

**MINUTES OF THE MEETING OF THE CORPORATION  
HELD ON MONDAY 29 MARCH 2021, BY VIDEO CONFERENCING, 6:00pm-8.00pm**

**Corporation Members**

Andrea Arlidge  
Lis Anderson (from 6.30pm)  
Tony Antonius  
Steve Bennett  
Stephen Boardman  
Geoff Channon  
Andy Forbes (Principal & Chief Executive)  
Richard Gaunt  
Sandra Gordon  
Tony Green, until item 23  
Peter Rilett  
Zoe Taylor  
Martisse Thompson, until item 23

**Also in Attendance**

Richard Harris, Deputy Principal & Chief Executive  
Paul James, Director of Curriculum  
Joanne Ward, Clerk to the Corporation

Dan Amin, Observer, until item 22  
Shawn Smith, Observer, until item 22

<b>1</b>	<b><u>APOLOGIES FOR ABSENCE</u></b>
<b>1.1</b>	Apologies had been received from Keith Hutton and Emma Richer.
<b>1.2</b>	The Chair welcomed Dan Amin and Shawn Smith to the meeting as observers.
<b>2</b>	<b><u>DECLARATION OF INTERESTS</u></b>
<b>2.1</b>	There were no declarations of interests in any item on the agenda.
<b>3a</b>	<b><u>MINUTES OF THE EXTRAORDINARY BOARD MEETING HELD ON 22 OCTOBER 2020</u></b>
<b>3.1</b>	The minutes of the Meeting held on 14 December 2020 were confirmed as an accurate record and APPROVED.
<b>3b</b>	
<b>3.2</b>	The Minutes from the Special Board Meeting held on 2 February 2021 were confirmed as an accurate record and APPROVED.
<b>4a</b>	<b><u>MATTERS ARISING FROM THE MINUTES</u></b>
<b>4.1</b>	Governors NOTED the Summary Report of Actions which were confirmed as complete.
<b>POLICY AND STRATEGIC BUSINESS</b>	
<b>5</b>	<b><u>PRINCIPAL AND CHIEF EXECUTIVE'S REPORT</u></b>
<b>5.1</b>	The P&CE outlined the report and highlighted the following: <ul style="list-style-type: none"> <li>- Progress on the Curriculum Strategy including the revised 'demand-led' process</li> <li>- Partnerships with other providers around Apprenticeships; including with UWE</li> <li>- CoBC to become a core partner of the Bristol Future Talent Partnership - a new initiative focussing on addressing racial equality issues in the workplace.</li> </ul>

<p><b>5.2</b></p> <p><b>5a</b></p> <p><b>5.3</b></p>	<p>Governors welcomed the 'demand-led' Curriculum Planning process and emphasised the following:</p> <ul style="list-style-type: none"> <li>- The need to effectively link with schools to ensure careers information advice and guidance (CIA&amp;G) highlights the opportunities for young people in the identified growth sectors</li> <li>- The importance of the green agenda and the need to ensure the curriculum reflects this</li> <li>- The need for the College to work towards becoming carbon neutral.</li> </ul> <p><b><u>Ofsted Monitoring Visit</u></b></p> <p>The P&amp;CE confirmed that the report had been received. The College would seek another monitoring visit ahead of the next full Inspection.</p>
<p><b>6</b></p> <p><b>6.1</b></p> <p><b>6.2</b></p>	<p><b><u>SALES, MARKETING &amp; RECRUITMENT UPDATE</u></b></p> <p>The DP&amp;CE outlined the paper, highlighting the following:</p> <ul style="list-style-type: none"> <li>- The impact of changes to Business Development including revised working with the South West Apprenticeship Company</li> <li>- Plans to jointly market Apprenticeships through the creation of 'Bristol Talent'</li> <li>- The impact of changes in marketing, student services and MIS</li> <li>- The revised role of the Clerk to include external facing partnership working with key stakeholders across the City and region.</li> </ul> <p>Governors sought assurance that improvements had been made to ensure an adequate enrolment process was in place to recruit for academic year 2021/22. The DP&amp;CE confirmed that lessons from the previous year had been considered and relevant changes made to improve the process.</p>
<p><b>7</b></p> <p><b>7.1</b></p>	<p><b><u>DRAFT FORECAST ACHIEVEMENT 2020/21</u></b></p> <p>The Director of Curriculum confirmed that the next round of Quality Review Meetings (QRMs) had started and, therefore, more timely data was being captured since the production of the draft forecast included with the papers. It was confirmed that English &amp; Maths remained a key focus with positive improvements showing due to actions taken.</p> <p>The Draft Forecast was further discussed under items 8, 9 and 11.</p>
<p><b>8</b></p> <p><b>8.1</b></p> <p><b>8.2</b></p> <p><b>8.3</b></p>	<p><b><u>ASSESSMENT &amp; EXAMS</u></b></p> <p>The DoC outlined the most recent guidance around assessments and exams in light of the pandemic.</p> <p>Governors asked what actions the College has in place to ensure that disadvantaged students are not further disadvantaged by the assessment methods adopted e.g. students who may be digitally disadvantaged. The DoC confirmed that the College is currently drafting a policy around assessment which will proceed to SLT after Easter and then on to the Awarding Bodies for agreement. All assessment will be conducted on a case-by-case basis. Staff will consider all available evidence and will undertake unconscious bias training.</p> <p>Governors asked whether English &amp; Maths learners were in College. The DoC emphasised the impact of the pandemic on attendance but confirmed that attendance is now rising for all functional skills and GCSE E&amp;M classes. Governors asked whether E&amp;M would be treated as a priority for physical learning on the estate in the larger classrooms. The DP&amp;CE suggested that there were competing priorities with learners who require workshop access and, at this stage, the required level of social distancing is unknown in the longer term.</p>

<p><b>8.4</b></p> <p><b>8.5</b></p>	<p>Governors asked how the College is supporting students and parents / carers with any anxiety which may arise at this time in relation to assessment. The DoC confirmed that the College has supported students throughout the pandemic and will continue to issue regular communications including an update following the most recent guidance. Governors suggested that there may be learning from schools particularly around their approach to GCSE and A Level provision.</p> <p>The P&amp;CE confirmed that three messages would be emphasised as broadly as possible for students in relation to assessment. (1) Students will be assessed on their performance for the whole year but (2) one consistent approach is not possible due to the wide range of qualifications in FE and the differing requirements of the Awarding Bodies. (3) CoBC is committed to supporting student progression and students will not be disadvantaged as a result of the current situation.</p>
<p><b>9</b></p> <p><b>9.1</b></p> <p><b>9.2</b></p>	<p><b><u>RISK REGISTER (ACCOUNTABILITY FRAMEWORK) &amp; KPIS</u></b></p> <p>Governors NOTED the Risk Register and KPIs.</p> <p>The P&amp;CE informed Governors that changes to the financial risks and the estate (in relation to aims around becoming carbon neutral) would be reflected before the register returns to the Board.</p>
<p><b>PERFORMANCE REVIEW / MONITORING:</b></p>	
<p><b>10</b></p> <p><b>10.1</b></p>	<p><b><u>CURRICULUM &amp; QUALITY COMMITTEE REPORT</u></b></p> <p>The Chair of C&amp;Q provided an overview of the last meeting noting that agenda items 7 &amp; 8, already covered, had been discussed at length by the Committee. The following items were highlighted:</p> <ul style="list-style-type: none"> <li>- The Committee's positive response to the student mid-year survey which had been well crafted to ensure all learners were supported to share their views. The Committee looked forward to the item returning to the next meeting to discuss in more detail the College's response to items raised by students</li> <li>- The good number of virtual governor learning walks and governor link activities which had taken place and the response from the Executive to points raised.</li> <li>- The continued work of the T&amp;F groups</li> </ul>
<p><b>11</b></p> <p><b>11.1</b></p> <p><b>11.2</b></p> <p><b>11.3</b></p>	<p><b><u>TASK &amp; FINISH GROUPS</u></b></p> <p>The Chair of T&amp;F1 outlined the most recent focus for the group. The following points were highlighted:</p> <ul style="list-style-type: none"> <li>- The focus on student success as a 'rounder' picture than just attendance</li> <li>- The improved position statements and the importance for monitoring purposes</li> <li>- The continued focus on the historically underperforming areas including E&amp;M</li> <li>- The support and challenge from the group to the Executive and middle leadership</li> </ul> <p>The Chair of C&amp;Q outlined the steady progress made by T&amp;F2 and the further work identified by the group.</p> <p>It was confirmed that a review would be undertaken of the T&amp;F groups with a report to July 2021 Main Board in relation to plans for operation in academic year 2021/22. <b>ACTION: Clerk</b></p>
<p><b>12</b></p> <p><b>12.1</b></p>	<p><b><u>STUDENT GOVERNOR REPORT</u></b></p> <p>The Student Governor provided a verbal report on the following items:</p> <ul style="list-style-type: none"> <li>- Students felt the return to physically attending College had gone well</li> <li>- Communication with learners had been broadly good</li> <li>- The Covid-19 testing had been well organised but additional guidance about the timetable for tests would have been helpful</li> </ul>

	<ul style="list-style-type: none"> <li>- Students were concerned about exams and wanted to ensure they would only be tested on areas of the syllabus they had covered. <b>ACTION: DoC to review communications sent to students on this matter and provide further updates s required</b></li> </ul>
<b>13</b>	<b><u>BUSINESS SERVICES COMMITTEE REPORT</u></b>
<b>13.1</b>	<p>The Chair of Business Services Committee highlighted the following:</p> <ul style="list-style-type: none"> <li>- The positive situation in relation to the College finances including progress towards re-setting the covenants</li> <li>- The successful sale of Davy House</li> <li>- The Advanced Construction Skills Centre build which had remained on target</li> <li>- The HR report which had included actions against the Tribal benchmarking previously discussed</li> </ul>
<b>13 a</b>	<b>SBLN</b> – this item was discussed as a confidential AoB item.
<b>14</b>	<p><b><u>LATEST MONTHLY MANAGEMENT ACCOUNTS PERIOD 7 CONFIDENTIAL UNTIL PUBLICATION OF THE ANNUAL REPORT &amp; ACCOUNTS FOR 2020/21</u></b></p> <p>This item is recorded as a confidential minute.</p>
<b>15</b>	<b><u>SUBSIDIARY ACCOUNTS (SWAC AND PIB) PERIOD 6</u></b>
<b>15.1</b>	Governors NOTED the latest Management Accounts for SWAC.
<b>15.2</b>	Governors NOTED the latest Management Accounts for PiB.
<b>16</b>	<b><u>AUDIT COMMITTEE REPORT</u></b>
<b>16.1</b>	The Chair of the Audit Committee confirmed that the external audit had concluded satisfactorily. It was reported that the Committee was looking forward to welcoming new members.
<b>17</b>	<b><u>CONFIRMATION OF THE APPOINTMENT OF INTERNAL AUDITORS FROM CALENDAR YEAR 2021</u></b>
<b>17.1</b>	Governors NOTED the appointment of Bishop Fleming as the new internal auditors (three-year contract) following Approval to appoint from the Audit Committee (February 2021 meeting).
<b>17.2</b>	The DP&CE confirmed that, given the unusual circumstances and mid-year academic start date for the internal audit contract, an 18-month plan had been agreed in the first instance. The draft plan had been discussed with the Audit Committee with input from the chairs of

	other committees. <b>ACTION: DP&amp;CE / Clerk to circulate the final version of the internal audit plan to Corporation ahead of the next Board meeting.</b>
<b>GOVERNANCE</b>	
<b>18</b>	<b><u>CORPORATION MEETING DATES FOR 2021/22</u></b> It was requested that governors notify the Clerk if there are any concerns in relation to the dates. <b>ACTION: All by end March 2021. Clerk to circulate dates ahead of the next Board Meeting.</b>
<b>19</b>	<b><u>FE WHITE PAPER (GOVERNANCE)</u></b>
<b>19.1</b>	Governors NOTED the paper provided outlining possible changes to governance in FE.
<b>19.2</b>	Governors welcomed the increased Government focus on the FE Sector and asked how CoBC will capitalise on this interest. The P&CE outlined the positive dialogue the College has with local MPs and other political representatives including through the Chief of Staff role. Governors requested that the College ensure key stakeholders are informed of the College's forward-looking agenda and that Governors are included as appropriate.
<b>19.3</b>	Governors asked whether the College is involved, as appropriate, with the young person's hustings events taking place in the City. <b>ACTION: P&amp;CE to provide any update on the involvement of the Student Union.</b>
<b>POLICIES &amp; REPORTS (recommended for approval by relevant committees)</b>	
<b>20</b>	<b><u>ANNUAL HEALTH, SAFETY &amp; WELLBEING REPORT AND POLICY INCLUDING. MENTAL HEALTH &amp; STRESS MANAGEMENT ADDENDUM</u></b>
<b>20.1</b>	The Clerk confirmed that the policies had been discussed at length by committees. No comments or concerns had been raised in advance of the meeting.
<b>20.2</b>	Governors APPROVED the Health, Safety & Wellbeing report and policy including the mental health and stress management addendum following a recommendation to approve from Business Services Committee (March meeting). <b>ACTION: C&amp;CoS to add required signatures to the policy and publish.</b>
<b>21</b>	<b><u>REDUNDANCY AND REDEPLOYMENT POLICY</u></b>
<b>21.1</b>	Governors APPROVED the Redundancy and Redeployment Policy following a recommendation to approve from Business Services Committee (March meeting). <b>ACTION: C&amp;CoS to confirm approval and publish</b>  Observers left the meeting.
<b>22</b>	<b><u>APPOINTMENTS TO THE CORPORATION (recommendations from Search &amp; Governance Committee)</u></b>
<b>22.1</b>	Governors APPROVED the appointment of Dan Amin as a Corporation Member, following a recommendation from Search & Governance Committee, (February 2021). <b>ACTION: Clerk to undertake due diligence, confirm appointment and plan induction.</b>
<b>22.2</b>	Governors APPROVED the appointment of Shawn Smith as a Corporation Member, following a recommendation from Search & Governance Committee. <b>ACTION: Clerk to undertake due diligence, confirm appointment and plan induction to include appointment to the Audit Committee.</b>
<b>22.3</b>	Governors APPROVED the recommendation from Search & Governance Committee (February 2021) that Zoe Taylor sever a second term as a full Corporation Member. The

	<p>Chair thanked Zoe for her significant contribution during her first term and for her agreement to serve for another four years. <b>ACTION: Clerk to issue confirmation letter.</b></p> <p>Staff and Student Governors left the meeting.</p>
23	<p><b>ANY OTHER BUSINESS</b>  <b>CONFIDENTIAL - SBLN</b>  This item is recorded as a confidential minute.</p>
	<p><b><u>CLOSE</u></b>  There being no further business the Chair thanked members for attending and closed the meeting at 7:45pm.</p>

Joanne Ward  
Clerk to the Corporation

Signed as a correct record on ..... (Date)

..... (Chair)