

**Minutes of the Main Board**  
**held on Monday 25 March 2019 in room HP2.17 at SBSA**  
**6:00pm-8:00pm**

**Committee Members:** Lis Anderson  
Lynne Baber (by telephone from 6.10pm)  
Ebony Clark – (until 7.41pm)  
Geoff Channon  
Richard Gaunt  
Zahid Gill  
Daniel Howarth  
Lee Probert (Principal & Chief Executive)  
Peter Rilett (Chair)  
Zoe Taylor – from (6.15pm)  
David Williams (until item 19)

**Also in Attendance:** Richard Harris, Vice Principal, Finance & Professional Services (VPF&PS)  
Emma Jarman, Vice Principal, Curriculum & Quality, VPC&Q  
Lee Probert (Principal and Chief Executive)  
Joanne Ward, Clerk to the Corporation

Palvinder Singh (Principal designate) as an observer

<b>1.0</b>	<b><u>Apologies for Absence</u></b> Apologies were received from Keith Hutton. Paul Jacobs's absence was noted. The Chair welcomed Palvinder Singh to his first meeting as an observer. The Chair noted that it was the last formal meeting for the Principal and Chief Executive.
<b>2.0</b>	<b><u>Declaration of Interest in any Items on the Agenda</u></b> David Williams declared an interest in item 19 on the agenda and it was AGREED that he would leave for this item.
<b>3.0</b>	<b><u>Minutes</u></b> The minutes and confidential minutes of the meeting of 13 December 2018 were confirmed as an accurate record.
<b>4.0</b>	<b><u>Matters Arising</u></b>
<b>4.1</b>	The Summary Report of Actions document was NOTED.
<b>4.2</b>	The Chair highlighted the number of governor learning walks which had been completed and asked that governors who had not yet completed a walk book one in via the Clerk <b>ACTION: Governors yet to complete a learning walk / Clerk</b>
<b>4.3</b>	The Chair of Curriculum & Quality provided an update on the SAR and confirmed that monthly meetings with the VPC&Q had been implemented as requested at the last Main Board meeting. It was AGREED that the VPC&Q would cover the SAR and QIP in detail under agenda item 6, Curriculum and Quality. Governors asked for confirmation that the full time equivalent numbers had been added to the documents as requested. The VPC&Q confirmed that this had been actioned.
<b>4.4</b>	Other items were confirmed as having been completed or on the agenda.

	Lynne Baber joined the meeting by telephone.
<b>5.0</b>	<b><u>Principal and Chief Executive's Report</u></b> The P&CE outlined the report and highlighted the items to NOTE:
<b>5.1</b>	<ul style="list-style-type: none"> <li>- The DofHR&amp;OD would be leaving the College at the end of May 2019. The incoming P&amp;CE and the Chair of the Board would be involved in the appointment for a replacement.</li> <li>- The changes to the Ofsted's Education Inspection Framework (EIF) and the opportunity for the College to perform well under the new framework if Inspection takes place in the autumn.</li> </ul> <p><b>ACTION: further detail to be provided to Governors about the College's Ofsted plan, VPC&amp;Q</b></p> <p>Zoe Taylor joined the meeting</p>
<b>5.2</b>	Governors discussed the EIF. Governors were informed that there are large areas of the Framework where there is no change but that there is an increased focus on ensuring colleges have a well-designed, well-delivered curriculum to ensure outcomes follow through. The change to non-subject specialist inspectors was discussed and the skills required to conduct a 'deep dive' of learning. Governors asked if Ofsted may rely on quantitative data as a result of the new framework. It was suggested that inspectors will have gone through relevant training but that with any new framework there could be a level of uncertainty during the first inspections.
<b>5.3</b>	Governors reflected that 'deep dives' may not provide consistency in colleges as some areas of an organisation will be more advanced than others. Governors discussed the need to ensure that the SAR accurately reflects the College's position and contains a cohesive narrative to inform the data. The P&CE reminded Governors of the meeting which had taken place with members of C&Q during the drafting of the SAR when a former HMI had provided robust challenge.
<b>5.4</b>	Governors NOTED that the College has withdrawn from the Institute of Technology (IoT) bid and NOTED the agreements that had been sought from the lead College as a result of withdrawing. Governors asked whether the College may be able to become part of the IoT at a later date. The P&CE confirmed that there had been dialogue about this and that CoBC had confirmed to the partnership it was willing to discuss options for utilising space on the CoBC estate if required. Governors AGREED that this was a sensible position.
<b>5.5</b>	Governors asked for further information about the time and cost to the College of preparing for the bid. It was confirmed that there had been the equivalent of approximately 6-8 weeks work to reach the level of detail required. Governors asked whether this work could be used by the College for other purposes. It was confirmed that the work done had already provided useful background for how the College might partner with employers.
<b>5.6</b>	Governors asked for an update on the potential partnership with a university for HE provision. It was confirmed that a meeting would be held tomorrow (26 March 2019) with senior executives from the University and that the Principal Designate would be in attendance. Governors reflected that there are challenges working with large organisations but that this is the right approach and the right partner. Governors highlighted that there are a number of models on offer which the College should look at. Governors confirmed that the Chair of Curriculum and Quality would lead on this area of

5.7	work for the Board. Governors asked for the timeline to obtain Heads of Terms. It was confirmed that the College was aiming for the end of May (2019) with a view to making early changes to professional course provision from January 2020 with more substantive changes from September 2020. It was suggested that over the Summer of 2019, if the Heads of Terms are agreed there could be publicity.
5.8	Governors requested an update on the timescales for the Construction Centre. The P&CE confirmed that there were no significant delays to the dates previously presented to Governors as the College had submitted its own planning application, therefore, delays to the Bristol City Council planning application had not caused concern.
6.0	<b><u>Curriculum &amp; Quality - Key Quality Headlines</u></b> This item is recorded as a confidential minute.
7.0	<b><u>Curriculum plan update</u></b> This item is recorded as a confidential minute.
8.0	<b><u>Outline Budget for 2019/20</u></b> This item is recorded as a confidential minute.
9.0 9.1	<p><b><u>Employer Engagement</u></b></p> <p>The VPC&amp;Q outlined the paper and highlighted:</p> <ul style="list-style-type: none"> <li>- Development of an 18 month Apprenticeship growth plan including the move from frameworks to standards and re-evaluation of the approach to working with employers (moving from levy based to non-levy based)</li> <li>- The generation of increased vacancies and the need to now generate the people to fill them</li> <li>- Plans for the next two employer boards to be Engineering (May 2019), and Health and Social Care as part of the work with St Monica Trust</li> <li>- Plans for the next Construction Centre steering group</li> </ul> <p><b>ACTION: VPC&amp;Q to circulate a note to Governors via the Clerk about the employer boards, their intended purpose and ‘terms of reference’ for how often they meet etc.</b></p>
9.2	The VPC&Q thanked Governors for the links provided for local employers to date and asked for these to continue. It was requested that Governors receive communications once a relationship has been investigated. <b>ACTION: VPC&amp;Q to provide an update on activity for Governors who have provided links</b>
9.3	Governors suggested that in some sectors it is the speed of the response which is important, particularly where there is strong competition from private providers who may be more ‘fleet of foot.’ Governors suggested this may certainly be the case in the Health and Social Care and Creative and Digital sectors. Governors suggested it would be helpful to know which areas the College is actively pursuing and those where the College may be looking for a longer lead in time. <b>ACTION: VPC&amp;Q to provide as part of the employer board update</b>
9.4	The VPC&Q confirmed that all areas of the College are looking for employer ambassadors from all sectors to provide informative and motivational talks to students. Governors asked for more information about what is required. <b>ACTION: VPC&amp;Q to outline the ‘ask’ for governors.</b>

<b>10.0</b> <b>10.1</b>	<b><u>Annual Health, Safety and Wellbeing Report and updated policy</u></b> Governors APPROVED the Health Safety and Wellbeing Report and Policy.
<b>11</b>  <b>11.1</b>  <b>11.2</b>  <b>11.3</b>  <b>11.4</b>	<b><u>Sub-contracting:</u></b> <b><u>Additional for 2018/19 and Policy for 2019/20</u></b>  Governors APPROVED the Additional Sub-contracting Policy for 2018/19  Governors APPROVED the Sub-contracting Policy for 2019/20  Governors asked if there would be a time in the future that the College would like to bring any activity in-house. It was suggested that this may be considered in the long term with some activity but with other activity sub-contractors are able to reach the communities in ways the College wouldn't be able to.  Governors welcomed the positive changes made to the quality assurance of sub-contractors.
<b>12</b> <b>12.1</b>	<b><u>Financial Regulations</u></b> Governors Approved the Financial Regulations, subject to the amended paragraph requested by the Audit Committee. 11.2.3
<b>13</b> <b>13.1</b>	<b><u>Fees Policy 2019/20</u></b> Governors APPROVED the Fees Policy for 2019/20  Ebony Clark left the meeting
<b>14</b> <b>14.1</b>  <b>14.2</b>	<b><u>Latest Management Accounts</u></b> The VPF&PS outlined the aim to be as near as possible to the targeted position at year-end including the target for surplus.  Governors welcomed the new target for turning round the accounts within 8 working days.
<b>15</b>  <b>15.1</b>  <b>15.2</b>  <b>15.3</b>	<b><u>Accountability Framework Strategic Risks and KPIs</u></b> Governors focused on the risks which had increased (due to the financial position).  It was reported that the Audit Committee have requested a review of the document for 2019/20 to enable Governors to easily see the risks through a board reporting tool.  The risks regarding student recruitment and efficiency were NOTED. Governors asked if there was a target for the traffic light in 6 months' time. It was suggested that this be included as part of a review of documentation for 2019/20. <b>ACTION: P&amp;CE to include in plans for reporting for 2019/20 onwards.</b>  Governors asked about Brexit and whether this should be on the College risk register. It was reported that the College does not have any international students and that any likely risk would arise from any impact on the Spending Review or from any 'knock on' effect from competitors looking to enter the FE market as a response to managing the impact of Brexit on their operations. It was suggested that Brexit may provide opportunities for the FE sector as a consequence of the need to train the UK workforce.

<p><b>16</b> <b>16.1</b></p> <p><b>16.2</b></p> <p><b>16.3</b></p> <p><b>16.4</b></p> <p><b>16.5</b></p>	<p><b><u>Governance – new members:</u></b> Governors APPROVED the appointment of the new additional governor. <b>ACTION: Clerk to undertake due diligence</b></p> <p>Governors APPROVED the appointment of the new Co-opted Member to the Audit Committee. <b>ACTION: Clerk to undertake due diligence and issue a letter</b></p> <p>Governors APPROVED the appointment of an additional student Governor. <b>ACTION: Clerk to undertake due diligence</b></p> <p>Governor APPROVED the appointment of Richard Gaunt for a second 4 year term. <b>ACTION: Clerk to issue letter</b></p> <p>Governors APPROVED Keith Hutton to be the new Safeguarding Link Governor.</p>
<p><b>17</b> <b>17.1</b></p> <p><b>17.2</b></p>	<p><b><u>Link Governors</u></b> The Chair invited those governors who had been on recent learning walks to feedback.</p> <p>Governors highlighted that the learning walks had been informative and positive experiences and they had welcomed meeting staff and students. It was suggested that:</p> <ul style="list-style-type: none"> <li>- Work which was being undertaken in the classrooms had been impressive, particularly in creative areas such as photography</li> <li>- It had been observed that there were still a number of students not wearing lanyards and that this should be reinforced</li> <li>- The opportunity to visit 16-18 and adult provision had been particularly welcome</li> </ul>
<p><b>18</b></p>	<p><b><u>Instrument and Articles</u></b> Governors APPROVED the recommended change to the Instrument and Articles. <b>ACTION: Clerk</b></p> <p>David Williams left the meeting at 17.56 ahead of item 19.</p>
<p><b>19</b></p>	<p><b><u>Partnership with St Monica Trust</u></b> The VPC&amp;Q outlined the potential partnership opportunity with St Monica Trust. This item is recorded as a confidential minute.</p>
<p><b>20</b> <b>21</b></p>	<p><b><u>Any Other Business</u></b> Governors APPROVED the decision to commit to a review of pay for 2018/19. <b>ACTION: P&amp;CE to send the note to Trade Union Representatives to include the Chair of Corporation as a signatory</b></p> <p>There being no further business, the Chair thanked Members for their attendance and closed the meeting at 8.11pm.</p>

Joanne Ward  
Clerk to the Corporation

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

.....(Chair)