

**Minutes of the Corporation Board
held on Thursday, 29 June 2017 at 5.00pm in Sketty Hall, Sketty**

Present:	Mr Colin Cornelius	Chair
	Dr David Ashelby	
	Mr John Britton	
	Mr Tim Clark	
	Mr Mike Day	
	Mrs Carol Green	
	Mr Ryan George	(Until Item end of Item 53)
	Mr Meirion Howells	
	Mr Mark Jones	Principal
	Mr Ceri Low	
	Mrs Chantal Patel	
	Ms Fiona Rees	
	Mr Ray Singh	
	Mr Gary Williams	
In Attendance:	Mr Mike Glover	Head of Finance (Until end of Item 53)
	Mr Paul Harris	Vice Principal (Corporate Services) (Until end of Item 53)
	Mrs Kay Morgan	Vice Principal (Academic Services) (Until end of Item 53)
	Ms Chloe Harries	Observer (Until end of Item 53)
Recorder:	Mrs Sharon Barron	Clerk to the Corporation

43 Welcome

Student member of the Board – Ms Chloe Harries as observer.

44 Apologies for Absence

Apologies had been received from: Mrs Susan Williams, Mr Andrew Donald, Mr Kieron Rees.

45 Declarations of Interest

Ms Fiona Rees and Mr Gary Williams declared an interest in item 52.1 below remained present but and took no part in the decision.

Mr Mark Jones was present for the decision in item 47 (paragraph 5) below but took no part in the decision.

Mrs Sharon Barron was present for the decision in item 47 (paragraph 5) below.

Mr Ceri Low declared an interest in item 51.7 below remained present but took no part in the discussion.

46 Minutes of the Previous Meeting

The minutes of the meeting held on 11 May 2017 were **approved** as a correct

record.

47 Principal's Report

The Principal presented his report.

The Board noted the sector update including consultation on the means to take forward the Welsh government response to the Hazelkorn Review, set out in a document entitled '*Public Good and a Prosperous Wales – Building a reformed PCET (Post Compulsory Education and Training) System*'; the Welsh Government agreement to the general principles of the new Additional Learning Needs and Education Tribunal (Wales) Bill, a grant to Colegau Cymru to support the appointment of an ALN Strategic Advisor to the FE sector for a 4 year period, and bids invited for a share of £50,000 to support a small number of ALN projects that support collaborative working; receipt of the draft compliance notice for consultation on Welsh Standards; activities for political engagement.

Members noted the new Cabinet member for the City and County of Swansea with members noting the comment that it was important to maintain political engagement; an update on work based learning including the news that the College's bid for an additional £3m of apprenticeship funding had been approved by the Welsh Government and that therefore the college work based learning grant had increased from £1.7m (prior to the acquisition of LLETS) to now over £7.1m for the new academic year 2017-18; progress with ESF projects being submitted to the Welsh European Funding Office for the development and delivery of the proposed employability programme, to be known as '*Better Jobs, Better Futures*'; changes in management arrangements for the Talent Bank with the University essentially picking up the risks for the project; and discussions taking place in relation to an opportunity to co-brand an international school based in Guangzhou, China.

The Board noted the 2017-18 pay claim submitted by the Joint Trade Unions which was due to be considered by college principals at a Colegau Cymru meeting in July when the outcome might be to proceed with implementing a 1% increase so that all staff (with a few exceptions) received the increase on 1 August.

The Corporation Board **agreed** that should the college principals agree to implement the 1% pay award that that Gower College Swansea take the same approach in implementing the award from 1 August 2017 for all staff (except those receiving the living wage and certain categories of staff on fixed point salaries) including the Principal and Clerk to the Corporation Board.

Members noted that two senior managers, Mrs Gill Davies and Mrs Nicola Perkins would be leaving the College in the summer and recognised their contribution to the College.

The Board noted the results of the 2017 staff survey. In particular members noted that 502 staff had completed the survey compared with 417 in the previous year and that in overall terms there was an improvement across all 11 categories covered by the survey.

The Board noted current estates developments including: receipt of planning consent for the first floor coffee shop and common room extension at the Gorseinon campus,

receipt of tenders for the construction of the new facility and the provision of steel for the work; progress with the front of house development, and reinstatement of fire damaged areas at the Tycoch campus; development of the Kingsway premises, including exploring avenues of financial support from the City and County of Swansea Council and the Welsh European Funding Office, and temporary accommodation for use whilst the TSB building was being refurbished; and development of a Strategic Outline Programme at the request of the Welsh Government to support bids for capital projects identified and approved previously by the Corporation Board (Minute 15 Corporation Board December 2016 refers).

The Corporation Board **agreed** that:

- The College explores further the option of temporary accommodation for its employability programmes;
- The College submits planning applications and tender documentation for the refurbishment of the whole Kingsway building;
- Subject to receiving grant aid/planning permission, proceed with the refurbishment of the building; and
- Based on the projects previously identified the College completes and returns the Strategic Outline Programme to the Welsh Government by the due date.

An updated report on the Gorseinon Coffee Shop extension was circulated at the meeting and the Board was asked to consider an increase in the budget to cover the actual costs, identified after tenders were received (from Contract Services) and provide some contingency.

The Corporation Board **agreed** to increase the budget for the Gorseinon Coffee Shop extension from £1.2m previously agreed to £1.35m.

Other items noted by the Board included student achievements and a request for nominations for the College Fellowship.

The Corporation Board **noted** the report.

48 Management Accounts 9 months ended 30 April 2017

The Corporation Board received and the management accounts for the 9 month period ended 30 April 2017 which had been recommended to the Board by the Finance and General Purposes Committee (Minute 47 refers).

Members noted: that the management accounts and financial forecasts did not contain any impact of the fire on the Statement of Comprehensive Income; that the College had received a grant of £347,000 from the Welsh Government for estates maintenance works; the College was at 99.7% of its target to deliver the recurrent grant thereby avoiding claw-back of the general funding allocation; the College was in line with budget in relation to Work Based Learning income, ESF income and staff costs; and an increase in the actuarially estimated additional pension charge of £410,000.

Members were assured that management of the insurance claim for the fire was proceeding satisfactorily and that cashflow was adequate.

The Corporation Board **approved** the management accounts.

49 Financial Forecasts

The Board received updated out-turn for 2016-17 in line with the latest management accounts forecast, the annual budget for 2017-20 and sensitivity analyses. This had been recommended for approval by the Finance and General Purposes Committee (Minute 48 refers).

Members noted in particular: the operating surplus for 2016-17 and successive years as just over £2m; the key assumptions including the increase in recurrent grant of 1.25% for 2017-18 but no increase thereafter; the inclusion of the 1% cost of living pay award to staff; the financial strategy for growth and the generation of surplus each year; that one key performance indicator, an EBITDA of 6% would not be achieved as investment was targeted in a number of areas; proposed capital expenditure; and an increase in expenditure on maintenance.

The Corporation Board **approved** the forecast out-turn for the period ending 31 July 2017 and the budget for the years ending 31 July 2018, 2019, 2020 and 2021 and their subsequent submission to the Welsh Government.

50 Annual Operating Plan

The Board received details of the final review of the Annual Operating Plan, updated at the meeting to reflect recent developments, which indicated: that 21 of the 40 objectives (52.5%) were fully achieved or progress had been made against the objectives as planned; 14 of the 40 objectives (35%) were partially achieved with very good progress being made against the majority, therefore 35 of the 40 objectives (87.5%) were either achieved or partially achieved. Members noted the reasons provided for where objectives had not been achieved.

The Corporation Board **noted** the review.

51 Committee Reports

The Corporation Board **noted** the discussions and **confirmed** the decisions taken at the Committee meetings as set out below.

.1 Search and Governance Committee 16 May 2017

The Corporation Board **agreed** that:

- (a) That Councillors Jennifer Raynor and Robert Smith be appointed to the Corporation Board for a term of office of one year;
- (b) Ms Fiona Rees and Mr Gary Williams be reappointed to the Board, each for a term of office of four years ending in June 2021;
- (c) Ms Chloe Harries be appointed the Student Corporation Board member for the Tycoch campus and an election be held at the beginning of the autumn term for the Gorseinon Campus Student Corporation Board member;
- (d) That the schedule of meeting dates for 2017-18 be confirmed.

.2 Curriculum and Quality Committee 23 May 2017

.3 Track Training 25 May 2017

The Corporation Board noted that Mrs Gill Davies had resigned as a director of Track Training Ltd and delegated authority to the Chair of the Corporation Board to nominate a replacement director if it was thought necessary.

.4 Finance and General Purposes Committee

The Corporation Board **noted** the decisions taken and **approved** the following amendments to the Financial Regulations to take effect from 1 August 2017 as recommended by the Committee (Minute 49):

- a) The OJEC procurement limits adjusted in line with the latest published guidelines (Section K: para 1.14).
- b) The procurement guidelines adjusted to reflect references to information security requirements when procuring computer equipment (Section K: para 1.7) when undertaking College tenders (Section K: para 1.10) and when working with consultants (Section K: para 1.13).
- c) Allow the Senior Accountant to authorise and pay petty cash claims (Section K: para 1.18).
- d) Update Section R – Maintenance and Security of Computerised Management Information Systems to reflect some of the work ongoing in relation to ISO 27001:Information Security.

.5 Human Resources Committee 12 June 2017

The Corporation Board noted that the Human Resources Committee had discussed a change of name for the Committee (to Human Resources and Organisational Development Committee) and some amendments to the Committee's terms of reference.

Board members noted the background to the proposal provided by the chair of the Committee, and concerns raised by members of the Board. Members commented in particular on the interpretation of the term 'organisational development', whether it was clear enough that the term applied here only in the context of human resource matters and no other organisational matters, and even in the context of human resources whether with this title and the associated changes to the terms of reference governors might cross the boundary into considering management matters.

Members noted that the articles of government for the Board provided that the Principal was responsible for 'the organisation, direction and management of the institution and leadership of the staff'.

The Corporation Board **agreed**

1. that the Human Resources Committee be asked to review the proposed amendments including the suggestion that item 4 in the revised terms of reference read: 'to advise the Principal on matters that relate to employment and staffing in the context of organisational development';
2. that the Search and Governance Committee be asked to review the terms of

reference of committees at its meeting in the autumn term.

The Corporation Board **agreed**, on the recommendation of the Wales Negotiating Committee Further Education and the Human Resources Committee to adopt the Joint Agreement on Starting Salaries for Lecturers and Business Support Staff.

.6 Audit Committee – 15 June 2017

The Corporation Board **approved** the amendments to the financial regulations as recommended (Minute 68) by the Committee. [set out in item 52.4 above]

.7 Learner Support Committee – 20 June 2017

The Corporation Board **noted** the minutes of the meeting of 20 June which were circulated at the meeting, and the Safeguarding and Vulnerable Adults Annual Report.

Training for members of the Board on safeguarding would take place prior to the first meeting of the Corporation Board in October 2017.

52 Any Other Business

Student Member

The Board thanked Mr Ryan George for his participation as Student member for 2016-17 and wished him well for the future.

53 Confidential Item – Proposal to Recruit a New Senior College Manager

The Corporation Board received a report proposing that the recruitment of a Deputy Principal. Members noted the changes to the budgeted position in the college from 2013-14 to 2017-18, particularly in income from 14-16 schools, HE and apprentices, the addition of the learning area in Construction, the addition of two sites (Hill House and Jubilee court) since 2013-14, the reduction in the number of senior managers in the last few years and a number of future opportunities.

Members noted and commented upon the main components of the proposed role, the costs for which had been included in the budget, and the proposal for board member involvement in recruitment for the role.

The Corporation Board **approved** the proposal to recruit a Deputy Principal in the terms set out in the report.

54 Dates of Meetings for 2017-18

19 October 2017, 14 December 2017, 8 February 2018, 22 March 2018, 10 May 2018, 21 June 2018, away-day 14 February 2018.

Signed.....

Status:confirmed

Date.....