

MINUTES - Public

Meeting of the Corporation

Held on Thursday 08 December 2022 at 16:30

Members: Peter Thomas (Chair); Sam Best (Vice Chair); Becky Bevins; Julian Bisset (Staff Teaching); Mark Bolton (Principal); Louis Browne (Student FE), Paul Clowes; Jack Gibbs (Student HE); Wendy Grey; Lee Harwood; Jo Howarth; Rebecca Marshall; Jag Ner; Gayle Pogson (Staff Business); Emma Read; **Jo Roundell Greene**; Scott Roy; James Scott: David Woan

Clerk: Gillian Keogh

In attendance:
All Items: Emma Cox (Vice Principal Finance & Resources), Donna Short (Vice Principal Quality of Education)

Item 3: Sian Deasy (Head of Higher Education and Adult Learning)
BOLD indicates presence at meeting.

Item	Detail	Action
1.	<p>MEETING PRELIMINARIES</p> <p>Apologies for absence were received from Emma Read, James Scott, Scott Roy, and David Woan. The meeting remained quorate throughout. There were no Declarations of Interest made on this occasion.</p>	
2.	<p>NEW CORPORATION MEMBERS</p> <p>The Board welcomed the new FE Governor, Louis Browne and Independent Governor, Wendy Grey.</p>	
3	<p>HE</p> <p>The Board noted an update from the Head of HE and AL, noting in particular:</p> <ul style="list-style-type: none"> - National Student Survey (NSS) scores are above average. - Maintaining a strong compliance record with the OFS. - Access and Participation Plan (APP) has been approved. - A drop in applications from Adult Learners, noting a sector wide issue. - Success in winning a £1.2 million OfS capital bid to invest in hydrogen and cell technology equipment in Engineering. - Selected as one of the 10 nationally for the OfS funded HE in FE project with the Open University. <p>The Chair commended the Head of HE and AL for her efforts and success in the bid.</p>	
4	<p>MINUTES OF THE LAST MEETING</p> <p>The Board unanimously Approved the confidential and public minutes as true and accurate records of the meeting held on 13 October 2022. Website publication of the public minutes was unanimously Approved.</p> <p>The Board noted the recording of the Big Build Briefing held on 14 November 2022.</p>	
5	<p>MATTERS ARISING (MA)</p> <p>The Action and Query sheets were Noted and accepted. Actions were either complete, included elsewhere on today's agenda or being appropriately tracked and carried forward.</p>	

6	<p>CHAIR'S REPORT</p> <p>The Board Noted the Chairs verbal report on the Strategy Day (25 January 23) agenda topics.</p> <ul style="list-style-type: none"> - Risks – How best to report to Corporation and in what form? - Briefing on the Aspects of the Audit Committee – Our Statutory Responsibilities. - The Strategic Plan 2023-28. - Flex Budget Progress and the Pay Increase Implications. - SAR – Retention and Attendance Figures. <p>The Board unanimously Approved the Champions for 2022-23 as identified in the e-paper provided.</p>	
7	<p>CLERK'S REPORT</p> <p>The Board Noted the <u>Board Review</u> executive summary and the Options provided. The Board unanimously Approved Option 2, Governance 4FE @ £5k for the external board review with an additional support package of £500, both plus VAT.</p>	
8	<p>PRINCIPAL'S REPORT AND OPERATING STATEMENT</p> <p>The Board noted the Principal's e-paper report and particular emphasis was shown on the following:</p> <ul style="list-style-type: none"> - Big Build Update - 2021-22 Achievement data - CMT Awayday - Back to Basics - Staff Continuity - Strategic Aims Plan - Further Education Commissioners Office – Curriculum Efficiency and Financial Sustainability Support (FEC-CEFSS). - Student Behaviour - Ofsted Prep - Industrial Action Update - High Scoring Risks <p>The Board noted the Operating Statement snapshot.</p> <p>The Board noted all safeguarding officers now have full access to the Staff Clinical Supervision.</p> <p>The Board noted the Big Build Risks tabled summary.</p> <p>The Board noted the Chairs delegated authority for the Principal to sign the DfE Delegated Validation Contract.</p> <p>The Chair thanked the Principal for his reports.</p>	
9	<p>TEACHING AND LEARNING</p> <p>The Board noted the tabled presentation regarding Results, Outcomes, Destination and Attendance, noting in particular</p> <ul style="list-style-type: none"> - 16-18 retention figures are in line with national benchmarks. - Pass rates are 5% lower than national benchmarks. - 49% of the 16-19 cohort have support of some kind, 27% more than the previous year. - Apprenticeships outcomes remain steady, hospitality and hair & beauty are now at pre covid levels. 	

	<ul style="list-style-type: none"> - Adult Programs have seen a 6% improvement and retention has remained good. - Destination data - 62% students progressed to another program within the College. - Attendance – 84.4%, a figure which will be continually monitored by the CQA Committee. An alternative provision will be provided for some learners for which a full-time curriculum is not attainable. English and Maths figures have been impacted due to the increase from 2 to 3 study hours a week. <p>The Board noted the QIP update. SAR is still in progress. Action themes will be; Ofsted Actions (pilot), Achievement rates, Attendance, Behaviours and Attitudes and Maths outcomes.</p> <p>The Board noted the Complaints Annual Report 21/22. The Board were comfortable with the level of communication and that the appropriate actions had been taken.</p>	
10	<p>SAFEGUARDING</p> <p>The Board noted the Concerns Reported - Comparisons/benchmarks executive summary.</p> <ul style="list-style-type: none"> - A 47% increase in concerns from September 2019 to September 2022. - My Concern have been requested to give the YC a benchmark to use - Increases in concerns relate to behaviours around mental health, drugs misuse and cyber bullying/bullying/peer on peer. The majority of concerns related to off site activity. - The lack of social maturity of some amongst the 16-18 cohort, compounded by a lack of physical interaction, is having an impact. A possible consequence of Covid. <p>ACTION: The Chair asked the FE Student Governor to give further feedback, at a future meeting, from other students on the impact of measures taken, regarding my Concerns, by the college.</p> <p>The Chair thanked the VPQofE for her reports.</p>	FE Student Gov
11	<p>SAR (Self-Assessment Report)</p> <p>This item was deferred to the strategy meeting to be held on 25 January 2023.</p>	
12	<p>FINANCIAL UPDATE</p> <p>Including Finance and Remuneration Committee Business</p> <p>Further details on this item are recorded separately in a confidential set of minutes.</p>	
13	<p>FINANCIAL STATEMENTS PAPERWORK 2021-2022</p> <p>Further details on this item are recorded separately in a confidential set of minutes.</p>	
14	<p>INFRASTRUCTURE COMMITTEE</p> <p>The Board noted the minutes of the 07 November 22 meeting.</p>	
15	<p>GOVERNOR UPDATES</p> <p>Updates were given by the Staff, Student and Independent Governors.</p> <ul style="list-style-type: none"> - Staff and Students are excited about the Big Build - Staff Christmas Party 	

16	<p>LEGAL, POLICY and REGULATORY MATTERS</p> <p>The Board unanimously Approved the P30 Quality Assurance and Improvement Policy. Change names and headings</p> <p>The Board unanimously Approved the R47 Assessment and APL-RPL Procedure - (including HE) earlier in the meeting.</p> <p>The Board noted the Student Union Financial Arrangements.</p> <p>The Board noted there were no updates from Safeguarding or EDI from the respective champions.</p> <p>There were no incidents of whistleblowing or fraud to note currently. There had been 1 H&S incident in motor vehicle, rust had got into a student's eyes. Wrap around goggles were not being used. The student has fully recovered.</p>	
17	<p>RISK MANAGEMENT and INTERNAL CONTROLS (including Audit Committee business)</p> <p>The Board noted the verbal summary of the business of the Audit Committee Meeting of 30 November 2022. The introduction of a new HE system was noted by the Board, giving additional assurance.</p> <p>The Board unanimously Approved on the Recommendation of the Audit Committee the Audit Committee Annual Report 2021-22</p> <p>The Board unanimously Approved on the Recommendation of the Audit Committee the Extension of the Internal Auditors to extend for a further 2 years.</p> <p>The Board unanimously Approved on the Recommendation of the Audit Committee the Audit Committee Self-Assessment and Assessment of Internal Controls 2021-2022.</p> <p><u>Disclosure</u> – following a disclosure a further piece of audit work was considered, with a possible cost of £3k. It was felt it would be a training opportunity. It will be discussed again at the Audit Committee for a proposal to be presented to the Corporation.</p> <p>There were no risks or internal control matters arising from the meeting to note.</p>	
18	<p>ANY OTHER BUSINESS</p> <p>There was no other business to note currently.</p> <p>The Chair thanked the members for their attendance and wished them a Merry Christmas.</p>	
	<p>NEXT ORDINARY MEETING</p> <p>Thursday 26 January 2023 @ 4:30pm. (Strategy meeting Wednesday 25 January 2023)</p>	
	<p>19:02 The meeting closed</p>	