

Minutes of the Meeting of the Board of the Corporation
Held on Monday 11 December 2017, in Room C0.50, Ashley Down Campus
6:00pm - 8:00pm

Committee Members: Peter Rilett (Chair)
Geoff Channon
Richard Gaunt
Zahid Gill
Daniel Howarth
Paul Jacobs
Lee Probert (Principal and Chief Executive)
Zoe Taylor
David Williams

Also in Attendance: Becky Edwards, Executive Director Finance
Lizann Lawson, Assistant Principal Further & Higher Education
Joanne Ward, Clerk to the Corporation

**Min.
No.**

60 **APOLOGIES FOR ABSENCE**

61 Apologies were received from Lis Anderson, Keith Hutton and Martina Veale.

62 **DECLARATION OF INTERESTS IN ANY OF THE ITEMS ON THE AGENDA**

62.1 The Chair reminded members of the Committee to declare at the start of the meeting interests held in any matters to be discussed.

62.2 No declarations were raised.

62 **MINUTES**

62.1 The Minutes and Confidential Minutes of the meeting held on 28 September 2017 were confirmed as an accurate record and signed by the Chair.

63 **MATTERS ARISING**

63.1 Governors **NOTED** the summary of actions.

64 **PRINCIPAL AND CHIEF EXECUTIVE'S REPORT**

64.1 The Principal and Chief Executive outlined the key issues from the report.

64.2 The report provided an update for Governors on the interviews for the Vice Principal Curriculum and Quality following a two-day interview which had included a panel of Governors and Elisabeth Gilpin, Head Teacher at St Mary Redcliffe School. The Principal and Chief Executive reported that he was very positive about recommending the appointment of Emma Jarman to the Board for approval. The Chair reported that he was pleased with the interview process and recommended the appointment.

64.3 Governors **APPROVED** the appointment of Emma Jarman to the post of Vice Principal Curriculum and Quality.

This item was discussed further as a confidential remuneration item.

Richard Gaunt joined the meeting from 18.10.

64.4 The Principal and Chief Executive provided an update on the interviews for the Head of Quality post and reported that an offer would be made to a candidate with UK and international experience. This was confirmed as an executive appointment for information to the Board. Governors asked if this completed the senior team. The Chief Executive and Principal confirmed that it would.

64.5 The Principal and Chief Executive asked for approval from Governors for the HE Board to move from a separate Board to become a sub-committee to the Curriculum and Quality Committee. The Principal outlined the history of the Board related to the QAA and the reasons behind the recommendation.

64.6 Governors **APPROVED** the motion for the HE Board to become a sub-committee of Curriculum and Quality Committee.

64.7 The Exec Director of Finance updated on the Transaction Unit application. This item is recorded as a confidential minute.

65 ANNUAL REPORT OF THE AUDIT COMMITTEE

65.1 The Chair of the Audit Committee outlined the report which covered the main recommendations around the internal and external audit.

65.2 Governors **RECEIVED** and **APPROVED** the Annual Report of the Audit Committee.

66 FINANCIAL STATEMENTS AUDIT MANAGEMENT LETTER FOR YEAR ENDING 31 JULY 2017

Items 6a-d are recorded as confidential minutes.

67 PREPARING FOR THE GENERAL DATA PROTECTION REGULATION (GDPR)

67.1 The Executive Director of Finance outlined the new legislation for the General Data Protection Regulation (GDPR) and the work the College has done to date to be ready for May 2018.

67.2 The Executive Director of Finance reported that the College's current Data Protection Officer was leaving the College in January 2018 and that a new Officer would need to be appointed. Governors asked whether the new Data Protection Officer would be an existing member of staff and recommended this. Governors asked about reporting lines for the new Data

Protection Officer. The Executive Director of Finance confirmed that this would be through her but the importance of the role and the need to report to Governors was clear.

- 67.3** Governors asked how far advanced the college is on data purging. The Executive Director of Finance explained that work has been done and was being supported by an advisory audit.
- 67.4** Governors asked if there has been a training programme for staff. The Executive Director of Finance explained that this would be starting in January 2018 for general staff and the College was aware of the burden placed on administrators by the new legislation.
- 67.5** Governors asked if data was centrally or locally held in the College. The Executive Director of Finance reported that both MIS and HR have very good systems in place for central data but that there is work to do on locally held data.
- 67.6** Governors asked if devices are routinely encrypted and secure across the College. The Executive Director of Finance explained that where College provides equipment this is in place.
- 67.7** Governors asked if one Data Protection Officer was enough given the risks and the size of the organisation. The Principal and Chief Executive outlined how the Officer will work through managers to ensure data compliance.
- 67.8** Governors **APPROVED** the decision to appoint a Data Protection Officer and requested Business Service Committee to take up in more detail.

68 **COLLEGE SELF ASSESSMENT REPORT (SAR) AND QUALITY IMPROVEMENT PLAN (QIP)**

- 68.1** The Assistant Principal FE and HE outlined the two documents which had been discussed at length at Curriculum and Quality Committee. The importance of having the ambition to be 'Good' in all areas was emphasised and the QIP as a 'rolling action plan' which would capture actions in year was discussed.
- 68.2** Governors asked if some areas are more of a stretch to improve than others and the Assistant Principal FE and HE provided examples. Governors asked what the overall grade would be if the picture was mixed between schools. The Assistant Principal FE and HE explained that this would depend on the number of students in each school.
- 68.3** Governors asked how the QIP is monitored and reported to Governors to ensure there are 'no surprises' at the end of the year. The Assistant Principal FE and HE outlined the scrutiny for the data which includes fortnightly or monthly performance reviews where KPI targets are assessed at school level. The review includes regular assessments of how students are performing against their target grade and a rag rating in terms of risk of individual student performance. There are six opportunities throughout the year to look at this risk and for managers to act on the data.
- 68.4** Governors asked about the reporting of the risks and the Assistant Principal FE and HE confirmed that reports are considered at the Strategic Leadership Team Meetings before going to Curriculum and Quality Committee and then to Main Board. Governors asked if this had been to Main Board this academic year but it was confirmed that it would go to the February Curriculum and Quality Committee first.

68.5 Governors were pleased that the data is being fed down through the organisation but reflected that it now needs to be fed upwards to Board level to indicate where on the trajectory we are for change. The Principal and Chief Executive reported that the summary of the termly market reviews which include financial and academic performance would be summarised and made available to Governors. **ACTION: CLERK**

68.6 Governors reflected on the good process made in English and Maths last year and asked about indications for this year. The Assistant Principal FE and HE reported that there had been a positive start this year with attendance in Maths and English an improvement on last year.

68.7 Governors commended the quality of the writing in the SAR and the QIP and congratulated the Assistant Principal FE and HE on the documents.

Governors **APPROVED** the SAR and QIP

69 OFSTED LETTER FOLLOWING LATEST VISIT

69.1 The Principal and Chief Executive outlined the encouraging Ofsted letter and updated Governors on the next visit scheduled for March 2018.

69.2 Governors asked who in the new structure will lead this area of work. The Principal and Chief Executive reported that the Vice Principal is ultimately accountable but that there is a dedicated Teaching, Learning and Assessment post in the structure.

69.3 Governors **NOTED** the Ofsted letter.

70 ANNUAL SAFEGUARDING REPORT

70.1 Governors **APPROVED** the Annual Safeguarding Report.

71 ANNUAL EQUALITY AND DIVERSITY REPORT

71.1 Governors **APPROVED** the Annual Equality and Diversity Report

72 MANAGEMENT ACCOUNTS

72.1 This item is recorded as a confidential minute

73 ACCOUNTABILITY FRAMEWORK STRATEGIC RISKS

73.1 The Executive Director of Finance outlined the document and confirmed that risks are reviewed by relevant committees with Audit Committee considering the document and KPIs as a whole.

74 SWAC Ltd ACCOUNTS

74.1 Governors **NOTED** the SWAC Accounts and the break-even position overall.

75 STUDENT GOVERNORS

75.1 The Chair presented the recommendation from Curriculum and Quality Committee that a second student Governor be appointed to Main Board. The Clerk confirmed that this was permitted within the current Standing Orders.

75.2 Governors **APPROVED** the decision to appoint a second Student Governor from one of the existing Student Vice- Presidents. **ACTION: Clerk**

76 LETTER FROM PETER LAUENER

76.1 Governors **NOTED** the letter from Peter Lauener.

77 ADDITIONAL SUBCONTRACTING 2017-18

77.1 The Executive Director of Finance outlined the reasons for submitting the Subcontracting paper for approval.

77.2 Governors asked where the quality of the subcontracting will be monitored. The Executive Director of Finance confirmed that there is a Finance Contracts Officer who is working with the Assistant Principal FE and HE and that the new Quality Post will also oversee.

77.3 Governors asked if the subcontracting will be reviewed at Curriculum and Quality. The Principal and Chief Executive confirmed that it will be covered by the termly market reviews.

77.4 Governors **APPROVED** the paper.

78 Items 18 and 19 are reported in the Confidential Minutes.

79 ANY OTHER BUSINESS AND CLOSE

79.1 The Chair thanked Governors for the 1:1 sessions which had proved a helpful process. The Chair briefly outlined some of the findings and stated that a note would be circulated to Governors.

79.2 The Chair thanked Members for attending and closed the meeting at 8:00pm

Joanne Ward
Clerk to the Corporate

Signed as a correct record on (Date)

..... (Chair)