

Minutes of: CORPORATION
 Date: 1st July 2021
 Time: 5:00pm
 Place: via Microsoft Teams (COVID 19)



Present: Mr S Brand
 Mr P Cook (Principal)
 Mr M Crook
 Mr R Jones
 Ms J Lewis-Bell
 Mr I Pursglove (Chair)
 Mr C Todd (Vice Chair)

In attendance: Ms S Dent (Vice Principal, Finance and Resources)
 Ms J Ferguson (Vice Principal, Safeguarding and Pastoral Care)
 Ms R Herbert (Vice Principal, Quality and Curriculum)

Mrs Y Doherty (Clerk to the Corporation)

20/60 APOLOGIES

Apologies for absence were received from Mr S Crick and Mr D Skinner

The Chair highlighted that there was a substantial amount of business to be considered at the meeting, and in line with the email from the Clerk, following distribution of the papers, the agenda had been revised with those items considered likely to result in the most detailed consideration and discussion put first.

The references of the reports had remained unchanged.

On the basis that everyone had read the papers in preparation for the meeting, reports classified as for information would be considered by exception. It was also noted that reports considered at sub-committees had been identified for ease of reference.

In line with this revised approach the meeting processes for 2021/22 would be reviewed alongside the introduction of the Governors Portal.

20/61 DECLARATIONS OF INTEREST

There were no declarations of interest.

20/62 STRATEGY

For Decision

The Principal provided a draft Strategic Plan 2021/24 and update against the 2019/21 delivery plan (circulated, document July 21/7).

The Executive Summary and highlights included:

- The initial draft strategic plan acknowledged that the College will be celebrating its 50th anniversary during the next academic year and lists both historical and more recent achievements.
- The document acknowledged the platform that had been created over the last three years and sought to identify the areas of work that would allow it to become outstanding in all areas. To this end, over 20 draft objectives were identified covering aspects of quality

improvement, increased student recruitment, finance and diversification of income and resources.

- The key objectives concerned the need to upgrade the quality of physical resources to support outstanding teaching learning and assessment. This was underpinned by the need to have outstanding behaviour management. This would then allow the College to meet the needs of employers by producing skilled and motivated candidates for jobs, internships and apprenticeships.
- The new accommodation strategy which would support the strategic plan would have increased significance as the campus reached student capacity and more consideration of the efficient use of space was required.
- A comprehensive new behaviour management strategy informed by PBS has been developed over the course of the pandemic for implementation Sept 2021.
- Rolling training programme in place for staff with sensory practitioner and 7 sensory leads in place for September 2021. Sensory needs incorporated in new behaviour support plans.
- A review of the IQR process for the Aspire provision conducted prior to lockdown. The Aspire IQR completed in March 2020 and delivery met the standards of the College. Improvements needed in some areas of stretch and challenge.
- The College has developed a new integrated clinical support model where members of the CMDT work directly with teaching staff in the development of support packages. Early results are positive with teaching staff supportive of the methodology.
- The SLT will be reviewing succession planning for areas where the organisation is key person dependent and for the middle and senior management. Some new positions have been created over the course of the pandemic to allow for succession planning e.g. Safeguarding officer, Lead Job coach and ILS pathway team leader.
- A review of Leadership and Management under the new framework is to be organised for 2021/22 and will involve practicing Ofsted inspectors.

Governors were asked to consider the initial draft Strategic Plan for 2021/24 and give written feedback to the Clerk by the 1st August 2021.

This feedback would further inform the draft Plan providing for a revised document which would be considered at the next Governors Strategy Event proposed for mid-September 2021.

This would then provide for a fully consulted Strategic Plan to be available for sign off at the first board meeting of the 2021/22 academic year (October 2021).

Initial feedback included:

The draft plan felt like the development of the existing plan which had been successful. It was prudent whilst looking to move the College to outstanding.

Was there a reason that the plan was limited to three years? Development of the estate could take longer.

It was recognised that this was the traditional span of a strategic plan within the FE sector, and points on the length of time required to develop the estate had been shared with the Principal.

It was suggested that a three year plan was prudent given the longer term uncertainties, and allowed for shorter term achievement and regular updates.

Draft objectives – reference to VR delivery. Could this be developed further to include blended/online learning and reference to existing developments? Could more be made of this in the new strategy?

It was confirmed that the College was looking to embrace and capitalise on the successes achieved so far.

It was suggested that this could be more prominent in the draft objectives.

It was **RESOLVED THAT**

- i. the draft Strategic Plan 2021/24 and update against the 2019/21 delivery plan be noted and received;
- ii. written feedback on the draft Strategic Plan 2021/24 be provided by email to the Clerk by 1st August 2021;
- iii. the feedback would further inform the draft Plan with a revised document to be considered at the next Governors Strategy Event proposed for mid-September 2021.

Govs

PC

20/63 FINANCE & RESOURCES**63.1 Budget 2021/22 and Three Year Financial Plan***For Decision*

The Vice Principal Finance and Resources reported on the Budget 2021/22 and Three Year Financial Plan (circulated, document July 21/15).

The proposed budget included the following:

- Income based on an assumed number of students
- Expenditure, with summary detail by department
- The projected surplus
- The financial health of the College was assessed as 'Good' on the basis of the proposed budget
- A budgeted cashflow and balance sheet (included for the first time); based upon a forecast 2020/21 year-end position and was therefore highly speculative at the point of reporting
- The proposed capital budget.

It was further confirmed that a revised budget would be presented to the Corporation in October 2020 which reflected the actual position at that time.

Detail was provided on what was known and the assumptions made in delivering the proposed budget for 2021/22.

It was acknowledged that historically a very prudent position had been adopted, and it was advocated that the report presented was very cautious but realistic.

It was emphasised that developing a budget at this time of year was always challenging given that some funding decisions were still to be confirmed.

The three year plan aligned with the proposed strategic plan, and discussion of potential learner numbers over the next few years, including the funding of elements 1 & 2 of the funding versus what number of places would be funded.

It allowed for a pay award that would need to be confirmed once learner numbers were confirmed, whilst a one off payment was proposed for the 2020/21 year – see Monthly Management Accounts (minute 67.2)

Discussion points included:

The predicted surplus of 1.6% of income – what was the basis for this?

It was reported that this was on the basis of a number of assumptions, including the outturn for next year and the steady state of costings allowing for some inflationary increase.

Was there any AoC guidance, should a set target surplus be used to work to?

The FEC benchmark measure was > 1%

Costs would be adjusted based on a number of factors including student numbers, revenue, staff/teaching costs correlated to student numbers and fixed overheads.

% pay costs versus income this was currently 67% but under the budget and three year plan this increased to 72% - 73%, was this high?

It was reported that this was based on model assumptions, e.g. ILS, a snap shot of application at a certain point, breakdown of individual hours, tracking of applications, how this compared to the numbers being budgeted for and the staffing needs and overheads. There is usually a number of vacancies at the beginning of the year that provided for savings until the posts were filled.

It was commented that this was a useful explanation that could provide the rationale for pay costs to be above sector expectations, **but more detail to support discussion should be provided in the revised paper to be presented in October.**

SD

What level of salary had been budgeted for each resource e.g. mid-point/actual?

It was confirmed that there was an element of slight overestimation which would be confirmed over the coming months. It was also dependent on the role where this was known, e.g. where there were multiple people delivering a lot of hours there could be a salary range, but with overhead roles it would be actuals.

Did the 2021/22 budget include a 1% increase on everything?

Were the modelling assumptions the same as for the previous year?

This was confirmed.

It was confirmed that this would support review outside of the meeting.

Student numbers (page 4) what were the funding applications vs what was being budgeted for? What had been included?

Reference was made to the student numbers report (minute 66.3) and that there would be a degree of change over the summer. The budget assumed 310 learners.

The budget report indicated a position of 177 funded places. As of today (01.07.21) this had increased to 182.

The budget assumed 10 residential learners – what was the current position?

4 new placements had confirmed funding, and there was 4 returners agreed in principle.

Non-pay inflation

It was confirmed that 0.5% non-pay inflation had been included but possible savings would be identified to balance any increases. It was highlighted that the report identified where it was known that there would be increases (IT/insurance)

It was suggested that this should be between now and October.

SD

Was the capital programme budget sufficient?

In terms of the IT element this had been worked through with the Technical, Estates and Facilities Manager, and the accommodation was part of the overall strategic plan, with work still to be completed. This would be dependent on the cash position and student numbers.

Pay award – was this being approved on an indicative basis?

It was emphasised that the budget was presented for approval for submission to the ESFA and that a revised budget would be presented for approval in October.

Reserves – notwithstanding the pension position would this be an issue?

This was acknowledged as a good point to consider, and that there was a balance to be achieved. Factors for consideration included the agreed numbers for Element 2 funding and the potential to cap student numbers.

This would need further discussion in September and proposals on reinvestment considered.

3 year forecast – was this prepared on the same basis?

This was confirmed. The first year had been used as the base which was adjusted accordingly using student numbers and average fees. The key assumption was student numbers.

It was advocated that as a first budget, overall it was a reasonable document whilst acknowledging the difficulties in setting a budget before October.

It was highlighted that the three year plan was usually presented as a separate report and had previously included the ESFA submission documents.

It was confirmed that when approved the detail from the budget would be entered in to the ESFA submission documentation (CFFR) which could be shared at that point.

SD

It was agreed that this would be helpful.

One member commented that the main concern was pay as a proportion of income. From a strategic perspective there were cost implications from more complex learner cohorts.

It was noted that the benchmarks for GFE providers were <65%, and although classified as a GFE the College did operate within the specialist provision sector. As such the provision was 'staff intensive'.

Benchmarking data was more difficult to obtain from the specialist sector and there was a need to be mindful of the 'staff intensive' position.

It was also proposed that pay versus revenue relationship also need to account for pay awards as the College needed to remain competitive and attractive. The issue of recouping this cost did put pressure on the % pay costs versus income.

It was suggested that the benchmarks were acceptable as long as the budget had been rigorously risk assessed.

The Chair thanked members for their helpful and detailed set of questions.

It was agreed that more detail was require for the report in October and that consideration be given to simplifying the reporting allow for all levels of financial understanding.

It was suggested that the Strategic update that was to be considered in September 2021 include proposals from the SLT on investment to support the strategic plan.

PC

It was **RESOLVED THAT**

- i. recognising the constraints under which the budget 2021/22 had been developed that it be approved;
- ii. the budget as approved be used to complete the ESFA submission document (CFFR);
- iii. a revised budget 2021/22 be presented in October 2021 when more accurate data was known on which to provide more detail.

63.2 Report from the Audit Committee 14th June 2021

For Information

The Chair of the Audit Committee reported on the meeting of the Audit Committee held on 14th June 2021, (circulated, document July 21/8).

The main items of business considered at the meeting had been as listed; main agenda items were in bold:

- **RSM External Audit Plan for year ended 31st July 2021 & Emerging Issues**
- **Regularity Self-Assessment Questionnaire 2020/21**
- Post 16 Audit Code of Practice
- Internal Audit Reviews 2020/21
- Progress against the Internal Audit Plan 2020/21
- **Internal Audit Plan 2021/22 and Strategy 2019/20 – 2022/23**

- Risk Management, including a Deep Dive presentation on AEB allocation and potential clawback
- Progress against audit recommendations 2020/21
- Policies (for recommended approval)
- Calendar of meeting dates for 2021/22
- Gifts and Hospitality
- **Business Continuity Plan**

Detail was provided.

It was **RESOLVED THAT** the report from the Audit Committee meeting – 14th June 2021 be noted and received.

63.3 RSM External Audit Plan year-ended 31st July 2021 and Emerging Issues (circulated, document July 21/9)

For Decision

The key areas of risk/focus were identified (page 7-8) as:

1. Income recognition – risks associated with the removal of the statement of assurance of funding body income by ESFA, and government funding in response to COVID 19. This may result in additional work in terms of a funding audit. RSM will update as soon as they have finalised their audit process for this.
2. Pension scheme liabilities – to review the key data and underlying assumptions to ensure that they are reasonable and the appropriateness of the related disclosure in the financial statements.
3. Going concern – additions this year relate to the provision of a more positive statement and the work required to support this.
4. Management override of controls - to sample test in order to address the risk of management override of controls.

The Audit Committee noted Emerging Issues document and considered it to be of value. This was provided and was recommended reading for all governors.

The Committee resolved that the External Audit Strategy for year ended 31st July 2021 be recommended for approval

It was **RESOLVED THAT**

- i. the External Audit Plan for year-ended 31st July 2021 be approved;
- ii. the Emerging Issues document be noted and received.

63.4 Regularity Audit Self-Assessment Questionnaire 2020/21 (circulated, document July 21/10)

For Decision

The Regularity Self-Assessment Questionnaire is completed on an annual basis and utilised by the External Auditors as part of the financial statements audit.

It was noted that at the time of the meeting an addendum to the document published in March 2021 was expected to be published. The main document was discussed at the Audit Committee meeting and the suggestion that more detailed responses be provided where possible/appropriate.

The questionnaire presented had been revised where appropriate.

Subject to the completion of the 2020/21 addendum questionnaire, once published, the Audit Committee would review this in order to recommend Corporation approval and signature by the Chair and Principal.

SD/YD

The Audit Committee resolved that the Regularity Self-Assessment Questionnaire 2020/21 as completed be recommended for approval.

It was **RESOLVED THAT**

- i. the Regularity Self-Assessment Questionnaire 2020/21 as completed be approved;
- ii. subject to the completion of the 2020/21 addendum questionnaire, once published, the Audit Committee would review this in order to recommend Corporation approval and signature by the Chair and Principal.

63.5 ICCA –ETS Internal Audit Plan 2021/22 and Strategy 2022/23 (circulated, document July 21/11)

For Decision

An annual organisational assessment had been completed, looking at aspects including the Strategic Plan, the latest risk register, financial statements, management accounts and funding performance. The plan for 2021/22 was for 19 days.

In discussion, the Committee suggested that the proposed plan be further reviewed, as an IAS review of Safeguarding had not been completed since 2016/17. There was also discussion of the intended reviews of marketing and curriculum planning. Points raised included lessening the allocated days to specific audits to maintain the suggested 19 days, if additional days should be added and the allocation of the audit work to Terms 1 and 3.

There were further discussions between the IAS and SLT with a revised plan, which included an increase in the number of audit days, being issued electronically for consideration/comment by the Audit Committee.

The Audit Committee resolved that the Internal Audit Plan 2021/22 be recommended for approval.

Discussion points included:

The IAS reviews were very clean and could support the College on the journey to outstanding.

Is the SEND focus strong enough?

This was discussed at the Audit Committee, and the need for specific expertise in some areas. This might be include for the plan for next year, and there was the potential for the College expand the pool of expertise it draws upon beyond the internal audit service.

It was **RESOLVED THAT** the ICCA-ETS Internal Audit Plan 2021/22 and Strategy 2022/23 be approved.

63.6 Policies (circulated, document July 21/12)

For Decision

The policies had been considered by the Audit Committee, and were recommended for approval.

1. Finance Regulations

Various changes including: update to legislation reference; reference to re-tender of external auditors added; addition of project cashflow and balance sheet to Vice Principal Finance & Resources responsibilities; amendment to ESFA accounts submission deadline; accounts format requirements updated from Companies Act 1985 to FRS102 and FE & HE SORP; references to Value for Money added; other minor amendments.

2. Treasury Management Policy

There had been minor updates to this policy – the words ‘subject to interest rate levels’ were added on page 3.

3. Value for Money Policy

Section added for ‘related policies.’

4. **Anti-Bribery Policy**
Minor amendments.
5. **Whistleblowing Policy**
Definition of whistleblowing added. Updates to explanations of 'qualifying disclosures.' Detail added regarding investigation process.
6. **Anti-Fraud Policy**
Minor amendments.
7. **Anti-Money Laundering Policy**
Updated in line with changes to regulations last year.
8. **Anti-Tax Evasion Policy**
A new policy relating to the Criminal Finances Act 2017.

It was noted that the requirement for an Anti-Tax Evasion Policy had been highlighted by Mr Crook and he had provided support in its development.

The Chair thanked the Audit Committee for the work in reviewing and recommending the approval of the policies.

It was **RESOLVED THAT** the following policies be approved:

1. Finance Regulations
2. Treasury Management Policy
3. Value for Money Policy
4. Anti-Bribery Policy
5. Whistleblowing Policy
6. Anti-Fraud Policy
7. Anti-Money Laundering Policy
8. Anti-Tax Evasion Policy

20/64 MINUTES FROM THE PREVIOUS MEETING

For Decision

The minutes of the meeting of 13th May 2021 (circulated, document July 21/1) were considered.

It was **RESOLVED THAT**, subject to the suggested amendment, the minutes of the meeting of 13th May 2021 be approved.

20/65 MATTERS ARISING

- *Search & Governance Committee May 2021*

Further to the meeting of the Search & Governance Committee 19th May 2021 to consider a reappointment, and the report issued to Corporation members on 24th May (via email), members had responded to approve the recommended reappointment.

It was **RESOLVED THAT** Mr S Brand be reappointed for a second four year term of office with effect from 18th May 2021.

- *Change Management Appraisal (circulated, document July 21/2)*

An update was provided on the Change Management Appraisal – Employment Services. This had also been considered at the Remuneration Committee meeting held on 28th June 2021.

It was **RESOLVED THAT** the update on the Change Management Appraisal – Employment Services be noted and received.

20/66 STANDING AGENDA ITEMS**66.1 Principal's Report***For Information*

The Principal provided a report to members of the Corporation with a general update, (circulated, document July 21/3).

This included:

- COVID summary – just 8 cases in college, all external sources with no transmission in college
- End of year activities
- Strategic conversation with the ESFA and FE Commissioner team
- Ofsted
- HE assessment centres
- Pass rates

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

66.2 Quality Improvement Plan 2020/21*For Information*

The Vice Principal Quality and Curriculum presented an update on the QuIP 2020/21 (circulated, document July 21/4).

It was noted that the report had been considered in detail at the Quality and Standards Committee on 16th June 2021.

It was commented that the report evidenced positive progress.

It was **RESOLVED THAT** the update report on progress against the Quality Improvement Plan 2020/21 be noted and received.

66.3 Student Numbers*For Information*

The Vice Principal Quality and Curriculum presented a report on the Student Numbers (circulated, document July 21/5).

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

66.4 Data Dashboard 2020/21*For Information*

The Data Dashboard was considered (circulated, document July 21/6).

It was highlighted that it was anticipated that the % of staff with current classroom based safeguarding training would increase to 100% by October.

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

20/67 FINANCE and RESOURCES**67.1 ESFA Financial Assessment and Dashboard May 2021** (circulated, document July 21/13).*For Information*

It was highlighted that ESFA assessment of the College financial health for 2019/20 was outstanding, and Good for 2020/21.

The attention of the Board was drawn to the data on adjusted cash days in hand (page 2) which indicated that the College had between 150 – 200 days. The national FE College median indicated less than two months.

It was advocated that this was attributable to prudent financial management of cash reserves over many years which should be acknowledged and recognised.

It was **RESOLVED THAT** the ESFA Financial Assessment and Dashboard May 2021 be noted and received.

67.2 Monthly Management Accounts (Month 10)

For Information and Decision

The Vice Principal Finance and Resources presented the Monthly Management Accounts for Month 10 (circulated, document July 21/14).

Detail of key issues included:

- The Financial health assessment
- The cash balance at the end of the period
- Banking covenants are being met
- Updated forecast and surplus
- Updates against previous reporting
- Current Position
- YTD position with detail on identified key issues including:
 - Income, expenditure, underspends, inclusion of prior year figures for comparison
- Full Year data with detail on identified key issues including:
 - Revised forecast and operating surplus, additional income, revised fee forecast, other income, AEB and risks, and DSA assessments.

The attention of the Board was drawn to the SLT proposal for a one-off payment to staff.

It was reported that due to the strong financial position that the College was now in, the SLT requested that the Board consider approving a one off payment to staff.

This would be funded by re-appropriating other budget lines where potential savings had been identified – many of which had been driven by the continued restrictions on activities relating to the pandemic.

It was proposed to re-appropriate these savings to fund a one-off payment to recognise the hard work of staff throughout 2020/21 which had been a particularly challenging year, and which had contributed to the strong financial position.

The SLT proposed:

- A one-off (unconsolidated) payment to recognise the significant work staff have contributed this year
- A fixed payment of £300 per staff member. This would mean that the award was distributed evenly to all staff, regardless of pay level. This would be more significant for the lowest paid staff rather than a sum based upon a percentage of pay.
- The cost of this award was confirmed. This cost had been included in the forecast and was offset by other cost savings.
- Subject to achieving Board approval it was intended that the payment would be made in July and would not affect the ability to meet the bank covenants.

Discussion points included:

What other cost savings?

This was reported as being across college departments including vacancies and non-pay costs.

The need to ensure that the message/communication about the payment was appropriate.

It should confirm that it was a one off ex-gratia payment in recognition of the hard work throughout the 2020/21 year.

It was also suggested that consideration be given to alternative means of recognition, such as additional annual leave, as it needed to be acknowledged that for some employees there could be financial implications associated with receiving a financial payment.

It was **RESOLVED THAT**

- i. the Monthly Management Accounts, Month 10, be noted and received;
- ii. the one off payment of £300 per employee, in recognition of their hard work in the 2020/21 academic year be approved.

67.3 Integrated Digital Technology Strategy (circulated, document July 21/16).

For Decision

The Vice Principal Finance and Resources reported that the IDTS strategy had been reviewed in light of the latest technology developments and significant changes in the use of technology during the Covid-19 pandemic and ensuing lockdowns.

It was **RESOLVED THAT** the Integrated Digital Technology Strategy be approved.

67.4 Procedure for the Administration of 16 – 24 Bursaries (circulated, document July 21/17).

For Decision

The Vice Principal Finance and Resources reported that the Procedure for the Administration of 16 – 24 Bursaries had been reviewed, with amendments highlighted for ease of reference.

It was **RESOLVED THAT** the Procedure for the Administration of 16 – 24 Bursaries be approved.

67.5 Business Continuity Plan (circulated, document July 21/18).

For Decision

The Vice Principal Finance and Resources reported that the Business Continuity Plan was reviewed by the Audit Committee at its meeting held on 14th June 2021.

The Committee resolved to recommend the Business Continuity Plan for approval.

It was **RESOLVED THAT** the Business Continuity Plan be approved.

The Chair thanked the SLT and Governors for their hard work in reviewing and developing the policies/strategies.

20/68 SAFEGUARDING AND PREVENT

68.1 Safeguarding Update

For Information

The Vice Principal Safeguarding and Pastoral Care presented a Safeguarding update report (circulated, document July 21/19).

The report provided detail on a number of aspects:

- Operational MDT (Multi-Disciplinary Team)
- Clinical MDT (Multi-Disciplinary Team)
- Local Authority 157 Audit now completed and submitted
- Ofsted review of sexual abuse in schools and colleges, including recommendations from the report
- Safeguarding Data

- External Referrals
- Internal data
- Staff and Governor Training.

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

68.2 Learner Feedback 2020/21

The Vice Principal Safeguarding and Pastoral Care presented a verbal update on the position regarding the LOOP 2020/21 Report.

It was confirmed that the LOOP report for 2020/21 had not be completed due to the impact of the pandemic, although work was in progress to agree the timing and process for 2021/22.

It was **RESOLVED THAT** update on the update on the LOOP Report 2020/21 be noted and received.

68.3 Learner Involvement Strategy and Learner Voice Activities Cycle 2021/22

For Decision

The Vice Principal Safeguarding and Pastoral Care presented the Learner Involvement Strategy and Learner Voice Activities Cycle 2021/22 (circulated, document July 21/20).

It was confirmed that the Learner Involvement Strategy and Learner Voice Activities Cycle 2021/22 had been considered by the Quality and Standards Committee at its meeting on 16th June 2021, and was recommended for approval.

It was **RESOLVED THAT** the Learner Involvement Strategy and Learner Voice Activities Cycle 2021/22 be approved.

68.4 Behaviour Management and Disciplinary Policy

For Decision

The Vice Principal Safeguarding and Pastoral Care presented the Behaviour Management and Disciplinary Policy (circulated, document July 21/21).

It was confirmed the policy had been reviewed with revisions highlighted for ease of reference.

It was **RESOLVED THAT**, the Behaviour Management and Disciplinary Policy be approved.

20/69 QUALITY AND CURRICULUM

69.1 Report from the Quality and Standards Committee 16th June 2021

For Information

The Chair of the Quality and Standards Committee presented the summary report of business considered at the meeting of the Committee on 16th June 2021 (circulated, document July 21/22).

Detail was provided on the business considered, some of which was main agenda items, that which was not included :

Hereward Training

Deep Dive: Development of T levels in specific vocational areas for delivery in September 2022

Student Executive Committee

Learner Leadership/Learner Voice activity Summer Term 2020/21

LOOP Report 2019/20 Action Plan

Report on Learner advice and support, participation, quality of experience and discipline

Internal Quality Review Summative Report 2020/21

It was **RESOLVED THAT** the report from meeting of the Quality and Standards Committee held on 16th June 2021 be noted and received.

69.2 Employability and Enterprise Strategy

For Decision

The Vice Principal Quality and Curriculum presented the Employability and Enterprise Strategy (circulated, document July 21/23).

It was proposed that a new strategy is devised, to more closely reflect the 8 Gatsby Benchmarks (detailed below), coupled with an integrated career plan, to be presented to the Corporation the new academic year. RH

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

The Quality and Standards Committee considered the proposal and the Strategy at its meeting on 16th June 2021. It recommended approval of the continued use of the Employability and Enterprise Strategy for the autumn term 2021/22.

It was **RESOLVED THAT**, the continued use of the Employability and Enterprise Strategy for the autumn term 2021/22 be approved.

69.3 Internal Quality Review and Quality of Education Frameworks 2021/22

For Decision

The Vice Principal Quality and Curriculum reported on the Internal Quality Review Framework and Quality of Education Framework 2021/22 (circulated, document July 21/24).

The Internal Quality Review (IQR) Framework and Quality of Education Framework were both subject to extensive review and revision last year, in response to the publication of Ofsted's Education Inspection Framework. Proposed changes for 2021/22 were highlighted in both documents.

The Internal Quality Review Framework and Quality of Education Framework 2021/22 had been considered by the Quality and Standards Committee at its meeting on 16th June 2021, and were recommended for approval.

It was **RESOLVED THAT**

- i. the Internal Quality Review Framework 2021/22 be approved;
- ii. the Quality of Education Framework 2021/22 be approved.

69.4 Quality Improvement Strategy and Cycle 2021/22

For Decision

The Vice Principal Quality and Curriculum presented the Quality Improvement Strategy and Cycle 2021/22 (circulated, document July 21/25).

The Quality Improvement Strategy and Cycle 2021/22 had been considered by the Quality and Standards Committee at its meeting on 16th June 2021, and were recommended for approval.

It was **RESOLVED THAT** the Quality Improvement Strategy and Cycle 2020/21 be approved.

69.5 Equality Diversity and Inclusion Objectives

For Decision

The Vice Principal Quality and Curriculum presented the Equality Diversity and Inclusion Objectives (circulated, document July 21/26).

The report provided a progress update for the actions and developments in place to meet the EDI objectives.

The objectives had been refreshed over the course of the academic year to provide a stronger emphasis on race equality. These objectives had been cross-referenced with the QuIP. There were common themes that appear in both, for example the need to improve the skills of staff in working with learners with complex needs, including Autism. The majority of objectives continue to match the strategic direction of the College and as such, it was proposed that these objectives remain in place for the next academic year.

The Equality Diversity and Inclusion Objectives had been considered by the Quality and Standards Committee at its meeting on 16th June 2021, and were recommended for approval.

It was **RESOLVED THAT**, the Equality, Diversity and Inclusion Objectives 2021/22 be approved.

69.6 Admissions and Transition Policy

For Decision

The Vice Principal Quality and Curriculum presented the Admissions and Transition Policy (circulated, document July 21/27).

It was confirmed the policy had been reviewed and updated with aspects of responsibility strengthened. Revisions were highlighted for ease of reference.

It was **RESOLVED THAT**, the Admissions and Transition Policy be approved.

20/70 REMUNERATION COMMITTEE

For Information

The Chair reported that the Remuneration Committee had met on 28th June 2021 to consider the completed 2019/20 appraisals for the Senior Post Holders. A separate confidential meeting of the Corporation would be required to provide detail.

20/71 GOVERNANCE

71.1 Proposed Schedule of Meetings and Business Cycle 2021/22

For Decision

The proposed schedule of the Corporation and Committee meetings and Business Cycle 2021/22 was considered (circulated, document July 21/28).

Points included:

- The proposed dates for the six Corporation meetings in 2021/22 were provided.
- The schedule of meetings from 2020/21 for the Audit Committee and Quality and Standards Committee had been maintained. The dates were provided.

The business cycle provided a 'minimum outline of business to be considered' by reference to the Annual FE College Governance Business Cycle previously published by ACER Clerks, and the cycle of business traditionally followed by the Corporation to meet with reporting requirements.

The detail for each meeting would be reviewed to ensure that agendas met with reporting requirements and were amended to reflect and address any additional, new or urgent business where necessary.

Discussion points included:

The scheduling of the meetings and a review of the meeting content, especially in terms of meeting length and to avoid duplication.

Suggestions included:

Agenda items more clearly identified as for decision/information

Items for decision scheduled at the beginning of the meeting agenda to allow for substantive discussions

Items for information – discussions by exception

Strengthening Committee powers – review of the delegations

Agree in principle but whilst mindful of the need to avoid duplication this should not be at the expense of the ability to support and challenge. There were also a number of reports that were ‘for information’ that permeate other reports that could be ‘for decision’ or actually served to promote discussion.

Any changes should be in consultation with the membership as a whole

YD

It was **RESOLVED THAT**

- i. the proposed schedule of Corporation and Committee meetings for 2021/22 be approved;
- ii. the indicative business Cycle for 2021/22 be approved;
- iii. the delegated powers of the sub-committees be reviewed to ensure that there was no unnecessary duplication

71.2 Corporation and Committee Membership

For Information

It was noted that following a successful recruitment campaign in 2019/20 the determined Corporation membership of 15 had been achieved.

Changes during 2020/21 had included:

October 2020; the two staff governor representatives resigned their positions. Despite advertising these vacancies there were no applicants.

November 2020; the resignation of a serving governor, this vacancy was filled by one of the co-opted governors appointed in 2019/20

The late appointment of student governors (attributable to the pandemic) also meant that they had not attended any meetings.

June 2021; the resignation of another serving governor.

As a result of changes in the Committee membership in 2020/21 Mr Todd was appointed as Chair of the Quality and Standards Committee.

The membership of the other Committees remains unchanged.

It was **RESOLVED THAT** the report the Corporation and Committee membership be noted and received.

20/72 ANY OTHER BUSINESS

Mr Crook extended his apologies for the Corporation meeting scheduled for October 2021.

20/73 DATE OF THE NEXT MEETING

The date of next meeting was confirmed as Thursday 14th October 2021.