

**MINUTES OF THE MEETING OF THE CORPORATION
HELD ON 22 OCTOBER 2020, BY VIDEO CONFERENCING, 6:00pm-8.00pm**

Committee Members	<p>Lis Anderson Andrea Arlidge Tony Antonius (until item 10) Steve Bennett Stephen Boardman Geoff Channon Andy Forbes (Principal & Chief Executive) Richard Gaunt (Meeting Chair for the first item of business) Keith Hutton Emma Richer Peter Rilett (Chair from 1.1) Martisse Thompson</p>
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Also in Attendance	<p>Richard Harris, Deputy Principal & Chief Executive Joanne Ward, Clerk to the Corporation</p>
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1.0	<p>The Vice Chair, Richard Gaunt, opened the meeting for the first item of business.</p> <p>The Clerk confirmed that the meeting was quorate.</p> <p>Governors APPROVED that Peter Rilett serve a second term as Chair. ACTION: Clerk to send letter confirming appointment.</p> <p>Peter Rilett joined the meeting as Chair from item 1.1</p>
1.1	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies had been received from Dan Howarth and Zoe Taylor. Max Campbell-Jones was unable to attend.</p> <p>Governors APPROVED the decision for Richard Gaunt and Geoff Channon to continue to serve as Vice Chairs. ACTION: Clerk to send letter confirming length of term.</p> <p>Governors NOTED the following resignations from the Board:</p> <ul style="list-style-type: none"> - David Williams who had ended his term of office early, for personal reasons. - Johnny Elphinstone who had resigned as a staff governor, for personal reasons. <p>Governors NOTED that Dan Howarth's extended term of office would end in December 2020. Governors APPROVED that Tony Antonius be appointed the new chair of the Audit Committee with immediate effect. It was confirmed that Dan Howarth would remain on the Audit Committee until the end of December in order to provide a smooth handover, particularly important at this time of year and in the current circumstances.</p> <p>Governors ratified the decision, by written resolution, for Jo Greenwood to join as a co-opted member of the Audit Committee.</p> <p>Governors ratified the decision, by written resolution, for Felicity Brown to join as a co-opted member of the Audit Committee from the December meeting.</p> <p>Governors Ratified the decision, by written resolution, for Martisse Thompson to join the Corporation as a Student Governor. The Chair welcomed Martisse Thompson to her first Board meeting.</p>
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<p>1.9</p> <p>1.10</p>	<p>Governors discussed the application received from Kassin Yakhlef to join Curriculum & Quality as a Co-opted Member. Governors APPROVED the appointment for an initial period of one year to bring additional HE experience to the Committee. ACTION: Clerk to contact.</p> <p>The Chair confirmed that a recruitment exercise would take place to appoint an additional staff governor and an additional student governor. It was confirmed that activity was also underway, through the Search & Governance Committee, to appoint additional governors who could provide curriculum oversight in relation to FE.</p>
<p>2</p> <p>2.1</p>	<p><u>DECLARATION OF INTERESTS</u></p> <p>There were no declarations of interests in any item on the agenda.</p>
<p>3</p> <p>3.1 a</p> <p>3.1 b</p>	<p><u>MINUTES OF THE EXTRAORDINARY BOARD MEETING HELD ON 26 AUGUST 2020</u></p> <p>The minutes of the Extraordinary Meeting held on 26 August 2020 were confirmed as an accurate record.</p> <p>The Confidential Minutes from the Extraordinary Meeting held on 26 August 2020 (limited circulation) were confirmed as an accurate record.</p>
<p>4a</p> <p>4.1</p>	<p><u>MATTERS ARISING FROM THE MINUTES</u></p> <p>Governors reviewed the Summary Report of Actions which were confirmed as complete or were ongoing.</p>
<p>b 4.2</p> <p>4.3</p>	<p>The Clerk outlined the recommended changes to the Instrument & Articles, Standing Orders & Terms of Reference.</p> <p>Governors APPROVED the following:</p> <ul style="list-style-type: none"> - Amendment to the Instrument as at 2 (1) a. from 'sixteen' to 'twenty' - Amendment to the Standing Orders at 3.1 (8.4) from 'two years' to 'for the duration of their terms of office.' - Retaining the ability for governors to attend meetings virtually as a permeant change to the Standing Orders - The Terms of Reference for 2020/21 for the Board and its committees <p>ACTION: Clerk to update relevant documents to capture agreed changes and publish</p>
<p>5</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p><u>PRINCIPAL AND CHIEF EXECUTIVE'S REPORT</u></p> <p>The P&CE outlined the items in the report, providing updates where information had altered since the writing of the report:</p> <ul style="list-style-type: none"> - There had now been 16 confirmed cases of coronavirus across the College (staff & students) - The Brislington Centre had closed as a result with students receiving online tuition and support. <p>Governors requested further information regarding students who needed additional support with online learning at this time. The P&CE confirmed that the figure in the report was from the first student survey. Student concerns were largely focused around (1) access to IT equipment (2) access to reliable Wi-Fi and (3) the skills & confidence to use the technology.</p> <p>Governors asked for clarification regarding Government policy in relation to reskilling adults and how the College would respond to opportunities. The P&CE outlined the initiatives which were being taken forward through Partners in Bristol which had been particularly successful in working with the Department for Work and Pensions in Bristol and beyond.</p>

5.4	Governors NOTED the information contained in the report.
a 5.5	<p>FE Commissioner's Visit of 20 October 2020</p> <p>The P&CE provided verbal feedback from the visit and confirmed that good progress had been made against the recommendations. Three recommendations were highlighted by the FEC Team (one new recommendation and two ongoing recommendations). It was confirmed that the next visit would be in March 2021. It was confirmed that the report, once received, would be circulated to governors.</p>
b 5.6	<p>Strategic Plan 2020-2023</p> <p>The P&CE confirmed that the Strategic Plan 2020-2023 had been published and was being widely disseminated to key partners across the City.</p>
6 6.1	<p><u>RISK REGISTER & KPIs</u></p> <p>The DP&CE confirmed that the strategic risks for 2020/21 had been carried over from the previous academic year but that all risks had been updated to reflect impacts in relation to Covid-19 and mitigations. The DP&CE drew governor's attention to:</p> <ul style="list-style-type: none"> - The efficient and effective response to Covid-19 mitigations from the Estates Team - The work with Jisc around the quality of online learning - The planned opening of the Advanced Construction Skills Centre (ACSC) as per the original timescale with no delays reported.
6.2	<p>Governors suggested that the HE risk be disaggregated from the FE risk and updated to include preparation activities required ahead of a Quality Assurance Agency (QAA) visit.</p> <p>ACTION: DP&CE to review and amend as appropriate ahead of the next meeting.</p> <p>Risks and KPIs were discussed further under relevant agenda items.</p>
PERFORMANCE REVIEW / MONITORING	
7 7.1	<p><u>CURRICULUM & QUALITY COMMITTEE REPORT - INCLUDING TASK & FINISH GROUPS</u></p> <p>The Chair of C&Q provided an update covering key items of discussion from the last C&Q meeting (28 September 2020) highlighting:</p> <ul style="list-style-type: none"> - Governors' appreciation of the clear, data-driven SAR & QIP - The increased focus in the committee on Higher Education - Improved student voice activity - The work and influence of the Task & Finish groups which had been recognised by the FEC team.
7.2	<p>The Chair of T&F 1 provided an update of activity and highlighted:</p> <ul style="list-style-type: none"> - The need for the College to focus on rapid improvement in 2020/21. - The importance of English & Maths, in particular, functional skills. - The focus at the last meeting on the appraisal system - The succinct position statements on progress which would be monitored through the two groups - The response and enthusiasm of staff to the group.
7.3	<p>The Chair of T&F 2 provided an update of activity and highlighted:</p> <ul style="list-style-type: none"> - The additional membership of the group to align to the executive sponsors for the headline position statements

	<ul style="list-style-type: none"> - The clarity provided by the templates to be used by both groups for monitoring and reporting. - Progress against the establishment of key targets which would be presented to the next C&Q meeting before being brought to December Main Board. - The external focus for the group and the need to remain flexible given the current situation and potential changes to the Ofsted Inspection Framework.
8	<p><u>QUALITY OUTTURN 2019-20 ACHIEVEMENT</u></p> <p>This item is recorded as a confidential minute.</p>
9	<p><u>SELF-ASSESSMENT REPORT (SAR) AND QUALITY IMPROVEMENT PLAN (QIP)</u></p>
9.1	Governors APPROVED the Self-Assessment Report (SAR) following a recommendation to approve from Curriculum & Quality Committee (28 September 2020).
9.2	The P&CE provided an update on the QIP and outlined the plans for monitoring through the Task & Finish Groups. It was confirmed that the QIP would proceed to the next C&Q meeting.
10	<p><u>HE SELF-EVALUATION DOCUMENT (SED)</u></p>
10.1	The P&CE provided an update on Higher Education highlighting the work underway to review the HE Strategy. A revised offer was being considered in terms of subjects and flexibility of approach.
10.2	Governors welcomed the increased focus on HE and suggested that the College focus its offer around <i>differentiation</i> , including through bite sized learning, and <i>complementarity</i> , focused on the workplace.
10.3	Governors APPROVED the HE SED following significant discussion at C&Q Committee.
11	<p><u>STUDENT VOICE - STUDENT GOVERNOR REPORT</u></p>
11.1	<p>The Student Governor, Martisse Thompson, provided a verbal update following discussions with students. Governor attention was drawn to the following:</p> <ul style="list-style-type: none"> - Students feel safe in College and do not feel the College could have done more - Student preference is for face to face learning - Students have very different experiences of online learning including access to lessons and think that some subjects e.g. Maths are easier to undertake online than those such as Sociology where debate and discussion is important - Opportunities for the College to provide additional information in relation to Mental Health including how to access help - The high numbers of students on waiting lists for counselling and wait times
11.2	The P&CE confirmed that these items were all on the College agenda including ongoing development of blended learning and finding additional resource for student support as identified in the Tribal Bench marking. ACTION: Clerk to highlight to relevant departments to action as appropriate and feedback

<p>12 12.1</p>	<p><u>BUSINESS SERVICES COMMITTEE REPORT</u></p> <p>The Chair of Business Services provided a verbal update covering key items of discussion at the last meeting (8 October 2020) highlighting:</p> <ul style="list-style-type: none"> - Assurance provided for governors as the committee had reviewed the most positive set of indicators for a significant number of years - The consistent EBITDA forecasting which had remained at £1.9million since March 2020 the earliest opportunity the College had to re-profile - Positive conversations with the Bank - Good progress on the ACSC despite the current situation. <p>These items were further discussed under the relevant agenda items.</p>
<p>13</p>	<p><u>EARLY ENROLMENT POSITION (STUDENT NUMBERS)</u></p> <p>This item is recorded as a confidential minute.</p>
<p>14</p>	<p><u>FINANCIAL OUTTURN 2019-20 (UNAUDITED HEADLINES)</u></p> <p>This item is recorded as a confidential minute.</p>

15	<p><u>LATEST MONTHLY MANAGEMENT ACCOUNTS (MONTH 12) AND MONTH 2</u></p> <p>This item is recorded as a confidential minute.</p>
15a 15.5	<p><u>Student Union finances for 2019/20</u></p> <p>Governors APPROVED the Student Union finances for the prior year (2019/20).</p>
GOVERNANCE	
16 16.1	<p><u>CORPORATION REVIEW OF OWN PERFORMANCE FOR 2019/20</u></p> <p>The Clerk outlined the working draft review of Corporation performance for 2019/20 and confirmed that further evaluation would be undertaken once the Chair 1:1's had concluded. The Chair provided feedback from the 1:1s completed (approximately two thirds) to confirm that Governors are supportive of the structure, appreciate the much-improved papers and have requested that the improvements continue. ACTION: All to feedback additional comments to the Chair / Clerk as appropriate ahead of the review returning to the December Meeting.</p>
16.2	<p>Governors APPROVED the working draft review. ACTION: Clerk to add any additional content and report back to the December Main Board.</p>
17 17.1	<p><u>ANNUAL REPORT OF THE SEARCH & GOVERNANCE COMMITTEE</u></p> <p>Governors NOTED the annual report of the Search & Governance Committee.</p>
17.2	<p>Governors NOTED that the Corporation and its committees had operated well, and continued to operate well, during the ongoing Covid-19 pandemic through an exceptional model. Governors requested that the Clerk undertake further evaluation of governance during this time and to identify which activities and processes should continue longer-term. ACTION: Clerk to undertake additional review and report back to future meeting.</p>
18 18.1	<p><u>GOVERNOR LINK SCHEME & LEARNING WALKS FOR 2020/21</u></p> <p>Governors NOTED the Link Scheme & Learning Walk plans for 2020/21.</p>
18.2	<p>Staff Governor, Emma Richer, offered to provide supporting information in relation to online learning walks. ACTION: ER and Clerk.</p>

18.3	Governors requested that a reminder of the role description for Link Governor and information regarding Learning Walks be re-circulated. ACTION: Clerk
18.4	The P&CE requested that, at the current time, virtual learning walks be undertaken.
POLICIES & REPORTS	
19	<u>ANNUAL SAFEGUARDING REPORT 2019/20 & SAFEGUARDING POLICY 2020/21</u>
19.1	The P&CE drew Governor's attention to the following items in the report: <ul style="list-style-type: none"> - The significant increase in requests for support (up 41%) - The significant rise in Covid-19 related requests and mental health concerns - Plans to increase safeguarding & welfare resource
19.2	Governors suggested that the College continue to link with UWE around the mental health agenda.
19.3	Governors APPROVED the Annual Safeguarding Report 2019/20 and the Safeguarding Policy for 2020/21 following a recommendation to APPROVE from the Curriculum & Quality Committee (28 September 2020).
20	<u>HE STUDENT PROTECTION PLAN</u>
20.1	Governors APPROVED the plan following a recommendation to APPROVE from the Curriculum & Quality Committee (28 September 2020) subject to the review by the College's solicitors which was being undertaken.
21	<u>QUALITY ASSURANCE & IMPROVEMENT POLICY</u>
21.1	Governors APPROVED the Quality Assurance & Improvement policy, as a new policy following a recommendation to APPROVE from the Curriculum & Quality Committee (28 September 2020).
22	<u>FINANCIAL REGULATIONS</u>
22.1	Governors APPROVED the amendments to the Financial Regulations following a recommendation to APPROVE from the Audit Committee (13 October 2020). Staff & Student Governors left the meeting.
23	<u>ENROLMENT REVIEW</u>
	This item is recorded as a confidential minute.

	<u>ANY OTHER BUSINESS & CLOSE</u> There being no further business the Chair thanked members for attending and the meeting closed at 7.40pm

Joanne Ward
Clerk to the Corporation