



Part 1 Non-Confidential Minutes

Corporation

4.30 pm Monday 14th December 2020

via Microsoft Teams

Present:

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| Carole Thorogood (Chair) | (CT) |) | |
| Anja Beriro | (AB) |) | |
| Mary Carswell | (MC) |) | |
| Andrew Dickinson | (AD) |) | External governors |
| Mike Green | (MG) |) | from item 5 |
| Patricia Harman | (PH) |) | |
| John Hawley | (JH) |) | |
| Andrew Unitt | (AU) |) | |
| Michael Wisher | (MW) |) | |
| John van de Laarschot | (JvdL) |) | Chief Executive Officer |
| Nick Proverbs | (NP) |) | Staff governor |
| Liam Sewell | (LS) |) | Staff governor |
| Claire Brookes | (CB) |) | Student governor |
| Henry Icke | (HI) |) | Student governor |

In attendance:

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

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| 1 | <p>APOLOGIES</p> <p>122 The Chair welcomed all to the meeting. Apologies were received from Richard Donovan.</p> |
| 2 | <p>DECLARATIONS OF INTEREST</p> <p>123 No declarations of interest were received in relation to matters on this agenda</p> |
| 3 | <p>MINUTES OF THE PREVIOUS MEETING</p> <p>3.1 Minutes</p> <p>124 The Board reviewed the minutes from the previous meeting (distributed as CORP.141220.002). The Board resolved that the minutes of the meeting held on 1st December 2020 be approved as a true record and signed by the Chair.</p> <p>3.2 Actions and Matters Arising</p> |

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| | <p>125 Governors reviewed the Open Action Tracker (distributed as CORP.141220.003):</p> <p>14.09.20 - Action 2 - JL confirmed KPIS and Dashboard still planning to be operational from January 2021. Action ongoing.</p> <p>14.09.20 - Action 4 - Ofsted action plan and QIP have been merged. Action closed.</p> <p>12.10.20 - Action 2 – Attendance data in C&Q Report. Action closed</p> <p>12.10.20 - Action 3 – PB updated the Board on the attrition rate confirming this to be 11% compared to 18% in the previous year. A governor queried the reasons behind the decrease. PB noted the increased assessment at the time of enrolment. Action closed</p> <p>12.10.20 - Action 4 – PB confirmed that the QIP is being revised further following the SAR/QIP working party meeting, it will include evidence of impact. Action closed.</p> <p>12.10.20 – Action 7 – RR updated on review of training and confirmed details would be considered at Governance & Search in January. Action ongoing.</p> <p>1.12.20 – Action 1 – Consideration of a Learner Committee to be on agenda on 25th January. Action ongoing.</p> <p>1.12.20 – Action 2 – Consideration of a Finance Committee to be on agenda on 25th January. Action ongoing.</p> <p>There were no matters arising.</p> |
| 4 | <p>CEO REPORT INCLUDING SCORECARD AND KPIs</p> <p>126 JvdL took the Board through the headlines of the report (distributed as CORP.141220.004). He confirmed that an outline dashboard would come to the Board for review at the January meeting. At present he confirmed that there is considerable management information available and that the dashboard will enable governors to access this in a format that will enable them to gain assurance and raise strategic questions on the data.</p> |
| 5 | <p>TEACHING, LEARNING AND QUALITY</p> <p>Curriculum and Quality Report</p> <p>127 PB took governors through the Report (distributed as CORP.141220.005). He highlighted:</p> <ul style="list-style-type: none"> • Outcomes of the Student Satisfaction Survey Term 1, it was noted that additional questions have been included to gain student response to online learning. • Small group tuition as a response to the impact of the pandemic for students without grade 5 or above in English or maths • Completion of Performance Reviews for period 3, and thanked governors that had attended sessions. Areas for improvement were noted. <p>128 A governor queried the attendance data detailed within the report and asked for further clarity in the next report to include the expectation and the actual attendance splits.</p> <p>Action: PB - To include expected attendance and overall split of actual attendance in C&Q Report</p> <p>129 A governor sought clarity around the attendance data included in the first paragraph of item 4.5 of the Report, where the majority of attendance is onsite it was requested this was expressed clearly.</p> |

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| | <p>130 A governor queried the correlation between the participation rate of students in the Satisfaction Survey and faculty areas in performance review. PB confirmed that participation in student voice was a PI for faculty areas.</p> <p>131 A governor questioned why some curriculum areas did not have a star rating in the table included at Appendix 4, PB confirmed that at the time of writing the report those areas the TLA for those areas had not been completed.</p> <p>Governor Feedback on Visits</p> <p>132 The Board received reports completed by governors on link visits and performance review visits (distributed as CORP.141220.006). PH confirmed that she had found the visits that she had undertaken very helpful, she complemented the 6th Form Students she had met. AU agreed, commenting that visits where students were present was an effective way to ‘take the temperature’ in the classroom.</p> <p>Ofsted</p> <p>133 The Board received the Report received from Ofsted following the interim visit in November (distributed as CORP.141220.007). PB noted the limited nature of the visit but highlighted that the visit had resulted in a positive response to the College’s approach to learning during the pandemic.</p> |
| 6 | <p>SAR & QIP</p> <p>134 PB summarised the SAR for the Board (distributed as CORP.141220.008). He emphasised the correct grades for key judgement areas, noting an error in a one version of the paper. PB confirmed that the SAR working party had met and had had a very useful discussion on an earlier iteration of the SAR, that discussion having contributed to the version being reviewed by the Board at the meeting. PB highlighted that two of the key judgement areas (Behaviours and Attitudes and Personal Development) were now self-assessing as grade 2 as was one of the four types of provision (adult learning programmes). Improvements in faculty area grades and key strengths were also highlighted. The overall judgement remains a grade 3 but PB highlighted that progress was being made towards a grade 2.</p> <p>135 MC confirmed that the Working Party established by the Board at the last meeting had met with PB and RP and drilled down into the detail of the first iteration. She confirmed that PB and RP had been pushed to justify statements made and that the data presented had been interrogated. The QIP now required further revision and the Working Party asked for a further delegation from the Board to undertake further interrogation of the QIP before the end of term.</p> <p>136 Key areas of further work required on the QIP are in the detail of how completion and impact of actions will be reported and evidenced. MC confirmed that greater simplification and prioritising of actions was needed enabling staff being able to better relate to what was required of them. She also highlighted the need to ensure that the QIP covered all the outstanding requirements from the Ofsted inspection in January 2020. Further detail is also required on the costed QIP which details work/posts identified as required to accelerate improvement. This has been requested by the ESFA by the end of the week with a view to funding being made available to support.</p> <p>The Board resolved to approve the SAR and to delegate further interrogation of the QIP to the previously appointed SAR Working Party.</p> |
| 7 | <p>AUDIT COMMITTEE FEEDBACK Draft Minutes</p> |

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| | <p>138 The Board received the draft minutes from the Audit Committee Meeting on 23rd November 2020 (distributed as CORP.141220.010) AD highlighted the following to the Board:</p> <ul style="list-style-type: none"> • confirmed that all internal audit work for 20/21 was now planned • concern at the Committee on the IT strategy roadmap, a further report has been requested to come to the next meeting • Financial Statements and Accounts for 19/20 will come to the Board in January, the work of the External Auditors is complete save for the questions remaining on the basis of the preparation of the accounts <p>Internal Audit Annual Report 2019-20</p> <p>139 The Internal Audit Report 19/20 was received (distributed as CORP.141220.011). AD commented on the value being taken from the reports.</p> <p>Audit Committee Terms of Reference (TOR)</p> <p>140 The updated Committee TOR was received and reviewed (distributed as CORP.141220.012). It was noted that the TOR had been reviewed against the Audit Code of Practice and current best practice. A governor suggested that the TOR should confirm that the Chair of the Committee has to be an external governor.</p> <p>Resolved subject to the amendment re the Chair the TOR was approved</p> |
| 8 | <p>RISK</p> <p>141 RA presented the Annual Risk Management Report (distributed as CORP.141220.013) and the Risk Register and Action Plan (distributed as CORP.141220.014). Governors reflected on aspects of the Annual Report. It was felt that reference to ‘our failure to insist on grant to fund the merger’ did not accurately reflect position at the point of merger and requested that the report be amended to refer to a failure to secure a grant. In relation to paragraph (h) removal of ‘strangely’ in relation to the location of the data centre be removed.</p> <p>142 A governor highlighted the number of cyber attacks being experienced by the college sector and expressed the need for attention to be paid to this issue. Governors highlighted the need for ongoing strong risk management.</p> |
| 9 | <p>EXECUTIVE TASK & FINISH GROUPS</p> <p>HE</p> <p>143 MC confirmed that the group last met on 16th October and had reviewed the current position on student numbers, the current offer and the number of students progressing from FE to HE. Future options were being considered. JvdL confirmed details of an upcoming meeting. The group is scheduled to meet again in January</p> <p>Apprenticeships</p> <p>144 MC confirmed that the group had met twice since the last Board update, on 15th October and 19th November. Progress had been reviewed. JvdL confirmed details of the new staffing arrangements.</p> <p>Adult Education</p> <p>145 JH confirmed that that the last meeting had been in October. The draft strategy is now awaited</p> <p>146 The Chair sought confirmation on when the Board could expect to receive formal proposals back from these groups. JvdL agreed to confirm reporting dates to the next Board meeting.</p> |

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| | <p>Action: JvdL to confirm when formal reports/proposals from the HE, Apprenticeships and Adult Task & Finish Groups will be presented to the Board for decision</p> <p>Capital Project Group 147 AU confirmed that the Group was scheduled to meet later in the week. JvdL confirmed moves from Maid Marion Way and Clarendon to the Hub were progressing well. He confirmed that it was hoped exchange and completion on Clarendon would happen on 21st December.</p> |
| 10 | <p>POLICIES FOR APPROVAL Environmental & Sustainability Policy 148 Governors received and reviewed the draft policy (distributed as CORP.141220.015). RA noted that the main changes in this revision are embedding the role of our students in environmental policy development and a slightly sharper commitment to promoting biodiversity. Governors raised queries on the Hub and how this could be brought into the remit of the Policy. Queries were also raised on paper use, PB confirmed that work had been undertaken to reduce use in the last year and that this was continuing. Governors sought clarity on the current position, progress anticipated, priorities and timescales.</p> <p>Action: RA to bring a Report to the Board on progress achieved against the priority areas highlighted in the Environmental Management Policy</p> |
| 11 | <p>GOVERNANCE & SEARCH COMMITTEE 149 Minutes of the meeting held on 12th October 2020 (distributed as CORP.141220.016) were received. RR apologised for the error in attendees and confirmed that PH had been present at the meeting. It was noted that the recommendations from the Governance and Search meeting had been dealt with at the Board meeting on 12th October.</p> |
| 12 | <p>AOB 150 None</p> |
| 13 | <p>DATE OF THE NEXT MEETING 151 The date of the next meeting confirmed as Monday 25th January 2021</p> <p>The Chair closed the non-confidential agenda at 5.46pm</p> |