

**Open Minutes of the meeting of the Corporation held via Microsoft Teams
26 February 2021**

Present

Carole Stott (CS) Chair
 Dan Ball (DB) Student Governor
 Paul Blenkinsopp (PB) Staff Governor
 Victoria Downing-Burn (VDB)
 Erica Draisey (ED)
 Lisa Ford (LF)
 Andy Furse (AF)
 Mike Oram (MO)
 Laurel Penrose (LP) Principal & CEO
 Ian Tavener (IT)
 Gary Waylen (GW)
 Neil Wilson (NW)
 Julian Young (JY)

In attendance

Jayne Davis (JD) Deputy Principal & Deputy CEO
 Paul Fletton (PF) Interim Finance Director
 Anne Roberts (AR) Head of Governance (Secretariat)
 Andy Salmon (AS) Chair designate

Attendance: 100%

ITEM
1. Apologies for Absence
There were no apologies for absence.
2. Declarations of Interest
None
3. Confidentiality of Items
The Board agreed that papers relating to 5.2 and 11.1 were confidential and these are marked as (C).
4. Minutes
4.1 Minutes – 27 January 2021
The minutes of the meeting held on 27 January 2021 were considered and approved as an accurate record. These would be signed by the Chair by electronic signature following the meeting.

4.2 Actions and Matters Arising
There were no matters arising other than listed on the Action Register.
5. STRATEGY
5.1 Medium Term Business Plan and Digital Strategy
<p>Medium Term Business Plan Following earlier discussion at the Board strategic session and after detailed consideration of the Medium Term Business Plan, the Board APPROVED the Plan.</p> <p>Digital Strategy Following earlier discussion at the Board strategic session and after detailed consideration of the Digital Strategy, the Board APPROVED the Strategy.</p> <p>Thanks were given to LP and the teams involved in drafting these comprehensive documents which placed the College with clear direction in moving forward with the Five Year Strategic Plan.</p>
5.2 Principal and CEO Recruitment (Confidential)
<p>Confidential Minute (external members only) The Board agreed that AS and PF who has been involved in the recruitment agency tender process could remain as observers.</p>
6. SCRUTINY
6.1 Management Accounts – December/January
<p>The Board considered two sets of management accounts relating to December and January. It was noted that the Finance & Estates Working Group had considered these in detail. It was noted that there had been a continued improvement in the financial position and issues in relation to recording of apprenticeships had largely been resolved. The cash position was strong and would help carry the College through the annual dip in funding in March/April.</p> <p>The Board APPROVED the management accounts.</p>
7. GOVERNANCE
7.1 Chair Appointment
The Board received an update on the timing of the Chair appointment (mid-April) and the proposed press statement announcing Professor Andy Salmon as the new Chair. The timing of his start date was no longer dependent on partnership discussions. The press statement was APPROVED for issuing in March.
7.2 Governor update
The Board noted the granting of a period of a leave of absence for external governor, Jenny Williams from 1 February to 31 August 2021. It was noted that Jenny would remain a governor but would not attend meetings or have voting rights. The Curriculum & Quality Working Group would consider whether to ask another Governor or a co-opted member to join its Group in the interim.

8. ITEMS FOR APPROVAL
8.1 Equality, Diversity & Inclusion Annual Report
<p>The Board considered a report of equality data for staff and students for the academic year 2019/20 and a summary of the key outputs. It was noted that further data would be added in future e.g. performance of staff.</p> <p>Members asked the executive about key themes and welcomed the data in the report. It was noted that the student population was generally more diverse than the B&NES population and there was significant progress on the gender pay gap. It was also noted that those from non-Christian religions (excluding unknown or none) were a very small percentage and members asked about potential isolation. In response, the executive reported that the college chaplain catered for all and no religions and provided independent and balanced support to everyone.</p> <p>The Board commended the report which linked with the College's strategic objective to provide an inclusive learning environment.</p>
8.2 Risk Management Policy
<p>The Chair of Audit Committee presented the updated Risk Management Policy which had been reviewed by the Audit Committee. The Board considered the key changes, notably to the risk appetite statement. Discussion was held in relation to the statement and the Board agreed to delegate to the Audit Committee the fine tuning of any mitigating actions. Members asked for a slight adjustment to the wording in section 5.3 and the addition of reference to the medium-term business plan.</p> <p>With this amendment, the Board APPROVED the Risk Management Policy.</p>
9. ITEMS FOR INFORMATION
9.1 Finance & Estates Working Group (FEWG)
<p>The Chair of the Finance & Estates Working Group reported on the discussions held on 24 February 2021. The Board were made aware of the refurbishment for the Institute of Technology and its timescales, and the work being done on carbon reduction.</p> <p>The notes of the meeting held on 24 February 2021 would be circulated at the next Board meeting.</p>
10. Any Other Business
None
11 CONFIDENTIAL BOARD – external members only
11.1 Minutes of the Confidential Board held on 8 February 2021 and any matters arising (C)
External members confirmed the minutes of the confidential Board held on 8 February 2021 as an accurate record.
12. DATE OF NEXT MEETING
29 March 2021 17:00

Signed (Chair):

A handwritten signature in black ink, appearing to be 'M. G. H.', written in a cursive style.

Date: 29 March 2021