MINUTES OF THE MEETING OF THE CORPORATION
HELD ON THURSDAY 13 OCTOBER 2022, COLLEGE GREEN
6:00pm-8.00pm

Corporation Members	Dan Amin Tony Antonius Andrea Arlidge Alison Beckingham Steve Bennett Stephen Boardman Diane Dimond, Interim Principal & Chief Executive Richard Gaunt Sandra Gordon Tony Green Marc Griffiths Keith Hutton Peter Rilett (Chair of the Corporation) Shawn Smith Zoe Taylor
Also in Attendance	Richard Harris, Deputy Principal & Chief Executive Catherine Howett, Vice Principal Curriculum & Quality Joanne Ward, Vice Principal Corporate Services & External Relations Julia Gray, Principal Designate (observer) Liz Gorman, Acting Clerk to the Corporation

1	**APOLOGIES FOR ABSENCE** Apologies had been received from Andrea Arlidge and Keith Hutton. All others were confirmed as present.
a	**Membership update inc** - **Board Resignations** - **Committee Membership** Governors noted the resignations of Lis Anderson and of Jason Budd. Governors approved the appointment of Marc Griffiths to HE Board.
b	**Appointment of new Corporation Members** Governors APPROVED the appointment of Judi Harper and Dan Jones as external members to join ahead of the next Committee Meetings. **ACTION:** Acting Clerk to undertake due diligence as required, confirm appointments and plan induction
2 **2.1**	**DECLARATION OF INTERESTS** There were no declarations of interest in any items on the agenda.
3	**Minutes of the meeting held on 18 July 2022** The minutes of the Meeting held on 18 July 2022 were confirmed as an accurate record and APPROVED.
4 **a**	**MATTERS ARISING FROM THE MINUTES** Governors NOTED the Summary Report of Actions. Curriculum & Quality Report actions – no further update due to recent start of VPC&Q. Actions to be carried forward.

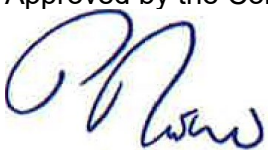
	Middle Leadership Programme - report still being finalised and would be circulated to the board by 31 October 2022. All other actions were confirmed as complete or covered under the relevant agenda items. **Standing Orders & Terms of Reference/Instrument and Articles** Standing Orders, Terms of Reference and Instrument and Articles were APPROVED. **Register of Members' Interests** The updated Register of Members' Interests was noted.
POLICY AND STRATEGIC BUSINESS	
5	**Interim Principal & Chief Executive's Report** IP&CE presented her report to the Board, highlighting that: • good progress was being made in relation to Ofsted readiness • useful data had been collected through the staff survey and work continued on an action plan • staff turnover remained high. • interim support to quality improvement work was being sought • the Director of Apprenticeships role would shortly be advertised following re-consideration of the PiB/Apprenticeships position • whilst enrolment had been good in many areas, income generated was below target overall • financial sustainability was subject to the level of pay award agreed Governors enquired whether vacancies in middle management roles in areas such as Maths and English and Construction presented a risk to delivery. IP&CE responded that the situation was being closely monitored and that an interim Head of Construction had been appointed. VPC&Q updated that the Head of English and Head of Maths roles were being advertised and interim cover was being arranged, a working party would meet fortnightly with the English and Maths Teams. It was noted that English and Maths provision had been particularly affected by industrial action. Staff Governors withdrew from the meeting for the discussion concerning industrial action Confidential Minute Staff Governors returned to the meeting In response to a query from governors, DP&CE stated that the non-pay budget was on target, with the exception of energy related costs.
6 **6.1**	**Risk Register & KPIs inc** - **Staff Survey Results** DP&CE presented the Risk Register and KPIs, highlighting: risk position as follows Working Collaboratively –risk decreasing Financial Sustainability –risk decreasing Student Achievement – risk steady

	Valued Workforce – risk increasing and suggested draft targets for 22/23 KPIs.
6.2	**Staff Survey** DP&CE presented the results from the York Survey, noting that actions would be taken forward to the wider Leadership Team. Governors enquired how responses compared to previous surveys conducted. DP&CE replied that a direct comparison was not possible, due to a different survey model being used previously, however, issues raised were broadly similar. Governors discussed the survey and the following points were made: • Whilst 50% was a valid response rate, some areas had achieved low response rates – possibly resulting in a skewed view that was not representative • survey outcomes should be triangulated through in-person conversations with staff – through, for example, 'Have Your Say' Forums • the York survey should now be consistently used for a period of four to five years, in order to monitor progress effectively • action in response to findings was now the priority Governors enquired how staff were being reassured that action was being taken in response to findings. DP&CE replied that emails from the executive team, presence on site, new staff forum and tracked action to findings had been implemented. Staff Governor: • raised issues with providing responses to some questions in the survey, for example 'management' was a broad term. • stressed the need for consistency, noting that a number of new initiatives had been introduced recently and that previous activities such as Team Collaboration Time had ceased • expressed the view that there was a level of scepticism among some staff that action would be taken in relation to the issues raised – quick 'you say, we did' action was therefore needed IP&CE acknowledged Staff Governor's feedback and stated that Julia Gray, new Principal and Chief Executive would be meeting with staff teams early in 2023 when she started in post. Governors noted that all leaders within the college shared responsibility for actions. DP&CE stated that the staff survey and action plans would be launched to the College Leadership Team on 31 October.
7 **7.1**	**<u>Draft Self-Assessment Report (SAR)</u>** **<u>Inc provisional Quality Outturn 21-22</u>** **<u>Achievement Quality Improvement Plan (QIP)</u>** VPC&Q presented the Draft SAR and QIP which had been reviewed at C&Q Committee, stating that: • the college had assessed itself at grade 2 • an Executive Summary SAR would not be submitted • the SAR would be finalised at the next Curriculum & Quality meeting • the QIP was being reviewed in conjunction with other staff

	Governors noted that Chair of C&Q Committee/VPC&Q would be meeting to ensure that data consistency was achieved in future.
8 a	**<u>Curriculum & Quality Committee Report including Task & Finish group</u>** The Chair of C&Q Committee presented the Curriculum & Quality Committee Report, highlighting that: • vacancies existed in key areas of curriculum provision • data issues had affected reporting to the last meeting • learner voice needed to be heard more strongly **ACTION:** Information on Teaching and Learning from the meeting to be shared with the board - AC The Chair presented an update on behalf of the Chair of Task and Finish Group <u>Work Experience</u> Excellent progress made by the Director FE, with the outturn target exceeded. A draft Work Experience Strategy was due for sign off shortly. Work Experience was on track to be removed from T&F scrutiny prior to the end of the academic year. <u>Apprenticeships</u> Ongoing concerns in relation to meaningful engagement with employers. A review of the high number of single apprentice employers was planned by VPC&Q.
9	**Financial Outturn 2021-22 (unaudited headlines)** DP&CE presented financial outturn 2021-22. Variation from budget was as anticipated. Compliance with covenants had been achieved. A financial rating of Requires Improvement as expected.
10	**Budget 2022-23 Update** DP&CE provided an update on the 2022-23 budget, noting that: • the position was good overall • EBITDA was as planned at 9% • pay ratio was 65.8% as planned • operational cashflow was under observation to ensure covenant compliance Governors emphasised the need to monitor staffing costs and efficiencies in areas that had under-recruited. VPCS&ER stated that there was a focus on January starts for HE. Governors questioned low enrolment in construction and highlighted the need to focus on increased income, efficiencies and good use of partnership arrangements in this area. The budget update was noted. . Governors enquired whether teams were sufficiently supported to enrol students – executive team members confirmed that they were.
11 **11.1**	**Early Enrolment Position (student numbers)** IP&CE presented an update on the early enrolment position. Circa 3700 16–18-year-olds had been enrolled and the focus was now on retention. 300 withdrawals had been processed to date – it was unclear how retention would be impacted by industrial action and this would be monitored. Governors enquired what support was in place to offset the effect of the cost of living crisis for students at risk of withdrawing. IP&CE responded that the college offered free school,

	meals and bursaries. The possibility of access to foodbanks and distribution of foodbank vouchers was being explored. Governors noted that the cost of living crisis was impacting recruitment to full cost recovery courses. IP&CE stated that the college was in dialogue with WECA and with Bristol City Council regarding increased ESOL recruitment. Governors highlighted the fact that some inaccurate historic reviews about the college remained online. **ACTION:** VPCS&ER to investigate.
12 **12.1**	**<u>BUSINESS SERVICES COMMITTEE REPORT</u>** Business Services Committee Report items had been covered through those discussed on the agenda.
13 **13.1**	**<u>Finance Options Appraisal Report</u>** DP&CE presented the Finance Options Appraisal Report. Governors queried the MPV difference for ESFA and Barclays. **ACTION:** DP&CE to clarify and provide a response to Business Services Committee Governors enquired how the college's debt compared to that of other FE colleges. **ACTION:** DP&CE to confirm for inclusion in the minutes as a post-meeting note – DP&CE/Acting Clerk **ACTION:** It was agreed that Finance Options Appraisal should be taken forward and should then return to Business Services Committee for further consideration – DP&CE
14	**<u>Audit Committee Report</u>** The Chair of Audit Committee updated on the most recent meeting which had agreed the Internal Audit Report for 22/23. Two internal audit reports from 21/22 had been received and no significant concerns had been identified. The subcontracting controls had been confirmed as satisfactory.
15	**<u>Latest Monthly Management Accounts P12</u>** DP&CE reported that these were positive overall and as forecast. Increased energy costs had been factored into the 22/23 budget. These were likely to rise significantly in 23/24.
16	**<u>Subsidiary Accounts (SWAC and PiB) Period 12</u>** VPCS&ER reported that PiB • was growing its provision • was slightly under budget for income • would now be delivering from premises in Gloucester following signature of the lease • quality of results was good DP&CE reported that SWAC had had a positive year and was repaying the intercompany loan.
17 **17.1**	**<u>Report on ITP and SME landscape</u>** DP&CE presented the report on the ITP and SME landscape. Governors highlighted the need to identify staff numbers as well as turnover for SMEs. Governors highlighted the need for more detailed information on ITPs.

	Governors noted that the college majored in many of the sectors outlined in the paper. **ACTION:** DP&CE to provide a more detailed report to the next meeting.
18 **18.1**	**Students Union** **Finances for 201/22** **Student Governor Elections** Governors noted Student Union Finances for 21/22. Governors APPROVED the approach to student governor elections and to the temporary variation to Instrument & Articles.
19	**Draft Corporation review of own performance for 2021/22** This item was not discussed.
20 **20.1**	**Annual Report of the Search and Governance Committee** Governors noted the Annual Report of the Search and Governance Committee
21 **21.1**	**Written Resolution September 2022 and October 2022** Governors noted the outcomes of the written resolutions.
22 **22.1**	**Governor Link Scheme** Governors noted links for 2022/23
23 **23.1**	**Annual Safeguarding Report 21/22 (via C&Q Cttee)** Governors APPROVED the Annual Safeguarding Report.
24 **24.1**	**Safeguarding Policy 2022/23 (via C&Q Cttee)** Governors APPROVED the Safeguarding Policy. **ACTION:** Acting Clerk to publish on sharepoint/website Governors enquired how the college supported students to understand when they had mental health issues and how it worked to overcome the stigma attached to mental health. VPCS&ER informed governors that the college had applied for the Beacon Award for its mental health support activities. **ACTION:** VPCS&ER to circulate information produced by the marketing department.
25	**ANY OTHER BUSINESS** The Chair informed the board that the Search and Governance Committee had considered External Governance Review providers and would be recommending the Association of Colleges for appointment. The Chair informed the board that a date of 28 November had been set for interviews for the permanent Clerk to the Corporation.
	CLOSE There being no further business the Chair thanked members for attending and closed the meeting at 8pm

Liz Gorman, Acting Clerk to the Corporation

Approved by the Corporation Board on 12 December 2022