

PART A Minutes of the Meeting of the Board of the Corporation

20 October 2025, 16:30 to 18:00

SBSA Campus

Present:	Phil Smith (External Governor, Chair of the Corporation, PS) Danny Alfaraj (Staff Governor, DAL) Daniel Amin (External Governor, DA) Tony Antonius (External Governor, TA) Andrea Arlidge (External Governor, AA) Steve Bennett (External Governor, SB) Neil Dimes (External Governor, ND) Julia Gray, Principal & CEO (Ex-officio, P&CEO) Sandra Gordon (External Governor, SG) Marc Griffiths (External Governor, MG) Judi Harper (External Governor, JH) Dan Jones (External Governor, DJ) Palie Smart (External Governor, PSM) Jess Winkler (External Governor, JW)
In attendance:	Catherine Howett, Deputy Principal (DP) Tim Peacock, Chief Operating Officer (COO) Jessica Thorne, Corporate Services Officer (CSO) Lynette Wilson, Director of Governance & Clerk to the Corporation (Clerk)

Min No.	
1a	<u>Apologies for Absence and Quorum</u> Apologies were accepted from Ruth Pickersgill and Shawn Smith. Steven Tunn was also not in attendance.
1b	<u>Declarations of Interest in any agenda items</u> There were no declarations of interest declared.
1c	<u>Confidentiality of agenda items</u> It was noted that any items discussing changes to the subcontracting arrangements would be confidential. Items regarding the staff pay award would be confidential until negotiations were completed. A confidential Remuneration Committee item would follow the Board, which was restricted to the External Governors, P&CEO and Clerk. The P&CEO and Clerk would step out for discussions relating to their performance. [PSM entered the meeting]
2a	<u>Minutes of meetings:</u> • Part A Minutes 15.07.25 • Part B minutes 15.07.25 (confidential)

2b	The minutes of the previous meeting held on 15.07.25 Part A and Part B were submitted to the Board prior to the meeting and approved as a true record of proceedings. • Part B Minutes 17.12.24 (confidential) It was noted that the confidential minutes dated 17.12.24 had been missed from meeting papers earlier in the year. These were submitted to the Board prior to the meeting and approved by the Corporation Board. <u>Review of actions and any matters arising, including</u> Written resolutions approved since the previous meeting; these were submitted with the papers for the meeting and noted by the Board. • CEO/Principal nomination The Board were updated that the P&CEO had been elected to the role. The Board stated their congratulations. • Freedom of Speech Policy Approval It was noted an updated version was submitted to the papers for this meeting, with governor comments incorporated into a revised version. Use of College Seal: The Board noted that three deeds had been signed and sealed since the previous meeting. These were: • SBSA Part 2 Works (Deed) • Parkway Solar Panel Lease (Deed) • Car Park Lease with Travelodge (Deed) All actions from the previous meeting had now been completed.
3	<u>Principal & CEO's Report</u> The Principal & CEO's Report was submitted to the Board prior to the meeting. The P&CEO provided the following highlights: The first Colleges West meeting had been held on 20 October 2025 and had been a very positive meeting. There would be some exploration around further combined work for NEET (not in education, employment or training) learners and a Memorandum of Understanding would be created in due course to outline the responsibilities and aims of the group and its members. The next meeting would be held at the College Green Campus in two weeks' time, including a meal for the Chairs and CEOs attending, provided by the catering students. This contributes to the College's commitment to the duty to review in the Accountability Agreement. [DJ entered the meeting] An education White Paper was expected to be published within the next 24 hours, which would include the proposal to introduce V-Levels. There would be appropriate consideration given to how to disseminate this information to colleagues, students and the wider community. There had been a good deal of coverage about these changes in the BBC news on

	the 20th October. It was noted that discussions about these changes also included the disparity between wages of teachers in schools and colleges. The P&CEO had observed generally good student behaviour across campuses at the start of the term. The Staff Governor stated that there was a sense of pride and of respectful use of spaces by students. The Board expressed that the SBSA Campus now looked clean and modern, following updates made to the building over the summer break. Local councillors had visited the Brislington Centre and seen the value of SEND (Special Education Needs and Disabilities) delivery in the area. The DP noted that they had shared data about the numbers of SEND learners within their constituencies and their outcomes, which was helpful in giving them some more nuanced data about what was happening within their own areas. The P&CEO was honoured to have been awarded an honorary doctorate from UWE and thanked the Governors for all of their support to her as P&CEO. The Institute of Technology The P&CEO gave an update on the recent staff changes at the IoT. There had been some changes to the intent and direction of the organisation and she would provide an update to the Board soon. The Board noted that the annual subscription fee for the continuing participation of the College had been reduced in the latest agreement. Confidential items: See Part B minutes
4	<u>Strategic Risk Register</u> The College's Strategic Risk Register had been submitted to the Board prior to the meeting and the relevant tabs reviewed by Finance and Resources Committee and Audit Committee. The COO was pleased to report a relatively stable picture. The Finance & Resources Committee Chair stated the committee had reviewed digital risks in detail and were able to provide assurance to the Board of the College's careful consideration around digital risks. The Board thanked the COO for the detailed Strategic Risk Register, which clearly demonstrated movements against actions (and associated risks).
5	<u>Finance</u>
5a	City of Bristol College Management Accounts P12 (reviewed by F&R and Audit Committee) The COO presented the draft Management Accounts, which had been submitted to the Board prior to the meeting. The following was summarised: - This was a draft position, subject to the audit and final Individual Learner Record return - There were potential risks noted concerning apprenticeships and adult learner figures, and a further update would be provided to the Board at the next meeting. - Cash remained higher than forecasted, due to the works undertaken in the summer, and payments were due once the work had been fully completed. - Banking covenants were also in a good position.

	The Board noted that the LGPS indicated that there was a surplus, which was progress made against previous losses in prior years.
5b	Pay Award Update See Part B minutes
5c	Finance & Resources (F&R) Committee Report The Finance & Resources (F&R) Committee Minutes were submitted to the Board prior to the meeting. The COO stated since the meeting the WECA (West of England Combined Mayoral Authority) had made the decision to postpone their funding re-set for 12 months. The Chair of the committee confirmed that the College had adequate insurance cover and gave assurance that there had been work carried out by the college to ensure there was strong cyber security. They also highlighted the increase in health & safety reporting, which reflected positive changes in staff culture. There had been a request from the committee to have a focus on the Estates Strategy at the next Governors' Strategy Day.
5d	<u>Subsidiary Management Accounts (reviewed by subsidiary Boards and F&R Committee):</u> The Management Accounts for the following subsidiaries were submitted to the Board prior to the meeting: • SWAC (South West Apprenticeship Company) • Bristol Professional Services The COO highlighted the following: - SWAC apprentice numbers were lower than predicted. - PiB had a very successful year. - The SWAC Managing Director and the COO would do some work to model scenarios (including financial aspects) reflecting changes within the apprenticeships landscape, which included the introduction of FD apprenticeships and in how the levy would operate in future. The Board asked if apprenticeships were open to all businesses. It was confirmed that there were 750 apprentice types available to all businesses, which gave many options for businesses.
6	<u>H&S Annual Report 2024/25</u> The Annual Health & Safety Report was submitted to the Board prior to the meeting. It had been reviewed by the Finance & Resources Committee on 30th September 2025. The Finance & Resources Committee Chair stated the following: - The committee received assurance that there was a positive shift in the Health & Safety culture across the college, reflected in the increased reporting of incidents.

	- During the previous year, two staff incidents and four RIDDOR-reportable events were recorded. All follow-up actions were being appropriately addressed. - An external contractor incident was reported during works on site in the summer. The response included training for all contracting staff on site over the summer regarding electrical safety. The COO reported one new RIDDOR from the start of the Autumn 2025 term [REDACTED]. An internal investigation was ongoing, but it had identified lessons to be learned about support for staff during their probation with Health and Safety matters. The Health & Safety Link Governor was informed about the incident last week The Board asked if any protocols, procedures or safety equipment should be implemented to reduce future risks. It was confirmed that there would be recommendations from the internal investigation, which were likely to include changes to staff training and induction for new teaching staff. The Chair asked for a report to the Board following the completion of the investigation. ACTION: COO to provide a report to the Board, following the completion of the H&S investigation.
7 7a	<u>Curriculum and Quality Update</u> Achievement Position 24/25 A report was provided to the Board prior to the meeting with key updates including: • 16-18 achievement for 2024/25 was in line with expected figures. • Mitigation of risk for adult learners had been broadly effective. • There were positive outcomes for ESOL learners in 2024-25. • Achievement rates for apprentices had improved. • The Board recommended the lowest adult attendance rate of 83% within ESOL as an area of potential focus for improvement. The DP reported the following: - Significant work has been undertaken to improve curriculum sequencing and to raise aspirations and outcomes for students. There remained a few subject areas where intensive support was being provided to help learners reach their full potential. - The College was working in partnership with SGS College to form a joint package to address NEET learners in the north of Bristol and would put this forward to the Bristol City Council. - There were promising developments emerging from regional partnership work through Colleges West. The Board congratulated the College on the excellent student outcomes and retainment rates. It asked whether outcomes are becoming a significant part of the Ofsted framework again. The P&CEO confirmed that for one particular area of focus, outcomes would be important within the new Ofsted framework. The Board asked whether any specific demographic groups were experiencing lower overall attainment.

	The DP confirmed that some groups had been identified and that this would be examined in more detail at the next Curriculum & Quality Committee meeting in November. The P&CEO also noted disparities in the awarding of Education, Health and Care Plans (EHCPs) across different demographic areas, referencing insights from the recent Sutton Trust report
8	<u>Policies</u> Freedom of Speech Policy Further updates to the submitted document had been made since the previous adoption, taking into account governor feedback. It was noted this document would now be called the Freedom of Speech Code of Practice. These changes were approved by the Corporation.
9	<u>Updated Internal Audit Strategy 2025-26</u> The updated Internal Audit Strategy 2025-26 was submitted to the Board prior to the meeting. The COO highlighted the areas which would be reviewed and the impact and importance of focus. The Chair of the Audit Committee noted that the auditors were excellent and that their contributions were greatly valued by the College. The Audit Strategy was approved.
10	<u>Governance</u> Committee Reports. Key decisions and assurance from Chairs
10a	i. Audit The Audit Committee Chair stated the following: - The committee had reviewed the Risk Register and carried out a deep dive into <i>Risk 9 – staffing</i>. The next review would be into <i>Risk 3 – Apprenticeships</i>. - The Internal auditors had completed their review of capital grants and feedback to-date was positive. They were partway through their review of estates management, with no major concerns raised. - The Chair had asked the Clerk for a document to capture the Board's compliance with the reports which should be received by the Board. - The vacancy for another co-opted member was discussed and governors were encouraged to seek out candidates to apply.
	ii. Remuneration Committee Annual Report The Board noted the report from the committee outlining their work carried out in the academic year 2024-25.
10b	Governance Framework The Clerk shared updated framework documents prior to the meeting: • Scheme of Delegation: A document which collated the responsibilities of the Corporation and what was delegated to each committee, P&CEO, DP, COO and Clerk.. This was adopted by the Board.

10c	• Standing Orders. There had been a change of advice to voting powers of students under 18, which was shared for approval by the Corporation. The Board approved the amend. Board composition The Clerk gave an overview of updates to the Board composition prior to the meeting. i. Reappointment of Marc Griffiths [MG exited the meeting] The Board discussed and approved the 2nd four year term of Marc Griffiths (tenure now ending on 13th December 2029) [MG re-entered the meeting] ii. Co-opted Member for Audit Committee This was covered in the Audit Committee item. iii. Two students had been elected by the student body for nomination as student governors, following a process of application and interview. The Board approved the appointments of Sanyia Choudhury and Kateryna Kalinina to the end of their studies which end this academic year. Appointment will be subject to DBS checks. The Board asked that student governors should be recruited earlier in 2026, so that they could attend the first board meeting in September. The Clerk stated that the process would start earlier this academic year.
10d	Privacy Notice for Governors The Clerk and CSO had reviewed the College’s Privacy Notices and shared the updates to the Privacy Notice for Governors for their review. This was approved.
11	<u>Any other Business</u> The Chair of the Corporation provided an update following their recent attendance at a meeting with the Chief Executive of Skills England and other Corporation Chairs. Their key message conveyed during the meeting was the need to reconsider the current level of over-regulation affecting colleges across England. Upcoming Corporation Meeting Dates • 16 December 2025 – 16:30-18:30 • 30 March 2026 - 16:30-18:30 • 14 July 2026 - 16:30-18:30 The meeting entered a confidential session at 18:00. See Part C minutes.

ACTIONS:

Action	Meeting	Owner	Deadline
COO to provide a report to the Board, following the completion of the post RIDDOR H&S investigation.	20.10.25	COO	2 nd December