

Minutes of the Meeting of the Main Board
Held on Thursday 22 March 2018 in Room C0.50 at Ashley Down Campus
6:00pm-8:00pm

Committee Members: Geoff Channon
Richard Gaunt
Zahid Gill
Dan Howarth
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
Joanne Ward, Clerk to the Corporation

**Min.
No.**

Apologies for Absence

80 Apologies for absence were received from Lis Anderson, Keith Hutton and Paul Jacobs.

81 **Declaration of Interest in any Items on the Agenda**

No items were declared.

82 **Minutes**

The minutes and confidential minutes of the meeting on 11 December 2017 were confirmed as an accurate record.

83 **Matters Arising**

Governors highlighted the action regarding termly reviews. It was confirmed that these would take place in the next few weeks.

83.1 **Principal and CEO report**

The following aspects of the report were highlighted to Governors:

- The ESFA letter which Governors had received by email regarding the College's financial health
- Key priorities for the new quality team
- Potential partnerships in the City including with Bristol City Council
- Dialogue with local councillors regarding the balance of provision across the City

83.2

Governors asked how staff are responding to the SCIF project including the link with the partner College. It was reported that this has been going well for teaching and support staff. Governors questioned how learning would be embedded at the end of the project. The review of College processes and systems was discussed and the

possibility that there may be a mutual benefit to both Colleges which may extend the partnership after the specific project.

- 83.3** Governors asked about the role of consultants in the project and how they were selected. It was confirmed that consultants had been selected by City of Bristol College to coach and challenge staff as well as to offer advice.
- 83.4** Governors asked how success will be measured for the project and welcomed the use of the existing KPIs to measure outcomes such as student attendance and timely apprenticeships. Governors asked if an evaluation would be completed at the end of the project. It was confirmed that there would be and a copy of the report should be sent to the College.
- 83.5** Governors discussed the new quality team structure and the need to ensure value for money.
- 83.6** Governors asked for further information about library and community services and whether there would be a cost to the College. The possibility of requiring capital costs which a partner would need to meet was discussed but as the College is already open into the evening there would not be an extra cost to the College. Governors welcomed the possibility of library and community services being located at SBSA and encouraged activity which makes the best use of this important community asset.
- 83.7** Governors discussed educational provision in the City with a focus on South Bristol and the need to work with schools to balance provision across the City including the need to share resources.
- 83.8** Governors highlighted the need to keep employers in the City engaged to ensure students are work ready.
- 84** **Curriculum Plan Update**
An update was provided on the progress regarding curriculum planning for the next academic year with greater focus being given to co-design curriculum with employers.
- 84.1** Governors asked how the College week might be reconfigured and whether this would apply for the next academic year. It was confirmed that the College need greater awareness of when students should be in the classroom and the need to ensure efficiency in terms of class sizes. Governors asked how students would feel if timetabled hours were increased and the need to ensure there is a smooth transition between school and College moving from 5 days a week to potentially less. Governors highlighted the need to support students who may not have support at home to make the transition.
- 84.2** Governors asked if there would need to be a significant increase in staffing requirements to meet the needs of a fuller timetable. Possible scenarios were outlined which extend student learning time through different resourcing models.
- 84.3** Governors welcomed the curriculum planning process and re-emphasised the need for cultural change.
- 84.4** Governors asked about growth in the plan and highlighted the need for the College to increase income which had not been apparent in the validation meetings. Governors discussed the need to be realistic regarding numbers in terms of

demographics and the opportunities to increase involvement with employers around full cost recovery courses. The need to review market share and competitor activity was also discussed.

85 **External Stakeholder Engagement Strategy**

A presentation of the draft strategy was provided.

- 85.1** Governors highlighted the need to ensure the College has a profile with the larger employers at an appropriate level. Governors discussed the need to ensure quality matches ambition with responsibility on both sides in terms of the College and employers. The role of Governors in supporting relationship building was discussed.

86 **Budget Outline**

Principles behind the budget for 2018/19 were discussed. Whilst the budget will be considered through Business Services Committee and Main Board the presentation highlighted the College's current thinking about setting next year's budget.

The rest of this item is recorded as a confidential minute.

87 **Institute of Technology**

Governors asked if there is the potential to involve more employers in the bid. It was confirmed that more employer engagement would be welcome.

88 **General Data Protection Regulation**

The College's approach to GDPR was discussed along with a rag rated document outlining where the College currently considers itself to be in terms of GDPR readiness.

- 88.1** Governors discussed the amount of time needed to ensure the College is ready for GDPR by 25 May and the need to review in April through Business Services Committee.

- 88.2** Governors APPROVED the appointment of Joanne Ward as the College's Data Protection Officer.

89 **Appropriate use of Physical Conduct and Reasonable Force policy**

Governors discussed the principle behind the policy and the policy itself.

- 89.1** Governors APPROVED the policy subject to appropriate training for staff.

90 **Health, Safety and Wellbeing Annual Report**

- 90.1** Governors APPROVED the annual Health, Safety and Wellbeing report and policy.

91 **Transaction Unit**

This item is recorded as a confidential minute.

92 **Soundwell**

This item is recorded as a confidential minute

93 **Latest Management Accounts**

Governors reviewed the accounts and discussed the need to increase revenue.

- 94 **Sub-contracting**
Following a discussion regarding risks and opportunities, Governors APPROVED the decision to increase additional sub-contracting for 2017/18. This was subject to the relevant clauses regarding achievement rates and a guarantee to ensure the College's quality team are involved in reviewing.

- 95 **Accountability Framework Strategic Risks and KPIs**
It was confirmed that risks continue to be reviewed by the relevant committees. Chairs of Committees were asked to keep Audit colleagues up to date regarding discussions. **ACTION: Chairs of Committees / Clerk**

- 95.1 Governors highlighted the improvement in English and Maths last year and asked if this is likely to be repeated this academic year. Governors discussed the focus on attendance and retention.

- 96 **Link Governors**
Governors APPROVED the Governor Link Scheme.

- 97 **Instrument and Articles**
Governors APPROVED the changes to the Instrument and Articles.

- 98 **Governance Meeting Cycle and Business Plan for 18/19**
Governors APPROVED the draft meeting cycle and meeting dates.

- 99 **Any other Business**
Following a recommendation from the Search and Governance Committee, Governors APPROVED the appointment of Lynne Baber as a Corporation Member

- 100 **Close**
There being no further business the meeting closed at 8.30pm

Joanne Ward
Clerk to the Corporation

Signed as a correct record on (Date)

.....(Chair)