

<b>Title of Meeting:</b>	<b>Inspire Board –Minutes</b>
<b>Location:</b>	<b>Beeston Library &amp; *Teams Meeting</b>
<b>Date:</b>	<b>Weds 20<sup>th</sup> September 2023</b>
<b>Time:</b>	<b>4.10 to 5.55pm</b>
<b>Attendees:</b>	<p>John Cottee – County Council Nominated Director (Chair)</p> <p>*Leon Dale – Member Elected Director</p> <p>Mark Dorrington – Member Elected Director</p> <p>*Vicki Dunstall – Co Opted Director</p> <p>Peter Gaw – Chief Executive Officer, Inspire</p> <p>*Jackie Hewlett-Davies – Member Elected Director</p> <p>Margot Madin – Co Opted Director</p> <p>Diana Meale – Member Elected Director</p> <p>Ann Penn – Staff Elected Director</p>
<b>Invited:</b>	<p>Mick Allen – Group Manager Place Commissioning, NCC</p> <p>Margaret Anderson – Chief Finance Officer, Inspire</p> <p>Ian Bond – Director of Culture, Inspire</p> <p>Kirsty Blyth – Assistant Chief Executive Officer, Inspire</p> <p>Katharine Say – Executive Officer &amp; Board Support, Inspire</p>

<b>Agenda No.</b>	<b>Agenda Subject</b>	<b>Action</b>
1.	<p><b><u>Service Spotlight on Inspire College</u></b></p> <ul style="list-style-type: none"> <li>• Ian Bond presented a summary of Inspire College (IC) on behalf of Simon Cook (see appendix 1). Young person testimonial video - <a href="https://youtu.be/JO0eJE9ijc8">https://youtu.be/JO0eJE9ijc8</a></li> <li>• Members thanked IB for the presentation, congratulated IC for their fantastic exam results and asked if Inspire Learning (IL) received more funding for better results. IB explained that supporting this group of learners is extremely important, IL are good at maximising income but the achievement element of funding it receives is quite small.</li> <li>• Members asked IB about methods of reaching young people. IB explained that along with a Learning Engagement Officer, IC works with schools, referral bodies as well as the <a href="#">Inspire College Prospectus</a> and communications and marketing campaigns aimed at young people, their families and referral teams. IB added that there was still more to do and is currently working with Nottingham Trent University to learn how they successfully market themselves.</li> </ul>	
2.	<p><b><u>Welcome and Apologies</u></b></p> <ul style="list-style-type: none"> <li>• Apologies received from:             <ul style="list-style-type: none"> <li>– Simon Cook – Study Programme Manager, Inspire College</li> <li>– Paul Henshaw – County Council Nominated Director</li> <li>– Liz Howell – Co Opted Director (Vice Chair)</li> <li>– Aidan La Mola – Cultural Services Commissioner, NCC</li> <li>– Mark Walker - Interim Service Director, Place &amp; Communities, NCC</li> </ul> </li> </ul>	
3.	<p><b><u>Minutes of the last meeting and matters arising</u></b></p> <ul style="list-style-type: none"> <li>• Members agreed that the minutes from 9<sup>th</sup> May 2023 were a true and accurate record and were happy to approve.</li> <li>• Matters arising – item 10 Development &amp; Fundraising Committee. PG reiterated that he will put together a committee if keen board members express an interest to be involved.</li> </ul>	

4.	<p><b><u>Declaration of Conflicts and Interests</u></b></p> <ul style="list-style-type: none"> <li>DM declared that she is a trustee of New Perspectives who partner with Unanima Theatre who are a National Portfolio Organisation (NPO) and based at Inspire’s Old Library in Mansfield.</li> <li>In a previous role LH was involved with BBC Weather Watchers which, as part of the BBC’s Make it Digital campaign, was in partnership with libraries across the UK.</li> </ul>	
5.	<p><b><u>CEO Update</u></b></p> <ul style="list-style-type: none"> <li>PG presented his strategic overview for May to September 2023 including the performance dashboard for April to August 2023.</li> <li>Members raised and discussed the maintenance and repairs issues affecting the mobile libraries and whether there were any budget implications due to the significant increase in number of events. PG confirmed that most of the activity is funded by National Portfolio Organisation (NPO), Learning or Community funds and built into the core offer. JC noted that this positive increase in activity should be highlighted to council members. PG confirmed that it was reported to NCC.</li> <li>PG highlighted the new ‘National Plan for Music Education (see appendix 2) summarising that following a revised set of geographies for Hub Lead Organisations (HLO), Inspire has applied to be the new HLO for the city and county with a consortium agreement with Nottingham Music Hub. PG stressed the accountability of Inspire as the HLO and reporting responsibilities to board and Arts Council England (ACE). Members were made aware of the need for a revised governance model for the new music hub and discussed the impact on the current hub governance through the Music, Culture &amp; Heritage committee.</li> </ul> <p><b>The board noted the progress of the organisation and the range of issues.</b></p>	
6.	<p><b><u>Statutory Report &amp; Accounts 2022/23</u></b></p> <ul style="list-style-type: none"> <li>MA was pleased to report a successful and smooth audit and the accounts have been signed, filed with FCA and will be presented at the AGM on 11<sup>th</sup> Oct.</li> <li>MA explained that every year a large deficit shows in the Statement of Financial Activities but this is because they include the actuary adjustments for the Local Government Pension Scheme. An explanatory note strips this out to give a surplus of £140k for 22/23 and unrestricted surplus figure of £84k.</li> <li>The board commended MA and thanked her and the finance team.</li> <li>Inspire will be going out to tender for auditors in September 2023.</li> </ul> <p><b>The board noted the accounts.</b></p>	
7.	<p><b><u>Finance Update</u></b></p> <ul style="list-style-type: none"> <li>MA presented management accounts for period 4, April to July 2023 which show a positive variance largely due to additional income for Learning, Towns Fund projects, Barclays pop-up banks and bank interest. A reforecasting exercise for the rest of year shows a deficit of £413k compared to the original budgeted figure of £471k, a £58k better position than budgeted.</li> <li>These figures include the current national local government pay offer of £1,925 fixed sum to all pay grades, pay award still to be accepted by unions, and £201k income from NCC to support the pay award but also yet to be approved.</li> <li>MA was expecting the forecast to look £80k worse due to £281k pressure on staff but with the £201k income from NCC is now predicting a £58k surplus due to better bank interest, Barclays pop-up rental income, savings within premises costs, savings on courier service whilst on pause due to liquidation and still carrying some frozen posts. New courier service due to go live in October.</li> <li>The forecast estimates £1.1m in unrestricted reserves and £1.5m in restricted reserves at the end of the year.</li> <li>Members discussed the Medium Term Financial Plan and that unrestricted funds are predicted to dip below current reserves policy of £850k by the end of 24/25. Restricted</li> </ul>	

	<p>funds are shown to reduce significantly largely due to the pay awards and are worst case scenario.</p> <p><b>The board noted:</b></p> <ul style="list-style-type: none"> <li>– <b>the Period 4 23/24 Management Accounts and Reforecast Position</b></li> <li>– <b>the Forecast 2023/24 Reserves Position</b></li> <li>– <b>the Medium-Term Financial Plan and its impact on reserves</b></li> <li>– <b>the Cash Flow for April 2023 – October 2024</b></li> <li>– <b>the Balance Sheet as at 31/07/2023</b></li> </ul>	
8.	<p><b><u>Board Membership</u></b></p> <ul style="list-style-type: none"> <li>• PG advised that LH will end her tenure on the board at the AGM in October and so had shared a role descriptor and Terms of Reference in order to appoint a new vice chair of the board and chair for the Staffing &amp; Standards committee.</li> <li>• Nominations for Vice Chair – MM was nominated by DM, seconded by JC and AP. All agreed.</li> <li>• Nominations for Chair of Staffing &amp; Standards Committee – LD was proposed by DM and seconded by MM.</li> </ul> <p><b>The board elected MM to Vice Chair of the main board and LD to chair of Staffing &amp; Standards committee.</b></p>	
9.	<p><b><u>Inspire Policies</u></b></p> <ul style="list-style-type: none"> <li>• KB introduced the next set of policies to be approved as part of the ongoing review programme.</li> <li>• Prevent Policy – annual review, minor changes to bring it up to date and reviewed by leadership team and Safeguarding &amp; Prevent leads and working group.</li> <li>• Safeguarding Policy – annual review, minor changes to bring it up to date and reviewed by leadership team, Safeguarding &amp; Prevent leads and working group.</li> <li>• Social Media Policy – reviewed by Comms &amp; Marketing manager with minor updates.</li> <li>• Whistleblowing Policy – reviewed by Workforce Development Manager with minor updates.</li> </ul> <p><b>The board approved the revised policies.</b></p>	
10.	<p><b><u>Annual Compliments &amp; Complaints Report</u></b></p> <ul style="list-style-type: none"> <li>• KB explained that Inspire has a centralised process for managing compliments and complaints via Ask Inspire which are then reviewed on a quarterly basis by the leadership team. Health &amp; Safety issues are incorporated into the H&amp;S review system and compliments and complaints are reported to NCC as part of the contract review process.</li> <li>• This year there were more complaints than compliments largely due to heating failures in libraries and the van service causing slow movement of stock. All heating issues have now been resolved apart from Newark which are programmed to start in the new year and new courier service starts this October. Since April 2023 there have been more compliments and complaints.</li> <li>• KB noted that the Complaints policy has been updated in the ‘Final Stage’ giving customers recourse to NCC’s own complaints team and then the local government ombudsman.</li> </ul> <p><b>The board noted the report and approved the Complaints Policy.</b></p>	
11.	<p><b><u>Annual Safeguarding Report</u></b></p> <ul style="list-style-type: none"> <li>• KB presented the annual report based on standardised reporting across Inspire. There were 39 incidents in 22/23, higher than in previous years but Inspire now collecting data on additional categories of concern in order to gain a better understanding of safeguarding issues. Many incidents happened within Inspire Learning due to the</li> </ul>	

	<p>nature of the college learners and numbers in libraries have now also returned to pre covid levels.</p> <ul style="list-style-type: none"> <li>• KB advised that she is happy with the current level of reporting which is overseen by a cross Inspire working group that meet twice a year to review policy and major items. KB also included in the report that the recent Ofsted inspection found Inspire Learning’s safeguarding arrangements effective.</li> <li>• LD is the board safeguarding and prevent lead and participated in the recent inspection.</li> <li>• Members were asked to complete the email poll for their availability to attend the next Safeguarding &amp; Prevent training on either 23<sup>rd</sup> or 30<sup>th</sup> Jan 2024. KS will then email to confirm the date.</li> </ul> <p><b>The board noted the report.</b></p>	<b><u>ALL</u></b>
12.	<p><b><u>Impact Report</u></b></p> <ul style="list-style-type: none"> <li>• KB was pleased to present the annual impact report with stories from across the services where staff can record what is not apparent from figures and statistics. KB stressed the importance of recognising the range of voices and stories and the many good examples of staff locally going the extra mile in meeting customers’ needs. The report gives a good sense of what happens and the difference staff make across all services and users. KB recommended that the report is used by senior staff and board members as advocacy.</li> <li>• MD thanked KB for the impressive report and asked if it could be shared wider. PG advised it will be shared with NCC.</li> </ul> <p><b>The board agreed to use the report for advocacy.</b></p>	
13.	<p><b><u>Risk Log</u></b></p> <ul style="list-style-type: none"> <li>• KB explained the leadership complete a monthly review and update on the compliance tracker and create a strategic summary to bring to the board.</li> <li>• Music Hub – risk has been reduced now that Inspire will be the hub lead organisation.</li> </ul> <p><b>The board reviewed and discussed the strategic risk register.</b></p>	
14.	<p><b><u>Committee Reports &amp; Meetings</u></b></p> <ul style="list-style-type: none"> <li>• Music, Culture &amp; Heritage Committee – 6<sup>th</sup> June 2023</li> <li>• Music, Culture &amp; Heritage Committee – 6<sup>th</sup> Sept 2023</li> <li>• Learning &amp; Skills Committee – 10<sup>th</sup> July 2023</li> <li>• Finance &amp; Audit Committee – 12<sup>th</sup> Sept 2023</li> </ul> <p><b>The board noted the reports.</b></p>	
11.	<p><b><u>AOB</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>	
12.	<p><b><u>Forthcoming meeting and events</u></b></p> <ul style="list-style-type: none"> <li>• AGM on Weds 11<sup>th</sup> Oct 2023, 7 to 8.30pm at Beeston Library/Zoom</li> <li>• Main Board Meeting on Tues 28<sup>th</sup> Nov 2023, 4 to 6pm at Newark Buttermarket/Teams</li> <li>• An Inspired Christmas Concert on Mon 4<sup>th</sup> Dec 2023, 6.15 to 9pm at Royal Concert Hall Nottingham &amp; online</li> <li>• Board &amp; Committee member Safeguarding &amp; Prevent Training on Tues 23<sup>rd</sup> or 30<sup>th</sup> Jan 2024 (TBC) at Arnold Library</li> </ul>	
13.	<p><b><u>Meeting Review</u></b></p> <ul style="list-style-type: none"> <li>• Opportunity for chair/vice chair to discuss all aspects of the board meeting – timeliness, communication, quality of papers and opportunity for discussion and debate.</li> <li>• Service highlights will be under 25 minutes at forthcoming meetings.</li> </ul>	

**Noting of approved minutes****Name:** John Cottee**Signature:****Title:** Chair of Inspire Board**Date:**

## Appendix 1

### Inspire College – Service Spotlight – Ian Bond

## Overview

- What is Inspire College
- 2022/23 Academic Year Highlights
- 2023/24 Achievements and Upcoming Attractions
- Challenges
- Opportunities
- This is what it's all about
- Questions



## What is Inspire College

- 16 to 18 year old learners (up to 24 with an Education Health and Care Plan)
- Set up in the mid-noughties by NCC to provide post 16 learning for young people at risk of being Not in Education Employment or Training (NEET)
- Run vocational courses (bricklaying, carpentry and joinery, health and social care, hospitality and catering, IT and IT with marketing and Sport and Leisure).
- Run Personal Social Development & GCSEs/FS



## 2022/23 Academic Year Highlights

- Recruited 267 learners
- Achieved 43% Grade 4 and above in English GCSE and 65% Grade 4 and above in maths
- In March 2023, the 2021/22 National Achievement Rate Tables were published (first since the pandemic). Inspire College achieved 79.2% achievement rate above the benchmark for this type of provision
- Ofsted Good for Inspire College and for High Needs Learners!



# 2023/24 Achievements and Upcoming Attractions

- Summer 2023 GCSE resits: English 41% (against a national resit rate of 25.9%) i.e. 18.1% above benchmark; maths 71% (against a national resit rate of 16.4%) i.e. 54.6% above benchmark!
- New provision in Basford(Pass/Move/Grin) in Sport and Leisure
- AutonoMe pilot
- On track to recruit nearly 300 learners in 2023/24, a return to pre-pandemic performance



## Challenges

- Increased competition from other providers (e.g. WNC)
- Staffing (retention and recruitment)
- Increasing numbers of High Needs Learners
- Higher levels of mental ill health in new learners
- Lack of capital investment in learning and curriculum
- Expense of the model with inadequate funding and no recognition that this approach is more expensive than a standard General Further Education College



## Opportunities

- The move to High Pavement
- The possibility of capital investment in new construction workshops and training kitchen
- New vocational programme in performing arts and culture (in partnership with the Sutton Library Innovation Centre project)
- New partnership with Futures
- Possible vertical integration by move into Alternative Provision

