

**Minutes of the meeting of the Corporation held at City Centre College on
Friday 27th January 2023 at 15:30**

Present

Andy Salmon (AS) Chair
Victoria Downing-Burn (VDB) Vice Chair
Neil Wilson (NW) Vice Chair
Jayne Davis (JD) Principal & CEO
Lisa Ford (LF)
Adam Gould (AG)
Hrishi Kumar Ganesh (HG)
Mike Oram (MO)
Bob Rashley (RR)
Ian Stevenson (IS)
Ian Tavener (IT)

In attendance

Paul Fletton (PF) Director of Finance & MIS
Kate Hobbs (KH) Deputy Principal
Emma Roberts (ER) Head of Governance
Attendance: 83%

ITEM

1. Apologies for Absence

Apologies were received and accepted from Erica Draisey (ED) and Jenny Williams (JW)

2. Declarations of Interest

None declared.

3. Confidentiality of Items

The Board RESOLVED that all papers marked confidential on the agenda or on their cover sheet were confidential.

4. Governor Appointment

Governors considered the recommended appointment of a new Governor as part of succession planning arrangements. The Board RESOLVED that:

John Spindler is appointed as external governor (elect) from 1 February 2023 for a 4 year term to fulfil the role of lead for Teaching and Learning, Inclusion and Skills.

5. Minutes

5.1 Minutes of the last meeting and any matters arising

The Board RESOLVED to approve the open and confidential minutes of the meeting held on 12 December 2022 as an accurate record. There were no matters arising.

5.2 Actions

The Board considered the action arising and RESOLVED to note that all were in progress or had been completed.

6. SCRUTINY

6.1 Health and Safety Term Update

Governors received a Health & Safety quarterly update for the period August to December 2022. The Head of Estates and Facilities reported highlights in particular the increased use to the Sphera reporting tool and audits, and ongoing improvements in staff engagement. The Board considered funding options for reducing legionella risk in future and agreed that the next Health and Safety Committee should agree a way forward with associated funding.

IT had attended the Health and Safety Group meeting as H&S Lead and expressed reservation that there had been no 'near miss' events reported, seeking assurance that this was not evidence of a poor reporting culture.

The report was noted.

ACTION: Health and Safety Committee to agree legionella management plan at next meeting and Review definition of 'near miss' reporting **JD**

6.2 November 2022 Management Accounts

The Chair of the Finance & Estates Working Group and the Director of Finance & MIS presented the November Management accounts and a verbal update on the Income and Expenditure account and balance sheet position. The Board noted that the deficit had increased due to profiling of apprenticeship revenue income and maintenance expenditure. The Board noted that the cash position was buoyant due to the profile of funding receipts and, in response to a question from a Governor, it was confirmed that funding for apprenticeship programmes was particularly challenging. The Board discussed these challenges facing the College in relation to profiling, not least in relation to forecasting accompanying staffing costs with significant turnover rates in the sector. A Governor recommended that the People Group could review Exit Interview data with the SMT to add independent insight into this area. In addition, the impact of profiling income received from some funders accurately was raised by a Governor.

The Board noted the November accounts seeking assurance at FEWG that plans were in place to mitigate income pressures and maximise other opportunities. **ACTION: PF**

7. APPROVAL

7.1 HR Annual Report and Update

Governors received the HR annual report providing the key data, development and events relating to staffing for 2021/22 and also an update for the first quarter of 2022/23. Highlights raised by the Principal in the data accompanying the report included risks relating to the challenging employment situation for FE and generally, resulting in high turnover rates; and impacts on deterioration in quality, loss of positive culture, increased costs of agency engagement and disproportionate quantities of management and HR time as well as impacts on remaining staff. The Board debated these issues, with a Governor noting that the People Group maintains a scrutiny role in relation to the key issues and was to be reviewing these alongside the equality data, with the challenge of guiding transformational change. A Governor asked if a review of the Complaints data for a subsequent report could be considered alongside Disciplinary and Tribunal data to give a rounded view of HR performance. **Action JD**

The Board noted the report and the accompanying actions.

7.2 Information Governance Annual Report

Governors received the Information Governance annual report summarising the activity of 2021/22, presented by the Deputy Principal all of which had been reported to the Audit Committee as quarterly updates through the year. It was noted that this was the first year that the DPO function had been outsourced to an independent provider and Governors noted that this arrangement was providing excellent service. A Governor asked for assurance that statutory deadlines were being met, and it was confirmed they were. A Governor asked for assurance in relation to a specific cyber security concern, and JD advised that no concerns had been flagged by the IT department.

The Board RESOLVED to note the report and actions being taken in 2022/23.

7.3 Complaints and Compliments Annual Report

Governors received the complaints and compliments annual report for 2021/22 and noted the actions being put in place for 2022/23 which included the use of electronic forms and a dedicated website page. The college would monitor equality to enable any trends to be identified. A Governor queried the definition 'unofficially closed down' and JD confirmed that this meant the case had been dealt with by the Exec lead but the paperwork not passed to the administrator – so it had not been closed down administratively. JD advised that there was a link between apprenticeships and complaints and it was important to review this area for the College.

The Board RESOLVED to note the report and actions being taken in 2022/23.

7.4 Equality and Diversity Annual Report

The Deputy Principal presented the Equality and Diversity Annual Report enable the Board to scrutinise the progress being made against the key strategic objectives. Recognising that EDI has been identified as a golden thread priority for the College, the report identified both strengths and noted areas of development for the College as both an employer and training provider, the Board considered the latter to be appropriate. A Governor asked if there were plans to change the recruitment processes for staff to accommodate those with neurodiversity. JD confirmed that this was a good example of where a more positive and proactive approach could be built into the systems and processes.

The Board APPROVED the Annual Report.

7.5 Equality and Equity Policy

The Deputy Principal presented the Equity, Equality and Inclusion Policy for approval by the Board. It was noted that this Policy had been updated to take into account statutory and regulatory changes.

The Board RESOLVED to adopt the Policy with immediate effect and until December 2025.

8. Any Other Business

There being no other business, the Chair RESOLVED to close the meeting at 17:00.

9. Date of Next meeting

27 March 2023 – City College Base