



**Part 1 Non-Confidential Minutes**

**Corporation**

**Tuesday 1<sup>st</sup> December 2020**

**via Microsoft Teams**

**Present:**

Carole Thorogood (Chair)	(CT)	)	
Anja Beriro	(AB)	)	
Mary Carswell	(MC)	)	
Andrew Dickinson	(AD)	)	External governors
Patricia Harman	(PH)	)	
Andrew Unitt	(AU)	)	
Michael Wisher	(MW)	)	
John van de Laarschot	(JL)	)	Chief Executive Officer
Nick Proverbs	(NP)	)	Staff governor
Liam Sewell	(LS)	)	Staff governor
Henry Icke	(HI)	)	Student governor

**In attendance:**

Philip Briscoe	(PB)	Principal (Curriculum & Education)
Richard Allanach	(RA)	Interim Chief Finance Officer
Simon Kirby	(SK)	Director of Marketing, PR and Communications
Karen Sanders	(KS)	Director of OD/HR
Jo Welham	(JW)	Governance and Support Services Manager
Rachel Robson	(RR)	Clerk
Mike Firth	(MF)	ESFA

<b>1</b>	<p><b>APOLOGIES</b></p> <p><b>094</b> The Chair welcomed all to the meeting that had been postponed from 9<sup>th</sup> November 2020. Apologies were received from Claire Brookes, Richard Donovan, Mike Green, Jon Hawley and Neghat Khan.</p>
<b>2</b>	<p><b>DECLARATIONS OF INTEREST</b></p> <p><b>095.</b> No declarations of interest were received in relation to matters on this agenda</p>
<b>3</b>	<p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <p><b>3.1 Minutes</b></p> <p><b>096</b> The Board reviewed the minutes from the previous meeting (distributed as CORP.091120.002). The Board <b>resolved</b> that the minutes of the meeting held on 12<sup>th</sup> October 2020 be approved as a true record and signed by the Chair.</p> <p><b>3.2 Actions and Matters Arising</b></p>

	<p><b>097</b> Governors reviewed the Open Action Tracker (distributed as CORP.091120.003, it was noted that actions stated to have a due date of 'Dec 2020' will come to the Board on 14<sup>th</sup> December):</p> <p>14.09.20 - Action 2 - JL noted the progress report given in the preceding Away Day presentation. Planning to be operational from January 2021. Action ongoing.</p> <p>14.09.20 - Action 4 - PB confirmed that the Ofsted action plan and QIP have been merged. The QIP will be brought to the Board in December. Action ongoing.</p> <p>12.10.20 - Action 1 – Governors invited to attend SAR validation meetings. Action complete</p> <p>12.10.20 - Action 2 – Attendance details to Board 14<sup>th</sup> December. Action ongoing</p> <p>12.10.20 - Action 3 - Student withdrawal data to Board 14<sup>th</sup> December. Action ongoing</p> <p>12.10.20 - Action 4 – QIP including impact to Board 14<sup>th</sup> December. Action ongoing</p> <p>12.10.20 – Action 5 – email re planning received by MC. Action complete.</p> <p>12.10.20 – Action 6 – KCSIE 2020 shared. Action complete.</p> <p>12.10.20 – Action 7 – RR updated on review of training. Due date changed to January 2021. Action ongoing.</p> <p><i>MF joined the meeting</i></p> <p>There were no matters arising.</p>
4	<p><b>GOVERNANCE</b></p> <p><b>098</b> The Chair reflected on the presentation 'Governing for Learners and Learning : Structures for decision making' from Dr Ron Hill at the Away Day earlier in the afternoon. She questioned what changes, if any, the Board wished to implement having considered the points made in the presentation.</p> <p><b>099</b> It was noted that to this point the Board had been following a Carver model of Governance with three Committees; Audit, Remuneration and Governance and Search, and using Task and Finish groups where appropriate. Governors reflected on the earlier discussion with Dr Hill and considered the merits for introducing a Learner Committee to ensure greater focus and level of scrutiny on the learner experience, learner voice, learner performance, learner achievement and learner support. Governors felt that in due course the Committee could also progress to considering resources for learning. The need initially to focus on progress in all areas required to ensure a 'good' grade at the next Ofsted was highlighted as was the need for the establishment of the Committee to be an iterative process, to include learners as members of the Committee, and to focus on reports and documentation already prepared for use by senior managers in order to not create a further report writing burden for the senior team. The need for the scope of the Committee to be appropriate was emphasised. It was agreed that RR would draft the necessary documentation and bring this to the Board for review at the January meeting with a view to meetings of the Committee commencing in February.</p> <p><b>Resolved:</b> to introduce a new Learner Committee</p> <p><b>Action:</b> RR to draft documentation for the establishment of a Learner Committee for review at the January Board meeting.</p> <p><b>100</b> The Board discussed the potential introduction of a Finance Committee. After some debate it was agreed to take further discussion on this issue to the January Board meeting, noting that the current governor recruitment process would be complete by that time and it was hoped to recruit an additional financially qualified</p>

	<p>governor. In the interim current issues would continue to be addressed via the Finance Tsk and Finish Group and the Board.</p> <p><b>Action:</b> RR to add an item to the Board agenda for 25<sup>th</sup> January to further consider the establishment of a Finance Committee</p> <p><b>101</b> It was noted that the SAR and QIP were due to be considered at the Board meeting on 14<sup>th</sup> December. To enable additional governor scrutiny, it was <b>agreed</b> to establish a governor working party to meet with PB to undertake a review on Wednesday 9<sup>th</sup> December. Governors forming the working party <b>agreed</b> as CT, MC, PH and AU with JL also to be present.</p>
<b>5</b>	<p><b>TEACHING, LEARNING AND QUALITY</b></p> <p><b>102</b> PB presented governors with updated recruitment data across 16-19, HE, AEB and apprenticeships. It was noted that the 16-19 numbers had been maintained through the census period and were tracking at approximately 105%. A governor queried how this compared to previous years. Noting the difficulty that had been experienced at this point in the last academic year. PB confirmed that the College was in a better position and emphasised the work that had been undertaken to ensure that the right students were on the right courses and so would pass. In response to the HE enrolment numbers PB confirmed plans underway for HNCs starting in February and completing in 30 weeks. PB advised that additional short courses for adults were being planned.</p> <p><b>103</b> The apprenticeship recruitments were reviewed. PB highlighted the concerns for February and March. A governor queried the material impact in the February and March recruitment. RA confirmed this could potentially be an in year deficit of £0.5m. A governor asked if the difficulties in apprenticeships were due to the number of potential apprentices or a shortfall of positions. PB confirmed the issue was in the availability of positions to recruit to. NP noted recent successful work with a large employer to secure 100 apprenticeships starting between now and July 2021.</p>
<b>6</b>	<p><b>POLICIES FOR APPROVAL</b></p> <p><b>104</b> The Board received the following policies which were due for review and reapproval. There were no material changes to the policies and governors had been afforded the opportunity to raise any queries in advance of the meeting. Some typographical errors were highlighted.</p> <ul style="list-style-type: none"> <li>• HE Admissions Policy (CORP.091120.004)</li> <li>• Academic Governance Framework (CORP.091120.005)</li> </ul> <p><b>Resolved</b> that the above revised policies be approved subject to the correction of the errors highlighted</p>
<b>7</b>	<p><b>AOB</b></p> <p><b>105</b> None</p>
<b>8</b>	<p><b>DATE OF THE NEXT MEETING</b></p> <p><b>106</b> The date of the next meeting confirmed as Monday 14<sup>th</sup> December 2020</p>