

MINUTES OF THE MEETING OF THE CORPORATION
HELD ON THURSDAY 24 OCTOBER 2019 IN ROOM CG5.W03, COLLEGE GREEN
6:00pm-8:00pm

Committee Members: Lis Anderson
Andrea Arlidge
Steve Bennett
Max Campbell-Jones
Geoff Channon
Ebony Clark (Student Governor)
Richard Gaunt
Zahid Gill (Staff Governor)
Richard Harris (Acting Principal & Chief Executive)
Peter Rilett (Chair)
Zoe Taylor
David Williams

Also in Attendance: Emma Jarman, Vice Principal Curriculum and Quality
Joanne Ward, Clerk to the Corporation
Stephen Boardman, Observer
Simon Arnold, Consultant to CoBC (for item 6)

1	<u>APOLOGIES FOR ABSENCE</u>
1.1	Apologies had been received from Dan Howarth and Keith Hutton.
1.2	The Chair welcomed Steve Bennett and Max Campbell-Jones to their first meeting of the Corporation.
1.3	The Chair welcomed Steve Boardman to the meeting as an observer.
2	<u>DECLARATION OF INTERESTS</u> No interests were declared.
3	<u>MINUTES OF THE MEETING HELD ON 15 JULY 2019</u>
3.1	The minutes of the meeting held on 15 July 2019 and the confidential minutes were confirmed as an accurate record.
4a	<u>MATTERS ARISING FROM THE MINUTES</u> Governors reviewed the Summary Report of Actions.
4.1	Governors requested an update on 5.3. The VPC&Q confirmed that there had been a work stream of actions and regular meetings with the university partner and that progress had been made to turn the MoU into a strategic partnership agreement. It was confirmed that actions were now with the partner including confirmation regarding a launch event originally planned for early December. Governors reflected that this was an understandable delay given the need to move to formal agreements first.
4.2	Governors asked whether the FE Commissioner's report from the last visit had been published. The AP&CE confirmed that the recommendations were positive and that action was likely to be concluded and the report published once the College had confirmed the appointment of a permanent Principal & Chief Executive. Governors asked if there was any progress regarding the National Leaders of FE programme and the offer of support to the

<p>4.3</p> <p>4.4</p>	<p>College. The AP&CE confirmed that an initial conversation had taken place with a suggestion that the new permanent Principal & Chief Executive take the lead. Governors AGREED this approach. ACTION: AP&CE to discuss with P&CE designate</p> <p>Governors asked the VPC&Q for more information regarding 9.10. The VPC&Q confirmed that the One City Plan is the mayor's plan and incorporates several key aspects of city life including education. The Learning City Partnership forms part of this plan. The VPC&Q confirmed that she leads on the post-16 strategy in the City. Governors reflected on the civic duty of the College to meet the needs of a wide range of learners from different communities within Bristol and the importance of College Green as one of the few spaces in the City which brings together a wide range of communities every day.</p> <p>Other actions were confirmed as being complete or covered under relevant agenda items.</p>
<p>4b</p> <p>4.5</p> <p>4.6</p> <p>4.7</p> <p>4.8</p> <p>4.9</p>	<p><u>APPOINTMENT OF PERMANENT PRINCIPAL & CHIEF EXECUTIVE</u></p> <p>The Chair outlined the process regarding the ratified panel who had interviewed on 23 October for the Principal & Chief Executive post. It was confirmed that the panel had reached a unanimous decision to appoint Andy Forbes who was considered the right person to lead the College at this time. The Chair outlined the conversation with the FE Commissioner undertaken as part of the due diligence.</p> <p>Governors APPROVED the appointment of Andy Forbes to the post of Principal & Chief Executive with an agreed start date of early November 2019.</p> <p>Governors APPROVED the recommendation by the Remuneration Committee that the salary be offered in line with the job advertisement.</p> <p>The AP&CE asked for further clarity regarding communication. It was AGREED that there would be an informal verbal communication for staff tomorrow (25 October 2019) with formal communication once the contract had been issued.</p> <p>The Chair thanked the Acting Principal & Chief Executive and the Vice Principal, Curriculum & Quality for their work during the last few months.</p>
<p>5</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p><u>PRINCIPAL & CHIEF EXECUTIVE'S REPORT</u></p> <p>The AP&CE outlined highlights from the report where items were not covered elsewhere on the agenda.</p> <p>Governors asked whether the College has developed links with YTL given the large development in the north of the City / South Gloucestershire. The AP&CE confirmed that a link has been established.</p> <p>Governors reflected on the need to be clear about what provision would be established in the new Construction Centre. The AP&CE confirmed that the College is engaging with relevant trade bodies and employers to determine this. Governors asked if the College has the right relationships with the largest organisations at the right level. The AP&CE confirmed that the College is well connected within traditional trades but further work needs to be done to establish other connections. Governors suggested that research establishments including universities will have expertise in this area. ACTION: AP&CE to review and approach organisations as appropriate</p> <p>Governors NOTED the information provided regarding a recent incident at the College Green campus and questioned whether security is adequate and how often risk is assessed. The AP&CE confirmed that some immediate changes had been made to physical spaces and security was being kept under regular review. Governors further discussed security under</p>

<p>5.5</p> <p>5.6</p> <p>5.7</p>	<p>item 7 and reflected that a strong safeguarding culture is most important for security to ensure that staff and students are vigilant and know how to flag concerns and respond appropriately. The professional handling of the incident had shown this to be the case.</p> <p>Governors asked whether all staff, students and governors have completed safeguarding training. It was confirmed that where governors had not completed training the Clerk had issued a reminder and would issue again. ACTION: Clerk / governors</p> <p>Governors requested an update regarding safeguarding training for governors including the safeguarding governor. ACTION: Clerk to discuss with DSL and circulate an update</p> <p>Governors NOTED the report.</p>
<p>6</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</p> <p>6.7</p>	<p><u>EMPLOYER ENGAGEMENT</u></p> <p>The Chair introduced Simon Arnold, a consultant working with the College to support employer engagement. Simon Arnold provided a presentation looking at the Adult Education Budget and Apprenticeships including an update on successful engagement with employers to date.</p> <p>Governors reflected on the presentation and the size of the market available to the College. Governors asked if the College will reframe the draft Apprenticeship Strategy based on the information provided in the presentation. It was confirmed that this would shape the strategy which will be brought to Board through the Curriculum & Quality and the Business Services Committees.</p> <p>Governors asked for information regarding the flexibility of the College to respond to the market. The AP&CE suggested that there is a need to invest in this area where there is business potential to ensure a return on investment through an incremental approach. Governors suggested that there are different strands to employer engagement and a need to increase the responsiveness rate of the College.</p> <p>Governors asked whether this activity could cause any concerns regarding quality. The VPC&Q suggested that the College would need to look at the existing capacity within the MIS and Quality teams to ensure that this work could be supported.</p> <p>Governors asked about innovative ways to deliver apprenticeships. Simon Arnold suggested that there is a need to review if further funding is available due to the volume of employers who would like to work with the College. Governors asked how this could be done. It was suggested that the College approach WECA regarding the devolved Adult Education Budget. The College's strategy was confirmed as being aligned with WECA skills priorities for the AEB and Apprenticeships. ACTION: AP&CE / CHAIR</p> <p>Governors thanked Simon Arnold for the presentation which was clear and suggested there is further work to do to make clear the College's offer in the market place particularly as competitors are very clear on what their offer is. Governors requested that the College develop a strong stakeholder communications strategy to support this work. The VPC&Q outlined the work she had completed regarding the curriculum strategy and the draft Apprenticeship Strategy.</p> <p>Governors suggested that the College allocate appropriate resource for this area of work due to the immediate need to support people in the City and to increase income to the College.</p> <p>Simon Arnold left the meeting at 6.30pm</p>

7	<u>SAFEGUARDING ANNUAL REPORT</u>
7.1	The VPC&Q confirmed that there is confidence in this area and that governors should be assured that the right processes and procedures are in place but that vacancies have arisen in the team which is 'stretched' due to the volume of cases. Governors asked that this area be appropriately resourced. ACTION: VPF&PS
7.2	Governors asked if the number of safeguarding referrals is high compared with similar institutions. The VPC&Q suggested that it is difficult to compare as institutions measure differently but that nationally the number of referrals and the complexity of referrals are increasing.
7.3	Governors APPROVED the Annual Safeguarding Report (2018/19) following a recommendation to approve from the Curriculum & Quality Committee.
8	<u>ACCOUNTABILITY FRAMEWORK STRATEGIC RISKS</u>
8.1	The AP&CE outlined two increased risks due to: <ul style="list-style-type: none"> - The large construction project being undertaken and the standard need to manage risk with projects of this kind - A concern regarding finance which had been discussed in depth at both the Business Services Committee and the Audit Committee.
8.2	Governors reflected on the discussions with the Bank and the need to adequately reflect the position in the Annual Accounts.
8.3	Governors APPROVED the risks and KPIs for 2019/20 following recommendations to approve from each committee.
8.4	Outturns from the prior year 2018/19 were discussed under the relevant agenda items.
9	<u>QUALITY OUTTURN 2018-19 ACHIEVEMENT</u> This item was discussed under item 10.
10	<u>DRAFT SELF ASSESSMENT REPORT (SAR) AND QUALITY IMPROVEMENT PLAN (QIP)</u>
10.1	The VPC&Q outlined the draft SAR and confirmed that this would be discussed in detail at the next Curriculum & Quality Committee (November 2019) meeting before returning to Board for APPROVAL in December, ahead of uploading to the Ofsted portal in December / January.
10.2	This item is recorded as a Confidential Minute.
10.3	Governors asked for a definition of achievement in this context. The VPC&Q confirmed that achievement is calculated as retention times pass rate.
10.4	The VPC&Q provided the comparative analysis against national rates as requested at the October meeting of the Curriculum & Quality Committee.
10.5	Governors asked for greater clarity regarding the data for Ofsted and what, beyond data, Ofsted would use to form a judgement. The VPC&Q suggested that there may now be less focus on data and more focus on speaking to students and looking at progression into the workplace, whether apprentices stay in permanent employment when the apprenticeship is completed, the whole student experience and the learning process. Governors suggested that this would provide a sample with greater confidence presumably being gathered through the data.

10.6	Governors asked how the College measures student sentiment and how regularly. The VPC&Q confirmed that there is a wide range of student voice activity including internal and external surveys.
10.7	Governors reflected that, due to the volume of tabled data, there was a need to review this outside of the meeting and ensure that the data could be discussed in depth through the C&Q Committee ahead of the final draft SAR. The remainder of this item is recorded as a Confidential Minute. The Student Governor left the meeting at 8.00pm.
11	<u>EARLY ENROLMENT POSITION</u>
11.1	This item is recorded as a Confidential Minute.
12	<u>LATEST MONTHLY MANAGEMENT ACCOUNTS</u>
12.1	Governors NOTED the accounts which were discussed under item 11.
13	<u>FINANCIAL OUTTURN 2018-19 (unaudited headlines)</u>
13.1	Governors NOTED the financial outturn for the prior year.
14	<u>STUDENTS' UNION FINANCES</u>
14.1	The AP&CE confirmed that the Students' Union currently has a surplus and that students would be engaged with to discuss how this should be spent. It was confirmed that a paper providing an update on the Students' Union and its activities would be provided to the November Curriculum & Quality Committee.
15	<u>CORPORATION REVIEW OF OWN PERFORMANCE FOR 2018-19</u>
15.1	Governors APPROVED the paper and associated actions.
16	<u>ANNUAL REPORT OF THE SEARCH & GOVERNANCE COMMITTEE</u>
16.1	Governors NOTED the annual report from the Search & Governance Committee which provided a review of the work of the Committee during 2018-19.
17	<u>ANNUAL REPORT OF THE REMUNERATION COMMITTEE</u>
17.1	Governors NOTED the annual report from the Remuneration Committee which provided a review of the work of the Committee during 2018-19. Governors NOTED the outstanding HR information required.
17.2	Governors APPROVED the new Senior Post Holder Remuneration Policy.
18	<u>PROPOSED GOVERNOR LINK SCHEME AND LEARNING WALKS FOR 2019/20</u>
18.1	Governors discussed the paper which outlined suggested governor links for the academic year and a revised learning walk structure based on feedback from governors and the SLT.
18.2	Governors APPROVED the link scheme for 2019/20 and the associated new approach to learning walks. The Clerk informed the meeting that some governors had expressed a preference for certain curriculum areas which would be amended. ACTION: Clerk to review links and recirculate
18.3	ACTION: Governors who have not yet booked in a learning walk to liaise with the Clerk to confirm a suitable date.

<p>19</p> <p>19.1</p> <p>19.2</p>	<p><u>INSTRUMENT & ARTICLES, STANDING ORDERS AND UPDATED TERMS OF REFERENCE AND COMMITTEE MEMBERSHIP</u></p> <p>Governors APPROVED the revision to the I&A. ACTION: Clerk to update</p> <p>The Clerk confirmed that the Terms of Reference had been approved by the individual committees and that there were no changes to the ToRs or to committee membership for 2019/20.</p>
<p>20</p> <p>20.1</p> <p>20.2</p>	<p><u>CORPORATION MEMBERSHIP</u></p> <p>Governors APPROVED the recommendation from the Search & Governance Committee to appoint Asma Ahmad as a co-opted governor to Curriculum & Quality Committee. ACTION: Clerk to undertake relevant due diligence and send letter of appointment.</p> <p>Governors APPROVED the recommendation from the Search & Governance Committee to appoint Lis Anderson to serve a second term as a Governor. ACTION: Clerk to issue correspondence.</p>
<p>21</p> <p>21.1</p> <p>21.3</p> <p>21.4</p> <p>21.5</p>	<p><u>ANY OTHER BUSINESS</u></p> <p>Governors APPROVED the two small amendments to the Financial Regulations as recommended by the Audit Committee.</p> <p>Governors NOTED the correspondence from the Office for Students (OfS) confirming the acceptance of a change of Accounting Officer.</p> <p>Governors NOTED the correspondence from the OfS regarding noncompliance. The AP&CE confirmed that the letter had been sent due to the annual subscription being paid one day late and that a high number of colleges had also received correspondence of this nature. Governors NOTED the letter and confirmed that there was no outstanding action.</p> <p>There being no further business the Chair thanked members for the attendance and closed the meeting at 20.15pm</p>

Joanne Ward
Clerk to the Corporation

Signed as a correct record on (Date)

..... (Chair)