

**MINUTES OF THE MEETING OF THE CORPORATION HELD
ON MONDAY 18 JULY 2022, COLLEGE GREEN
6:00pm-8.00pm**

Corporation Members

Dan Amin
Lis Anderson
Tony Antonius
Andrea Arlidge
Alison Beckingham Item 4 onwards
Steve Bennett
Stephen Boardman
Jason Budd Item 4 onwards
Geoff Channon
Richard Gaunt
Sandra Gordon
Tony Green Item 4 onwards
Marc Griffiths
Richard Harris (Chief Executive & Acting Principal) Item 4 onwards
Keith Hutton
Peter Rilett (Chair of the Corporation)
Shawn Smith
Zoe Taylor

Also in Attendance

Diane Dimond, Director of Finance and Funding Item 4 onwards
Kam Nandra, Assistant Principal Curriculum Item 4 onwards
Joanne Ward, Vice Principal Corporate Services & External Relations Item 4 onwards
Liz Gorman, Acting Clerk to the Corporation

1	<u>APOLOGIES FOR ABSENCE</u>
1.1	Apologies had been received from Steve Boardman, Lis Anderson and Tony Antonius. All others were confirmed as present.
2	<u>DECLARATION OF INTERESTS</u>
2.1	There were no declarations of interest in any items on the agenda.
3	<u>CONFIDENTIAL ITEM</u> This item is recorded as a confidential minute
	<u>Staff Governors, Student Governor, Executive Team and Senior Staff joined the meeting</u>
4	<u>MINUTES</u>
a	<u>Minutes of the Meeting held on 28 March 2022</u> The minutes of the Meeting held on 28 March 2022 were confirmed as an accurate record and APPROVED.
5	<u>MATTERS ARISING FROM THE MINUTES</u>
a	Governors NOTED the Summary Report of Actions which were confirmed as complete or covered under the relevant agenda item.
POLICY AND STRATEGIC BUSINESS	

6	<p><u>CHIEF EXECUTIVE & ACTING PRINCIPAL REPORT INCLUDING</u></p> <ul style="list-style-type: none"> • <u>Quality – predicted student achievement</u> • <u>21/22 & Ofsted readiness</u> • <u>Ofsted – enhanced approach</u> • <u>FEC Monitoring Visit Feedback from 16 June 2022</u>
6.1	CE&AP presented the report to the board, noting the focus on securing predicted achievement and ongoing quality improvement activities.
6.2	In response to a query from governors regarding enrolment, CE&AP stated that processes had been improved to ensure that they were more customer focused. Enrolment was broadly in line with 2020-21, with numbers being tracked regularly. Governors would be provided with further updates on the enrolment position.
6.3	<p>Following a request from governors for further information regarding the Middle Leadership Programme, CE&AP explained that development of the programme was taking place together with the HR Department. The programme would consist of core modules and bespoke development for individuals, delivered via both internal and external input. Finalised details would be shared with the board and with the FEC on their return visit in November 2022.</p> <p>ACTION: CE&AP to share final details of the programme with the board – CE&AP.</p>
6.4	Governors enquired whether there were any specific areas of concern with regard to staffing gaps. CE&AP responded that technical training roles remained difficult to fill but that alternative ways of attracting candidates continued to be explored. CE&AP stated that the college aimed to develop individuals internally to fill vacancies where possible.
6.5	Governors noted the importance of appraisals in relation to CPD and requested further information on appraisal completion.
6.5.1	<p>CE&AP stated that appraisal completion overall stood at over 80%. Ensuring that the target for appraisal completion was reached was a shared HR/SLT responsibility. It was AGREED that a breakdown of appraisal completion through all levels of teaching staff should be shared with the board.</p> <p>ACTION: Breakdown of appraisal completion through all levels of teaching staff to be circulated to governors – CE&AP/HR</p>
6.6	<p>APC presented the report on:</p> <ul style="list-style-type: none"> • Quality – Predicted Student Achievement • 21/22 & Ofsted Readiness • Ofsted – Enhanced Approach <p>This item is recorded as a confidential minute</p>
6.7	[REDACTED]
6.7.1	[REDACTED]
6.7.2	[REDACTED]

6.8	
6.9	
6.9.1	
6.10	
6.11	
7	<u>RISK REGISTER AND KPIS</u>
7.1	CE&AP presented the Risk Register and KPIS, outlining the current position with regard to risks and direction of travel.
7.2	It was noted that 'Valued Workforce' was an increasing risk due to the threat of industrial action from 1 September 2022.
7.3	In response to a query from governors, VPCS&ER stated that the preliminary report regarding cladding at the College Green Centre had been received and showed a reduced risk.
8	<u>STRATEGIC PLAN ANNUAL REVIEW</u>
8.1	VPCS&ER presented the Annual Review of the Strategic Plan which tracked progress against the plan over the previous six months and informed future activity, including Business Planning.
8.2	The review included an update on EDI and Sustainability which were key areas for governor oversight.
8.3	In response to a query from governors, VPCS&ER confirmed that the EDI Strategy would be presented to the board at the beginning of the next academic year.
8.4	Governors discussed the cultural change element of the Plan, and the following points were made: <ul style="list-style-type: none"> • cultural change is driven by the Leadership Team and implemented by HR • cultural change is a 'whole college' approach
8.5	VPCS&ER stated that the Plan would be refreshed through revived values in September and ongoing contact with partners.
9	<u>CONFIDENTIAL BUDGET 2022-2023</u>
a	- <u>SWAC BUDGET</u> This item is recorded as a confidential minute

9.1	[REDACTED]
9.2	[REDACTED]
9.3	[REDACTED]
9.4	[REDACTED]
9.5	[REDACTED]
9.6	[REDACTED]
9.7	[REDACTED]
9a	[REDACTED]
10	<u>CURRICULUM PLAN 2022-2023</u>
10.1	DFF presented the Curriculum Plan 2022-23 which underpinned the college's budget. A draft version had been considered by both Business Services and Curriculum & Quality committee.
10.2	It was noted that: <ul style="list-style-type: none"> • delivery against National Skills Funding had been revised • the Plan had been reviewed by LSEC • the Plan reconciled to within £5k
10.3	APC updated that Heads of Department had met with the Quality Team to plan work experience/employability linked to the Ofsted EIF.

10.4	Staff Governor raised a query in relation to Element 3. ACTION: DFF to clarify regarding Element 3
10.5	Governors APPROVED the Curriculum Plan 2022-2023.
PERFORMANCE REVIEW / MONITORING:	
11	<u>CURRICULUM & QUALITY COMMITTEE REPORT INCLUDING T&F GROUP</u>
11.1	The Chair of C&Q welcomed the improved retention and predicted achievement rates, noting, however, the relatively low achievement rates in the previous academic year.
11.2	<p>The Chair of C&Q:</p> <ul style="list-style-type: none"> highlighted issues with forecasting experienced previously and hoped that these had now been resolved to ensure greater accuracy. noted the college's position nationally, which potentially indicated continued underperformance requested that more information on quality of teaching within the college be provided at future meetings and that the format of KPIs/data tables and Position Statements presented to the board be reviewed <p>ACTION: further information on quality of teaching to be provided and format of KPIs/data tables and Position Statements to be reviewed for first meetings of 22/23 academic year – VPC&Q</p>
11.3	<p>The importance of celebrating the achievements of students and apprentices was AGREED.</p> <p>ACTION: Report on current celebration activity and plans for 22-23 to be presented to the first board meeting of 22/23 academic year – VPC&Q</p>
11.4	<p>Governors considered:</p> <ul style="list-style-type: none"> the college's presence in Bristol's cultural spaces the need for links to be strengthened with large Bristol employers through, for example, careers fairs
11.5	APC highlighted the significant improvements within work-related activity which had resulted in the college being on target to meet or exceed the KPI for this area.
11.6	It was noted that governors received regular internal communications containing information on college activity.
11.7	The Chair of the Task and Finish Group reported that, whilst significant improvements had been made throughout the academic year in apprenticeship provision, including adoption of the right framework, further work was required to improve some critical areas, quality overall and the performance of some staff.
12	<u>STUDENT GOVERNOR REPORT</u>
12.1	<p>The Student Governor presented an end of year report to the board, highlighting that:</p> <ul style="list-style-type: none"> it was an insightful and challenging role - as an individual it could prove difficult to fully represent the different centres, courses and diverse cohorts within the college input from the Student Governor had been considered and acted upon by the Executive, for example, regarding the HE Strategy. partnership meetings had become increasingly effective, with good participation a second student governor would be sought for 22/23
12.2	The Student Governor reported that:

	<ul style="list-style-type: none"> • few course reps attended student council meetings and that it would be useful to have access to them. • as discussed earlier in the meeting, further ways of recognising/rewarding student achievement should be explored to give a sense of closure. • an Alumni Network, even an informal 'keep in touch' one would be extremely valuable. • as discussed earlier in the meeting, greater use could be made of cultural offers within the city, through inclusion in the curriculum
12.3	Governors noted the links between a students' 'sense of belonging', retention, EDI and Cultural Change.
12.4	<p>Governors thanked the Student Governor for his work during the 21/22 academic year and welcomed his continued service during 22/23 both as Student Governor and as President of the Student Union.</p> <p>ACTION: Executive Team to clarify the position with regard to areas of Student Union activity, following the departure of the Students Union and Student Engagement Co-ordinator – Executive Team</p> <p>ACTION: Facilitate access to course reps by Student Governor – VPC&Q</p> <p>ACTION: further explore the possibility of an Alumni Network – DoMS</p>
13	<u>BUSINESS SERVICES COMMITTEE REPORT</u>
13.1	The Chair of Business Services Committee confirmed that all relevant items had been covered in papers presented to the board.
14	<u>AUDIT COMMITTEE REPORT</u>
14.1	<p>The Chair presented a written report provided by the Chair of the Audit Committee:</p> <ul style="list-style-type: none"> • four internal audit reports had been presented to the committee, with no significant issues being identified. • three further areas for consideration by internal audit had been agreed. • external auditors, Haines Watts, agreed that accounting treatment of Davy House would be as required to recognise the sale. Treatment remained subject to final clearance by their technical team
15	<u>LATEST MONTHLY MANAGEMENT ACCOUNTS</u>
15.1	DFF explained that work continued to maintain the EBITDA position.
15.2	Governors NOTED the latest monthly management accounts.
16	<u>Subsidiary Accounts (SWAC and PiB) Period P9</u>
a	<u>Commercial in Confidence PiB Lease of space in The Galleries</u>
16.1	Governors NOTED the P9 Management Accounts for SWAC.
16.2	Governors NOTED the P9 Management Accounts for PiB.
16a	This item is recorded as a confidential minute [REDACTED]
16a.1	[REDACTED]

16a.2	<p>i [REDACTED]</p> <p>[REDACTED]</p>
16a.3	<p>[REDACTED]</p> <p>[REDACTED]</p>
GOVERNANCE	
17 17.1	<p><u>Corporation Meeting dates for 22/23</u> Governors APPROVED the meeting dates for 22/23 academic year.</p> <p>ACTION: Acting Clerk to publish dates.</p>
18 18.1	<p><u>Use of the College Seal during 2021-22</u> Governors NOTED that the Seal had not been used during 21/22</p>
POLICIES & REPORTS (recommended for approval by relevant committees)	
19 19.1	<p><u>Governor Training and Development Strategy</u> Governors APPROVED the strategy following recommendation from S&G Committee</p>
20 20.1	<p><u>Bursary Policy</u> Governors APPROVED the policy following recommendation by C&Q and Business Services Committee.</p> <p>ACTION: Policy to be published on the Sharepoint/Website as appropriate – Acting Clerk</p>
21 21.1	<p><u>Fees Policy 2022/23</u> Governors APPROVED the changes to the policy following recommendation from Business Services Committee.</p> <p>ACTION: Policy to be published on the Sharepoint/Website as appropriate – Acting Clerk</p>
22 22.1	<p><u>Subcontracting Policy 2022/23</u> Governors APPROVED the changes to the policy following recommendation from Business Services Committee.</p> <p>ACTION: Policy to be published on the Sharepoint/Website as appropriate – Acting Clerk</p>
23 23.1	<p><u>Annual Review of Financial Regulations</u> Governors APPROVED the changes to the regulations following recommendation from Business Services Committee.</p> <p>ACTION: Policy to be published on the Sharepoint/Website as appropriate – Acting Clerk</p>
24 24.1	<p><u>Business Continuity Policy and Plans</u> Governors APPROVED the Policy and Plans following recommendation from Audit Committee.</p> <p>ACTION: Policy to be published on the Sharepoint/Website as appropriate – Acting Clerk</p>

25 25.1	<p><u>Sustainability & Climate Action Policy and Action Plan</u> Governors APPROVED the policy following recommendation by Business Services Committee.</p> <p>ACTION: Policy to be published on the Sharepoint/Website as appropriate – Acting Clerk</p>
26 26.1	<p><u>Gender Pay Gap Report</u> Corporation members reviewed and noted the Gender Pay Gap Report, following consideration by Business Services Committee.</p> <p>ACTION: Report to be published on the Sharepoint/Website as appropriate – Acting Clerk</p>
	ANY OTHER BUSINESS
27 27.1	<p>CONFIDENTIAL ITEM Annual Pay Award This item is recorded as a confidential minute</p> <p>[REDACTED]</p>
27.2	[REDACTED]
28 28.1	<p>Governor Departures The Chair thanked Geoff Channon, on behalf of the board, for his commitment and dedication to the college during his 9 years' service as a governor.</p> <p>Governors APPROVED Dan Amin as the HE link governor.</p>
	<p><u>CLOSE</u> There being no further business the Chair thanked members for attending and closed the meeting at 9pm</p>

Liz Gorman, Acting Clerk to the Corporation

Signed as a correct record on (Date)

..... (Chair)