

**NOTES OF THE CORPORATION MAIN BOARD
HELD ON MONDAY 27 MARCH 2023, College Green
4.30pm – 6.30pm**

Present: Peter Rilett, Chair of the Corporation (CotC)
Steve Bennett, Vice Chair (VC-SB)
Richard Gaunt, Vice Chair (VC-RG)
Dan Amin
Tony Antonius
Judi Harper
Andrea Arlidge
Stephen Boardman
Sandra Gordon(from item 5)
Marc Griffiths (via Teams)
Daniel Jones (via Teams)
Shawn Smith
Alison Beckingham, Staff Governor
Tony Green, Staff Governor
Julia Gray, Principal & Chief Executive (P&CEO)

In Attendance: Richard Harris, Deputy Principal & Chief Executive (DP&CE)
Catherine Howett, Vice Principal Curriculum & Quality (VP C&Q)
Joanne Ward, Vice Principal Corporate Services and External Relations (VP CS&ER)
Anne Roberts, Interim Clerk to the Corporation
Jessica Thorne, Corporate Services Officer

Attendance: 88%

1	<u>APOLOGIES FOR ABSENCE</u>
1.1	Apologies had been received from Zoe Taylor and Keith Hutton. All others were confirmed as present.
2	<u>DECLARATION OF INTEREST IN ANY OF THE ITEMS ON THE AGENDA</u>
	None
3	<u>MINUTES</u>
3.1	The Minutes of the Meeting held on 12 December 2022 including confidential items were confirmed as an accurate record and APPROVED.
3.2	The notes from the Strategy Day held on 16 March 2023 were confirmed as an accurate record and APPROVED.
4	<u>MATTERS ARISING FROM THE MINUTES</u>
4.1	Summary Report of Actions from the 12 December 2022 meeting: RECEIVED. All actions were noted as in hand or completed.

<p>4.2</p>	<p>Summary Report of Actions from the 16 March 2023 Strategy Day were NOTED. Further discussions would take place with the Founder of Talent Architects.</p> <p>DP&CE reported on the numbers of ‘ghost’ enrolments (rolled over) at the start of the academic year, which had affected the data. After adjusting for this, rates were aligned with the sector average. The VP C&Q reported that improved processes and support were in place in relation to enrolments for 2023-24.</p>
<p>5</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p>	<p><u>PRINCIPAL & CHIEF EXECUTIVE’S REPORT INCLUDING:</u></p> <ul style="list-style-type: none"> • OFSTED FINAL REPORT • DfE/FE COMMISSIONER JOINT VISIT <p>The Governors received a verbal overview of the academic year, to-date, including the outcome of the recent Ofsted visit. P&CEO noted the impact of the inspection outcome, and the new sense of optimism across the organisation. The P&CEO was continuing her visits to all teams which was proving very valuable.</p> <p>Hair and Beauty students had taken part in the national body paint competition in Weston Super Mare. Students placed 1st and 2nd in the body paint category and 1st and 2nd place in the Hollywood make up competition. Students had qualified for the national final in Blackpool on 10th May, for the first time in many years. Governors praised the team for this competition entry. It is important for the college to get involved in competitions and be visible at national events.</p> <p>CotC suggested a rebalance of the Governors role, within the existing Committee structure, to ensure it was strategically most effective. Governor oversight had to date been very focussed on finances and data and it was now timely to look at future opportunities and specific areas where expansion to offerings might be possible. Governors recommended a review of college strengths and a focus on sectors where the college could further add value. ACTION: P&CE /CotC</p> <p>P&CEO explained the value of apprenticeship development for the city and employee training solutions. Recent research showed drop out levels in post-16 education had increased across the sector. Retention across the FE sector has seen a decrease. Governors agreed that any changes should be made sustainably, with a focus on meeting employer needs. This would fit well into the ongoing review of curriculum, the new accountability agreement and discussion of the sectors for growth. It was suggested that a separate strategic session might be arranged for this. ACTION: P&CE</p> <p>VP CS&ER spoke about the discussion at the recent Business Services Committee in relation to bid writers and tenders for funding opportunities, and the need to prioritise. A question was asked about capacity of the current estate. Better use of the estate e.g. more evening teaching could be considered.</p> <p>A Governor spoke about developing good CIAEG across the city and it was noted that the local authority was keen to take this forward.</p>
<p>6</p> <p>6.1</p>	<p><u>RISK REGISTER AND KPIS</u></p> <ul style="list-style-type: none"> • Board (2023 Mar 27) Cover paper - Risk Register • Board (2023 Mar 27) Risk Register <p>Governors considered a report from the DP&CE who highlighted key strategic risks, the mitigations in place together with the relevant KPIs aligned to the College’s Strategic Plan. The KPIs had been reviewed by Curriculum & Quality and Business Services Committees.</p>

6.2	It was noted that the internal auditors had recently reviewed risk management and assurance and an updated version of the Strategic Risk Register would be considered at the next Audit Committee.
6.3	A Governor questioned staff retention and utilisation level, and their correlation. Staff governors reported on the additional measures of efficiency and classroom sizes. They stated that workload volumes for those staff at high levels of utilisation could be a significant contributing factor to poor retention.
7	<p><u>QUALITY OF EDUCATION INCLUDING:</u></p> <ul style="list-style-type: none"> • KPI COVER PAPER • QUALITY TEAM UPDATE • QUALITY DATA GOV 2022-23 T2
7.1	Governors received an update from the VP C&Q on current College performance on KPIs (achievement, attendance and student satisfaction). She reported that forecasting was broadly similar to this time last year. Apprenticeship forecasting had improved this year. However, there was still work to be done with MIS to review the data and the position would be clearer after Easter.
7.2	Governors noted English and Maths (E&M) attendance data and reflected on the impact of staff strikes, large group sizes, and other issues that had affected attendance in Term 1. Non-attending students received targeted support and activities, designed to re-engage them in learning; but a large number of students were reluctant to attend at all, The Head of Department for E&M had planned focus groups to discuss attendance issues with students, and seek feedback on the success of actions taken to support them.
7.3	The VPC&Q highlighted the focus needed on ‘hearts and minds’, establishing trust, and how staff and students talked about E&M. Excellent teaching practice was evidenced by Learning Walks and observations. It was noted that an individualised approach to learning was effective but challenging to provide. The VPC&Q stated that there would be a focus on designing induction and engagement activities before teaching started in September 2023. A new directorate Student Experience, Safeguarding and Quality had been created which would help with this.
7.4	A Staff Governor welcomed the 18 hours of staff CPD ‘maths training’ introduced this year, which included understanding of perceptions and barriers to learning.
7.5	Governors discussed skills shortage areas, particularly in Maths and creative ways of recruiting and retaining E&M teachers. This would be discussed further at the next Curriculum & Quality Committee. ACTION: VP C&Q
7.6	High needs learners’ achievement rates had lowered in Term 1, but with the current interventions in-place, staff were confident that this would improve.
8	<p><u>CURRICULUM PLAN PROGRESS</u></p> <ul style="list-style-type: none"> • BOARD (2023 MAR 27) COVER PAPER - CURRICULUM PLAN • BOARD (2023 MAR 27) CURRICULUM PLAN TIMELINE
8.1	<p>Governors considered the curriculum plan progress report, presented by the DP&CE.</p> <p>The Senior Leadership Team were currently undertaking curriculum planning activities, planning ahead up to 3 years; with some flexibility built in to allow a measure of interest and responsiveness in-year. Directors had been asked to particularly think about what skills,</p>

	<p>knowledge and information would be needed to prepare learners for changes and developments in industry and technology, upskilling learners within the current frameworks. Governors noted the key milestones and asked about identified gaps in provision and whether other providers were meeting those needs. It was noted that ESOL was an area where demand was high. Transport was noted as a key factor for students across Bristol.</p>
9	<p><u>ACCOUNTABILITY AGREEMENT;</u></p> <ul style="list-style-type: none"> • TO CONSIDER THE INITIAL OUTLINE. • TO AGREE A MEANS TO SEEK APPROVAL FOR THE ACCOUNTABILITY AGREEMENT FOR SUBMISSION BY 31 MAY 2023.
9.1	<p>The Governors thanked VP CS&ER for her work on the draft Accountability Agreement which required approval by the Corporation Board prior to submission on 31 May 2023 and would then be published on the college website.</p>
9.2	<p>Governors asked that the Accountability Agreement be circulated in advance for comment and the Board delegated final approval to the Chair and Vice Chairs. ACTION: VP CS&ER/ Clerk</p>
10	<p><u>CURRICULUM & QUALITY COMMITTEE REPORT</u></p>
10.1	<p>The Minutes of the meeting held on 1 March 2023 were confirmed as an accurate record and APPROVED.</p>
10.2	<p>The Chair of the Committee reported on an excellent meeting. He welcomed Governor input in upcoming discussions and reported that the terms of reference and papers format were items to be reviewed.</p>
10.3	<p>He reported on the need for clear articulation of the views of students, staff and stakeholders and flagged the need for a focus on Higher Education in future meetings.</p>
11	<p><u>BUSINESS SERVICES COMMITTEE REPORT</u></p>
11.1	<p>The Minutes of the meeting held on 6 March 2023 were confirmed as an accurate record and APPROVED. The Chair of the Committee provided a summary of the key items discussed.</p>
11.2	<p>The Gender Pay Gap Report 2022 was considered and APPROVED for publication. ACTION: CLERK</p>
11.3	<p>The Health Safety and Wellbeing Annual Report was considered. Governors asked about the significance of the RIDDOR reports and requested further details and information on what improvement in processes had resulted. It was reported that the HSE had not considered these to be high risk. ACTION: VP CS&ER to provide further information on the recommendations and actions taken.</p>
11.4	<p>The extension of the existing Health Safety and Wellbeing Policy was APPROVED. An updated policy would be submitted to the next Corporation meeting in July 2023. ACTION: VP CS&ER</p>
11.5	<p>The Subcontracting Policy 2023/24 was considered and APPROVED.</p>

12	<u>AUDIT COMMITTEE REPORT</u>
12.1	The Minutes of the meeting held on 14 March 2023 were APPROVED. It was noted that the ESG/Sustainability internal audit had been recommended to be postponed to 2023/24 and be replaced with a Health and Safety Audit. This was APPROVED.
12.2	The Board APPROVED the re-appointment of Haines Watts as External Auditors for 2022/23 and noted the action being taken on KPIs.
13	<u>FINANCIAL POSITION AND MANAGEMENT ACCOUNTS</u>
	<ul style="list-style-type: none"> • Cover paper - Management Accounts • Management Accounts P7 Commentary • CoBC P7 Management Accounts • PIB P7 Management Accounts • SWAC Management Accounts P6 22-23
13.1	The Governors received an update and overview from DP&CE together with papers (noted above) for information and monitoring. The DP&CE reported that the latest forecast was broadly in line with the overall financial position. Key headlines were flagged including covenant compliance and forecast cash balance. It was noted that the cash flow forecast for 23/24 had been updated to reflect the equalisation of the ESFA payments. It was agreed to keep under review the opportunities the ONS reclassification might present.
13.2	It was noted that there were emerging cost pressures for 2023/24 which were being considered in relation to the curriculum planning and budgeting process. Recruitment to 16-18 study programmes was positive but energy costs, pay and staff recruitment continued to be a challenge.
13.3	Governors asked about overdue debts and suggested that debt over 1 year old be separated out.
14	<u>USE OF THE CORPORATION SEAL</u>
14.1	14 BOARD (2023 MAR 27) COVER PAPER - COLLEGE SEAL
	Resolution: The Board APPROVED the use of the College Seal on the deed of easement in relation to land to the rear of the AEC. ACTION: DP&CEO/CLERK
15	<u>GOVERNANCE</u>
15.1	DRAFT CORPORATION MEETING DATES 2023/24 Document received for information – Governors were asked to raise any feedback concerning dates and times, with the Interim Clerk or Corporate Services Officer.
15.2	The Corporation Board APPROVED the appointment of Neil Dimes as an External Governor for a four year period. Neil to be a member of the Audit Committee and Shawn Smith to transfer to Business Services Committee.
16	CONFIDENTIAL BUSINESS Confidential Minute
	The meeting closed at 6.40pm

Signed as a correct record on 17 July 2023

A handwritten signature in blue ink, appearing to be 'P. New'.

..... (Chair)