

**Minutes of the meeting of the Corporation held via Microsoft Teams
5 October 2020 at 17:00**

Present

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

In attendance

Sheriyar Alamgir	Prevent Regional Co-ordinator (SE) for items 1-2 only
Jayne Davis (JD)	Deputy Principal, Curriculum & Quality
Jon Domaille (JonD)	Assistant Principal, Customer Relations & Learner Journey
Paul Fletton (PF)	Interim Finance Director
Barbara Owen (BO)	Director of HR & OD
Anne Roberts (AR)	Head of Governance

Attendance: 100%

ITEM	ACTION
1. Welcome & Apologies for Absence	
The Chair welcomed Sheriyar who was standing in for Salam Katbi and Lisa Ford, Governor designate. There were no apologies for absence. The Chair reported that the Governance & Search Committee recommended Lisa to be appointed as a member of the Board for a four-year term, as set out in the Governance report under item 8.1. The Board approved the recommendation.	
2. Annual Prevent Training	
Sheri presented a 40-minute session on the regional priorities and emerging risks in relation to Prevent. He focused on the issues for the	

<p>education sector particularly with online remote learning. Discussion took place about how to filter when students were not in college and Sheri referred to an upcoming webinar being held by the CIO of the Open University.</p> <p>The Chair thanked Sheri for a very informative and powerful presentation, providing an insight into the latest developments in relation to Prevent.</p>	
3. Declarations of Interest	
Carole Stott in relation to her appointment on the Ofsted Recovery Committee.	
4. Confidentiality of Items	
The Board agreed that the following items were confidential: 6.3 Partnership and 8 Senior post holders.	
5. Minutes	
5.1 Open Minutes – 27 July 2020	
The minutes of the meeting held on 27 July 2020 were approved as an accurate record. The Board agreed that these could be signed by the Chair by electronic signature following the meeting.	
5.2 Actions and Matters Arising	
The Board considered the action register. All actions had been completed, were on this agenda or future agendas. It was noted that the medium-term business plan was planned to come to the December Board.	
6. STRATEGY	
6.1 Enrolments and student update	
<p>The Board considered a paper on the key activities and consequent impact of methodologies used for the enrolment of learners for 2020/21. Jon D reported on the successful full-time enrolment process – numbers were higher overall than previous years and continued growth had been seen in animal care, business, health & social care, hair & beauty and the performing arts.</p> <p>During discussion, the following questions were raised and responded to:</p> <ul style="list-style-type: none"> • How much was the recruitment due to the covid-19 situation or due to process? Jon D was gathering the data on influences, surveys and the virtual open days and this would be discussed by the Curriculum & Quality Working Group; • What was recruitment in the digital and construction growth areas? This was reported as a small decline in construction but numbers in digital remained stable across 16-19 adult and HE. • How did results compare to other FE colleges? Jon reported that the data was not yet available but a comparison would be done once national data was available • PB reported that he had been involved in the enrolment process and the staff had been excellent. However, there was a huge volume of enquiries which indicated that staffing capacity might need to be reviewed. This was agreed and it 	

<p>was reported that the job descriptions of staff were being reviewed to be more generic across areas to help meet demand.</p> <ul style="list-style-type: none"> Members asked if there had been any feedback yet from students. DB reported that it was too early yet for this. <p>Members thanked Jon and congratulated him and his team for the creative and innovative practices which had had a very positive impact on enrolments during this challenging period.</p>	
<p>6.2 Principal & CEO's update</p>	
<p>LP provided a verbal update on developments to date:</p> <p>Internal</p> <ul style="list-style-type: none"> Covid-19 – there had been 3 cases to date (all unrelated) and governors had been informed. The dissemination process was excellent and JD was leading the team who had a clear remit of activity. Thanks were given to JD; Enrolments – full time enrolments were very positive. There was a small decline in HE. The largest decline was in adult community learning and Love2Learn courses. Apprenticeship numbers were good and similar to last year which was particularly encouraging given that nationally there had been a decline of 60-75%. Congratulations were given to the apprenticeship team; Quality and achievement rates – data was still being worked on for the Individual Learning Record (ILR) for submission to the ESFA; Finance – the NAO report on the FE sector showed that 50% of colleges were either in preliminary or full FE commissioner intervention (prior to covid-19) and £725.8m had been spent on FE bailouts; Estates – the catering refurbishment had been completed and the new reception area looked good. This was within budget thereby enabling a new small café area and refurbishment of toilets in the building; IStart initiative – discussions were progressing with this initiative which would need up to £20m capital investment on college land. A proposal on the treatment of the land and management of the new build would come to the Finance & Estates working group in November/December and the Board in December; T-level Qualifications – a bid for £1.8m capital had been submitted and the outcome was still awaited; Capital funding – the College had received £684k for capital to be spent by 31 March 2021 as part of government capital funding to FE colleges; Institute of Technology- the IoT tender was out. The 4th & 5th floors of the Macaulay building would be closed shortly following the discovery of asbestos; Staffing – from 19 October, most staff would work from home, as part of a 'reflect and refresh' week. This, and the half term break would give a two week break for staff; 	

<p>External</p> <p>LP reported on the external activity taking place on FE and skills. These included the adult skills initiative, Education select committee review of the impact of covid-19 on education, the visit of the PM to Exeter college and his emphasis on the critical importance of FE and skills, the lifetime skills guarantee and the Westminster hall debate on the role of colleges on a skills-level recovery from covid-19. She also reported that Gavin Williamson MP had indicated that the FE white paper would be published in October.</p> <p>She was dealing with a plethora of initiatives, including kickstart, 16-19 tuition fund, WECA funding bids including 'the sector recovery pipeline initiative'. She was pleased to report that the College had been successful in its Workforce for the Future bid. The College was also leading the Restart Initiative with Bath Spa University.</p> <p>The Chair thanked LP and her team for their work on the many initiatives underway.</p>	
<p>6.3 Partnership Proposal (confidential)</p>	
<p>Confidential minute</p>	
<p>7. SCRUTINY</p>	
<p>7.1 Management Accounts – July 2020</p>	
<p>GW and PF reported on the scrutiny by the Finance & Estates working group of the July management accounts. The outturn was currently showing a deficit of £41k compared to the forecast surplus of £46k. This was primarily due to two legacy issues from 2018/29. Subject to audit, the only substantial change would be the annual actuarial valuation of the College's share of the Local Government pension scheme. PF reported on the extension of the bank loans before 31 July 2020 and the need to approve the extension of these by the end of November 2020. He reported that meetings with the bank were positive.</p> <p>Members thanked PF for the relationship building he had undertaken and for providing clear and transparent information. After due consideration, the Board approved the accounts.</p>	
<p>7.2 Risk Register, including Covid-19 risk assessment</p>	
<p>Members considered the updated Strategic Risk Register including the Autumn term Covid-19 risk assessment and the Covid-19 ongoing response. JD reported on the case management of Covid-19 in the College, and the reporting procedure to Public Health England.</p> <p>During discussion, members asked about use of track and trace in College and QR codes. These were all being used as well as form filling. Members asked what plans were in place if significant numbers of staff could not be on site. JD reported on the key list of roles who maintained the college sites and that Covid-19 tests were available at college. Students were on a mix of blended learning and the College had identified the postcodes of staff in case of an outbreak in particular areas.</p>	

The Board asked that the appointment of a new Chair to the Corporation be added to the Risk Register. Action: JD	JD
7.3 Keeping Children Safe in Education	
JD provided a report to update the Board on key changes made to the statutory guide to safeguarding. All Board members had been asked to read and digest Part of the guide and to confirm they had done so to the Head of Governance. ED, as lead governor on safeguarding, confirmed that she had read the whole report and was liaising with JD. Members noted the highlighted changes and actions being taken and asked that reference was made in the report to Governors and staff having to read Part 1. Action: JD	JD
7.4 Annual Health & Safety Report	
Members considered the annual Health and Safety report 2019/20. BO reported on the actions taken in relation to Covid-19, concentration on policy reviews, e-learning during college close down and the legionella monitoring which continued to be performed on a regular basis. JY, as H&S lead governor, welcomed the report and the emphasis on training. Members asked about building works which were part of the ongoing maintenance plan and welcomed the government capital funding, The priorities for work in 2020/21 were noted. Members thanked BO and the H&S team for the report.	
8. GOVERNANCE	
8.1 Report from Governance & Search Committee	
AF reported on the meeting of the Governance & Search Committee earlier that day. Chair of the Corporation The Committee had reviewed the Chair's role description and noted that the FE white paper was expected in the Autumn. They recommended that the search began now for a new Chair as Carole Stott's term of office ended in December 2020. The Board approved the search, noting that the interview panel would be chaired by AF, as Vice Chair, with ED and JY as panel members. LP and AR would also be involved in the interview process. Members were encouraged to promote the opportunity to relevant contacts. Action: All Governor Vacancy The advert for a new Governor was out with a closing date of 24 October, with interviews planned for 3 November 2020. Governor Lead Role The Governor lead role descriptor had been reviewed by the Committee. JL had agreed to be the Governor Lead for Teaching & Learning, and MO for Digital. The Board noted that the role would be reviewed after one year. Business Schedule The Board agreed to schedule in a November Board meeting in order to approve the extension of the bank loan, consider an update	All

on the proposed partnership and to enable a more informal strategic discussion. An FE finance briefing could also be arranged.	
9. ITEMS FOR APPROVAL	
9.1 Sub-Contracting Strategy	
The Board considered the updated Sub-Contracting Strategy which had been reviewed by the Finance & Estates Working Group. Members were pleased to note the quality assurance programme in place. The Board APPROVED the Policy.	
9.2 Safeguarding Policy	
The Board considered the Safeguarding Policy which had been revised to include more links to external agencies and to take account of the new Keeping Children Safe in Education guidance. The Prevent contacts would be added. ED reported that she had liaised with JD and the Curriculum & Quality Working Group received safeguarding updates. The Board APPROVED the Policy.	
9.3 FoI Publication Scheme	
The Board considered the updated Publication Scheme and the key changes made. The Scheme was based on the model scheme and much of the information was on the College website. Members noted that FoI requests were reported to the Audit Committee. The Board APPROVED the Policy.	
10. ITEMS FOR INFORMATION	
10.1 Finance & Estates Working Group – 30 September 2020	
Nothing further to what had been reported earlier. The notes would be added to the next Board meeting.	
10.2 Senior Staff Performance & Recruitment Committee –5 October 2020	
AF reported that the performance objectives for LP and JD for 2020/21 had been considered and progress on these and those for AR would be reviewed during 2020/21. The Committee also considered an update on senior post holders which was an item for the confidential board.	
10.3 Governance & Search Committee – 5 October 2020	
The Chair reported that the business had been reported earlier and the minutes would be added to the next Board meeting.	
11 CONFIDENTIAL BOARD – external members only	
11.1 Senior Postholder update -confidential Board minute	
12. Any Other Business	
None	
13. DATE OF NEXT MEETING	
November 2020 at 17:00, date tbc <i>Post meeting note – date agreed as 19 November 2020</i>	

Meetings 2020/21	
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19 November 2020	
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16 December 2020	
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27 January 2021	
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26 February 2021 (strategy day)	
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29 March 2021	
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24 May 2021	
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12 July 2021	
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Signed (Chair):

Date: