City of Bristol College
Governance

MINUTES OF THE MEETING OF THE CORPORATION
HELD ON 16 JULY 2020, BY VIDEO CONFERENCING, 6:00pm-8.00pm

Committee Members	Andrea Arlidge Steve Bennett Stephen Boardman Max Campbell-Jones Geoff Channon Ebony Clark Jonny Elphinstone (from 6.30pm) Andy Forbes (Principal & Chief Executive) Richard Gaunt Keith Hutton Emma Richer Peter Rilett (Chair) Zoe Taylor
Also in Attendance	Richard Harris, Vice Principal, Finance & Professional Services Joanne Ward, Clerk to the Corporation

1 **1.1**	**APOLOGIES FOR ABSENCE** Apologies had been received from Lis Anderson, Dan Howarth and David Williams.
1.2	The Chair welcomed Stephen Boardman to his first meeting of the Corporation as a member.
1.3	The Chair thanked Ebony Clark for her significant contribution to the Board during her time as student governor and noted that this would be her last meeting as she had completed her course of study with the College.
2 **2.1**	**DECLARATION OF INTERESTS** There were no declarations of interests.
3 **3.1 a**	**MINUTES OF THE MEETING HELD ON 30 MARCH 2020** The minutes of the meeting held on 30 March 2020 were confirmed as an accurate record.
3.1 b	The Confidential Minute from the meeting held on 30 March 2020 (limited circulation) was confirmed as an accurate record.
4 **a**	**MATTERS ARISING FROM THE MINUTES** Governors reviewed the Summary Report of Actions which were confirmed as complete or covered under the relevant agenda items.
5 **5.1**	**PRINCIPAL AND CHIEF EXECUTIVE'S REPORT** The P&CE outlined the items in his reporting highlighting: - The significant progress made towards completing almost all current students - Plans to re-open the College from September 2020 - Ofsted's announcement that visits will begin again shortly but no indication at this stage regarding the College's next Inspection - The collaboration fund bid - The new appointment of an interim Quality Consultant

5.2	Governors discussed online learning and highlighted: - The need for further student voice activity to capture feedback from students who did not, or could not, respond to the initial survey - The need for student feedback regarding individual lessons to be reviewed and action taken as appropriate by Heads of Department - The need for assurance that staff are available to support students outside of lessons and the suggestion that one method of communication may be most suitable - A concern that new students may find it harder to engage remotely as they have not met their teachers face-to-face beforehand and the impact this may have on retention - As option for video content from teachers to communicate with new students - The need for new students to understand how to use the online learning tools - The opportunity to set up a 'virtual campus' on Microsoft Teams - Recognition that this is a new way of working for staff The P&CE confirmed that: - Findings from the student survey continue to be used to influence online learning - Student feedback continues to be captured through various means - Take up of training from staff has been very positive including a virtual CPD day - Staff will provide students with a channel for communicating, most likely through text messaging, outside of lessons - Currently, the aim is for two parts face-to-face contact in small groups to one part online for most courses. - Current students had been issued with a College laptop if needed and new students were being asked at enrolment what IT equipment they require - Plans were in place for students to be shown how to use Microsoft Teams at induction
5.3	Governors asked what plans are in place to respond to local lockdown or lockdown for individual groups if required. The P&CE reported that plans are in place to 'switch off 'face to face learning and revert back to 100% online learning if required. Staff continue to build up a bank of materials for these purposes. Governors suggested that collaborating with other colleges in this area had been previously discussed and asked whether this had been pursued. The P&CE confirmed that this is a component of the collaboration bid (covered under item 5.1). If this bid is not successful other options will be reviewed.
5.4	The Chair reminded governors that the Extraordinary Board Meeting (26 August 2020) would provide further opportunity to discuss plans for 2020/21 in more detail and for governors to seek further assurance on student activity and engagement including online delivery.
5a	**STRATEGIC PLAN 2020-2023** The P&CE outlined the plan which had been amended to reflect the impacts of Covid-19.
5.5	Governors APPROVED the Strategic Plan.
5b	**ACCOUNTABILITY FRAMEWORK STRATEGIC RISKS** Governors reviewed the risk register.
5.6	Governors APPROVED the new Curriculum & Quality KPIs and welcomed the clarity these now provide particularly in relation to the SAR.

6	**FE COMMISSIONER VISIT 30 JUNE 2020**
6.1	Governors discussed the visit and NOTED the report which had been circulated with the Board packs. The P&CE confirmed that responses to all recommendations were in progress. Finance was further discussed under item 10.
CURRICULUM & QUALITY	
7	**DRAFT SELF-ASSESSMENT REPORT (SAR) AND QUALITY IMPROVEMENT PLAN (QIP) 2020-21 including predicted forecast achievement for 2019-20**
7.1	The P&CE expressed confidence in the forecast achievements for 16-18, adults and apprenticeships, all of which had been rigorously tested internally and provided significant progress from last year's figures. The P&CE outlined the impact of lockdown on withdrawals and the different this had made to retention but asked governors to note that, prior to lock down, 16-18 retention was confirmed as 2% higher than the year previous, This illustrated a move in the right direction but also a need to ensure continued progress at pace.
7.2	Governors asked whether the College's prior achievements would limit this year's rates in some departments. The P&CE confirmed that the evidence is being provided where requested and expressed confidence that this year's results are improved, in part, because of a greater focus on student progression and active intervention from teaching staff for students at risk of failing. This activity would be further improved for academic year 2020/21 through increased focus on student monitoring and timely interventions.
7.3	Governors asked how inconsistencies will be addressed at a departmental level and suggested a partnership with another college which has strengths in these areas. The P&CE confirmed that this would be reviewed following the collaboration bid announcement. **ACTION: P&CE**
7.4	Governors highlighted the significant progress made in relation to the SAR and thanked the P&CE for providing the succinct clear document.
7.5	Governors NOTED the Self-Assessment Report 2019/20
7.6	Governors NOTED that the departmental SARS were being reviewed by the Heads of Department and the Quality Consultant in July and August.
7.7	Governors NOTED timescales for the development of the Quality Improvement Plan (QIP).
8	**CURRICULUM & QUALITY COMMITTEE REPORT**
8.1	The Chair of C&Q provided an update regarding discussion at the last meeting (17 June 2020) highlighting: - The positive references to the Task & Finish Groups in the FE Commissioners report - Emerging discussions regarding the College's Higher Education Strategy - The College's role on the Trust in Learning Academy (TiLA)
8.2	The P&CE confirmed that a strategy session for HE would be held early in the Autumn Term which would include a review of the South Bristol initiative, Foundation Degree in Business and Higher Level Apprenticeships. The P&CE confirmed that the new HE registrar was in post and had made significant progress to improve operational processes. Governors discussed the HE landscape and possibilities around the partnership with UWE.
8.3	Steve Bennett, Chair of Task & Finish group one, provided an update on the work of the group highlighting: - The four positive meetings held to date

	- The acceptance, by staff, of baselines to clearly show the College's starting point - The focus for the next meetings which would include: (1) establishing a more strategic and systematic approach to student voice activity (2) work with the newly formed curriculum leadership team including around QiPs and (3) work to address the cycle of underperformance in a small number of departments which must cease this academic year.
8.3.1	Governors discussed the finish date for the group which was confirmed as the time when the College can confidently self-assess as Ofsted Good.
8.4	Keith Hutton, Chair of Task & Finish group two, provided an update on the work of the group highlighting: - The two positive meetings held to date and the constructive debate - Immediate actions to influence the final part of collecting 2019/20 data and to set performance targets for 2020/21. - Plans for an interim report ahead of the next meeting to ensure progress on actions to 'hit the ground running' in September
8.5	The Chair thanked staff from across the College and Governors for the work undertaken through the Task & Finish Groups and the significant progress made to date.
FINANCE & BUSINESS SERVICES	
9 **9.1**	**BUSINESS SERVICES COMMITTEE REPORT** The Chair of Business Services Committee provided an update regarding discussion at the last meeting (8 June 2020) highlighting: - Progress reports on the Construction Centre which remains due to open along original timescales - The significant discussion regarding the 2020-21 budget and revisions discussed outside of the meeting ahead of the presentation to Main Board - An early review of the Tribal Benchmarking Report and the request for an action plan for the Corporation to monitor - Reflections on the FE Commissioner report where the recommendations were within the remit of the Business Services Committee. These items were further discussed under the relevant agenda items.
10	**BUDGET 2020-2021** CONFIDENTIAL ITEM BUDGET 2020-2021 This item is recorded as a confidential minute.
11 **11.1**	**TRIBAL BENCHMARKING – REPORT AND ACTION PLAN** The VPF&PS outlined the findings from the Tribal Benchmark report and the associated action plan. The P&CE confirmed that the new Director of HR & OD is reviewing the findings as per the plan and a report will be produced within the next week including a review of the staffing profile in terms of part time and fractional staff. **ACTION: Initial follow up to be discussed at Chairs & Vice Chairs (23 July 2020) meeting.**
12 **12.1** **12.1.1**	**AUDIT COMMITTEE REPORT** In the absence of the Chair of the Audit Committee, The Chair of the Corporation outlined the proposal from the Committee regarding internal audit services for 2020-21. Governors APPROVED the decision to postpone internal audit at the start of the academic year 2020-21 and for the Audit Committee to review requirements for internal audits to begin at the start of the calendar year 2021. This would allow the Committee to undertake activity

12.1.2	to identify those internal audits which would add most value following the initial impacts of Covid-19. **ACTION: Clerk to amend the Business Cycle for 2020-21.** Governors NOTED that KPMG would conduct the external audit as per the current contract.
POLICY & STRATEGIC ITEMS	
13 **13.1**	**UPDATED FINANCIAL FORECAST AND LATEST MONTHLY MANAGEMENT ACCOUNTS** Governors NOTED the financial forecast and latest monthly management accounts which had been discussed under item 10.
14 **14.1** **14.2**	**STUDENT VOICE** Ebony Clark, the Student Governor, gave a presentation outlining the work she had done during her two years in post and plans for handover to the new student governors. This included: - Her attendance at meetings to support the development of a climate action roadmap for FE - Her active participation in the Student Governor Network - Her experience of attending College for an exam during Covid-19 and feedback from other students about what the College could do to further reassure learners. Governors thanked the Student Governor for her significant work. **ACTION: Clerk to discuss handover for the new student governor(s) and additional items to be added to the CoBC Student Handbook for 2020-21**
15 **a** **b** **c** **d**	**POLICIES** **BURSARY POLICY 2020-21** Governors APPROVED the Bursary Policy for 2020-21 **ADMISSIONS POLICY 2020-21** Governors APPROVED the Admissions Policy for 2020-21 **SAFEGUARDING POLICY ADDENDUM (due to Covid-19)** Governors APPROVED the Safeguarding Policy Addendum **NEW OBSERVATION OF LEARNING POLICY** Governors APPROVED the new Observation of Learning Policy which had been discussed in detail at Curriculum & Quality Committee.
GOVERNANCE	
16a **16.1** **b** **16.2**	**GOVERNANCE MEETING CYCLE AND BUSINESS PLAN FOR 2020-21** The Clerk outlined the business planning cycle for the new academic year which would be flexible to accommodate changes as required as the impacts of Covid-19 continued to be felt. Governors APPROVED the Meeting Cycle and Business Plan for 2020-21. **MEETING DATES FOR 2020-21** Governors APPROVED the meeting dates for the next academic year 2020-21.

17	**<u>ANY OTHER BUSINESS - GOVERNOR MEMBERSHIP</u>**
17.1	Governors APPROVED the recommendation for Tony Antonius to become a full member of the Corporation as part of succession planning for the Audit Committee. **ACTION: Clerk to issue letter confirming appointment.**
17.2	Governors AGREED that two new co-opted members be appointed to the Audit Committee. **ACTION: Search activity to be undertaken with names provided to Search & Governance for review at the next Committee Meeting (22 September 2019). Recommendations for the new co-opted members to be brought to Main Board (29 October 2020) for approval – Clerk to oversee process.**
17.3	Governors APPROVED the extension for Keith Hutton to remain a governor for an additional year. **ACTION: Clerk to issue letter confirming extension.**
17.4	The process for appointing the Chair and Vice Chairs was outlined with confirmation that this would take place in the Autumn Term. ACTION: Governors to highlighted interest to the Clerk ahead of the first Main Board Meeting of 2020-21. Governors who are interesting in undertaking training as part of succession plans for the roles to highlight interest to the Clerk.
17.5	The P&CE confirmed that plans were in place to identify potential new student governors. **Names would be provided to Search & Governance for review at the next Committee Meeting (22 September 2019). Recommendations for the new student governor(s) to be brought to Main Board (29 October 2020) for approval – Clerk to oversee process.** There being no further business the Chair thanked members for attending and the meeting closed at 8.00pm.

Joanne Ward
Clerk to the Corporation

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

…….... (Chair)