

**Approved Minutes of the Meeting of the Corporation held on 18 May 2021 at
16.15 in the Examinations Room, 4th Floor, City Campus.**

Present:	Sue Noyes	(Chair)
	Carol Thomas	(Principal/CEO)
	Jas Atwal	(Staff Governor)
	Anne Brennan	(Independent Governor)
	Thomas Crane	(Independent Governor)
	Di Crookes	(Staff Governor)
	Rebecca Keeves	(Independent Governor)
	Donna Kendall	(Independent Governor)
	Tony Minhas	(Independent Governor)
	Henry Seaton	(Independent Governor)
	George Trow	(Independent Governor)

In Attendance: Simon Crick (Vice-Principal, Finance & Resources-designate); Gemma Knott (Vice-Principal, Business Growth, Engagement & Partnerships); John Barrett (Associate Governor) and Dr Lorna Pursglove (ESFA Observer)

Secretary: Michael Wood, Head of Governance

Apologies for Absence

Apologies for absence were **received** from Anthony Gribben-Lisle; Jemma McKenzie and Sarfraz Nawaz (Independent Governors).

Declarations of Interest

There were no Declarations of Interest.

Minutes

98.20 The Minutes of the meeting held on **23 March 2021** were **confirmed** as an accurate record of the meeting.

Matters Arising & Action Log

99.20 The Action Log was scrutinised by Governors, and the Head of Governance **confirmed** that all actions had been completed.

The Principal **reported** that the College was shortly going out to tender in respect of professional advisers related to the sale of the Henley site.

Chair's Report

100.20 The Chair thanked the Principal for her earlier presentation on the FE White Paper and the Draft Strategic Plan, 2021-24 and invited Governors to provide comments on this to the Head of Governance by 21 May. The Chair introduced discussion of the Membership Report which recommended the following extensions to terms of office:

Anne Brennan: extended to 31 December 2021

David Busst: extended to 31 December 2021

Tony Minhas: extended to 31 December 2022 in his role as Senior Independent Governor.

In **approving** the above extensions, the Board also confirmed Anthony Gribben-Lisle as Chair of the Finance & Resources Committee and supported the proposal to appoint an additional Associate Governor with education experience for the Education and Standards committee, to start in the autumn term.

Principal/CEO's Report

101.20 The Principal/CEO presented the latest Corporation Report which included KPIs taken from the Annual Delivery Plan. Arising out of Governor scrutiny, it was **noted** that student retention at 90.4% had been flagged as an area of concern. With regard to keeping staffing costs to 65% as a proportion of income, the Principal confirmed that this was an achievable target. It was commented that the College was negotiating with the West Midlands Combined Authority to secure more AEB income, given the current level of demand.

The Board **noted** the report from the Principal/CEO.

Reports from Committee Chairs

102.20 The Chair of Finance & Resources Committee reported on the meeting of the Committee held on 23 April where it was agreed that the future reports to the Committee should reflect its wider remit in overseeing resources. Therefore, reports on HR, estates and IT/Digital would be considered at meetings moving forward in order to strengthen assurance.

103.20 The Chair of the Education & Standards Committee reported on the meeting held on 10 March at which the SAR, 2019/20 had been approved and the latest Delivery Plan data scrutinised. It was **noted** that the Committee had also reviewed its Terms of Reference which would be presented to the Board for formal approval. The Head of Governance was requested to review the terms of reference for each of the committees to ensure parity, before the start of the Autumn term.

104.20 The Chair of the Audit Committee advised that the Committee would next meet on 14 June at which a number of Internal Audit reports would be considered, delayed due to the pandemic.

FEC Feedback

105.20 The Board **received** a summary report from the Principal on the recent FEC visit which had been a generally positive meeting.

106.20 The Board was pleased to note that all Governance issues had been satisfactorily addressed. One new recommendation relating to providing a full-year financial forecast within the management accounts had been made. It was **noted** that the next FEC visit would take place in the Autumn.

Any Other Business

107.20 The Chair thanked Governors and staff for their attendance at the earlier strategy session, it being confirmed that the finalised Strategic Plan, 2021-24 would be considered at the Board meeting on **9 July 2021** (combined with an AGM session and staff awards).