



## Part 1 Non-Confidential Minutes

### Corporation

Monday 29<sup>th</sup> March 2021

### via Microsoft Teams

<b>Present:</b>	Carole Thorogood (Chair) (CT)	)	
	Anja Beriro (AB)	)	
	Mary Carswell (MC)	)	
	Andrew Dickinson (AD)	)	
	Andy Griffin (AG)	)	
	Patricia Harman (PH)	)	
	Jon Hawley (JH)	)	
	Neghat Khan (NK)	)	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

### In attendance:

Richard Allanach (RA)	Interim Chief Finance Officer
Andrew Comyn (AC)	CFO/Deputy CEO Designate
Simon Kirby (SK)	Director of Marketing, PR and Communications
Karen Sanders (KS)	Director of OD/HR
Jo Welham (JW)	Governance and Support Services Manager
Robert Griffiths (RG)	Transformation Director
Lynne Craig (LC)	Interim Vice Principal
Lisa Wilson (LW)	Group Director for Apprenticeships & Employer Services
Rachel Wadsworth (RW)	Director of Curriculum Operations
Ruth Perry (RP)	Director of Quality & Performance
Rachel Robson (RR)	Clerk
Mike Firth (MF)	ESFA
David Hoose (DH)	Mazars ( <i>item only</i> )

1	<p><b>APOLOGIES</b></p> <p><b>281</b> The Chair welcomed all to the meeting. Apologies were received from Richard Donovan, Mike Green and Phil Briscoe.</p> <p><b>282</b> It was noted that NK would leave the meeting at 6.15 and that RR would need to leave the meeting at 5.00 for approximately an hour.</p>
2	<p><b>DECLARATIONS OF INTEREST</b></p> <p><b>283</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><b>284</b> 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>285</b> The Board reviewed the minutes from the previous meeting (distributed as CORP.290321.002). The Board <b>resolved</b> that the minutes of the meeting held on 22<sup>nd</sup> February 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>286</b> Governors reviewed the Open Action Tracker (distributed as CORP.290321.003):</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 2 – Reports from T&amp;Fs not available until May . Action ongoing.</p> <p>25.01.21 Action 3 – Report from Capital Project Group not available until May. Action ongoing.</p> <p>22.2.21 Action 1 – Dashboard access via mobile details shared. Action complete.</p> <p>22.2.21 Action 2 – Add Gatsby benchmarks to KPI ‘Employ’ to come to Board in May. Action ongoing.</p> <p>22.2.21 Action 3 – Further training on dashboard held ahead of Board. Action complete.</p> <p>There were no matters arising.</p>
4	<p><b>CEO REPORT INCLUDING SCORECARD AND KPIS</b></p> <p><b>287</b> JvdL took governors through the headlines of the report (distributed as CORP.2903.004) and the KPis.</p> <p><b>288</b> Work required to complete the required return to College Covid testing was highlighted, JvdL noted that both SK and JW had worked extremely hard to ensure successful implementation. CW confirmed the thanks of the whole Board to the staff concerned.</p> <p><b>289</b> A governor reflected on the dashboard evidence on PDRs and the challenges in ensuring satisfactory completion of these were prioritised. JvdL confirmed that he and KS were working to resolve the position with PDRs and that he hoped this would be reflected by month by month improvements on the dashboard.</p>
5	<p><b>TEACHING, LEARNING AND QUALITY</b></p> <p><b>5.1 Ofsted Monitoring Visit - Feedback</b></p> <p><b>290</b> RP presented the report (distributed as CORP.290321.005). The outcome of reasonable progress was noted, RP confirmed that the implication of this grade was that the actions taken were having a beneficial impact and improvements made as a</p>

consequence were deemed to be sustainable. She confirmed that, following agreement from L&Q Committee, the College have opted for a full face to face monitoring visit as the next step. MC noted the inconsistency across the College and confirmed that progress would be monitored by L&Q Committee.

### **5.2 Curriculum & Quality Headline Report**

**291** RW took the Board through the main aspects of the report (distributed as CORP.290321.006). A governor queried the benefits of aligning courses to staff skills sets. RW confirmed that this was being reviewed, she confirmed that staffing gaps and employer needs were being considered.

**292** A governor questioned how students felt coming back into College and whether this would change attendance. Both CB and HI confirmed that they were pleased to be returning to College and that, with the measures in place, they felt safe to do so. A governor noted the benefits of students returning to College and the potential positive impact on attendance and retention but highlighted the need for the Board to receive data on student achievement against targets. RW confirmed that this can come to Board.

**Action:** LC to include student achievement data in future Board reports

**293** A governor queried plans in place to support staff with the planned teacher assessed grades. RP and RW explained the steps taken to date and plans in place.

*RR left the meeting.*

### **5.3 Learning & Quality Committee Feedback**

**294** The draft minutes from the most recent L&Q Committee meeting were received (distributed as CORP.290321.007). MC noted the impact of LC and Teresa Kelly and confirmed that work had been progressing since the meeting to ensure that the Committee received the correct information moving forward.

### **5.4 QIP – Progress Report**

**295** The updated report (distributed as CORP.290321.008) was received. RP noted the valuable discussion at L&Q Committee on the use of RAG rating which will be incorporated into the next version. The need to ensure the QIP contains key milestones was highlighted, LC is reviewing this. Progress is being made in all areas. LC confirmed that the presentations of updates is being reviewed, the QIP is a list of actions that needs to show where impact is being made. This will initially be considered at L&Q before coming to Board.

### **5.5 Governor Feedback on visits**

**296** Governor visit feedback forms were received and noted (distributed as CORP.290321.009).

## **6 EXECUTIVE TASK & FINISH GROUPS**

### **6.1 HE**

**297** MC confirmed details of the focus of the last meeting.

### **6.2 Apprenticeships**

**298** MC confirmed that the group had not met since the last Board meeting.

### **6.3 Adult Education**

**299** JH confirmed that the group had not met since the last Board meeting.

	<p><b>6.4 Capital Project Group</b>  <b>300</b> AU confirmed all moves have been completed within the agreed revised timescale and within budget. The group will be taken forward to manage future capital projects if bids are successful. JvdL noted the impact of the group in the successful completion of the Hub and suggested that a group like this would be relevant to the Estates Strategy.</p>
	<p><i>As AD had not yet joined the meeting it was agreed to take other items ahead of Audit Committee Feedback</i></p>
<p><b>8</b></p>	<p><b>RISK MANAGEMENT</b>  <b>301</b> The Board received the risk management update report (distributed as CORP.290321.013). RA highlighted the vulnerability of the College to cyber-attack as reported to the Board in December 2020, incorporated in the College Strategic Risk Register as risk FIN6 and reviewed by the Audit Committee in March 2021. Audit Committee also received an early draft of a new IT strategy. RA confirmed that security is a key dimension of the new strategy and the committee were informed that the College is running SIEM (Security Information and Event Management) software under Proof of Concept conditions. Last week this software detected that the College security had been compromised, senior permissions had been gained and malware distributed across our servers. RA advised that the College had immediately reached out to the universities and college's organisation JISC (joint information systems committee) for their assistance. Since then the College has blocked the access route which it is believed the hackers were using to get into the system, placed copies of our data in quarantine and have been hunting down and eliminating the malware. This work is not yet complete, and the College is still at risk, although so far has avoided the fate suffered by South and City College Birmingham as reported in the FE press. RA thanked the new IT Infrastructure Manager, Mohammed Shiffa, who led the containment.</p> <p><b>302</b> A governor queried the date of the most recent pen testing. RA advised he did not have that information. The governor noted the likely impact of not pen testing every 2-3 years. The governor raised further questions on testing. RA noted hacking was a very live issue for the sector at present, he confirmed further detail could be provided to a future meeting.</p> <p><b>Action</b> – RA to provide a report to future Board meeting on weaknesses in the system, what the College has been subjected to and action take. RA also to introduce AG to the IT Infrastructure Manager</p> <p><b>303</b> A governor questioned if the College was confident that all data was suitably screened from penetration. RA confirmed action taken.</p> <p><i>AD joined the meeting</i></p>
<p><b>9</b></p>	<p><b>GENDER PAY GAP</b>  <b>304</b> Governors received the Report (distributed as CORP.290321.014). KS highlighted the main points. A governor queried whether jobs are described differently depending on whether they have traditionally been carried out by men or women, he also queried if there was any lasting impact from legacy colleges. KS confirmed jobs are branded in a way that is irrespective of whether male or female workers are undertaking the work. She confirmed that the position of individuals from legacy colleges is not reviewed in this report. Governors raised other queries in terms of the treatment of data within the report. It was noted that Gender Pay Gap Reports must be prepared in a prescribed format. Governors noted the report to be a 'blunt tool'</p>

	<p>and emphasised the need for the College to consider how the data could be used to influence recruitment and progression. KS confirmed that the Report would need to be uploaded to the government portal and would be accessible by the public.</p> <p>The Board <b>resolved</b> to approve the statement at Appendix 1 of the Report.</p>
<b>10</b>	<p><b>POLICIES FOR APPROVAL</b></p> <p><b>305</b> The Board received the following policies for review and approval. Some typographical and grammatical errors were highlighted. The importance of ensuring that policies were produced to a high standard was emphasised by the Board.</p> <p><b>10.1</b> Treasury Management Policy (CORP.290321.015)  <b>10.2</b> Fees Policy (CORP.290321.016)  <b>10.3</b> Data Protection Policy (CORP.290321.017)</p> <p>The Board <b>resolved</b> to approve the policies.</p>
<b>7</b>	<p><b>AUDIT COMMITTEE FEEDBACK</b></p> <p><b>7.1</b> Draft Minutes from the meeting held on 15<sup>th</sup> March 2021  <b>306</b> AD took members through the main points of discussion at the Audit Committee meeting held on 15<sup>th</sup> March (draft minutes distributed as CORP.290321.010). He updated on the tender process for external and internal auditors, the commitment for all open audit actions.</p> <p><b>7.2</b> Whistleblowing Policy for approval (distributed as CORP.290321.11)  <b>307</b> AD confirmed the policy was recommended to the Board for approval by the Committee. The Board resolved to approve the policy.</p> <p><b>7.3</b> Risk Management Policy for approval (distributed as CORP.290321.11)  <b>308</b> AD confirmed the policy was recommended to the Board for approval by the Committee. The Board resolved to approve the policy.</p>
<b>11</b>	<p><b>DATES FOR 21/22</b></p> <p><b>309</b> Provisional dates received (distributed as CORP.290321.018). Noted that finalised dates will be brought to the May meeting.</p>
<b>12</b>	<p><b>AOB</b></p> <p><b>310</b> None</p>
<b>13</b>	<p><b>DATE OF THE NEXT MEETING</b></p> <p><b>311</b> The date of the next meeting confirmed as Monday 26<sup>th</sup> April 2021</p>