

Newbury College Corporation Strategic Development Committee

**Minutes of a meeting held on Monday 24th May 2021 from 4pm
via Microsoft Teams**

Present	Name	Role
Membership	Sam Dibas (SD)	External Member
	Nick Fox (NF)	External Member
	Glyn Howells (GH)	External Member – from end of Item 4
	Sally Osmond (SO)	External Member – Chair
	Derek Peale (DP)	External Member – from Item 4
	Tom Rossiter (TR)	External Member – Vice Chair
	Iain Wolloff (IW)	Principal
In Attendance	Jo Houghton (JH)	
	Lee Hunt (LH)	
	Jayne Steele (JS)	Director of Finance & Resources
	Cathy Wright (CW)	
	Gill Parkinson (GP)	Clerk to the Corporation
Quorum:	3 members required	Meeting quorate, 5 members present

AGENDA ITEMS

Item No.		Action
1.	APOLOGIES FOR ABSENCE SO welcomed SD and NF. DP and GH would be arriving later – the meeting was quorate. There were no apologies.	
2.	DECLARATIONS OF INTERESTS Members confirmed that they had no declarations of interest to make.	
3.	MINUTES OF THE PREVIOUS MEETING The Committee approved the minutes of the meetings held on 8 th February 2021.	

	<p>ACTION: GP would ensure the Confidential items were separated out and send to SO to sign.</p> <p>There were no matters arising.</p>	GP
4.	<p>CLIMATE CRISIS AND SUSTAINABILITY</p> <p>The Climate Roadmap had been circulated and JS had provided a document measuring the College against this including actions needed to move forward. She highlighted:</p> <ul style="list-style-type: none"> • She and SO had attended the AOC Climate Update Conference together with members of the Curriculum staff. It was engaging and interesting with good practice shared by other Colleges including signposting to resources and tools, many of which are low cost. She had gained knowledge on the grant bidding process and the necessity of early preparation. • The PFI adds complexity due to the lifecycle fund and need for negotiation with the stakeholders. • Training is available via an off-the-shelf toolkit – an 8-hour qualification available to all students to understand individual and wider responsibilities which would be rolled out to all 16–18-year-olds from September following staff training in August. • LH had suggested appointing a staff Climate Champion. Staff views were being gathered via the staff forum and survey and students via the Student Council and an induction questionnaire in September. <p>SO added that she had attended other very useful AOC events, and learnt that this would be all-encompassing including policies, subcontractors, purchasing, and curriculum. The leading Colleges in this area had appointed a non-hierarchical, student-engaged Climate Committee.</p> <p>SD explained that above all the Climate strategy should be simple and shared a slide used at Vodafone. (DP joined the meeting). SO asked about the cost of this? SD replied that it does not have to be costly and thought building College competency via the curriculum was important e.g. Northampton Uni. The Renewables Centre is important including ensuring publicity. ACTION: SD to share document with JS.</p> <p>JS thought agreement of targets and putting together a document to be publicised was key. This needed to be discussed with Mitie and all supplier approaches must also go through Mitie. ACTION: JS and NF to discuss Mitie aspects.</p> <p>Next steps were agreed:</p> <ul style="list-style-type: none"> • Develop actions for Climate document. • Before December – undertake staff and student surveys. • Developing targets before December and publicise. • Make decisions on training roll out. • Develop and discuss actions in the roadmap. • SDC to work out targets to finalise before Christmas. 	<p>SD/JS</p> <p>NF/JS</p>

	<p>All actions would be fully discussed by the Corporation.</p> <p>GH joined the meeting.</p> <p>DP confirmed that this topic is likely to engage young people the most.</p>	
5.	<p>STRATEGIC PLAN AND STRATEGY DAY - DEBRIEF</p> <p>The Strategy Day was held on Monday 10th May. IW noted that this had been a valuable exercise for the SLT. Various members had provided written notes as had the SLT and the Clerk. The next steps were agreed:</p> <ul style="list-style-type: none"> • A draft College Strategy would be prepared over the next two weeks. • The SDC would meet as a working group to consider and discuss this draft at the end of June. ACTION: GP to arrange this meeting. • Following this the College Strategy would be presented and also approved? to the July Board meeting <p>SO asked for the SLT’s feedback. LH thought it had been very useful and informative. CW added that this had provided reassurance that Governors and the SLT were on the same trajectory and JS believed that the discussion was useful with her group focusing on staff development and finance. JH thought there had been challenges and had welcomed engagement with Governors.</p> <p>SO asked whether the final Strategy would affect the Budget? IW replied that this was likely to be in future years.</p> <p>NF suggested releasing the College Strategy as part of a marketing event. IW replied that this document is currently for internal consumption, however the ESFA and FE Commissioners had recently instituted a process to consider Strategic Issues with a meeting with the College scheduled in June. Although this would not encompass the College Strategy, they would discuss the issues with the College. SO thought it should be widely circulated and TR warned that publicity should be carefully considered.</p> <p>CW explained there was a plan to cascade the Strategy throughout the College staff.</p>	GP
	CONFIDENTIAL	
6.	<p>CAMPUS DEVELOPMENT CONFIDENTIAL Recorded as a confidential minute.</p>	
7.	<p>UPDATE ON PFI CONFIDENTIAL Recorded as a confidential minute.</p>	

Confirmed as a correct record:

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Signature of Committee Chair

Date

DRAFT