



**Part 1 Non-Confidential Minutes**

**Corporation**

**Monday 22<sup>nd</sup> February 2021**

**via Microsoft Teams**

<b>Present:</b>	Carole Thorogood (Chair) (CT)	)	
	Anja Beriro (AB)	)	
	Mary Carswell (MC)	)	
	Andrew Dickinson (AD)	)	
	Richard Donovan (RD)	)	
	Mike Green (MG)	)	
	Andy Griffin (AG)	)	
	Patricia Harman (PH)	)	
	John Hawley (JH)	)	External governors
	Allen Motsi (AM)	)	
	Andrew Simpson (AS)	)	
	Sharon Townes (ST)	)	
	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	

<b>In attendance:</b>	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
	Rich Williams (RW)	Director of Funding & MIS ( <i>item 4</i> )
	Rachel Robson (RR)	Clerk
	Mike Firth (MF)	ESFA

<b>1</b>	<p><b>APOLOGIES</b></p> <p><b>208</b> The Chair welcomed all to the meeting, noting this was the first meeting for new governors. Introductions were made. Due to the Ofsted monitoring visit scheduled for later in the week apologies were received from Phil Briscoe, Ruth Perry and Rachel Wadsworth.</p>
<b>2</b>	<p><b>DECLARATIONS OF INTEREST</b></p> <p><b>209</b> Interests declared:</p> <ul style="list-style-type: none"> <li>• ST - relatives who are students at the College.</li> <li>• NK – Councillor with Nottingham City Council</li> </ul> <p>No other declarations of interest were received in relation to matters on this agenda</p>

3	<p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <p><b>3.1 Minutes</b></p> <p><b>210</b> The Board reviewed the minutes from the previous meeting (distributed as CORP.220221.002). The Board <b>resolved</b> that the minutes of the meeting held on 25<sup>th</sup> January 2021 be approved as a true record and signed by the Chair.</p> <p><b>3.2 Actions and Matters Arising</b></p> <p><b>211</b> Governors reviewed the Open Action Tracker (distributed as CORP.220221.003):</p> <p>14.12.20 Action 3 – Report on progress under Environmental Management Policy. Action ongoing, due June 2021.</p> <p>25.01.21 Action 1 – Report from Apprenticeships T&amp;F on agenda. Action complete.</p> <p>25.01.21 Action 2 – Reports from T&amp;Fs not yet due. Action ongoing.</p> <p>25.01.21 Action 3 – Report from Capital Project Group not yet due. Action ongoing.</p> <p>25.01.21 Action 4 – Governors trained on use of Dashboard. Action complete.</p> <p>There were no matters arising.</p>
4	<p><b>CEO REPORT INCLUDING SCORECARD AND KPIS</b></p> <p><b>212</b> JvdL took governors through the headlines of the report (distributed as CORP.220221.004) and the KPIs.</p> <p><b>213</b> RW confirmed that governors would be able to access the dashboard via a mobile device. JW will share instructions.</p> <p><b>Action:</b> JW to share instructions to access dashboard via a mobile device</p> <p><b>214</b> RW asked that governors feedback their comments on the dashboard. A governor noted that the ability to compare current data to previous years was essential. A governor requested that use should be made of the Gatsby Benchmarks under the ‘employ’ KPI.</p> <p><b>Action:</b> SK - KPI ‘Employ’ - to add reporting against Gatsby Benchmarks</p> <p><b>215</b> RW confirmed a further training session would be arranged to enable governors to better access and drill through the data available.</p> <p><b>Action:</b> RW to hold further training session in March to go through KPIs in detail</p>
5	<p><b>TEACHING, LEARNING AND QUALITY</b></p> <p><b>5.1 Curriculum and Quality Report</b></p> <p><b>216</b> JvdL took governors through the Report (distributed as CORP.220221.005) noting the absence of the quality team due to the Ofsted monitoring visit set to take place later in the week. He confirmed that it was expected that the College would be able to show ‘reasonable’ progress against the areas raised in the previous inspection.</p> <p><b>5.2 L&amp;Q Committee Minutes and Feedback</b></p> <p><b>217</b> MC explained to the Board the issues raised at the first meeting of the newly formed Committee (draft minutes distributed as CORP.220221.006). She highlighted the work in progress to map out how to use the Committee and on the resulting reporting to Board. Work is concentrating on the progression of issues highlighted by the QIP and resulting areas requiring additional clarity. PH confirmed that the first meeting had been extremely useful, enabling governors to begin to interrogate the detail beneath the headline QIP. She highlighted staffing issues in Construction and asked for further information on the current position. KS confirmed that this was a</p>

	<p>difficult area to recruit staff to, noting this was a problem across the sector. She elaborated on the initiatives in place to endeavour to recruit to vacant posts. MC noted that a presentation has been requested on this curriculum area at the meeting of the Committee to enable governors to develop further understanding.</p> <p><b>5.3 QIP Progress Report (distributed as CORP.220221.007)</b></p> <p><b>218</b> It was noted that this version of the QIP had been reviewed at L&amp;Q. JvdL updated the Board on progress and reflected on the constructive challenge that had been given at the L&amp;Q Committee. MC confirmed that improvement against the QIP was the current focus of the Committee.</p> <p><b>219</b> A governor queried why IT equipment was RAG rated amber and asked for assurance that all learners requiring laptops have been given them. JvdL confirmed that all learners who required a device to access online learning had received what they needed. He confirmed that the RAG rating also referred to accessibility in College across all sites and the enhancements required.</p>
<p><b>6</b></p>	<p><b>EXECUTIVE TASK &amp; FINISH GROUPS</b></p> <p><b>6.1 HE</b></p> <p><b>220</b> MC confirmed that the group had not met since the last Board meeting.</p> <p><b>6.2 Adult Education</b></p> <p><b>221</b> JH confirmed that that the group had met on 18<sup>th</sup> February and had reviewed a draft strategy with market analysis. An updated draft would be presented at the next meeting of the T&amp;F.</p> <p><b>6.3 Capital Project Group</b></p> <p><b>222</b> AU confirmed the group had met the previous week, final moves have been made and the risk of overspend has been removed. The key test will come when the Hub can be fully opened.</p> <p><b>6.4 Apprenticeships T&amp;F Report to Board</b></p> <p><b>223</b> JvdL presented the Report (distributed as CORP.220221.008). He provided the Board with contextual background detail, progress made via the T&amp;F Group and the proposal made within the Report. The Report recommended that the ambition set out within the paper is taken forwards, with the established T&amp;F team further shaping and governing the approach. MC confirmed from her perspective as an attendee of the T&amp;F that positive progress had been made and this would be further progressed through the T&amp;F to unlock the massive potential for the College and learners.</p> <p>The Board <b>resolved</b> to approve the recommendation within the paper.</p>
<p><b>7</b></p>	<p><b>POLICIES FOR APPROVAL</b></p> <p><b>7.1 CPD Policy</b></p> <p><b>224</b> Governors received and reviewed the draft policy (distributed as CORP.220221.009). KS took governor through the main points highlighting the link back to Performance Development Reviews, College values, the QIP and Equality, Diversity and Inclusion.</p> <p><b>225</b> Governors queried the consistency of language used within the policy and the level of engagement the language used would attract. KS confirmed that the policy met legal requirements but that the CPD offered was delivered in an engaging format and clearly linked to overall College and individual improvement.</p>

	The Board <b>resolved</b> to approve the policy.
<b>8</b>	<b>GOVERNANCE</b> <b>226</b> RR confirmed that RD has stood down from the Audit Committee, as a result the Committee has two vacancies. The report circulated (CORP.220221.010) proposed that AM and AG join the Audit Committee. The Board resolved to appoint Am and AG as members of the Audit Committee.
<b>9</b>	<b>AOB</b> <b>227</b> None
<b>10</b>	<b>DATE OF THE NEXT MEETING</b> <b>228</b> The date of the next meeting confirmed as Monday 29 <sup>th</sup> March 2021