

**Approved Minutes of the Meeting of the Corporation held on 12 October 2021 at 15.00, in the Board Room, City Campus.**

<b>Present:</b>	Prof Adam Boddison	(Chair)
	George Trow	(Vice-Chair)
	Carol Thomas	(Principal/CEO)
	Jas Atwal	(Staff Governor)
	Anne Brennan	(Independent Governor)
	David Busst	(Independent Governor)
	Thomas Crane	(Independent Governor)
	Di Crookes	(Staff Governor)
	Rebecca Keeves	(Independent Governor)
	Donna Kendall	(Independent Governor)
	Anthony Gribben-Lisle	(Independent Governor)
	Tony Minhas	(Independent Governor)
	Sarfraz Nawaz	(Independent Governor)
	Henry Seaton	(Independent Governor)

**In Attendance:** Gemma Knott (Vice-Principal, Business Growth, Engagement & Partnerships); Patrick Geary (Vice-Principal, Curriculum Innovation, Quality & Performance) and Dr Lorna Pursglove (ESFA Observer)

**Secretary:** Michael Wood, Head of Governance

**Welcome**

The Chair welcomed the Vice-Principal, Curriculum Innovation, Quality & Performance to his first meeting of the Board and invited Governors to introduce themselves. The Chair thanked Governors for participating in the Sharepoint training session immediately prior to the meeting.

**Apologies for Absence**

An Apology for absence was **received** from Jemma McKenzie (Independent Governor).

**Declarations of Interest**

There were no Declarations of Interest.

## Minutes

- 01.21** The Minutes of the meetings held on 9 July 2021 were **confirmed** as an accurate record of the meetings, subject to it being recorded that both Rebecca Keeves and Donna Kendall were present, and **Minute 117.20** being amended to read: “1600” cf “600”.

## Matters Arising & Action Log

- 02.21** It was **noted** that all Actions had been completed. The Chair of the Education & Standards Committee advised that the Committee would consider the Learner Voice Strategy and its meeting in December 2021.
- 03.21** The Chair enquired as to the process for considering the appointment of a new Associate Governor with education experience (**Minute 115.20**), it being **noted** that this matter would be considered by the Search & Governance Committee.

### Action 1

## Chair's Report

- 04.21** The Chair presented his first report to the Board which was a summary of emerging themes arising out of his one-to-one meetings with Governors. The Chair acknowledged the views of the Board in respect of hybrid meetings for at least the year ahead (especially in respect of Board Committees), although he emphasised the importance of Governors building a relationship as a group. It was **agreed** that an action plan be developed and that progress should be reviewed in 6-12 months' time.

### Action 2

## Principal's Report

- 05.21** The Principal presented her report to the Board, the following key points being highlighted:
- FEC would be carrying out a monitoring visit on 18 October which would follow a consistent reporting format;
  - the consolidation onto a single site had proceeded smoothly and to plan, although there had been some pressure on room allocations which would be resolved;
  - with regard to Covid-19, 10 students had currently tested positive (2 being symptomatic), with 4 staff testing positive in addition to one long-Covid diagnosis;

- Enrolment, 2021/22 had been positive with 3027 16-18 year olds being recruited against a target of 2880. Students need to be retained by 15 October for reporting purposes and a 'swap not drop' campaign was in place to maximise retention;
- AEB numbers had already been met under the WMCA agreement and a request for more funding had been made;
- Apprenticeship numbers were encouraging compared with previous years and the notice to improve had been lifted;
- Outcomes, 2020/21 at 76% were disappointing but not unexpected as many adults in particular did not return to College post-lockdown. A greater focus on quality was being applied this year (with more curriculum leaders in place) which it was hoped would have a positive impact on results. Maths and English would be centrally co-ordinated;
- all new staff had taken part in induction programmes and mandatory training on safeguarding was taking place.

**06.21** Arising out of Governor discussion, the fact that the College had exceeded its enrolment targets was welcomed, especially in the context of other institutions reporting significantly lower student numbers. In terms of the most popular subjects, it was **noted** that Science, Business & Professional and Creative/Digital had recruited strongly, with Construction, Engineering and Motor Vehicle requiring improvement. It was commented that the College needed to grow in response to increased demographics.

**07.21** In response to Governor questions relating to areas of concern for the SLT, it was observed that low student attendance, the need to plan curriculum innovation and enhancing the learner experience constituted the foremost priorities for the College.

### **Finance & Resources Committee Terms of Reference**

**08.21** The Board **approved** the revised Terms of Reference of the Finance & Resources Committee, subject to minor editorial changes and including provision for the appointment of a Vice-Chair. It was **agreed** that a Task & Finish Group be established (reporting to the Finance & Resources Committee) to consider business growth and related matters.

### **Action 3**

#### **Management Accounts**

**09.21** The Turnaround Director, or behalf of the Vice-Principal (Finance & Resources), presented Management Accounts for the period ended

31 July 2021. Arising out of detailed discussion, the following key points were **noted**:

- i) the projected outturn on the 2020/21 year was £1.3m (subject to audit);
- ii) apprenticeship income for 2021/22 represented an improvement on the previous year and momentum needed to be maintained;
- iii) staffing costs had remained within budget with strong controls over agency spending;
- iv) overall, the College's performance was strong across a range of financial KPIs, although the long-term debt position needed to be resolved;
- v) the treatment of the costs associated with the re-location from the Henley Campus was the subject of on-going discussion with the External Auditors.

**10.21** Governors observed that due acknowledgement needed to be given to the Finance team who had produced such good results in an exceptionally challenging year for the College.

### **Risk Register**

**14.21** The Head of Governance introduced discussion of the updated Risk Register, it being **reported** that the Register had been subject to detailed scrutiny at the Finance & Resources Committee on 14 September, at which the Committee had requested that management provide more commentary by way of mitigation related to core risks.

**15.21** The Board acknowledged that the Register was a 'work in progress'. The Principal commented that the SLT would be developing the Register further (in advance of the Audit Committee's meeting in November) and that there was clear alignment with the College's strategic objectives.

The Board **noted** the updated Risk Register.

### **Reports from Committee Chairs**

**16.21** The Chair of the Finance & Resources Committee presented a summary of Business transacted at the Committee meeting held on 14 September. The Board **noted**, in particular, that the Mid-Term Financial Strategy had been deferred until the November meeting of the Committee.

### **Any Other Business**

- 17.22** The Chair requested that the College's teleconference facility be reviewed in advance of the next meeting, given that there had been some technical issues in the use of MS Teams.

**Action 5**

- 18.21** There being no further business, the meeting closed at 17.50, the date of the next meeting being confirmed as **Tuesday 14 December 2021 at 4.00pm.**