

PUBLIC MINUTES OF CORPORATION MEETING
HELD ON 14TH DECEMBER 2022
(Combination of In-Person and On-line Attendance)



PRESENT:	Alistair Brooks Tom Dannatt Debra Gray Joey Greenwood David Flatters Rob Lawson Rachel Storr	External Governor External Governor Principal/CEO External Governor External Governor External Governor (Chair) External Governor
IN ATTENDANCE:	Lynette Leith Ranjit Singh Gino Tommasi Nicola Dimond Catherine Sykes Lesley Venables	VP Curriculum VP Quality and Learner Experience VP Finance & Commercial Services VP HR Director of Governance Designate Interim Director of Governance
Min. No.		
15	Apologies For Absence Apologies for absence were received from Simon Alsop (External Governor), Joanne Gibbons (External Governor) and Kay Moffitt (External Governor).	
16	Declarations Of Interest There were no declarations relevant to the agenda.	
17	Minutes of the Previous Meeting Resolved - The minutes of the meeting held on 26 th September 2022 were approved as a correct record. Matters Arising Governors received for information a progress report on the actions identified at the previous meeting and noted that these were either in progress or had been completed.	
18	Principal's Update This matter is the subject of a separate and confidential minute.	
19	SAFEGUARDING & WELFARE This matter is the subject of a separate and confidential minute.	
20	AUDIT COMMITTEE Meeting held on 7th December 2022 The Chair of the Audit Committee provided a verbal report on the meeting held on 7 th December 2022. The Committee had received the outcomes of the final Internal Audit work from 2021/2022 and it was noted that the follow-up audit of recommendations made in 2020/2021 had been assessed as providing a 'good' level of progress. The overall opinion of the Internal Auditor on 2021/2022 was that it provided a 'good' level of assurance. The Committee felt that there was consistency between each of the internal audit reports and that the focus of audit work had been appropriate.	

	<p>As outlined in an earlier agenda item the Committee had not been able to recommend approval of the Financial Statements, Management Letters and its Annual Report to the Corporation, due to the delays in the ESFA notification of the amount of any potential clawback of funds. An additional Audit Committee meeting would be arranged once this figure had been determined and the External Auditor had completed their work on the Financial Statements.</p> <p>The revised Risk Strategy and Risk Register had been recommended for approval (minute 18 refers).</p>
21	<p>Finance & Resources Committee – 5th December 2022</p> <p>The Chair of the Committee provided a verbal report on the meeting held on 5th December 2022.</p> <p>The Management Accounts for period 3 had been considered and the Committee had noted that performance was above the agreed budget, and this was further evidenced through the Period 4 Accounts (which had only just been completed). The year-end outturn would be reviewed as part of the Committee's next meeting in March. The main risk identified was the achievement of the College's Adult Education Budget and any associated mitigations.</p>
22	<p>Curriculum & Standards Committee – 19th October and 6th December 2022</p> <p>The Chair of the Committee presented a verbal update on the meetings held on 19th October and 6th December. Governors had met with heads of department in the absence of senior management and had positive discussions on issues such as culture change, links with employers, the deep-dive process and English and Maths.</p> <p>Future options for the College's nursery were being developed, with a review by an external specialist. A detailed overview of apprenticeships and study programmes had been received and the Committee would continue to monitor performance against the identified targets.</p> <p>In response to a question about areas of concern the Chair reported that the number of end point assessments for driver training qualifications was one area for improvement. There had been severe delays in the DVLA processing applications which had resulted in many students leaving the College without gaining a formal qualification and going into employment. This had impacted on achievement rates.</p> <p>Although Apprenticeships had been placed in the Support to Improve process, recruitment to this cohort was strong.</p> <p>Governors were advised that the College was reviewing its AAT qualifications, as it was extremely difficult to attract high quality teaching staff in this area. Similar problems were evidenced in the area of Plumbing, where experienced individuals could earn a much higher salary outside of teaching.</p> <p>The Committee had considered in detail the College's draft English & Maths Strategy and recommended it for approval by the Corporation.</p> <p>Resolved - Approval of the English & Maths Strategy.</p>
23	<p>GOVERNANCE ISSUES</p> <p>Governor Recruitment</p> <p>The Chair of the Corporation reported that interviews with 6 prospective candidates for governorship had taken place recently through the FE Commissioner's managing consultants, Peridot Partners. The selection plan had agreed that all 6 individuals would provide valuable additional skills and experience and should be appointed.</p>

	<p>The newly-merged Governance Committee (comprising the chairs of each committee and the Chair of the Corporation) had considered each candidate and agreed with this conclusion. Discussions on potential committee memberships had also occurred, subject to individual agreement.</p> <p>In view of the importance of the Corporation's role in monitoring performance of the College's higher education provision it had been recommended to establish an HE Oversight Committee. This would be a Corporation committee and the membership would include the 3 new governors with significant HE experience.</p> <p>Resolved -</p> <ol style="list-style-type: none"> 1. Appointment of the following independent governors for a 4-year term of office, commencing on 14th December 2022: <ul style="list-style-type: none"> • Matt Child • Ahmed Elsaragy • Gary Gallen • Joanne Masterson • Colin Raban • Kathryn Shillito 2. Approval of the revised schedule of committee memberships
24	<p>RETIREMENTS</p> <p>Governors noted that this was the last meeting to be attended by Lesley Venables (Interim Director of Governance) and Kay Moffitt (Independent Governor). Both were thanked on behalf of the Corporation for the contributions they had made to the College and its recovery process.</p>
	<p><u>DATE AND TIME OF NEXT MEETING</u></p> <p>March 2023, 4.00 p.m.</p>

Approved by the Corporation at the meeting held on 27 March 2023.