

**Minutes of the Special Meeting of the TCAT Corporation
Monday 18 September 2017, from 3:00pm (W2.09, Haybridge Campus)**

Present at meeting

Liz Bekker, Corporation member - Staff governor (not present for Item 9)
 Roger Betteridge, Vice-Chair of the Corporation
 Kerry Boffey, Corporation member
 David Gough, Corporation member
 Graham Guest, Corporation member – Principal & Chief Executive
 Paul Hinkins, Chair of the Corporation
 Steve Hogan, Corporation member
 David Lowe, Corporation member
 Neil Phillips, Corporation member
 Duncan Varnes, Corporation member

In attendance

Paul Butler, National Leader in Governance (Observer)
 Stephanie Morley, Clerk to the Corporation
 Michael Nicol, ESFA representative
 Janet Stephens, Deputy Principal (not present for Item 9)

61/17 1. Welcome and apologies

The Chair welcomed everyone to the meeting. Apologies had been received from Rosie Beswick, Lisa Lamb Candace Miller and Jim Welch.

Clerk to record attendance

62/17 2. Declaration of members' interests

None received.

63/17 3. Confidential Items

The Corporation AGREED the following items should be considered in confidential session at the end of the meeting:

Agenda item number	Report title	Reason for confidentiality
9	Senior management appointment – Vice Principal	Instrument 17.2(a) material relating to persons to be employed at the College

Clerk to update Register of Confidential Items

64/17 4. Corporation members' responsibilities and expected behaviours

The Chair referred Corporation members to his email of 12 September 2017 and, without prejudice, reminded members of their responsibility to keep sensitive information relating to the college confidential at all times. Members were informed of the potential implications of sharing such information beyond the governing body and were notified action would be taken if this was found to have taken place.

65/17 5. The revised CFADs model

J.Stephens presented her report to the Corporation, which was an overview of the revised application submitted to the Transaction Unit (TU) at the end of August 2017. The application required the approval of both Corporations before it could be submitted for consideration by the TU's Credit Committee. The submission had been presented and approved by the NCT Corporation on 13 September 2017. She thanked the governors who had attended briefings and extended the offer to any governors wishing a more detailed explanation of the submission.

J.Stephens outlined the main differences between the original and revised applications, and the reasons for the changes – the main reason being the completion of the business planning process after the original submission, which had generated more accurate financial information. Although the request for resubmission had resulted in a great amount of work over a short amount of time and a delay to the merger, the financial support package request was now realistic and had improved the confidence of the college's financial stakeholders.

Members were informed, following submission to the TU, there had been a number of requests for further information/clarification but early indications were it would be ready for consideration by the Credit Committee on 03 October 2017.

The Corporation received and noted the update report on the revised CFADs submission and reviewed the key changes identified within the report.

The Corporation APPROVED the revised CFADs and Restructuring Fund request for submission to the Credit Committee on 03 October 2017.

On behalf of the Corporation, the Chair thanked J.Stephens and G.Guest for all their hard work. He recognised the difficult decision to resubmit and acknowledged their considerable contribution towards re-writing the submission and securing the confidence of stakeholders.

66/17 6. Committee membership 2017/18

The Chair informed members the rationale for rolling the existing membership over to this academic year was due to the imminent merger and the revision of the governance arrangements for the merged college.

The Corporation APPROVED the recommendation to continue the committee membership as outlined in the report (B).

67/17 7. Principal's update

7.1 Achievement 2016/17

The Principal presented the Achievement figures to the Corporation. He explained the numbers were changing regularly due to achievements being finalised on a daily basis. The figures demonstrated the significant improvements made in 2016/17. Overall,

8/10 students left the college with their qualification. More accurate data would be contained in the Principal's report for the next meeting.

7.2 Enrolment 2017/18

The Principal presented the latest enrolment figures to the Corporation, which was also changing on a daily basis.

As at 14 September 2017, the number of 16-18yr olds enrolled at the college was 1334 (against a target of 1086). Numbers were also positive for 19+ (826), Learner Loan (83) and Higher Education (209). More analysis was being undertaken for apprenticeships as many had rolled forward and enrolments occurred throughout the year.

Members were reminded enrolment numbers only counted from a funding perspective from 01 November (ie 6 weeks into the term) and also to expect some attrition.

The Principal reported there had not been similar success at the NCT/King St campus. A number of activities were underway to mitigate the financial impact of the reduced enrolment numbers, including a full review of funding bands as it was believed a large number of students had been incorrectly allocated.

GOVERNORS' QUESTIONS/COMMENTS

Governors asked if, following the introduction of new standards, whether there had been any analysis done on their potential impact. J.Stephens reported, given the complexity, a detailed analysis was underway and the results would be reported within the management accounts on a monthly basis.

M.Nicol asked how soon the funding bands would be reviewed at King St and what could be done to mitigate the reduced enrolment. J.Stephens confirmed this would be completed before the end of October 2017 and would be reviewed on an ongoing basis by the SLT. G.Guest reported he had commissioned the production of a curriculum plan to tackle duplication across the two campuses and develop an innovative and inspiring curriculum offer.

Governors noted the significant progress which had taken place and acknowledged there was still much to do with regards to both achievement and enrolment.

68/17 8. Dates of 2017/18 meetings (Autumn term)

Monday 09 October 2017 at 5:00pm
Monday 20 November 2017 at 5:00pm

Confidential

*Due to the following agenda item relating to individuals employed by the Corporation, the detailed record of this meeting is **confidential**.*

69/17 9. **Senior post holder appointment: Vice Principal – Curriculum & Quality**

The Corporation was informed an intensive recruitment process for the Vice Principal position took place on 14 and 15 September 2017, finishing with a formal presentation and interview with the Selection Panel on the second day. The Panel comprised P.Hinkins, G.Guest, K.Boffey and S.Hogan.

Following the Selection Panel's recommendation, the Corporation APPROVED the appointment of David Malone as the Vice Principal – Curriculum & Quality (start date to be negotiated).

*Chair/Clerk
to arrange
appointment
paperwork*

The meeting concluded at 3:45pm.