

**Minutes of the meeting of the Corporation held on Wednesday 23rd March at 5.30pm
Conference Room – Southport College**

Present: Mark Aberdein (Independent Member)
Christine Bampton (Chair of the Corporation)
Laura Bell (Independent Member) (up to (and including) item 10.5)
Michelle Brabner (Principal)
Catherine Durr (Staff Governor)
Rob Firth (Independent Member)
Diane Hutchinson (Independent Member)
Carla Kennaugh (Independent Member)
Alex Kenny (Independent Member) (arrived during item 3)
Susannah Porter (Independent Member)
Tom Rowe (Staff Governor)
Paul Walker (Vice Chair of the Corporation)

In Attendance: Paris Bonwick (AP MIS and Apprenticeships)
Lisa Farnhill (Clerk to the Corporation)
Stephen Musa (AP Student Experience and Welfare)
Kevin Williams (Director of Finance and Facilities)

Apologies: Heather Austin (Student Governor)
Margaret Boneham (Independent Member)
Maura Cummins (Deputy Principal)
Alex Gamil (Independent Member)
Mo Kundi (Independent Member)
Jennifer Pullin (Parent Governor)
Katy Robinson (Independent Member)
Richard Simms (Independent Member)
Victoria Wickington (AP Teaching, Learning and Quality)

Absent:

Minute No.	Minutes	Action
C.22.53	<p>WELCOME AND INTRODUCTIONS (*done after the training (item 3))</p> <p>The Chair opened the meeting by welcoming members and attendees. The Chair introduced the format for the meeting, with only executive summaries to be delivered by staff, stating this had worked in Standards, opening up conversations and allowing additional creativity. Introductions were undertaken after the training once all members were in attendance.</p> <p>.</p>	

Minute No.	Minutes	Action
C.22.54	ITEM 1: APOLOGIES FOR ABSENCE	
	<p>The apologies of members and staff as outlined above were detailed by the Clerk, with members also made aware that member Alex Kenny would be arriving at around 5.35 to 5.45. These were accepted by the Corporation.</p> <p><i>Item 1 accepted: The Corporation accepted the apologies of members and attendees.</i></p>	
C.22.55	ITEM 2: DECLARATIONS OF INTEREST	
	<p>The Clerk declared an interest in relation to her employment at St Mary's College and as a Governor at St Barnabas in Darwen.</p> <p>The Clerk highlighted the need for Christine Bampton to withdraw for item 13.2 and Alex Kenny for 13.3.</p> <p>It was noted that Catherine Durr and Tom Rowe had an interest in item 13.4, although not required to withdraw, were reminded they could not vote on the matter.</p> <p><i>Item 2 noted: The Corporation noted the declarations made and intentions to withdraw.</i></p>	
C.22.56	ITEM 3: GOVERNOR TRAINING	
	<p>The Chair informed the Corporation that she would deliver the training on behalf of the Deputy Principal, noting the College were well placed to understand the framework and inspection process with two active inspectors within the SLT.</p> <p>A full and detailed session was given to members, covering the current inspection regime, changes since the last framework, expectation on Governors, notice periods, anticipated timing for the College's next inspection, the process of an inspection, those involved and areas to be reviewed and judged.</p> <p>The Chair confirmed that the presentation would be circulated, and reiterated that the purpose of the training was to ensure members felt comfortable and prepared, to ensure that during an inspection, the college could present the extensive improvements made since the last inspection.</p> <p>Members noted their pride in the progress made, highlighting the student-centric focus of the improvements, which would be recognised by Ofsted as improvements, but were not done for Ofsted but for the learners and community.</p> <p>Members asked about the process for feedback, with it explained that there was a shift from end of day updates with only the Nominee, to there now being an end of day summary of activities with the notification of any red flags followed up a more detailed debrief at 9.30am the following day with both the Nominee and Principal. Members were informed the Principal had the opportunity to invite key stakeholders, including Governors, the ESFA and SLT to the final feedback and presentation of grading at the end of the inspection.</p> <p>Members discussed apprenticeships as a key area for improvement, noting that this would be an area of high focus. Members noted how the college was</p>	Clerk

known for being co-operative and supportive with all regulators, and discussed how this could be used to gain the support of employers to engage with the inspection team. Ideas were considered, with plans in place to ensure availability and co-operation of employers would be maximised.

Members considered the value of all stakeholder feedback during inspections, asking if the feedback provided to Ofsted is shared with the College. Members were advised that some verbal feedback is provided, however, it is not specific or provided in full. Members noted the College engagement strategies ensure feedback is regularly sought to address concerns on an ongoing basis and continually improve, with this mitigating the risk of new issues being raised during an inspection. Members were advised that a number of colleges had been surprised by staff feedback during inspections, with this introduced a few years earlier, and being the area with the most unknown issues raised. Members acknowledged staff had the opportunity to raise these directly with the College through surveys, however, it was noted that participation rates needed to improve.

Typical Governor questions were discussed, including the knowledge Governors were expected to have of the strengths and the weaknesses of the College and the impact they felt the Board had. Members asked who would be involved in meeting with the inspectors, and were advised that the inspection team would decide which staff and students they wanted to meet with, however, whilst the Chair and Safeguarding Link Governor must attend other Governors involvement was at the Governors own discretion.

Members asked about the grading process and the ability to influence the final decision, with it confirmed that only practices and processes could be challenged, with it highly unlikely the grading would change from that provided on the final day. Members were advised that any concerns relating to the progress of the inspection must be raised immediately and not left until the final feedback meeting. Members were informed of quality assurance processes in place to ensure consistency, with a senior inspector attending partway through to review the progress of the inspection. This also provided an opportunity for concerns relating to the inspection team to be raised. Members were advised that the report would be available for a review of factual accuracies ahead of publication, with the report content often very different to the verbal feedback. It was noted how the new style reports were written to be accessible to students, being considerably shorter than reports used in previous framework.

The training concluded with a request for thanks to be passed to the Deputy Principal for preparing a thorough and detailed presentation. The Chair highlighted how the ongoing challenge and support of the Board, the student-centred initiatives to drive improvements to the curriculum and quality of provision as part of the inbuilt process of continual improvements were all evidence of the journey towards outstanding. Members noted that this was always to the benefit of the student and not the inspection team, but would, as an added benefit, be recognised by Ofsted.

Item 3 resolved: *Members resolved to note the training provided, with thanks to the Deputy Principal for preparing it and the agreement by the Clerk to circulate the slides to all members, including those unable to be in attendance.*

C.22.57 ITEM 4: MINUTES FROM THE 14TH DECEMBER 2021

The Chair invited members to raise points of inaccuracy and matters arising not detailed in the report under item 5.

With no corrections or additional matters arising, the minutes were approved.

Item 4.1 – Chair’s Action - Resources

Members were informed of the need for the Resources Committee Chair to approve a deviation from the Financial Regulations in relation to the approval of a contract. Members were informed that this was due to the need to secure a reduced cost for a service that has been on a rolling one year contract for a number of years, where failure to secure a long term contract in a limited timeframe would have seen significant year on year cost increases. Members were assured that competition was limited and the College was not looking to change contracts as this would see significant service disruption.

Item 4 approved: The Corporation approved the minutes of the meeting of the Full Corporation on 14th December 2021 and ratified the decision taken by the Chair of the Resources Committee.

C.22.58 ITEM 5: MATTERS ARISING/ACTION SUMMARY

The Clerk confirmed that the only item outstanding was the implementation of the data dashboards, with this having been discussed at the FEC Stocktake and by the Governance Committee. The updated implementation dates were included in the report as requested by the Governance Committee and members agreed that this was satisfactory given the staffing changes, urging staff to update the Board if any further setbacks are encountered.

Item 5 – Noted

C.22.59 ITEM 6: CONFIDENTIAL ITEMS

The Chair confirmed that the Part B minutes were proposed as confidential, however, nothing further was considered to require redaction ahead of publication.

Item 6 – Noted: The Corporation resolved to approve the Part A minutes for publication and to maintain Part B minutes as confidential.

C.22.60 ITEM 7: GOVERNANCE MATTERS

7.1 - Chair’s Report

The Chair provided a summary of activities undertaken on behalf of the Governing Board in her Capacity as Chair, including Chairs action to maintain minimum membership for the Standards Committee and to appoint to the Governance Committee to prevent issues relating to quoracy.

The Corporation were informed of the first annual ESFA Strategic Conversation, held earlier in the year, described as an in depth review of the history and current position of the College. Although considered to have been more intense than anticipated in light of the supportive stance of the new FEC, it had been positive overall

The Chair advised that along with the Resources and Audit Committee Chair, she had supported the College with the final stock take following the Diagnostic Assessment by the FEC Team. This was considered to have gone well, with Governance described as strong, thanking everyone for their contributions which had resulted in a positive outcome. The Chair indicated that the process had been difficult and time consuming, particularly for the

staff involved, however, agreed it had been beneficial to the College in highlighting and maintaining focus on areas for improvement, with the final report having been reviewed for factual accuracies and soon to be formally released.

The Chair concluded by informing the Board of her attendance at the welcome event for new staff, held as a face to face event, which had been a positive experience, with the new format well received by those in attendance.

The Chair concluded by confirming she had completed the interim appraisals for the Principal and Clerk, both having been positive and productive meetings.

7.2 – Link Governor Updates

The Chair introduced the item as the opportunity for members to detail to the Board activities they have carried out and to consider ways to improve the process.

The Chair of the Audit Committee outlined her involvement with the internal audit process and a meeting with the Dir. Finance and Facilities and Head of Finance.

It was considered that the Pandemic along with changes in leadership and Board membership had a negative impact on what had previously been a strong link programme, with a shift to staff initiating connections and visits not having had the expected impact.

It was agreed that the link programme and linked areas would be reviewed as part of the annual discussion between members and the Chair and Vice Chair of the Corporation, with these scheduled to take place after Easter with dates and times of available slots to be circulated by the Clerk.

7.3 – Training

The Chair reminded the Corporation of the process for reporting the completion of training, with this now of more significance due to the requirement to report this within the financial statements as a condition of funding.

The Chair asked for members to report all relevant training via the link circulated regularly by the Clerk in the newsletters, along with any training requests for individuals or the Corporation.

7.4 – KCSIE Completion Update

The Chair reminded members that this was a statutory responsibility, noting that the minute note confirming all members present had now completed the reading of Part One, would provide sufficient evidence of completion, negating the need for those present to compete the return.

Item 7 – Resolved: The Corporation resolved to accept the update from the Chair and committed to reviewing the schedule of governor link areas and reviving the links between the Governing Board and College. Members acknowledged the need to maintain current and relevant skills and would raise with the Clerk any specific needs, with all members present confirming they had read the required KCSIE guidance.

C.22.61 ITEM 8: PRINCIPAL’S REPORT

The Principal informed the Corporation that it had been a busy and positive term as reflected in the circulated report, highlighting the welcoming of the

easing of restrictions, enabling progress in the areas detailed, with continued emphasis on personal choice.

The following key points were drawn to the attention of members:

- The College RoATP application was successful, with thanks to the Head of Business Development and former AP Curriculum & Quality for their work
- FEC visit had gone well, with a sign off on the recommendations within 18 months considered to be a great achievement
- Curriculum planning is well underway, with the implementation of a new system, beneficial in clearly evidencing the financial contribution of courses, noting the benefit of the AP MIS and Apprenticeships having existing knowledge and experience of the system
- Mid-year progress against the quality development plan had been reviewed, with transparency around ongoing areas for improvement as presented to the Standards Committee. Sector wide concern over attendance rates were noted, with continued action and intervention underway
- Retention in some areas is below expectation, acknowledging that the Pandemic had some impact, however, conceding that the College can do more to support students with the transition to further education
- Recruitment is presenting a challenge, including in some areas previously not considered difficult areas to recruit to. Investigations uncovered this is reflected in other local colleges and more generally, with some businesses reporting 20% turnover as people re-assess their life and career choices following a turbulent few years.
- IT was noted as an area of concern, with an agency being used to support recruitment. Staffing challenges had stalled progress on some projects including Cyber Essentials Plus
- Case rates of COVID-19 continue to be monitored, with support for staff and students continuing, facilitating positive choices around isolation. Measures included staff sick pay irrespective of the length of service, with the support well received by staff and students
- Local Ofsted activity and changed grades were summarised, with the Corporation advised of the involvement of the Principal in the pilot methodology inspection
- The announcement of the Levelling-Up Plan identified Sefton as an area requiring elite sixth form provision, with Damian Moore supporting the College to object on the grounds of inefficient and inappropriate use of public funds, identifying KGV as the required provision
- The ESFA Strategic Conversation had taken place with the Chair present, and had been an opportunity to demonstrate improvements at the College along with highlighting the unique context, with it unclear whether each year would require a full presentation of the history and background
- Marketing continued to be a strength, with Damian Moore enjoying and speaking throughout the apprenticeship fair which welcomed almost 700 students. Other activities highlighted included the return of the World Book Day readings in Wayfarers Arcade
- Details of teaching and learning activity, including Deep Dives and Progress Reviews
- Universities had been hosted to support student choices, resulting in an increase in UCAS applications at both sites

- 92% retention for those with an EHCP was considered to be excellent, with support given to find a suitable alternative for those who do not feel the course is right for them
- Safeguarding remains strong, with the drama piece on sexual harm and sexual violence well received with plans for the recording to be rolled out to a wider audience
- HR initiatives to improve morale were detailed, noting how well received these had been by staff, with plans for the OSCAs to return in the summer
- Unions continue to be supportive of initiatives including the updated processes for supporting teaching and learning

The Principal was thanked for the report and summary. Members discussed elements asking for details around the amended timeframe and format for the OSCAs celebrations.

Members discussed at length recent Ofsted activity, with it clarified that all institutions would be inspected by 2025, noting some grade one institutions had not been inspected since 2008. It was clarified that ahead of the update to inspection schedules, formerly, grade one institutions were only inspected if there was cause for concern due to a decline in the data or safeguarding concerns, however, current trends saw these being prioritised.

Members expressed concern for the IT staffing position, asking if there was a clear understanding as to why so many staff had chosen to leave. Members were assured that none had gone to competitors or even stayed within the sector, having gone into the private sector. Members were advised of the uplift in pay in excess of 30% for those who had left, with some having been approached rather than proactively seeking new opportunities. Members clarified the impact on the College and any associated risks, and were assured that there were mitigations in place to protect essential services, with the impact being a stalling in progress on additional projects.

Members commended the collaborative efforts of the Dir. Finance and Facilities in working with other local colleges to ensure continued support, agreeing that strengthening links to facilitate future collaborations for other contracts was worth exploring.

Members asked about the College's response to the crisis in Ukraine, and although there had not been a formal statement, there had been measures to ensure any staff and students effected were being supported and details of the generosity of the aid appeal were shared.

Members asked for key messages and action points from the management training day that included a session from Principals of Colleges graded 'Outstanding' by Ofsted. The Principal indicated this had been a positive and insightful session, with focus on ensuring approaches are firm but fair and the need to build a culture of continuous improvement. The two different approaches were described as refreshing and inspiring due to being achievable through consistently applying the same message, to ensure all staff buy into the vision and ethos.

The item concluded with the Principal being thanked for the report, noting the importance of the attitudinal shift from challenge and criticism to one of continuous improvement, whilst commenting that the layout and style of the report was considered to be effective in bringing the messages to life for members.

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	<p><i>Item 8 – Resolved: Members resolved to accept the report, noting the challenges in recruitment in IT and proactive measures including collaboratively working with other local providers.</i></p>	
C.22.62	<p>ITEM 9: WEBSITE COMPLIANCE REPORT</p> <p>The Chair introduced the item, thanking the AP MIS and Apprenticeships for the clear and well laid out report, which highlighted areas of non-compliance.</p> <p>Members asked about the barriers to compliance, noting that some areas of non-compliance were for policies that had been approved by the Corporation. Members were informed that the policy review and upload process had been disjointed, with some on the intranet, some in internal folders and others on the website, with no overarching accountability. This was further compounded by internal systems issues that would only allow a document owner to replace the policy, which had been an issue due to staffing changes.</p> <p>Members were assured by the new process seeing three review points in each academic year, with the AP MIS and Apprenticeships taking responsibility for overall compliance. This would be supported by a new document summarising the policies and review dates, along with alternative systems for storing and updating policies to ensure barriers to compliance are removed. Members asked for clarification of compliance at the next review point.</p> <p><i>Item 9 – Resolved: The Corporation resolved to accept the update subject to assurance of compliance at the next review point.</i></p>	<p>AP MIS and Appren.</p>
C.22.63	<p>ITEM 10: REPORTS AND RECOMMENDATIONS OF THE RESOURCES COMMITTEE</p> <p>The Committee Chair summarised the work of the Committee, highlighting the volume of work undertaken at the last meeting of the Committee. Members attention was drawn to the forecast, which indicates a financial health grade of good, however, may necessitate further efficiencies. The Committee Chair highlighted how the Committee strongly indicated that this shouldn't be at the sacrifice of growth, with any suggested savings made now, needing to be made in a way that will not prohibit growth.</p> <p>Other key points highlighted were the need for stress testing of the Critical Incident Management Plan and for the outcomes to be reported to the Committee.</p> <p>In response to a question about the progress of the Estates Strategy, the Dir. Finance and Facilities confirmed the site surveys were complete, with these submitted to the contractor supporting the College with the drafting of the strategy. The Corporation was advised that meetings had been planned to facilitate the next step, which will be to feed in the curriculum information.</p>	
C.22.64	<p>Item 10.1: An update to the Terms of Reference for the Committee – TOR 4.2</p> <p>The Clerk informed the Corporation that the ambiguity of TOR 4.2 had made it difficult to confirm whether the Committee was acting within their delegated authority in approving the updates to the budgets for submission to the ESFA and TU team. The Clerk confirmed that the Committee is asking for</p>	

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	<p>Corporation approval for the Committee to review and approve amended budgets provided that they are not material and are, overall, keeping within the delegated budgetary authority as outlined in the Financial Regulations. This was considered to be a clearer definition than the current use of the term 'significant'. Unanimous approval was given.</p>	
C.22.65	<p>Item 10.2: The HE Tuition Fees for 2022/2023 The Dir. Finance and Facilities Clarified that there were no changes recommended. Conversations relating to the restrictions around registration with the OfS and the fee cap along with perceptions of quality based on price were summarised. The Corporation accepted the recommendation of the Resources Committee and approved the fee policy for 2022/2023.</p>	
C.22.66	<p>Item 10.3: The Critical Incident Management Policy (CIMP) The Dir. Finance and Facilities summarised the updates along with the recommendation of the Resources Committee for the review period to be extended to bi-annual and to be delegated to the SLT. The Clerk explained that there would be an overarching policy developed for Board level approval, highlighting the operational detail of the plan.</p>	<p>Dir F&F L. Bell</p>
	<p>The Dir of Finance and Facilities indicated that the next review may incorporate a reduction in the number of stages to be worked through in the event of an incident. It was considered that although thorough and theoretically sound, it would not transpose well into a real life situation. Member Laura Bell offered to support the review, highlighting experience and knowledge of the areas concerned.</p>	
	<p>In response to a question about how members would be made aware the stress tests would be taking place, to know when to build the reports into the Board business cycle, the Clerk confirmed this would be built into the policy. Concern was expressed over removing the element of surprise by including timings in the policy. The Clerk provided reassurance that only the areas, frequency and timeframe would be included, not the dates, along with lines of accountability for reporting the outcomes. This would ensure members expectations were clear in terms of reporting, and that this would be approved by members ahead of implementation.</p>	
	<p><i>Item 10.1-10.3 (inclusive) – Approved:</i> Members resolved to approve the update to the terms of reference and the Tuition Fees for 2022/2023. In approving the Critical Incident Management Plan, members agreed to delegate future approval of the plan to the SLT, subject to the development of an overarching policy to be approved by the Corporation at the recommendation of the Resources Committee, with the reporting of stress tests built into the Resources Committee business cycle.</p>	
C.22.67	<p>Item 10.4: ESFA Financial Health Dashboard This dashboard was noted by the Corporation.</p>	
C.22.68	<p>Item 10.5: Financial Forecasts The Dir. Finance and Facilities confirmed that the Resources Committee had reviewed and approved the Financial Forecasts, asking the Corporation if they required a summary of the adjustments. A member asked if the critical points in the cash flow could be eased through a renegotiation of the term of the loan from 10 to 12 or 15 years. Members were advised that the Strategic Conversation indicated that this would be unlikely; however, a reorganisation of the ESFA and shift of some responsibilities back into the DfE may result in a review of the KPI's.</p>	

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	Members considered the impact of the Pandemic on the financial health of the sector, which could not have been factored into the original terms, targets and forecasts. Members were advised of the inequality of oversight, with some colleges receiving grants for the merger, with the scrutiny ending after the initial period and others having loans, which not only created financial discrepancies, but resulted in ongoing scrutiny for the period of the loan.	
C.22.69	<p>Item 10.6: Investment Policy The Corporation noted the information from the Committee regarding their approval of the latest investment policy.</p>	
C.22.70	<p>Item 10.7: MOT Returns and Updated CFFR The Committee advised the Corporation that these had been reviewed by the Resources Committee ahead of submission. Members were reminded that any papers reviewed by the Committee were available upon request.</p> <p><i>Item 10 – Resolved: The Corporation resolved to accept the recommendation of the Resources Committee and approved the updated wording to TOR 10.4, the tuition fees for 2022/2023 and the CIMP, inclusive of the new approach for only an overarching policy to be approved at Board level. The other reports were received and accepted.</i></p>	
C.22.71	<p>ITEM 11: AUDIT COMMITTEE UPDATE The Committee Chair informed the Corporation that the Committee had met earlier in March, with the business detailed in the circulated minutes.</p> <p>Key points were highlighted to the Corporation, including the reports of the internal auditors, with particular notice drawn to the apprenticeships review, noting the Committee’s recommendation for a follow up review of apprenticeships in 2022/2023, advising the Corporation that they had recommended that the report is shared with the Standards Committee.</p> <p>Members were assured of continued progress with prompt actions to implement recommendations following internal audits.</p> <p>Members were advised that the internal audit tender was under way, with plans in place to tender for an external auditor in 2022/2023. The Dir. Finance and Facilities thanked the Committee Chair for her support throughout the day in the audit tender process, which had gone well with a recommendation to follow once the process concludes.</p>	
C.22.72	<p>Item 11.1: Whistleblowing And Fraud Policies The Dir. Finance and Facilities informed the Corporation that a review of the policies resulted in minimal changes. The Corporation accepted the recommendation and approved the policies.</p>	
C.22.73	<p>Item 11.2: Re-Appointment Of The External Auditors Including Fees The Corporation reviewed the recommendation and approved reappointment of Wylie and Bisset for a term of one year.</p>	
C.22.74	<p>Item 7.3: Whistleblowing Report The Dir. Finance and Facilities informed the Board that as included in the circulated report, there had been no incidents reported.</p> <p><i>Item 11 – Approved: The Corporation accepted the recommendation of the Committee and approved the whistle blowing and fraud policies and procedures. The Corporation resolved to approve the appointment of</i></p>	

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	<i>the external auditors for one further year, subject to a tendering process for the following year. The Corporation accepted the assurances provided by the Whistleblowing Report.</i>	
C.22.75	<p>ITEM 12: STANDARDS COMMITTEE UPDATE</p> <p>The Committee Chair summarised the Committee work, highlighting how well the new process reviewing only executive summaries had worked. Members were advised that this had been the first trial of hybrid meetings, which had worked well for those onsite, however, required some further improvements to ensure those accessing remotely could hear everyone in the room.</p>	
C.22.76	<p>Item 12.1: Update to the Safeguarding Policy</p> <p>The AP Student Experience and Welfare advised the Corporation that following further training on the KCSIE updates for 2021/2022, the team felt it necessary to make further amendments to the policy as highlighted in the executive summary. In response to a question about recirculation of amended policies, members were informed that this would be included in the safeguarding newsletter.</p> <p>The updates were unanimously approved.</p>	
C.22.77	<p>Item 12.2: Sexual Violence and Sexual Harassment Policy & Procedure</p> <p>The AP Student Experience and Welfare confirmed this was a new policy introduced following the KCSIE update and earlier mentioned training. The Corporation commended the safeguarding team for their continued commitment to improving the safety and welfare of students and approved the policy.</p>	
C.22.78	<p>Item 12.3: Equality and Diversity Update including compliance with the Public Sector Equality Duty Requirements</p> <p>The AP Student Experience and Welfare indicated the summary of Committee level discussions as included in the circulated minutes provided an overview of the work undertaken. The importance of the 'Working for You' publication in relation to the Equality Act and statutory reporting duties for public sector organisations was reiterated. The Chair confirmed it had been evident considerable work had been undertaken to ensure that the College fostered an inclusive and supportive culture for staff and students.</p>	
C.22.79	<p>Item 12.4: 2021-22 Quality Development Plan Update</p> <p>The Committee Chair summarised the update on behalf of the AP Teaching Learning and Quality who was unable to attend. The Corporation Chair highlighted the thorough interrogation by the Standards Committee as detailed in the minutes circulated and invited members to put forward any further questions.</p>	
C.22.80	<p>Item 12.5 – HE Quality Development Plan 2021-2022 Update</p> <p>The Committee Chair summarised the update on behalf of the AP Teaching Learning and Quality, highlighting ongoing areas for concern, reminding the Corporation of the review of provision underway that would focus on value for money and the College's HE identity.</p>	
C.22.81	<p>12.6 - OfS Ongoing Conditions of Registration Compliance Report</p> <p>The AP MIS and Apprenticeships reassured the Corporation of processes put in place to strengthen the accuracy of the data to prevent further data errors. Members thanked the AP MIS and Apprenticeships for the update and work towards compliance, indicating that members had been unaware of the level of errors in the data, apologising that there had been so many compliance</p>	

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	<p>issues to resolve for the AP MIS and Apprenticeships on appointment to the role.</p> <p><i>Item 12 – Approved: The Corporation resolved to approve the updated Safeguarding Policy and the introduction of the Sexual Harassment Policy. The Corporation commended the Standards Committee for their thorough review of the FE and HE Quality Development Plans and ongoing oversight of the OfS Conditions of Registration.</i></p>	
C.22.82	ITEM 13: REPORTS OF THE GOVERNANCE COMMITTEE	
	<p>Due to the unavailability of the Committee Chair, the Corporation Chair summarised the work of the Committee for the Corporation, confirming that the minutes as circulated provided the relevant details.</p> <p>The Committee were advised of the strong progress against the Governance Development Plan, including detailed discussions around the Corporations risk appetite.</p>	
C.22.83	Item 13.1: Updated Composition of the Committees	
	<p>The Clerk informed the Corporation that since the recommendations were drafted and circulated, the HE Student Governor had tendered his resignation due to work, family and study commitments preventing him from fully committing to the role. The Clerk passed on the gratitude of the HE Governor, who had in his resignation indicated how much he had enjoyed his short time on the Board, stating he would be considering making an application to serve as an independent Board member once his studies conclude.</p> <p>Members supported the updated composition, including the appointments made by the Corporation Chair using Chair’s action, with it noted that the composition would be fully reviewed following the skills audit and annual member meetings.</p> <p><i>* Christine Bampton left the room for item 13.2</i></p>	
C.22.84	13.2 – Re-appointment of Christine Bampton	
	<p>Members agreed that Christine’s pivotal role within the Corporation, knowledge of the College and local area and unrelenting support necessitated a further term of office, with the Corporation unanimously approving the her re-appointment for a term of four years.</p> <p><i>* Christine Bampton re-entered the room</i></p> <p><i>* Alex Kenny left the room for item 13.3</i></p>	
C.22.85	Item 13.3: Re-appointment of Alex Kenny	
	<p>Members discussed the active support of Alex throughout his four year term, noting his willingness to support additional working groups and active participation in meetings. Members agreed that Alex had skills and knowledge that were vital to the Governing Board and unanimously supported his re-appointment for a further term of office of four years.</p> <p><i>* Alex Kenny re-entered the room</i></p> <p>Item 13.4: Governance Self-Assessment Planning</p> <p>The Clerk informed the Corporation of the endorsement for a two-step process to self-assessment similar to that utilised the in ERG. This would</p>	

involve short forms circulated ahead of individual reviews, offering the opportunity to detail areas for improvement alongside achievements, followed by a longer survey collecting more quantitative data for assessing compliance with the AOC Code of Governance.

Members agreed that this would satisfy the statutory requirements alongside offering the opportunity to provide detailed feedback for a genuine self-assessment that would result in a report that will outline necessary improvements. It was highlighted how this linked to the notion of continuous improvement as detailed within the Principal's report, by looking to improve, even when areas are assessed as compliant.

The Clerk was thanked for considerable work in reviewing the processes, with members urged to provide as much feedback as they are able to when completing the forms to evidence improvement and flag areas for further development.

C.22.86 Item 13.5: Member Terms

The Corporation accepted the recommendation of the Committee and approved a four year term for one staff governor Catherine Durr.

The Clerk summarised discussions held at the Governance Committee meeting relating to the terms of office given to parent and student members. It was noted that longer terms would offer members the opportunity for increased involvement, greater insight and more effective impact. In highlighting how all members have the same induction and training requirements, it was proposed that parity should be considered for the term served. Members noted the inability for a parent to stand for a further term and the limited interest in the parent post previously, whilst acknowledging interest levels would change with each cohort, it was considered to be a sector wide issue. It was highlighted that there would be no obligation for anyone to serve for the full term, with resignations permissible at any point. It was proposed that a parent member could review their position and impact as a stakeholder appointment when their child left college; however, in offering a longer term, the opportunity was available to serve on the same terms as independent members.

In response to a question, the Clerk confirmed that a parent could take up post as an independent governor after their term as a parent ends, however only if there is a vacancy at the time the term ends, reminding the Corporation that the Board had been oversubscribed until recently. There was still an option to be appointed as an associate to a Committee in the event there isn't a vacancy, however, this would not give voting rights or access to Corporation meetings, limiting the impact.

It was considered whether there would be any benefit in allowing a crossover period as an alternative to extending the term, appointing the incoming parent governor ahead of the expiry of the existing post to ensure the stakeholder perspective was current and valid, whilst allowing the governance knowledge and impact of the existing parent to be maintained. It was acknowledged that this was not permissible in the existing constitution, and increasing the constitution went against the advice and recommendation of the ERG to reduce membership.

Following detailed consideration, members agreed to provide parity to the parent and staff members, updating the term of Jennifer Pullin and Tom Rowe to four years.

13.5 – Skills Bill Requirements

The Principal was invited to summarise feedback and insights from the trial Skills Bill inspection, highlighting how this was being introduced following the FE White Paper, with the Skills Bill in the final stages of receiving royal ascent.

The Principal outlined the purpose of the pilot inspection, to see if information gathered during an inspection could evidence compliance with the new statutory legislation, concluding that Ofsted were the most appropriate regulatory body to maintain oversight of implementation of the requirement.

Key learning points to be brought back to the College included the need to know the local economy, to have the right contacts to facilitate dialogue around what skills are needed locally. The complex context of the college was considered to present a challenge, due to the geographical location, absence of a local chamber of commerce and high number of small and medium sized businesses, noting that any inspector would need to understand the local context as well as the staff and Governing Board do.

The focus on intent of the curriculum was highlighted, to be planned with the local economy in mind, ensuring staff and students understand what is being provided and why.

Members discussed the progress of the curriculum review as evidence this was already underway ahead of the requirement becoming statutory, which was anticipated to be September. Members acknowledged the challenges in engaging local employers without support of a chamber, with initiatives being developed to overcome these barriers. Members supported the sentiment and benefits of being integrated into the community and local economy, noting how the advances in marketing and social media had supported an increased awareness of the college locally, indicating that there had been a lot to be proud of recently.

Members were invited to take a tour of both College sites to see improvements in action and bring to life the impact the college has on the lives of those it works with, to allow members to take back messages of pride into their own workplaces and local communities.

Item 13 – Approved: The Corporation resolved to approve the updated constitution of the Committees, and re-appointments of Christine Bampton and Alex Kenny, each for a further four-year term. The Corporation accepted the Committee’s recommendation to offer new staff governor Catherine Durr a four-year term of office, and for parity, updated the terms of Tom Rowe and Jennifer Pullin, each amended to four year terms.

C.22.88

CLOSING COMMENTS AND DATE OF NEXT MEETING

The Chair confirmed there would be a Strategy Day on May 26th, preceded by a short meeting of the Corporation.

The SLT were thanked for their work throughout the year and in preparing the information for the meeting, with members thanked for their time in reading the papers and preparing questions and comments.

Meeting closed at 7.35pm