NCG Corporation

Part 1 - Minutes of Meeting held on 6th February 2018

4262 Present

John Cuthbert Stand in Chair of Corporation for this meeting
Joe Docherty Chief Executive
Kathrine Francis
Caroline MacDonald
Peter Michell
Mark Squires
Matthew Terry
Alex Turner
Jim Woodlingfield

4263 In Attendance

Gerard Garvey Principal, Newcastle Sixth Form College
Yolanda Hughes Interim Clerk to the Corporation
Tony Lewin Principal, Newcastle College
Eloise Leonard-Cross Director of Learning & Organisational Development
Chris Payne Group Director, Strategic Partnerships
Ian Webber Managing Director – Intraining & Rathbone

4264 Opening of Meeting

John Cuthbert opened the meeting and explained to the Corporation Board that he had been asked to Chair the meeting in the absence of Chris Roberts the Interim Chair of Corporation, who was unable to attend the meeting due to personal reasons.

The Corporation Board formally agreed that John Cuthbert proceed to the Chair the meeting as proposed.

4265 Apologies for Absence

Apologies received from Mr Chris Roberts – Interim Chair of Corporation.

Apologies had also been received from the following members of the executive, Lynne Griffin – Group Director HR & Organisational Development, Lisa Sproats – Group Financial Controller

4266 Conflict of Interest

Nil.

4.03pm Director of Learning and Organisational Development joined the meeting.
Great Place to Work Report – Presentation led by the Director of Learning and Organisational Development – See Appendix 1 GP2W Presentation – Confidential Part 2 Minutes

The Board were advised that this was a late amendment to the agenda and had been brought to the Corporation Board in the first instance, so that, the cascading of the information within the report could commence throughout the group.

The Director of Learning & Organisational Development started her presentation on the Great Place to Work outcomes reminding the Corporation Board that the GP2W was made up of 5 areas – Credibility; Respect; Fairness; Camaraderie and Pride.

The headline outcomes indicated an increase as follows:

- The statement ‘Taking everything into account, I would say this is a great place to work’ increased to 54% (+ 9% from 2016)
- The overall Trust Index Score increased to 65% (+3% from 2016)
- All Dimensions increased with Pride and Camaraderie having the greatest increase (up 4%)
- Response rate of 80% – levels at ‘Top’ standard

Further explanation was provided on the NCG scorecard and it was explained that the survey also looked at data by category with diversity scoring highly at 88%, engagement at 68%, culture at 67%, job security at 60% and reward the lowest at 35%.

The Board also looked at the highest and lowest ranking statements compared to those of 2016 and Divisional performance for 2017 compared to the previous year.

4.16pm Caroline MacDonald joined the meeting

NCG had now used the GP2W survey for five consecutive years and the progress dimensions showed a steady improvement.

The next steps having received the data would be to:

Communication & Engagement

- Full plan devised Feb-March roll out.
- Managers brief, Insights & People Portal utilised
- Board, Corporation & TU updates
- Leaders & Managers Guidance pre results - Managers Tool Kit
- SLT cascade to direct reports
- All Colleague access to results
- Planning Process

Further Data to be produced included:

- Employee Comments Report – holistic coding to be completed to enable grouping of comments by theme
Further feedback reports – exploration of data by diversity and other grouping data

Governors stated that they were pleased to see the progress that had been made and indeed it was noted that ‘respect’ had made progress however, there was clearly still a gap. The Director of Learning & Organisational Development stated that this was closely linked to Newcastle College; daily experiences and the support provided by the managers. It was therefore, vital to get managers to understand and accept the importance of their roles particularly, in relation to performance management and communication.

The CEO added that every year since using the survey there had been changes and every year there had been some significant changes to the group and expanded by saying that the report was reassuring but that they were not complacent.

4.30pm The Director of Learning & Organisational Development was thanked for her presentation and excused from the meeting.

4268 Transformation Project (T Plan) Intraining and Rathbone – Confidential Part 2 Minute

The Managing Director referred to a section within the CEO’s report and in gave a detailed presentation on the T Plan – See Appendix 2 of these minutes for the presentation.

The report also contained key headlines around the key risks; key opportunities and performance within the two subsidiary companies.

The Managing Director went through the comparative data on apprenticeship starts before and after the introduction of the apprenticeship levy and the income movements over the past 6 months.

Agreed
The Corporation Board formally approved the proposed course of action as outlined within the Transformation Project report.

Action – Intraining/Rathbone Managing Director
Presentation/report on Virtual Learning Programme to be arranged at a future Corporation Board meeting

Regular updates to be brought to the Corporation Board.

4269 Discovery School update

Received

The Principal, Newcastle Sixth Form College presented the update on the Discovery School as detailed in the pack circulated. The Corporation Board accepted the update noting the current position.
Part 1 Minutes of the NCG Corporation Board meeting held 6th December 2017

The NCG Corporation Board formally approved the minute of the meeting held 6th December, 2017.

Mr Cuthbert signed the master copies.

Schedule of Actions

The Clerk to the Corporation presented the schedule of actions and outcomes as at 6th December, 2017.

The Corporation Board received the update with no additional comments.

Student Members Report – February 2018

Katherine Francis the Student Member presented the Student Members Report for February 2018.

Received and approved

The Corporation Board received the Student Members Report.

NCG Chief Executive Officer – Report February 2018 - Confidential

The CEO presented his report taking the document as read and referred to key points within the document as follows:

- ESFA 16-19 funding letter
- Non-apps levy tender outcome
- ESIF Contracts Extension
- Director of Quality
- Annual Provider Review Update
- An update on recruitment of CFO and COO – covered under confidential business

Received

The Corporation Board accepted the CEO’s report.

IoT – Institute of Technology update

The Principal Newcastle College gave an updated presentation on the bid to run an IoT, which was a follow on from the detailed presentation and report given at the Governor Away day held on the 16th January 2018.

He provided a recap on the TDAP benefits, Future of HE opportunities and the background to the IoT as follows:

The Board received detailed information on the bid timescales, the proposed governance structure and the requirements for applying.
NCG bid proposal was explained in detail with the key points highlighted below:

- Bid led by Newcastle College
- NCG as FE/HE Anchor
- Partnerships with other Colleges
- Engagement of key employer forums
- Newcastle College HE provision providing core structure for IoT
- NCG Validation of IoT programmes (subject to agreement)

The Board went onto discuss in detail the arrangements for the quality of teaching and learning and the advantages and disadvantages and agreed that they should proceed with the bid as outlined.

*The Board agreed that:*

1. *The Executive proceed with the ongoing work to submit the bid in line with the required timeframes.*
2. *The Board formally agreed to delegate to the CEO and either the Chair of Corporation or another External Corporation Board member to approve the final bid submission by the 1st March, 2018*

4275 Equality & Diversity Report – carried forward to the March 2018 meeting in light of the Group Director for HR & Organisational Development not being able to present the report.

4276 Risk Management Report Category E – Quality & Standards

The Group Director, Strategic Partnerships presented the report stating that it had been reviewed and proposed that 1 risk be removed.

*Received*

*The Corporation Board received and approved the proposed amendments as follows:*

1. *The removal of risk 104 – Ofsted risk assessment results in earlier re-inspection under a revised inspection framework*
2. *Approve the line representing the risk appetite*

4276 FE Consolidation update

The Group Director, Strategic Partnerships presented the report providing an update on the national context and recent mergers in the sector.

*Received*

*The Board received the FE Consolidation update.*

4278 Q1 – Corporation Quality Performance Report 2017/2018

The Group Director, Strategic Partnerships presented the report explaining to Governors the quality performance information for the
group at the end of Q1 in the 2017-18 academic year. NCG had continued to expand the number of KPIs in the quality scorecards and also the use of ‘RAG’ rating within the report to allow governors to quickly identify areas of specific concern. It was noted that both Lewisham Southwark and Carlisle Colleges were included in full.

Received
The Corporation Board welcomed the report which they agreed was concise and clear.

4279 Corporation Matters

The Corporation Board received the report and formally approved the recommendations as follows:

HE Governance Committee

Liam Reilly appointed to the HE Governance Committee as the HE Student Member.

College Board Appointments

Newcastle Sixth Form College

The Board formally approved the appointment of the following members as recommended by the interviewing panel. It was proposed and agreed that the appointments be for a 3-year term office with immediate effect.

Geoff Phillips
Geoff had over 15 years' experience in marketing and was currently director level for a large NE employer (Sage). He had extensive digital marketing experience focussing on both business to business and business to customer.

Jason Wainwright
Jason was a partner at Muckle LLP specialising in corporate real estate transactions. He had been a school governor in the past and had a good understanding of the education sector.

Katie Wilkie
Katie was an HR professional with experience in both the public and private sector. She had particular experience in change initiatives, employee relations and engagement as well as performance management and development. Katie had worked extensively in the NHS and currently worked for Sage.

4280 Finance, Estates and IT Report

The Corporation Board received the report which included updates on Finances and the FE Insolvency Regime

a. Monthly Management Accounts – received
b. **FE Insolvency Regime**

The Group Director Strategic Partnerships presented the report on behalf of the Group Financial Controller who was unable to attend the meeting.

The Board were advised that the DfE published a technical consultation on the college insolvency regime just before Christmas and that the consultation ran to the 12 February 2018.


The new law had two elements:

- *It will be possible in future for an insolvent college to be dealt with in a similar way to an insolvent company.*
- *In most cases the Secretary of State will appoint an education administrator who will have the duty to protect courses for learners alongside the duty to secure the best outcome for creditors.*

The report was also to advise the Corporation of what NCG were proposing as responses to the technical consultation as per the circulated documentation and to seek additional input to include in the response, specifically for any areas in relation to governors and their responsibility.

Some of the responses reflected the note produced by the AOC on the regime which were also applicable to NCG.

**Action**

*Corporation Board members were requested to review the consultation document which had been produced by the DfE (Item 14b.1) and then consider the responses that had been drafted in the consultation response form (Item 14b.2). Governors were asked submit their feedback to the Clerk to the Corporation as soon possible with their input in order for the deadline of 12 February to be met.*

*All feedback would be collated and the submission would be made via the DfE website using the online survey tool.*

4281 Committee Minutes for information purposes

a. Remuneration Committee Minutes of the meeting held 7th November, 2017 were received and accepted by the Corporation Board.

4282 College Board Minutes

The Board received the following College Board minutes:
1. Kidderminster College Board Minutes 12.10.17
2. Lewisham Southwark College – 21.11.17
3. Carlisle College – 10.10.17
4. Newcastle College – 9.1.18

4283 Any other Business - none

4284 Confidentiality of Business

The following confidential reports were identified:

4267 – GP2W Presentation
4260 – T Plan report
4269 – Discovery School update
4273 – CEO Report
4274 – IoT Report & Presentation
4276 – FE Consolidation update
4282 – College Board Minutes
4285 – SPH Recruitment update

6.10pm – Staff/Student members and Executive members excused from the meeting.

4285 Confidential Items

SPH Recruitment Update

4286 Date of Next Meeting

12th March, 2018 at 4.00pm

Minutes agreed as being a true and accurate record and signed off by the Chair of Corporation

Date

Signed