

# The Corporation

## MINUTES - Public



Minutes for a meeting of the Corporation  
Held on Thursday 24 March 22 at 16:30  
Venue: Boardroom / MS Teams

### Members:

**Peter Thomas (Chair); Sam Best (Vice Chair); Kevin Athersuch; Becky Bevins; Julian Bisset (Staff Teaching); Mark Bolton (Principal); Paul Clowes; Ellimae Dunn (Student FE); Jack Gibbs (Student HE); Lee Harwood; Jo Howarth; Rebecca Marshall; Jag Ner; Gayle Pogson (Staff Business); Emma Read; Jo Roundell Greene; Scott Roy; James Scott**

Clerk: Gill Keogh

### In attendance:

1-16: **Emma Cox (Vice Principal Finance & Resources)**  
Jo Frith-Williams (VP Quality of Education)

Item 4: **Alex Clancy (Director of Employer Engagement)**

**BOLD** indicates presence at meeting

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| Item | Detail   | Action |
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| 17   | <b>CLOSED SESSION</b><br>The minutes for this item are recorded separately in a set of Strictly Confidential minutes.  |        |
| 1    | 16:45 Ellimae Dune, Jack Gibbs, Julian Bisset, Gayle Pogson and invited attendee, Emma Cox joined the meeting.<br><br><b>MEETING PRELIMINARIES</b><br>Apologies were received from Kevin Athersuch.<br>The meeting remained quorate throughout.<br>There were no declarations of interest to note.   |        |
| 2    | <b>MEMBERSHIP CHANGES</b><br>Based on the <b>Recommendations</b> of the S&G Committee, the Board unanimously <b>Approved</b> the following Board/Committee changes:<br><ul style="list-style-type: none"> <li>- The appointment of <b>David Woan</b> as an Independent Governor and member of the CQA Committee</li> <li>- Scott Roy, independent member, extend his term of office until July 2023</li> <li>- Jack Gibbs (HE Student Governor) to join the CQA Committee</li> <li>- Julian Bisset (Teaching Staff Governor) to join the CQA Committee</li> <li>- Jo Howarth, with the assistance of Peter Green, will be CQA Committee Chair from September 2022</li> <li>- James Scott, to Chair the Infrastructure Committee</li> </ul> |        |
| 3    | <b>TEACHING AND LEARNING</b><br>The Committee noted the <u>Complaints Annual Report 2020/21</u> , volume of complaints, the ratio between not upheld and upheld and the number of complaints in particular areas. The report was presented by the Principal, noting in particular, the report was broadly consistent with previous years, with a slight decline in the number of complaints. The Board considered this to be acceptable.<br><br><u>CQA meeting of 17 March 22.</u> It had been the first meeting since September 21, a fuller picture will be given to the Board after the next CQA meeting in May 22.   |        |

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|   | <p>The Committee had received a copy of the <u>SAR</u> with comments from Peter Green and verbal commentary from the Principal. Senior staff absence made the collation of the SAR difficult and delayed.</p> <p>The CQA committee had broadly accepted the commented version from Peter Green.</p> <p>On the <b>Recommendation</b> of the CQA Committee, the Board unanimously approved the SAR.</p>  |  |
| 4 | <p><b>SUBCONTRACTING</b></p> <p>17:30 The Director of Employer Engagement joined the meeting. The Committee noted the <u>Forecast Performance Against the Plan</u>, noting in particular</p> <ul style="list-style-type: none"> <li>- The majority of Apprenticeship subcontractors are recruiting learners to profile to meet MCV's by year end July 2022.</li> <li>- The sole AEB subcontractor, The Skills Network (TSN), is also on track for the revised maximum contract.</li> <li>- Gregory Distribution (GDL), and Dave Robbins Transport (DRT), have had a significantly higher profile due to business need. The business need is still there but recruitment has fallen off since January, which is impacting yearend total and values.</li> <li>- GDL have internalised more learners, hence much lower DRT numbers.</li> <li>- YDH have not recruited in 2021-22 to date and do not intend to recruit in year. Various reasons including covid delays to training and employers (GP surgeries) not wanting the apprenticeship route due to minimum duration and off the job training implications.</li> <li>- Significant progress has been made with the Quality Team to align Subcontracting QA processes.</li> <li>- YC Apprentice survey results noted a low response rate of 43 learners, majority Engineering (it is planned to resolve this issue on the next survey), Learners feel safe at work and College, British Values and Radicalisation needs to be revisited and to Improve tracking of progress (Smart Assessor).</li> <li>- DFE have announced a review of post 16 qualifications at level 2 and below, to aim to streamline the complex qualifications landscape as they are currently confusing. As a result of this result, it could have a potential impact to subcontracted provision 2022/23.</li> </ul> <p>The Chair noted that the quality and survey of this report had not been seen before and is a step forward. For the next survey a bigger survey sample will be required to be reported. The Chair thanked the Director of EE.</p> |  |
| 5 | <p><b>MINUTES OF THE LAST MEETING</b></p> <p>The Board unanimously <b>Approved</b> the public and confidential minutes as true and accurate records of the meeting held on 27 January 22. Website publication of the public minutes was unanimously <b>Approved</b>.</p>   |  |
| 6 | <p><b>MATTERS ARISING (MA)</b></p> <p>The Action and Query sheets were <b>Noted</b> and accepted. Actions were either complete, included elsewhere on today's agenda or being appropriately tracked and carried forward.</p>   |  |
| 7 | <p><b>CHAIR'S REPORT</b></p> <p>The Board noted the Chair's verbal report.</p> <p>The Chair gave a summary of the <u>Governor one to one meetings</u> held in March.</p> <ul style="list-style-type: none"> <li>- Protocols of meetings to be reissued to make the meetings more efficient.</li> <li>- Meeting calling notice will be issued as normal but papers will not be sent.</li> <li>- Papers will only be available on the shared drive.</li> <li>- Papers will include an executive summary and associated papers if appropriate. Separating out the must have to the like to have.</li> <li>- Executive summaries will have a maximum of 2 pages.</li> </ul>  |  |

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|    | <ul style="list-style-type: none"> <li>- The requirement to have papers made available on Thursday/Friday prior to the meeting will be reinforced. Papers received later than this date will have the item removed and brought forward to the following meeting.</li> <li>- These rules are relaxed with regards to the Infrastructure Committee.</li> <li>- Key College Documents to be made available via the Governors SharePoint.</li> </ul> <p><b>ACTION:</b> Clerk.</p> <ul style="list-style-type: none"> <li>- Following the successful Finance Overview, given by the Head of Finance, the Principal will discuss with his AP's the topics for presenting to the Governors. It is hoped to have these sessions start after the Easter. They will be held monthly with a 30 minute duration and will be live with a QandA session at the end. These sessions will be videoed for future use. Possible topics are: safeguarding, estates, what to expect from an Ofsted visit, subcontracting, pedagogy, and the Gatsby Bench Marks. <b>ACTION:</b> Principal and Clerk.</li> </ul> <p>Concerns and risks were noted as follows:</p> <ul style="list-style-type: none"> <li>- How will the reputation of the College be impacted during the big build?</li> <li>- Staffing was felt to be a risk. An item for discussion at the Strategy Day in June</li> </ul> <p>The Chair and Vice Chair were grateful for the commitment and support from the Board.</p> | <p>Clerk</p> <p>Principal / Clerk</p> |
| 8  | <p><b>CLERK'S REPORT</b></p> <p>The Board <b>noted</b> a verbal report from the Clerk, noting in particular</p> <ul style="list-style-type: none"> <li>- The change of the date of the Corporation meeting in May, from the 19 May to 26 May.</li> <li>- Attending meetings – important to let the Clerk know if attending via teams or on site, to ensure there is room capacity.</li> <li>- Finance, an overview session was held on the 28 February 22 and was well attended.</li> </ul>   |                                       |
| 9  | <p><b>PRINCIPAL'S REPORT AND OPERATING STATEMENT</b></p> <p>The Board noted the <u>Principal's report</u> with particular emphasis on the following:</p> <ul style="list-style-type: none"> <li>- Prevent Training</li> <li>- Staff Stabilities</li> <li>- New Curriculum Area Managers</li> <li>- T Levels Wave 4 Bid</li> <li>- Skills \Bootcamps Wave 3 Bid</li> <li>- Sector Skills Shortage Area job Roles (SSSA)</li> <li>- Space for Work</li> <li>- Student Behaviour</li> <li>- Opening of jAerp Centre</li> <li>- Gatsby 8 Benchmarks being reached</li> <li>- Rolling list of headline risk.</li> </ul> <p>The Board noted a verbal update on the Operating Statement. The statement will be combined with the risk register. It will be available on the portal when complete. <b>ACTION:</b> Governors were asked to make a list of risks from a Governance point of view. Further discussion and review will be given to the statement at the June Strategy meeting.</p>  |                                       |
| 10 | <p><b>FINANCIAL UPDATE</b></p> <p><b>Including Finance Committee Business</b></p> <p>The minutes for this item are recorded separately in a set of Confidential minutes.</p>  |                                       |
| 11 | <p><b>RISK MANAGEMENT and INTERNAL CONTROLS</b></p> <p><b>(including Audit Committee business)</b> - Chair asked for these items to be brought forward on the agenda.</p> <p>The minutes for this item are recorded separately in a set of Confidential minutes.</p>  |                                       |
| 12 | <p><b>INFRASTRUCTURE COMMITTEE</b></p> <p>The Board noted the minutes of the Infrastructure Committee meeting.</p>  |                                       |

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|    | <p>After an evaluation process Tenet Education Services recommendation was to award the contract to KGB Southwest as they have been identified as the most economically advantageous tenderer using the published award criterion.</p> <p>KGB provided the second lowest cost in their tender response therefore demonstrating value for money. Staffing pay has been increased which will be an incentive for staff retention, which will provide assurance to the College in fulfilling the cleaning requirements of the College. Following the evaluation, the Board unanimously <b>Approved</b> awarding the cleaning contract to KGB.</p>   |  |
| 13 | <p><b>GOVERNOR UPDATES</b></p> <p>Updates were noted from the Student HE Governor. The Student Voice meeting was recently conducted, most issues raised were resolved.</p>   |  |
| 14 | <p><b>LEGAL, POLICY and REGULATORY MATTERS</b></p> <p>The Board <b>noted</b> the report by the Lead Governor on <u>Governors Annual Safeguarding Audit</u> submitted online to the Support Services Education.</p> <p>A Safeguarding update was given by the Lead Governor, with regards to a student with an education and health plan. The Lead Governor was happy that the student was being dealt with satisfactorily.</p> <p>An <u>HE update</u> was given by the Principal and <b>noted</b> by the Board, noting in particular that the team are on target.</p> <p>There were no <u>incidents of whistleblowing, or fraud</u> since the last meeting. The RIDDORS noted a retaining wall behind Leonardos had collapsed on 17 February 22, the Board <b>noted</b> the area had been made safe and quotes were being obtained to rebuild the wall. Nobody had been hurt.</p> <p>The Board unanimously <b>Approved</b> the <u>Health and Safety Policy P24</u></p> |  |
| 15 | <p><b>RISK MANAGEMENT and INTERNAL CONTROLS</b><br/><b>(including Audit Committee business)</b></p> <p>There were no risk and internal control matters arising from the meeting.</p>   |  |
| 16 | <p><b>ANY OTHER BUSINESS</b></p> <p>There was no any other business to note.</p>   |  |
|    | <p><b>NEXT ORDINARY MEETING</b></p> <p>Thursday 26 May 22 @ 4:30pm.</p>  |  |
|    | <b>18:47 The meeting closed</b>  |  |