

Minutes of: CORPORATION  
 Date: 10<sup>th</sup> December 2020  
 Time: 5:00pm  
 Place: via Microsoft Teams (COVID 19)



Present: Mr S Brand  
 Ms M Cook  
 Mr P Cook (Principal)  
 Mr S Crick  
 Mr M Crook (from agenda item 6, minute 20/20)  
 Mr R Jones  
 Ms J Lewis-Bell  
 Mr I Pursglove (Chair)  
 Mr D Skinner  
 Mr C Todd (Vice Chair)

In attendance: Ms S Dent (Vice Principal, Finance and Resources)  
 Ms J Ferguson (Vice Principal, Safeguarding and Pastoral Care)  
 Mrs R Herbert (Vice Principal, Quality and Curriculum)  
 Mrs J Taylor-Farren (Interim Vice Principal, Finance and Resources)  
 Mrs Y Doherty (Clerk to the Corporation)

#### **20/15 APOLOGIES**

Apologies for absence were received from Ms K Carr-Fanning.

#### **20/16 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **20/17 MINUTES FROM THE PREVIOUS MEETING**

The minutes of the meeting (circulated, document Dec 20/1) held on 15<sup>th</sup> October 2020 were considered.

It was highlighted that there was an error in the list of attendees.

It was **RESOLVED THAT**, subject to the identified amendment, the minutes of the meeting held on 15<sup>th</sup> October 2020 be approved.

#### **20/18 MATTERS ARISING**

The Chair welcomed Ms Sophie Dent, Vice Principal Finance and Resources to her first Corporation meeting.

##### **20/10.4 Annual HR Report 2019/20**

There had been discussion of the possibility of under reporting of sickness absence and the need to encourage staff to take sick leave and not to continue to work if home based. An update was requested.

It was reported that for the learner facing staff it was business as usual as there were limited opportunities for these roles to be home based. There had been no major increase in the sickness absence rate.

#### 20/10.7.2 Redundancy Policy

It was reported that following the resolution at the last meeting the Redundancy Policy had been further reviewed and amended. The revised policy had been issued electronically for consideration and approval by the Corporation.

It was confirmed that the policy had been approved.

It was **RESOLVED THAT** it be noted that the Redundancy Policy had been approved by the Corporation.

#### 20/19 SEARCH and GOVERNANCE

A report from the meeting of the Search and Governance Committee held on 1<sup>st</sup> December 2020 was considered (circulated, document Dec 20/2).

It was reported that a vacancy on the Board had been created following the resignation of one of the independent governors.

The previous governor recruitment campaign completed in May 2020 resulted in two appointments to the Board and two co-opted appointments to the Audit Committee.

At the time it was agreed that as the co-opted governors had applied to serve on the Board this offered options for succession planning as needed.

When approached both co-opted Governors confirmed their interest in the vacancy.

The Committee reviewed and considered the latest skills audit report, produced from the outcomes of the survey completed in July 2020, against the skills set of the co-opted governors.

It was noted that, **the poor response rate** (less than 50%) may have resulted in the survey outcomes **not providing a comprehensive or true representation of the current skills mix** of serving governors and therefore not support the accurate identification of skills gaps and/or training needs. **The Committee brought the attention of members to this and requested that all governors respond to future skills audit or other governance survey requests.**

It was suggested that the data continued to support the need for increased knowledge of SEN and Care, however it was also acknowledged that it continued to prove difficult to identify volunteers with this skills mix.

The Committee agreed that both candidates were very good accountants but with differing experience and knowledge of education, the public sector and commercial business operations. The Committee considered this against the recognised skills gaps and current membership.

It was agreed that both co-opted governors were very strong candidates who could equally be appointed. After detailed discussion it was agreed that on the basis of known skills, **the recommended appointment should be Mr Crook.**

It was **RESOLVED THAT** Mr M Crook be appointed to the Corporation.

**Mr Crook joined the meeting.**

**20/20 STANDING AGENDA ITEMS****20.1 Principal's Report**

The Principal provided a report to members of the Corporation with a brief update on recent curriculum developments (circulated, document Dec 20/3). This also included a PowerPoint presentation.

The report provided detail on:

- Management of COVID cases
- Student Attendance and behaviour
- Employers and Internships

It was acknowledged that Governors had received a number of written updates regarding the impact of COVID, and as Governors had not been able to visit the College the PowerPoint presentation provided detail, including photographs and videos, to evidence the revised operations within the College in response to COVID.

There were six zones to avoid the congregation of learners, with three drop off points and a separate point of entry for those arriving on foot. The zones were also separated in to Pathways, with considerable staff involvement in the processes of managing the arrival of, and movement around the campus of, learners. This also included a one-way system.

The processes included temperature recording, hand washing and social distancing.

Staff were involved in the processes on a rota basis, but it remained a significant additional burden that was essential to maintain the safety of all.

It was emphasised that these further processes did present additional challenges when dealing with SEN learners.

It was highlighted that there were some learners that were exempt from the requirement to wear a mask, but that these were in the minority.

Learners cleaned their work stations prior to use, with hand gel and sanitising wipes provided in all learning spaces.

It was reported that the staff that worked within the Learning for Life provision, did so in full PPE due to the nature of the some of the conditions/needs of the learners.

The College provided the equipment, including face masks for all staff. Where there was a need for bespoke masks these complied with WHO guidelines.

All of the College accommodation was in use to meet the needs presented buy social distancing and the increase in learner numbers.

The presentation also provided videos of staff discussing the impact of COVID and the adjustments made in response.

**Discussion points included:**

**Costs of PPE**

It was confirmed that there was no additional funding for this, it was to be met from core funding.

It was agreed that the presentation was helpful in providing a visual means for Governors to see the College operating the new processes.

Instances of learners needing to self-isolate, and where RARPA applied, this might not be possible whilst working from home. Mitigating actions were queried.

It was acknowledged that this was a very difficult area, and that the College did not use the types of online platforms that were possible with mainstream providers. The College responded to meet individual need as far as possible, which included actions such as posting out hard copies of work, joining lessons via Microsoft Teams, and learners' engagement being monitored by ILS/teaching staff. It was recognised that the work needed to be suitable for online delivery/completion. Circumstances such as practical lessons were more difficult and this was under consideration. It was also reported that when it had been necessary for the interns and Job Coaches to self-isolate, the Vice Principal Quality and Curriculum had attended a Teams session (by invite) where the delivery had continued as usual and as if on site.

It was **RESOLVED THAT** the Principal's update report and presentation be noted and received.

## **20.2 Student Numbers**

The Vice Principal Quality and Curriculum presented a report on the Student Numbers (circulated, document Dec 20/4).

It was reported that the numbers of applications to date did appear depressed, but that this was not of concern at this stage. It was considered attributable to the reliance on third party support for applications from schools and families, which had obviously been impacted by the pandemic.

This would be closely monitored.

It was **RESOLVED THAT** the Student Numbers update report be noted and received.

## **20.3 Data Dashboard 2020/21**

The Data Dashboard was considered (circulated, document Dec 20/5).

It was reported that the data presented was revised and agreed at the last meeting of the Corporation. It was confirmed that there was very little data available this early in the academic year, but that the targets aligned with the outturn for 2019/20.

It was **RESOLVED THAT** Data Dashboard 2020/21 update report be noted and received.

## **20/21 FINANCE AND RESOURCES**

### **21.1 Audit Committee Meeting – 23<sup>rd</sup> November 2020**

A report was received to provide the Corporation with an update on the work completed by the Audit Committee at its meeting on 23<sup>rd</sup> November 2020 (circulated, document Dec 20/6).

Business considered included:

- Audit Committee Annual Report 2019/20
- Policies
- Financial Statements for year ended 31<sup>st</sup> July 2020 (see minute 20/21.3)
- External Audit Findings Report
- Students' Union Accounts 2019/20
- Internal Audit Service Annual Report 2019/20
- Progress against the Annual Internal Audit Plan 2020/21
- Progress against Audit Recommendations, these had been impacted by COVID
- Annual Risk Management Report 2019/20 (see minute 20/21.5)
- Risk Management Policy (see minute 20/21.6)
- Strategic Risk Register 2020/21(see minute 20/21.7)
- Annual Value for Money Report 2019/20

The Corporation was asked to **ACCEPT:**

- The Audit Committee Annual Report 2019/20

**Audit Committee Annual Report 2019/20** (circulated, document Dec 20/6, Appendix 1).

It was noted that the Audit Committee had considered the contents of the Audit Committee Annual Report to the Corporation, including the reports provided by the internal and external audit service.

The main points were:

- The Committee's recognised that it had been a challenging year, not just in regard to financial controls/procedures.
- The Audit Committee commended the management team on the use of available resources.
- The Committee commend the Interim Vice Principal and the Finance Team on the consistent delivery of clean audits (with minimal recommendations) and financial statements.
- The Committee's opinion **was** that the College had adequate and effective audit arrangements and processes with regard to governance, risk management and control and for achieving economy, efficiency and effectiveness, the solvency of the institution and safeguarding of its assets.
- The Financial Statements Auditors had provided an unqualified opinion.
- Regularity Audit –there were no issues of concern arising from the audit.
- Governor attendance at Corporation meetings.

Detail was provided on the findings of the internal audit reviews, other relevant reviews, Risk Management, the Internal Audit Service Opinion 2019/20, the financial statements and the regularity audit.

It was **RESOLVED THAT** the Audit Committee Annual Report 2019/20 be accepted.

## **21.2 Policies**

The Interim Vice Principal Finance and Resources presented the review of the finance related policies (circulated, document Dec 20/8).

It was confirmed that the Audit Committee had considered the policies and recommended them for approval.

It was highlighted that in line with the revised cycle of policy review and approval agreed in response to the Bournville Report, the policies would be presented for further review and approval in the summer term.

The policies presented for approval were:

*1. Finance Regulations*

The policy had been updated, with amendments highlighted for ease of reference

*2. Treasury Management*

There were no changes to this policy

*3. Value for Money*

There were no changes to this policy

*4. Bribery*

There were no changes to this policy

*5. Public Interest Disclosure Act (Whistleblowing)*

There were no changes to this policy

*6. Fraud*

There were no changes to this policy

*7. Anti-money laundering*

There were no changes to this policy

It was suggested that when the policies were next reviewed that revised titles for 'Anti' Bribery and 'Anti' Fraud be considered.

It was noted that the policies would again be considered by the Audit Committee, but would remain substantive papers for presentation to, and approval of, the Board.

It was **RESOLVED THAT** the policies as presented be approved.

### **21.3 Financial Statements 2019/20**

The Interim Vice Principal Finance and Resources presented the Financial Statements 2019/20 (circulated, document Dec 20/8).

It was reported that the Financial Statements had been reviewed by the Audit Committee which had confirmed that they were a clean set of accounts with no recommendations.

Key features of the Annual Accounts that were highlighted included:

- The retained surplus
- The significant increase in, and impact of, FRS 102 pension liabilities
- The Total Comprehensive Income for the Year, taking into account the actuarial loss in respect of defined benefit pension schemes
- Total net assets which were impacted by the Local Government Pension Scheme being treated as a long-term creditor
- The bank covenants were met
- The College financial health assessment remained 'Good'
- Cash reserves that supported the assessment of the College as a Going Concern
- It was a clean, unqualified audit.

#### *Going Concern*

- The Board was required to form a view in approving the accounts of whether the College remains a "going concern".
- The key consideration for the Board was whether there were cash flow forecasts and monthly budgets covering at least 12 months from the date of approval of the financial statements.
- The financial plan indicated continued compliance with the bank covenants in 2020/21.
- Cash reserves remained high and sufficient to meet liabilities over the next 12 months.

Therefore, the recommendation was that the College continued to be a “going concern”.

There was discussion of the impact of the pension liability, and it was reported that this had been discussed at length and in detail at the meeting of the Audit Committee.

Explanation included:

- It was based on a valuation completed at a particular point in time, by actuaries based upon economic forecasts that reflected the current economy.
- What it would cost if there was need to pay everyone’s pension, immediately and in full.
- The basis of the calculation and that the position did change as it was based on factors that were variable.
- It was not something the College had any control over.
- Other Colleges had also seen increases in liability in excess of 60%.
- It was not a cash transaction.
- The main focus was whether the College was a Going Concern up to December 2021 which had been confirmed.

It was emphasised that this was not a cash transaction, and that the format of the accounts could affect the understanding of the position. Explanatory notes were provided within the accounts.

The Corporation acknowledged the high standard of work in the accounts and thanked the Interim Vice Principal Finance and Resources and her team.

It was **RESOLVED THAT**

- i. the assessment that the College remained a ‘Going Concern’ be agreed;
- ii. the Financial Statements and Letters of Representation for the year ended 31<sup>st</sup> July 2020 be approved and signed.

#### **21.4 Students’ Union Accounts and Annual Report 2019/20**

The Interim Vice Principal Finance and Resources reported on the Students’ Union Accounts and Annual Report 2019/20 (circulated, document Dec 20/9).

It was noted that the result had been a small deficit position in 2019/20.

This was considered attributable to the impact of COVID and the reduced ability for events to be organised. It was hoped that this would improve in 2020/21 with the eventual lifting of the pandemic restrictions.

Detail was provided on the events that had taken place during the year.

It was **RESOLVED THAT** the Students’ Union Accounts and Annual Report for year ended 31<sup>st</sup> July 2020 be noted.

#### **21.5 Annual Risk Management Report 2019/20**

The Interim Vice Principal reported on the Annual Risk Management Report 2019/20 (circulated, document Dec 20/10).

- It was noted that the report had been considered by the Audit Committee.

Highlights included:

- annual review of the Risk Management Policy, approved by the Corporation in December 2019
- comprehensive risk assessment processes had been adapted to include and prioritise the risks associated with the pandemic
- senior leaders had driven a risk-based approach across all college operations
- updates on progress had been provided throughout the year
- analysis of categorisation of risks for 2019/20 and comparison with 2018/19 (details provided).
- 26 strategic risks identified for 2019/20, an increase of 3 from 2018/19
- **Main, non COVID, future risks related to learner numbers and meeting the needs of the developing cohort**

The report provided further information on actions taken within the year in relation to mitigating risk, referencing the risks to performance against the agreed KPIs from the data dashboard as appropriate, and detailing any additional actions taken.

Discussion points included:

The executive summary to the report provided detail on actions to embed risk management and understanding – it was queried how successful this had been.

It was reported that risk management was embedded across all processes, with the focus on COVID meaning that some things have been completed in an adapted form. However, it was important to ensure that the focus on **all** risks was maintained.

It was suggested if the increased awareness of risk could provide the means for further focus on risk once the COVID restrictions were lifted.

It was agreed that the response to COVID had impacted on employee awareness of risk, not least because each employee had been subject to a risk assessment (which they contributed to). This had created a heightened consciousness on which wider awareness of risk had developed.

It was noted that the risks and actions were well explained, but the process of measuring the initial risk and again after mitigating actions was queried.

It was confirmed that this had been discussed at the Audit Committee, in particular with regard to the significant number of red RAG rated risks, which remained so even after mitigating actions. This had led to a review of the Strategic Risk Register and the Risk Management Policy, which had been amended and were presented later in the meeting (see minutes 20/21.6 and 20/21.7).

The College links with the emergency services was queried.

It was reported that the College was in contact with these services at a strategic level through the membership of the Adult Safeguarding Board.

It was **RESOLVED THAT** the Annual Risk Management Report 2019/20 be noted and received.

## **21.6 Risk Management Policy**

The Interim Vice Principal Finance and Resources reported on the Risk Management Policy (circulated, document Dec 20/11)).

The policy was presented with a revised Risk Matrix.

The proposed matrix had been developed following a request at the June 2020 Audit Committee meeting to review the high proportion of significant risk. After approval of the risk matrix by the Audit Committee the policy was reviewed and amended appropriately.

The original matrix categorised any risk that scored 16 – 36 as red RAG rated, under the proposed matrix risks scoring 21 – 36 were now red RAG rated.

It was confirmed that the policy had been considered by the Audit Committee and was recommended for the approval of the Corporation.

It was **RESOLVED THAT** the Risk Management Policy be approved.

### **21.7 Strategic Risk Register 2020/21**

The Interim Vice Principal Finance and Resources reported on the Strategic Risk Register 2020/21 (circulated, document Dec 20/12).

It was confirmed that the Strategic Risk Register had been updated for 2020/21, which included the additional risks associated with COVID and revised RAG ratings where appropriate. The Strategic Risk Register was presented showing the original and revised RAG ratings under the respective matrix for comparison.

The proposed Strategic Risk Register 2020/21 had been considered by the Audit Committee and was recommended for approval by the Corporation.

It was **RESOLVED THAT** the Strategic Risk Register 2020/21 be approved.

### **21.8 Monthly Management Accounts**

The Interim Vice Principal Finance and Resources presented the Monthly Management Accounts for Month 3 (circulated, document Dec 20/13).

The report detailed the position based on the first three months of the year  
A summary of the position at the end of October was provided.

Detail of key issues included

- Forecast operating surplus
- Delays to funding decision
- Consequences of implementation of recommended practice in response to the pandemic
- Risk to the residential provision from COVID
- Delayed starts/funding due to health issues
- DWP funding
- Risk to external generated income
- Identified priorities for the autumn term
- The Financial health assessment
- Performance against target for other income
- Underspends, with detail provided
- Student numbers
- The cash balance at the end of the period
- Limited work completed against the capital budget.

Detail was provided with regard to learners that were still transitioning to a full timetable for a variety of reasons.

Discussion points included:

It was acknowledged that forecasting was challenging, however it was suggested that the report did not provide detailed assurance regarding the scale of risk, e.g., there was no indication of any likely position, what might materialise and no comparative information to provide context.

It was questioned when an update of the forecast against budget would be provided.

The points raised were agreed and that the content would be reviewed against them. It was confirmed that forecasting would begin from month 4, and work was in progress to complete a full reconciliation. It was expected that this would be completed in January for consideration at the February Corporation meeting.

The risk to LA funding if learners did not engage with any remote learning and alternatives was raised.

It was confirmed that evidence of learning was required for all funding (Core and LA), and that the College was doing everything possible to engage with learners. Reference was again made to the learner that were transitioning slowly towards a full-time programme.

Guidance on LA payment unless there was evidence of no engagement was raised, the demonstration of steps taken to engage the learners and when it would be necessary to consider the withdrawal of learners.

It was confirmed that the College worked with the LA in such instances.

It was advocated that in such situations there was a need for awareness of relationship management with the relevant stakeholders and perhaps, in the future, it might be useful to develop an appropriate policy/flowchart that could be shared with the funding bodies that detailed the processes in place.

It was **RESOLVED THAT** the Monthly Management Accounts, Month 3, be noted and received.

## **20/22 Safeguarding and Prevent Update**

The Vice Principal Safeguarding and Pastoral Care presented a Safeguarding Update Report 2020/21 (circulated, document Dec 20/14).

The report provided detail on a number of aspects:

- Operational MDT (Multi-Disciplinary Team)
- Clinical MDT (Multi-Disciplinary Team)
- Smoothwall IT firewall pilot
- Safeguarding external audit
- Coventry Safeguarding Adults Board
- Prevent Steering Group
- Safeguarding Data
- External Referrals
- Internal Safeguarding concern categories
- Staff and Governor Training.

In terms of the data presented there was a 70 % increase in physical behaviour issues which was largely attributable to anxiety associated with COVID and the changes around campus which affected the learners' ability to self-regulate as they would ordinarily. This was subject to regular review and input from the clinical team.

Discussion points included:

The paper provided a good summary. The training data was noted and those governors still needing to complete the training would be encouraged to do so.

It was commented that the report supported that staff were aware of issues and the required actions.

Press enquiries were questioned.

It was confirmed that the College had not been contacted, however, there had been general reporting nationally of behaviour issues in schools and colleges.

20/23

It was **RESOLVED THAT** the Safeguarding Update Report be noted and received.

### **QUALITY AND STANDARDS**

#### **23.1 Quality and Standards Committee Meeting – 18<sup>th</sup> November 2020**

A report was presented on the Quality and Standards Committee Meeting – 18<sup>th</sup> November 2020 (circulated, document Dec 20/15).

It was noted that the after consideration by the Committee a number of the items of business were now presented to the Corporation for consideration and approval (see later minutes).

It was commented that the feedback on the Committee feedback on the Employability and Enterprise Strategy had been incorporated.

Mr Todd thanked Ms Lewis-Bell for chairing the Committee in his absence.

It was **RESOLVED THAT** the update report from the meeting of the Quality and Standards Committee held on 18<sup>th</sup> November 2020 be noted and received.

#### **23.2 Employability and Enterprise Strategy**

The Vice Principal Quality and Curriculum reported on the Employability and Enterprise Strategy 2020/21 (circulated, document Dec 20/16).

It was highlighted that it continued with six objectives and included a clear action plan that detailed how the actions would be met.

It was acknowledged that COVID had impacted this area of provision, but the College was working hard to maintain relationships with employers.

The Strategy had been reviewed by the Quality and Standards Committee, with feedback on the development of the objectives to provide more clarity and more detail regarding the VocFit software. This had been incorporated in the strategy presented for approval.

It was **RESOLVED THAT** Employability and Enterprise Strategy 2020/21 be approved.

#### **23.3 Retention, Achievement and Pass 2019/20**

The Vice Principal Quality and Curriculum reported on the Retention, Achievement and Pass rates 2019/20 (circulated, document Dec 20/17).

Points highlighted included:

- Retention on one particular Pathway had improved by 13 percentage points.
- Overall rates for the provision were:
  - Achievement: 89%
  - Pass: 94%
  - Retention: 95%
- Detail on withdrawals was provided.

Predictions were broadly in line with the previous paper considered in March, with the only issue being retention, which had been overly optimistic.

It was reported that considerable work had and was being done to support learner engagement.

It was **RESOLVED THAT** the report on Retention, Achievement and Pass 2019/20 be noted and received.

#### **23.4 Self-Assessment Report 2018/19**

The Vice Principal Quality and Curriculum reported on the Self-Assessment Report 2019/20 (circulated, document Dec 20/18).

It was confirmed that the report had twice been considered in detail by the Quality and Standards Committee with suggested revisions incorporated in the document presented.

Members were requested to have particular regard to the self-assessed grades, which were 'Good'.

Points highlighted included:

- The format reflected the Education Inspection Framework.
- Response to COVID (pg. 4), more detail was anticipated to be included in the report for 2020/21.
- Key strengths and weakness at the beginning of each section was taken from the main text.
- Differentiation (pg.10). Compared to mainstream provision the College performed well, however there remained challenges presented by the changing nature of the cohort, 14-16, visual impairment and its differentiation to meet need was imperative.
- Remote learning (pg. 16). This was a new concept which had required skills development very quickly, some aspects were very good but the need to develop further to meet learner need was recognised.
- Peer Support Team (pg. 25). This was a very good initiative that worked well.
- Recognised need to improve communications (pg. 29).

It was commented that the report balanced the positive aspects of the provision with the areas for improvement well.

It was **RESOLVED THAT** the Self-Assessment Report 2019/20 be approved.

#### **23.5 Quality Improvement Plan (QulP) 2020/21**

The Vice Principal Quality and Curriculum reported on the Quality Improvement Plan (circulated, document Dec 20/19).

It was confirmed that the Quality Improvement Plan directly aligned with the findings of the SAR (i.e., the Areas for Improvement) and had been considered in detail by the Quality and Standards Committee which had resulted in some suggested amendments. These included the additional detail around the Employability and Enterprise Strategy and milestone dates.

It was noted that the report format was the same as that used previously.

It was suggested that the milestone date be reviewed further to ensure that the dates were accurate, e.g., year.

It was also reiterated that the proportion of learners that achieved positive outcomes was testament to the ethos and learning environment of the College.

It was **RESOLVED THAT** the Quality Improvement Plan 2020/21 be approved.

### 23.6 Destinations 2019/20

The Vice Principal Quality and Curriculum presented the Destinations Report (circulated, document Dec 20/20).

Points highlighted included:

- A high percentage of leavers in 2019/20 had a positive outcome when leaving College.
- 21% of leavers secured paid employment following completion of their programme of study.
- 170 leavers returned in September 2020 following completion of their programme in June.
- Positive progression through the curriculum was supported, however this had been impacted by COVID.
- A breakdown by curriculum pathway was provided.
- Data with regard to destinations was provided.
- Comparative data was provided
- Two Supported Interns achieved permanent employment with WM Police.
- Progression of Level 3 learner to HE.

Discussion points included:

Press/Marketing opportunities

It was confirmed that this had been undertaken with regard to the success with WM Police and that this would be discussed further with the Marketing team.

Other sectors beside the WM Police where paid employment was achieved.

It was reported that this included hospitality (cleaning, front of house) and Severn Trent.

It was noted that in comparison with the sector paid employment outcomes were very, very good.

It was **RESOLVED THAT** the report on Destinations 2019/20 be noted and received.

### 23.7 Equalities Data 2019/20 for Publication

The Vice Principal Quality and Curriculum reported on the Equalities Data (circulated, document Dec 20/21).

It was noted that the format was the same as in previous years and presented the diversity profile of learners and staff. The report was required to be published.

The report had been considered in detail by the Quality and Standards Committee, and in response to the feedback more detail had been included regarding the learner profile by gender.

It was queried if the complete report would be published.

This was confirmed.

It was **RESOLVED THAT** the Equalities Data Report 2019/20 be approved for publication.

### 20/24 ANY OTHER BUSINESS

- Staff Governors

The appointment of staff Governors would be dealt with as soon as possible.

- Thank you

The Principal reported that this was the last meeting that Mrs Taylor-Farren would attend in the role of Interim Vice Principal Finance and Resources. He reported on behalf of the SLT that it had been a pleasure to work with Mrs Taylor-Farren as Interim VP and extended his thanks for her hard work and commitment in a role that had been very different to that which had been expected.

Mrs Taylor-Farren had responded to a fast-moving environment, providing advice across a variety of areas that was testament to her breadth of knowledge and experience whilst also delivering expert financial advice and assurance to both the SLT and the Board.

The Chair thanked the SLT for their work in delivering good quality papers.

**20/25 DATE OF THE NEXT MEETING**

The date of next meeting was confirmed as Thursday 4<sup>th</sup> February 2021.

**Signed:**

**Chairman**

**Date:**