previous year;
- The gap between overall and timely achievement is less than 4%, confirming that most learners achieve by or before their planned end date.

16-18

- Most 16-18 full time learners are enrolled to Diploma sized qualifications with an achievement rate of 84.9%, up 2.6% from last year;
- GCSE English and Maths achievement rates are at 80.1%;
- Award sized qualifications achievement rate is at 87.2%;
- The overall achievement rate excluding functional skills is high at 83.3%.

Adults

- A 4.1% improvement for all qualifications from the previous year;
- Achievement rates for Awards, Certificates and Diplomas are at 92.1%, a 4.2% increase from last year;
- Diploma achievement rates have improved by 3.8%.

**English and Maths**

The Vice Principal, Curriculum & Quality noted that:

- English functional skills A\* - C has improved from 36.6% to 41.5%;
- Maths functional skills A\* - C has improved from 25.9% to 33.8%, closing the gap on the 2013/14 national rate of 35.4%;
- Functional Skills achievement rates for both English and Maths has improved from 65.5% to 68.6% in 2014/15 and are now above the 2013/14 national rate.

Members asked when 2014/2015 national rates would be available. The Director of Learner Services, Planning and Diversity responded that they would be published in January. The Principal added that

Min.  
No.

ACTION by whom	DATE by when

national rates might dip given that the condition of funding (that all young people who fail to reach a Grade C need to retake their Maths and/or English) came into force last year.

#### **Employer Responsive**

- Overall apprenticeship achievement rates in 2014-2015 have improved to 71.4% compared to 70% in the previous year, ahead of the national rate for 2013/2014 of 70.3%;
- There has also been a significant and rapid improvement to timely apprenticeship achievement rates from 44.5% to 69.1%, against a national rate for 2013/2014 of 56.8%. The College expects its achievement rate to be above 70% this year.

#### **Minimum Standards**

The Vice Principal, Curriculum & Quality reminded members that a minimum threshold is set for each Qualification Type and there is an expectation that no more than 40% of provision falls below the threshold. He then confirmed that the College's provision was well within the permitted tolerance levels.

#### **Partnerships**

The Vice Principal, Curriculum & Quality noted that the College worked with eight partners last year to deliver learning. He then briefly noted details of those partnerships as set out in the paper.

#### **14-16 Year Olds**

- School link programmes have 91% achievement for 14-16 year olds;
- LAAP programmes have 90% achievement;
- Graded as Outstanding overall.

#### **Targets**

The Vice Principal, Curriculum & Quality reported that the revised targets for 2014/2015 and new targets for 2015/2016 had been considered by the Quality Standards Committee and were recommended for approval.

The contents of the report and its appendices were NOTED and the revised 2014/2015 targets and the proposed 2015/2016 targets as given in the report were APPROVED.

### **2376 LEARNER PROGRESSION AND DESTINATIONS 2014/2015**

#### **Destinations**

The Director of Learner Services, Planning & Diversity reported on the intended destinations data for full-time learners in 2014/2015 in comparison with 2013/2014 data. It is based on what learners say they will do which the College then externally validates. She highlighted:

- Overall progression to positive destinations (all ages) had remained high at 95% (compared to 96% in 2013/2014);

#### **16-18:**

- Destination results were broadly similar to the previous year.



Min.  
No.

ACTION by whom	DATE by when

Adults:

- A reduction in those progressing to further learning offset by an increase in those progressing to employment;
- Within the employment destinations, Apprenticeships had increased by 4%

Higher Education:

- The proportion of level 3 learners progressing to HE is at 36% (compared to 42% in 2013/2014; 34% in 2012/2013).

Curriculum Areas

- Individual teams will follow up on any changes;
- A reduction of 20%, or 13 learners, within Humanities who progressed to HE. Largely explained by the increase in learners moving to 'other' destinations which covers a wide range of individual circumstances.

**Outcome Based Success Measures**

The Director of Learner Services, Planning & Diversity explained that the Department for Business, Innovation and Skills had published 'experimental' data looking at sustained destinations, ie remained within a positive destination for a number of months. Out of 218 FE colleges the College was ranked 8<sup>th</sup> with:

- A sustained positive destination rate of 84% against the national average of 68%;
- A sustained employment rate of 77% against a national average of 59%.

She then noted the College's positive performance compared to other local institutes.

**Internal Progression**

The Director of Learner Services, Planning & Diversity explained that the College reviews internal progression within the College and noted that the latest data confirms that 57% of all 16-18 completers for 2014/2015 returned to the College for further learning. Progression is especially strong for Entry and Level 1 learners.

Members NOTED the very positive and encouraging data.

**2377 DRAFT HE STRATEGY**

The Vice Principal, Curriculum & Quality informed Members that The Higher Education (HE) Strategy had been updated for 2015-2018. He noted that the changes were minor in nature and drew Members' attention to the changes as noted in the paper. He added that the revised strategy had been reviewed by the Quality Standards Committee and was recommended for approval.

The draft HE Strategy 2015-2018 was APPROVED.

**2378 LESSON OBSERVATION OUTCOMES 2014/2015**

The Vice Principal, Curriculum & Quality presented a summary of the outcomes of the lesson observations during 2014/2015. He

Min.  
No.

ACTION by whom	DATE by when

noted that the report had been reviewed by the Quality Standards Committee on 2 December 2015.

He reminded Governors that every tutor, assessor and teaching assistant is observed at least once a year with additional ungraded observations, lasting 15/20 minutes focussed on a specific aspect.

He then highlighted:

- the summary table which showed the increased number of ungraded observations (203 from 143). The flexibility of completing shorter visits to more lessons with a clear predetermined focus has allowed managers and observers to evaluate a wider proportion of teaching creating concise and measureable actions for development. This year 250 ungraded observations have already taken place;
- the standards of teaching and learning remained high with 89% of observed sessions being graded as good or outstanding;
- the strengths and areas for improvement, which mirrored the findings of consultant Marina Gaze in the recent mock inspection;
- all assessor and learning support assistant observations were graded at good or outstanding;
- the many different support activities and programmes and the process for supporting staff to improve standards of teaching, learning and assessment.

He then noted the key developments during 2015/2016 as set out in the paper.

The Corporation NOTED the very positive work made to improve further the quality of teaching, learning and assessment.

## **AUDIT, FINANCE AND RESOURCES**

### **2379 ANNUAL REPORT OF THE AUDIT COMMITTEE FOR 2014-2015**

The Chair of the Audit Committee informed the Corporation that the Committee's Annual Report set out its activities over the course of the academic year up to 31 July 2015.

He noted the purpose of the report was to provide to the Corporation an opinion on the adequacy and effectiveness of the college's audit arrangements, its framework of governance, risk management and control, and its processes for securing economy, efficiency and effectiveness.

He drew Members' attention to the Internal Audit Programme with 6 audits awarded substantial assurance and a further 1 being awarded limited assurance. He added that Audit Plans are risk based. The reports had been scrutinised by the Committee and all recommendations accepted by the College.

He noted the European Regional Development Fund Audit and the resulting reduction in the grant as had been previously reported to the Board.

Min.  
No.

The Annual Report of the Audit Committee for 2014-2015 was RECEIVED.

**2380 FINANCIAL STATEMENTS FOR 2014-2015**

The Vice Principal, Finance & Resources reported that earlier versions of these documents were reviewed by both the Audit Committee and the Remuneration, Finance and Human Resource (RF&HR) Committee at their recent meetings. He added that some changes were agreed at, or made subsequent to, these meetings which were highlighted in his paper. In particular, and subsequent to the Audit Committee, Grant Thornton had suggested a delay in the signing of the accounts to 18 December, rather than after the Board meeting, and have asked for a revised "Going Concern" statement. Subject to these changes, both committees recommended approval of the Financial Statements and the Letter of Representation.

The Vice Principal, Finance & Resources then further explained that Grant Thornton had requested changes to the wording in the Financial Statements regarding the 'going concern' statement. They had agreed two sets of wording; one to be used if the sale of Gallows Lane was completed by 18 December and one to be used if the sale had not completed by this date.

The Vice Principal, Finance & Resources clarified that Peter Ward Homes Ltd (PWH) had to conclude the sale by the end of December or the contract would terminate and the site be put back on the market. He added that there was no reason to believe that the sale would not take place by the end of December, with both parties working towards the 18 December deadline and PWH actively marketing the sale of houses on the site.

The Vice Principal, Finance & Resources also clarified that the Financial Statements needed to be signed by Friday 18 in order for the auditors to sign and for the accounts to be submitted to the SFA before Christmas closing.

He then noted both sets of wording. Members asked that the wording to be used if the sale did not complete be amended to reflect that the Bank had already agreed to extend the short term loan should the sale not complete. The Vice Principal, Finance & Resources confirmed he would discuss this amendment with the Financial Auditors.

**Reconciliation of Financial Statements to the July 2015 Management Accounts**

The Vice Principal, Finance & Resources reminded Members that a full explanation of the financial performance had been presented in the July Management Accounts, however, since that date a late reconciliation payment for OLASS provision had been confirmed by The Manchester College which had increased the operating surplus.

The reconciliation of Financial Statements for the year ending 31 July 2015 to the July 2015 Management Accounts was RECEIVED and NOTED.

**ACTION**      **DATE**  
by whom      by when

VP Fin &  
Res

18.12.15

Min.  
No.

Audit Findings for the Year Ending 31 July 2015

The Vice Principal, Finance & Resources noted that Grant Thornton's anticipates issuing an 'unmodified audit opinion' on the financial statements. He noted that this was subject to four outstanding matters which he talked to as set out in the Audit Finding report. He expected them all to be resolved by the time of the signing of the accounts.

The Audit Findings for the year ending 31 July 2015 was RECEIVED and NOTED.

Regularity Audit – Self Assessment Report

The Vice Principal, Finance & Resources noted that the Regularity Audit takes place at the same time as the annual audit of the Financial Statements and provides assurance that the public funds provided to the College are spent in accordance with the requirements of the funding bodies.

He reported that the document required the signature of both the College Principal, as Chief Accounting Officer, and the Chair of the Corporation. He noted the opinion issued by Grant Thornton as set out in the paper.

The Regularity Audit self-assessment report for 2014-2015 was APPROVED for signature.

Report and Financial Statements for the Year Ending 31 July 2015

The Vice Principal, Finance & Resources referred Members to the Independent Auditors' Report by Grant Thornton, noting a "true and fair view" opinion and were 'prepared in accordance with the 2007 SORP' on pages 23 – 24. He drew members attention to some changes made as a result of questions raised at the Audit Committee as highlighted in the paper.

With earlier versions having been reviewed by the Audit and Remuneration, Finance and Human Resource Committees and recommended for approval, the Report and Financial Statements for 2014-2015 were APPROVED for signature.

Letter of Representation for the Year Ending 31 July 2015

The Vice Principal, Finance & Resources stated that this was a standard letter in audit sign-off. However, similarly to the Financial Statements, Grant Thornton have agreed two versions with alternative wording in relation to "going concern" on the basis that the sale of Gallows Lane does/does not complete on 18 December.

With earlier version having been reviewed by the Audit and Remuneration, Finance and Human Resource Committees and recommended for approval, the Letter of Representation for the year ending 31 July 2015 was APPROVED for signature.

**2381 EAST RIDING COLLEGE LIMITED ACCOUNTS**

Members noted the annual Accounts for the Limited Company.

ACTION by whom	DATE by when
Secretary	ASAP
Secretary	18.12.15
Secretary	18.12.15

MIn.  
No.

**POLICY AND STRATEGIC ITEMS**

ACTION by whom	DATE by when

**2382 REVIEW OF THE FREEDOM OF SPEECH – CODE OF PRACTICE**

The Code of Practice was APPROVED.

**2383 CAPABILITY POLICY - SENIOR POST HOLDERS**

The Capability Policy for Senior Post Holders was APPROVED.

**2384 DISCIPLINARY PROCEDURE - SENIOR POST HOLDERS**

The Disciplinary Procedure for Senior Post Holders was APPROVED.

**2385 GRIEVANCE PROCEDURE - SENIOR POST HOLDERS**

The Grievance Procedure for Senior Post Holders was APPROVED.

**EQUALITY, DIVERSITY AND SAFEGUARDING**

**2386 EQUALITY AND DIVERSITY MATTERS**

**Annual Review of Equality Policy**

The Director of Learner Services, Planning & Diversity reported that only minor changes had been made as noted in the paper.

The Equality Policy was APPROVED.

**Equality & Diversity Annual Report 2014/2015 and Annual Report: East Riding College at the Heart of its Community 2014/2015**

The Director of Learner Services, Collaboration & Diversity reminded Members that the annual Equality Report details the work undertaken in the previous year to promote equality of opportunity and the Annual Report: ERC at the Heart of it Community demonstrated the College's response to the needs of the local community. As the reports pulled on similar data and information the Director highlighted the key points from both reports:

- An increase in recruitment for learners with disabilities or learning difficulties;
- Participation from Black or Minority Ethnic and non British learners is comparable to that within the local community;
- Satisfaction rates are high amongst all groups of learner, including for learners with disabilities or learning difficulties who actually give slightly higher ratings;
- The College recruits a high percentage of learners from deprived postcodes with 20% coming from the highest deprivation band;
- There is support in place for those with Education, Health and Care Plans;
- There has been an increase in the number of female staff – this is largely due to the loss of the OLASS contract which had predominately male tutors;

Min.  
No.

- There is high engagement amongst staff of equality and diversity training with a mixture of both mandatory and optional development opportunities on offer.

She then noted the main areas for development were:

- Developing more opportunities for disseminating information around the Prevent agenda and promotion of 'British values'.
- Continued implementation of local arrangements to support learners with Education, Health and Care Plans;
- Training for staff and learners to raise awareness on transgender issues;
- introduction of a multi-faith room at both the Beverley and Bridlington sites.

Both Reports 2014/2015 were APPROVED for publication.

#### Proposed Equality Objectives 2015-2017

The Director of Learner Services, Collaboration & Diversity reported that the equality objectives were unchanged following the latest review and a review of progress against each of the objectives was provided in the report.

The proposed Equality Objectives 2015-2017 were APPROVED.

#### **2387 STUDENT ASSOCIATION ACCOUNTS 2014/2015**

The Student Association accounts for 2014/2015 were NOTED.

#### **PERFORMANCE REVIEW/MONITORING**

#### **2388 FINANCIAL MATTERS**

##### Management Accounts – October 2015

The Management Accounts for the first quarter of the 2015/2016 financial year, were NOTED and RECEIVED.

##### Skills Funding Agency's Confirmation of College Financial Health

The Vice Principal, Finance & Resources reported that written confirmation had been received from the Skills Funding Agency of the College's Financial Health grades as presented in the Financial Plans for 2015-2017 and approved by the Corporation at its meeting July 2015.

He also noted that the SFA has asked the College to resubmit a revised 2 Year Financial Plan by the end of February 2016. He explained that this was because the forecasted outturn was auto-calculated as 'inadequate' despite being upgraded to 'satisfactory' after applying the capital uplift. However, given the actual outturn for 2014/2015 was better than forecast, the achieved 'satisfactory' grade without the capital uplift and that the sale of Gallows Lane is expected to have been completed, the resubmitted plan should demonstrate two clear improvements.

The Vice Principal, Finance & Resources stated that the revised Financial Plan would be brought to the March Corporation, unless any issues arose before this time.

The contents of the report and the confirmation letter were NOTED.

ACTION by whom	DATE by when
-------------------	-----------------

VP Fin &  
Res

22.03.16

Min.  
No.  
2389

## HUMAN RESOURCES MATTERS

### Human Resources Report – November 2015

The Human Resources Report, November 2015 was RECEIVED and NOTED.

### Evaluation of Performance Management and Staff Development 2014/2015

The Director of Human Resources reported that 2014/2015 had been another highly successful year for staff development and training. She noted that Ofsted had increased the emphasis on performance management and the impact it has on improving teaching, learning and assessment. She added that the annual staff development programme was designed to support staff to meet the professional effectiveness criteria, improve performance and ensure that staff have the necessary capabilities, skills and qualifications. In order to be considered 'professional effective' staff had to meet the 3 criteria as set out in the paper.

She then talked through the highlights from the year included:

- the Outstanding Performance payment of £500 was awarded to 42 staff members at a cost of £15,173; compared to 49 in the previous year;
- the Learning Enhancement and Advanced Practices Programme (LEAPP) which aims to develop and share best practice was continued;
- further to the earlier recruitment of a Maths graduate, who is now employed at the College as a full time Maths tutor, a recruitment of a further Maths graduate is underway;
- 20 members of staff took the opportunity to undertake a Maths or English teaching qualification;
- increasing staff use of e learning technologies continues to be a priority for staff development;
- HE staff took part in the HE conference joined by staff from Selby College;
- there continued to be substantial training and development around safeguarding and the Prevent agenda;
- The Management Development Programme continued and a new 2 year Introductory Management Programme began with 15 participants;
- The total staff development resource commitment (including the salary commitment) for 2014/2015 was £200,806.32.

### **Impact of Staff Development**

The Director of Human Resources noted the positive impacts staff development had on the College's 4 priorities as set out in the paper.

The Evaluation of Staff Development and Performance Management 2014/2015 Report was RECEIVED and NOTED.

### Contract Amendments

The amendments to the Main Terms and Conditions of Employment for both all Part Time Hourly and Hourly Paid staff were APPROVED.

ACTION by whom	DATE by when

Min.  
No.

**ACTION**      **DATE**  
by whom      by when

**2390**    **ANNUAL REPORT ON SUB-CONTRACTING (PARTNERSHIP) ACTIVITY 2014/2015**

The confidential report was NOTED.

**SAFETY, HEALTH AND ENVIRONMENT MATTERS**

**2391**    **ANNUAL REVIEW OF SHE ACTIVITIES 2014/2015**

The Annual Review of SHE Activities 2014/2015 was NOTED.

**GOVERNANCE MATTERS**

**2392**    **FORTHCOMING GOVERNOR EVENTS**

The Chair drew Members attention to the dates as set out in the agenda paper and in particularly noted that the Strategic Planning Session was scheduled to be held on Wednesday 3 February.

**MINUTES**

**2393**    **MINUTES OF COMMITTEES**

Minutes of the Search, Governance and Development Committee held on 3 November 2015

The unsigned minutes of the Search, Governance & Development Committee held on Wednesday 3 November 2015 were RECEIVED.

Minutes of the Audit Committee held on 11 November 2015

The unsigned minutes of the Audit Committee meeting held on Wednesday 11 November 2015 were RECEIVED.

Minutes of the Remuneration, Finance & Human Resources Committee held on 25 November 2015

The tabled unsigned minutes of the Remuneration, Finance & Human Resources Committee meeting held on Wednesday 26 November 2015 were RECEIVED.

Minutes of the Quality Standards Committee held on 2 December 2015

The tabled unsigned minutes of the Quality Standards Committee held on 2 December 2015 were RECEIVED.

**2394**    **REVIEW OF CONFIDENTIAL MINUTES AND PAPERS RELATING TO THE ACADEMIC YEAR 2011/2012**

The Corporation APPROVED the proposed recommendations.

Secretary

ASAP



**2395 SECRETARY TO THE CORPORATION**


The Chair noted that this was the last Board meeting for the Secretary to the Corporation before leaving the College at the end of January and on behalf of the Corporation thanked her for her contribution and support over the past few years. He added that the interviews for her replacement would take place next week.

**2396 CLOSE**

There being no further business, the Chair thanked Members for their attendance and closed the meeting at 7.45pm.

J Mylrea  
Secretary to the Corporation

Signed as a correct record on 22 MARCH 2016 (Date)

  
..... (Chair)

