



Part 1 Non-Confidential Minutes

Corporation

Monday 25th January 2021

via Microsoft Teams

- Present:**
- Carole Thorogood (Chair) (CT))
 - Anja Beriro (AB))
 - Mary Carswell (MC))
 - Andrew Dickinson (AD)) External governors
 - Richard Donovan (RD)) *from item 4.3*
 - Mike Green (MG))
 - Patricia Harman (PH))
 - John Hawley (JH))
 - Neghat Khan (NK))
 - 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:**
- Philip Briscoe (PB) Principal Curriculum & Education
 - Richard Allanach (RA) Interim Chief Finance Officer
 - Andrew Comyn (AC) CFO/Deputy CEO Designate
 - Simon Kirby (SK) Director of Marketing, PR and Communications
 - Ruth Perry (RP) Director of Quality & Performance (*Part 1 Agenda only*)
 - Rachel Robson (RR) Clerk
 - Karen Sanders (KS) Director of OD/HR
 - Rachel Wadsworth (RWa) Director of Curriculum Operations (*Part 1 Agenda only*)
 - Jo Welham (JW) Governance and Support Services Manager
 - Rich Williams (RW) Director of Funding & MIS (*Agenda items 6 and 7*)
 - Mike Firth (MF) ESFA

6	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>6.1 Minutes</p> <p>183 The Board reviewed the minutes from the previous meeting (distributed as CORP.250121.010). The Board resolved that the minutes of the meeting held on 14th December 2020 be approved as a true record and signed by the Chair.</p>
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	<p>6.2 Actions and Matters Arising 184 Governors reviewed the Open Action Tracker (distributed as CORP.250121.011):</p> <p>14.09.20 - Action 2 - KPIs and Dashboard on agenda. Action complete. 12.10.20 – Action 7 – RR confirmed review of governor training had taken place and governors would now be advised if they needed to take updates. Action closed. 1.12.20 – Action 1 – Learner Committee on agenda. Action complete 1.12.20 – Action 2 – Consideration of a Finance Committee to be considered further when new CFO in post. Action closed. 14.12.20 – Action 1 – Expected attendance and overall split of actual attendance included in C&Q Report. Action complete. 14.12.20 – Action 2 – JvdL confirmed that reports on T&Fs would be brought to the Board; Apprenticeships in February, HE and Adults in March. Action complete. 14.12.20 – Action 3 – Report on progress under Environmental Management Policy. Action ongoing, due June 2021.</p> <p>There were no matters arising.</p>
7	<p>CEO REPORT INCLUDING SCORECARD AND KPIs 185 JvdL took governors through the headlines of the report (distributed as CORP.250121.012) and the KPIs. RW took members through a live introduction to the dashboard . Governors viewed the KPI data and, where possible, the reporting beneath the headline data. Governors highlighted the need to have trend data to enable comparison against the previous year and the target. The use and availability of secondary data sources. RW confirmed that this would be possible as the system was developed. A governor queried how quickly data is updated. RW confirmed that much of the data is updated daily although none is actually 'live' in that it is updated overnight. He also confirmed that much of the financial data is updated monthly and is based on management accounts. Governors asked if all 'owners' are aware when data is being uploaded. RW advised that it is incumbent on all 'owners' to ensure that their data is accurate, he noted that as the data is then used any errors should quickly be identified through that use. The use of the data by staff was discussed, RW confirmed the information is currently accessible by Heads of Faculty and above. JW confirmed that she and RW would be arranging for all governors to have an initial session to introduce them to using the dashboard. Governors were all asked to report back with their feedback.</p> <p>Action: JW/RW to onboard governors in the use of the dashboard</p>
8	<p>TEACHING, LEARNING AND QUALITY 8.1 Curriculum and Quality Report 186 PB took governors through the Report (distributed as CORP.250121.013). He highlighted the main points of the report:</p> <ul style="list-style-type: none"> • Curriculum planning work is underway • The College remains open to vulnerable students and children of key workers. This equates to approx 80 students • Achievement coaches are making 1:1 calls to students on a weekly basis to check on their mental health • More laptops have been issued on loan to students that require them • Staff with IT issues at home are being given dongles where there is strain on their home internet due to the number of users • 53% pass rate for 4-9 grades in Maths and 75% in English in November exams, compared with a Further Education national average of circa 23%

- TLA reviews completed for term 1, governors will receive invitations to attend for term 2
- Overall attendance is now 89% and has dropped 1% since the last snapshot at the start of December. This is just below the College target of 90%, 3% higher than overall attendance at this point last year

187 A governor noted the positive outcomes in the English and maths exams.

188 A governor asked what lessons are being learned and shared across areas with good attendance/retention to those performing less well? PB confirmed areas performing less well were being targeted as highlighted in the costed QIP. The governor queried if students understand how they are likely to be assessed at the end of this year and if this link between engagement and assessment is clear. PB confirmed that staff are being asked to make contact with all learners regularly to increase levels of engagement, he confirmed the message that remaining actively engaged will impact on grades is being communicated.

189 A governor queried how many students do not have access to laptops and whether the College has engaged with various projects that are seeking to donate laptops to students. PB confirmed that the College has loaned in excess of 400 laptops to students since the pandemic began. He advised that the College has engaged with all funded schemes but could look to engage with the donation initiatives.

190 RP updated on the virtual student conference being held this week and on the work underway to increase attendance.

191 A student governor thanked staff for putting students first and for being available during lockdown to students and offering support with mental health issues.

8.2 QIP Progress Report (distributed as CORP.250121.014)

192 PB took governors through those areas attracting the most concern at present. MC confirmed that she and PH have met with PB to discuss the QIP in detail and to prepare for the introduction of the new Learning and Quality Committee. She further advised that work is underway to ensure that information can be presented to the Board in a more meaningful way for governors to facilitate increased monitoring of progress.

8.3 HE Annual Report

193 PB highlighted the main points in the Report (distributed as CORP.250121.015). He highlighted main points from the report:

- the College continues to maintain successful OfS registration. An audit by KPMG in November 2020 confirmed that processes to uphold registration are effective.
- Increased response rate to the National Student Survey with overall satisfaction remaining high
- Modest response to January/February starts
- Partnership working

8.4 Governor Feedback on Visits

194 The Board received and noted reports completed by governors after the release of the papers for the December meeting (distributed as CORP.250121.016).

9 EXECUTIVE TASK & FINISH GROUPS

9.1 HE

	<p>195 MC confirmed that the group had not met since the last Board meeting.</p> <p>9.2 Apprenticeships 196 MC confirmed that the group had met on 11th January and confirmed the discussion had been very useful.</p> <p>9.3 Adult Education 197 JH confirmed that that the group had not met since the last Board meeting.</p> <p>9.4 Capital Project Group 198 AU confirmed that the Group had met the previous week. He advised that main contractor was resolving a few minor issues whilst still on site. The Adams moves have gone well to date with just Hair and Beauty to be completed, thirty one out of thirty three moves have successfully completed.</p>
<p>10</p>	<p>POLICIES FOR APPROVAL</p> <p>10.1 FE and Apprenticeships Admissions Policy 199 Governors received and reviewed the draft policy (distributed as CORP.250121.017). SK noted that the revisions had been an updating due to changes in personnel and legal requirements. A governor queried the reference to 'UK and Ireland'. SK confirmed that he had checked guidance ahead of undertaking the amendments but would check this again, together with references to the EU ahead of circulating the policy.</p> <p>The Board resolved to approve the policy subject to a final check on use of 'UK nd Ireland' and 'EU'</p> <p>10.2 Bursary Policy 200 SK confirmed changes to the Policy to reinstate the previous income threshold.</p> <p>The Board resolved to approve the policy</p>
<p>11</p>	<p>GOVERNANCE</p> <p>11.1 (a) Governance & Search Committee Minutes 201 The Board received and noted the draft minutes from the meeting that took place on 12th January 2021 (distributed as CORP.250121.019)</p> <p>11.1 (b) New Governors 202 Following a recruitment process conducted through Peridot the Governance & Search Committee recommended the appointment of new governors:</p> <ul style="list-style-type: none"> • Andy Griffin • Allen Motsi • Andrew Simpson • Sharon Townes <p>203 It was noted that the requirement of the Board had been to recruit two new governors with an FE curriculum background, one with finance and one with digital/IT; the recommendations now coming back to the Board for appointment are one new governor with an FE curriculum background, two with finance and one with digital/IT. It was noted that the Committee had felt that it could not recommend a second governor with an FE curriculum background from the candidates interviewed but could recommend a second finance governor for appointment. It was further noted that this may have a cost implication as the DfE funded element of the recruitment</p>

	<p>process had been specifically to recruit two FE curriculum experienced governors. RR confirmed that Peridot have yet to ascertain the DfE position.</p> <p>The Board resolved to appoint Andy Griffin, Allen Motsi, Andrew Simpson and Sharon Townes as governors with 4 year terms of office.</p> <p>204 The Board was asked to consider the appointment of Andrew Simpson to the Finance Task and Finish Group.</p> <p>The Board resolved to appoint Andrew Simpson to the Finance Task and Finish Group.</p> <p>11.2 Learning & Quality Committee</p> <p>205 The Board reviewed the Terms of Reference (TOR) and membership for the new Learning and Quality Committee (distributed as CORP.250121.021). To better reflect the TOR it was suggested that the Committee be called the 'Learning and Quality Committee' rather than the 'Learning and Learner Committee' as had previously been previously considered. In the period to 31st July it was noted that the Committee will focus on gaining assurance on behalf of the Board around the implementation of the QIP.</p> <p>The Board resolved to approve the TOR for the Learning and Quality Committee and to appoint Mary Carswell, Patricia Harman, Sharon Townes, John van de Laarschot, Liam Sewell and Henry Ike as the members of the Committee.</p>
12	<p>AOB</p> <p>206 None</p>
13	<p>DATE OF THE NEXT MEETING</p> <p>207 The date of the next meeting confirmed as Monday 22nd February 2021</p> <p>The Chair closed the meeting at 7.42pm</p>