

Minutes of the Meeting of the Main Board
Held on Thursday 19 July 2018 in Room C0.50 at Ashley Down Campus
6:00pm-8:00pm

Committee Members: Lis Anderson
Lynne Baber
Geoff Channon
Richard Gaunt
Zahid Gill
Paul Jacobs
Katherine Patman
Lee Probert (Principal and Chief Executive)
Peter Rilett (Chair)
Zoe Taylor
David Williams

Also in Attendance: Becky Edwards, Executive Director Finance
Emma Jarman, Vice Principal, Curriculum and Quality
Edd Richardson, Head of Quality, Student Experience (for the Student Union item)
Naomi McKay, Student Union and Student Engagement Co-ordinator (for the Student Union item)
Joanne Ward, Clerk to the Corporation

**Min.
No.**

101 Apologies for Absence

Apologies for absence were received from Dan Howarth and Keith Hutton.

The Chair welcomed Lynne Baber to her first meeting of the Board.

102 Declaration of Interest in any Items on the Agenda

No items were declared.

103 Minutes

The minutes and confidential minutes of the meeting on 22 March 2017 were confirmed as an accurate record.

104 Matters Arising

The Summary Report of Actions document was reviewed

105 Principal and CEO Report

The Principal and Chief Executive highlighted the following items:

- The diary date to note regarding the Ofsted visit and the FE Commissioner letter.
- The positive developments regarding the Institute of Technology and the discussions taking place to ensure that provision would lead to growth rather than a split in the current market.
- The SCIF project which has almost concluded aside from an extension to include ongoing staff development over the summer.

- The notable celebrations which staff and students had taken part in at the end of the term.

- 106** **Accountability Framework Strategic Risks**
It was confirmed that the risks had been through relevant committees including recruitment which had been to Business Services Committee.
- 106.1** Governors asked if there had been more interest from internal A Level Students for the College's HE courses based on previous years. **ACTION: Data for progression onto HE to be provided to Governors - Executive Director Finance / Clerk**
- 106.2** Governors welcomed the impact the SCIF project had made and the positive pairing with the partner College.
- 107** **Latest Management Accounts (May 2018)**
The Executive Director of Finance outlined the May accounts and associated key risks. The risks identified were confirmed as those which would be similar most years. It was confirmed that until October it was difficult to confirm accurate figures due to the withholding of achievement funding.
- 107.1** Governors asked for clarification regarding the forecast versus the original budget. The Executive Director of Finance confirmed the current position compared to the original income budget and the updated figures for pay and non-pay spend. It was confirmed that sub-contracting is covered under income. It was confirmed that there were still some expenditure to be subtracted around the Transaction Unit costs and due diligence. The Executive Director of Finance highlighted to Governors the commentary provided including the paragraph on risks to the current position.
- 108** **Budget 2018/19 and Updated Financial Forecast**
This item is recorded as a confidential minute.
- 109** **Pay Award**
This item is recorded as a confidential minute.
- 110** **Hengrove Campus (Construction Centre and Hartcliffe)**
Governors AGREED that the Construction Centre project should proceed to the next stage with an appropriate budgetary commitment **ACTION: Figures for construction centre cost to be circulated to Governors – Director of Estates and Infrastructure / Clerk**
- 110.1** Governors AGREED to convene a project board subject to the Construction Centre being successful in securing funding. It was AGREED that the project board would be active from September 2018 – March 2021 and oversee the project. The board will not be a sub-board of a committee but will have Governor representation and feed into discussions to be held at Business Services Committee. There is no authorised delegation. Decisions will be taken by the full Board. **ACTION: Governors to sit on the Board to be recommended and terms of reference for the Board to be drafted - CLERK**
- 110.2** Governors asked for information regarding any impact on SBSA and whether there would be changes to the campus as a result of the Construction Centre being built. The Principal and Chief Executive outlined the current restrictions with the building but confirmed that the centre would be looked at based on the

College's overall strategy. Whilst the Construction Centre was a 'standalone' project it must sit alongside master planning activity for the whole estate.

110.3 Hartcliffe

Governors discussed the relationship between the Hartcliffe sale and the Construction Centre. Governors asked for information regarding the closure of the deal. It was suggested that whilst the College would be keen to meet an end of July deadline this may go into the 2018/19 academic year. The Principal and Chief Executive outlined the changes which had taken place since the proposal to sell the land with regards to Bristol City Council selling the site and the Transaction Unit.

110.4 Having considered the legal advice provided, Governors APPROVED the Heads of Terms for Hartcliffe.

111 Transaction Unit Update

Governors ratified the decision made at the special Board Meeting of 28 June 2018 to accept the terms of the TU Application.

111.1 The Minutes of the Special Board Meeting were APPROVED as an accurate record.

112 Sub-Contracting

This item is recorded as a confidential minute.

113 Review of Fees Policy

It was confirmed that the new policy contained only minor changes. Business Services Committee had recommended the policy for approval.

113.1 Governors APPROVED the revised Fees Policy

114 Student Union – Constitution and Finances

The Student Union (SU) paper and finances were presented to Governors including plans for how the SU will be promoted and expanded for the academic year 2018/19 based on the lessons learnt from the initial year.

114.1 Governors asked what lessons had been learnt and what changes would be made as a result. It was confirmed that there was now a better understanding of the needs of the different student cohorts at each of the centres and that the constitutional changes presented to Governors reflected this. There were also planned changes to offer more students greater opportunities to be involved with the SU below officer level.

114.2 Governors asked about the distinction between the roles of 'Vice President' and 'Site Officer' and whether training was offered for the roles. It was confirmed that the Vice President is the lead for the centre and makes the decisions. Training with the National Union of Students (NUS) had been explored and visits to other colleges to review how they manage SU activity had been undertaken. It was reported that the College is working closely with Bristol SU.

114.3 Governors asked whether there are any reciprocal arrangements with different SU's. It was reported that each SU is run separately and, as the College has limited support reciprocal arrangements haven't been sought out to date. Examples of Colleges linking with university facilities do exist and this may become possible as capacity builds.

- 114.4 Governors APPROVED the Student Union finances.
- 114.5 Governors APPROVED the changes to the Student Constitution.
- 115 **Equality and Diversity Policy**
Governors APPROVED the revised Equality and Diversity Policy.
- 116 **Standing Orders**
Governors APPROVED the changes to the Standing Orders.
- 117 **Nomination to Audit Committee**
Following the recommendation from Search and Governance Committee, the nomination for Lynne Baber to join Audit Committee was APPROVED.
- 118 **Governance Meeting Cycle and Business Plan for 2018/19**
Governors APPROVED the meeting cycle and business plan.
- 119 **Remuneration Committee Update (Confidential Item)**
It was AGREED that this item of business would be conducted via email.
ACTION: CLERK
- 120 **Any other Business and Close**
There being no further business the Chair thanked members for attending the final meeting of 2018/19. The meeting closed at 8.05 pm

Joanne Ward
Clerk to the Corporation

Signed as a correct record on (Date)

.....(Chair)