

# Minutes of a meeting of the Corporation

## Held at the College at 5pm on 08 May 2018

**Present:** Mr Allen (Staff), Mr Bain, Mr Craft, Ms Danvers Hewitt, Mr Henson, Mr Mason, Mrs Mbubaegbu, Mr Minter, Mr Royston-Ford, Mr Slidel and Ms Youern (Chair).

**Apologies:** Mr McCaffery (Student)

**In Attendance:** Mr Cox - Group Finance Director (Minute 2669)  
Ms Hopkins - Corporate Support Officer

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## Minutes

### Part 1 – Standing Items

#### 2661 Apologies for Absence

Mr McCaffery sent his apologies.

#### 2662 Membership

The Chair welcomed Mr Henson to his first Corporation meeting. Governors introduced themselves as there were a number of new members.

#### 2663 Declaration of Interest

There were no declarations of interest.

#### 2664 Minutes

The minutes of the meeting held on 20 March 2018 were **Agreed** as a correct record and signed by the Chair.

#### 2665 Matters Arising

A member noted concerns regarding the College's financial situation and it was agreed that this would be discussed under Financial Monitoring Report (Minute 2669).

## Parts 2 & 3 – Items for Decision & Discussion

Minutes 2666 and 2669 were confidential.

### 2667 Corporation Business Plan

The Chair presented Paper 2391/18/C setting out Corporation's business plan for 2018/19 and meeting times / dates for the remainder of 2017/18 and 2018/19. This followed Corporation's previous decision to implement a new model of governance whereby it met more frequently and considered issues previously discussed by Finance Committee. Corporation's business plan and meeting time /dates for 2017/18 and 2018/19 were **Agreed**.

### 2668 Quality Monitoring Report

The Principal presented the Quality Monitoring Report (Paper 2392/18/C), stating that the issues remained the same. In summary, the report stated that:

#### Retention

- Whole College in year retention (IYR) had declined and was below the College target (96%) at 95%. Study programme IYR was below the College target at 91.8%.
- ME (maths and English) IYR was above the College target at 96.4%.
- IYR for Apprentices was a cause for concern and below the College target for all Sectors.
- IYR for Adult Learning Programmes remained above the College target at 97.5%.

#### Student Progress

- 76% of students were meeting their predicted grades; 15% were exceeding their predicted grades and 10% were working below their predicted grades.

#### Teaching

- Fourteen teachers were currently receiving support with Teaching, Learning & Assessment from the Advanced Practitioners.
- Sixteen teachers were engaged in 1:1 coaching sessions.

#### Stakeholder feedback

- 90% of Apprentices identified that they knew how progress they were making towards their Framework/Standard.
- 82% of Apprentices were satisfied with their Apprenticeship.
- Employer satisfaction had increased in all aspects with 93% identifying that the training provided met business needs.

#### Staffing

- Staff Headcount has reduced slightly. There was an increase in the number of Agency Staff to cover Academic roles while recruitment took place.

Members asked the Principal to provide headline information on the College's decline and where the College currently was, asking how other colleges such as Fareham had managed these issues. The Principal stated that it came down to

achievements. Highbury was a city College serving a different community of students and enrolled many students who did not have maths and English. 16-18 year old white males were not achieving as well as their peers and the College had conducted research to find out why the successful strategies the College had implemented in the past were no longer working. Members asked if there was anything further that the College could do to more effectively support this particular cohort, perhaps through Shaping Portsmouth. The Principal stated that the College was having ongoing discussions with Portsmouth City Council to address this issue and it was clear a new way of working was necessary. She stated that the College was looking for work with a wide variety of partners including the Ben Ainsley Foundation, Express FM and the Fire Brigade to motivate young white male students aged 16-18. When asked about Portsmouth in the Community, the Principal stated that the College had just received an interesting proposal from them. The Principal stated that retention of 16-18 year old students was also an issue.

Members suggested that the College needed to share more good practice. One member noted that when he was a College staff member, he used to be part of External Quality Review (EQR) and had visited several different colleges and had found it useful to measure his department against others. The Principal stated that the College continued to work with other colleges to monitor quality through EQR. The College had also bought in a safeguarding inspection.

With regards to Apprentices, it was noted that Fareham College apprenticeships were very good (they had taken on the College's Airbus Apprentices) and that they were working with many major companies.

Finally, there was discussion about staff turnover (20% in 2017/18). The College had lost a lot of expertise over the past two years and this was not always replaced. It was noted that it was not possible to be an Outstanding College with so many staff changes and the College's HR strategy was therefore fundamental. One member noted that turnover was a blunt instrument and asked if staff were leaving specific roles or departments, noting that it was important to improve the retention of experienced staff. The Principal stated that staff were leaving across the College and not a specific area and confirmed that exit interviews were conducted with staff when they left. Following the Staff Working Group meeting, a report was meant to be developed but this had not happened [*Clerk postscript: the working group meeting identified staff turnover as an area of concern and this is now monitored through the monthly Governors' Dashboard KPIs*]. One member noted that turnover for lecturers was 5%, stating that new staff were under a lot of pressure as they were expected to do more hours than contracted and some were not willing to do this. In addition, they could earn more money in industry. Ofsted's expectations of quality had changed sufficiently and the College needed to look into and ease the pressure on staff (for example the quality department comprised a team two years ago, whereas now it was only two staff members). The Principal stated that it was a question of looking at how the College could do more with less.

Corporation **Noted** the Quality Monitoring Report and in particular, progress against Quality Objectives and Amazing Staff.

## 2670 Health & Safety Update

The Group Finance Director presented Paper 2395/18/C updating members on the position with regards to health and safety requirements for the Tower Accommodation following concerns raised at the previous Corporation meeting when the Health & Safety Annual Report was discussed.

Four action points were made by Hampshire Fire & Rescue Service (HF&RS) following an internal tower inspection on 03 August 2017. Three action points had been rectified and the final action to rectify breaches found in fire compartmentation walls, service risers and within the ceiling walls above the false ceilings required a full survey. This survey was carried out in autumn 2017 and a schedule of works package was presented to the College in late February 2018. The works schedule was put out to tender on 12 March 2018 with a proposed start date of the end of the summer term, with work to be completed before the start of the 2018/19 academic year. The work was estimated at between £130k and £160k excluding VAT (this was not included in the 2017/18 Capital Budget). Four quotes were subsequently received and were being reviewed for compliance and completeness. In the meantime, HF&RS had confirmed that the building was safe for continued use. The College was currently exploring whether the remedial work could be completed floor by floor, given the smaller number of international students anticipated.

The final report of the Independent Public Review of Building Regulations and Fire Safety (a national report) was due within the next two months and was anticipated to provide guidance on the minimum expectations and requirements for accommodation buildings over 20m high. The Group Finance Director stated that it was good practice for a governor to attend the College's Health & Safety meetings and so would shortly be seeking a volunteer.

The Health & Safety Update on the Tower Accommodation was **Noted**. Members asked for an update on the Tower Accommodation cladding at every meeting.

## 2671 Governor Liaison Visits

Members **Noted** the liaison visits that had taken place during the spring term.

### Self-Assessment of Meeting

Two evaluation forms were returned to the Clerk. Members agreed that papers arrived in time and were clear and concise, containing sufficient information upon which to make decisions. Members felt able to contribute to the debate and decision-making process and all members felt that Corporation challenged and questioned reports sufficiently. Members were satisfied that the decisions arrived at were sound and that the impact of decisions on students and the College was clear. One member felt that the Chair provided effective leadership (one member noted that the meeting ran over time and suggested that there was a timed agenda) and both members felt that the Chair ensured that there was enough time for debate and that all Governors were able and encouraged to participate in discussions. Members agreed that the meeting was clerked effectively.