

Minutes

CORPORATION BOARD MEETING

Date:	25 March 2024	Time:	3.00 PM
Chairperson:	Sally Osmond	Location:	College Restaurant

Members	Name	Present	Role
1.	Chris Wilson (CW)	*	External Member
2.	Glyn Howells (GH)	*	External Member
3.	Iain Wolloff (IW)	*	Principal & Chief Executive
4.	Javaid Iqbal (JI)	*	External Member
5.	Julian Cooper (JC)	*	External Member
6.	Khushi Ashwin (KA)	*	Student Governor (19+ HE)
7.	Peter Lambert (PL)	*	External Member
8.	Professor Gavin Brooks (GB)	*	External Member & Vice Chair (Teams)
9.	Roshani Jai (RJ)	*	Student Member (16-19)
10.	Sally Osmond (SO)	*	External Member & Chair
11.	Sam Dibas (SD)	*	External Member (Teams)
12.	Shelly Van Meter (SVM) <i>(not item 14.1)</i>	*	Staff Representative (Teaching)
13.	Stuart Compton (SC)	*	External Member
14.	Sue Richardson (SR) <i>(not item 14.1)</i>	*	Staff Representative (Support)
15.	Tom Rossiter (TR)	*	External Member
Apologies:	Jo Houghton (JH)		Vice Principal – HE & Skills (VPHES)
	Tim Major (TM)		External Member
In Attendance:			
1.	Andrea Wood (AW)	*	Potential External Member
2.	Cathy Wright (CW)	*	Vice Principal – Central Services (VPCS)
3.	Deborah Ferguson	*	Potential External Member
4.	Heather Large (HL)	*	Governance Professional (GP)
5.	Lee Hunt (LH)	*	Vice Principal – FE & Curriculum (VPFEC)
6.	Lesley Black (LB)	*	Potential External Member (Teams)
7.	Paula Powditch (PP)	*	Director of Finance (DF)
8.	Russell Shackleton (RS)	*	Potential External Member (Teams)
9.	Nathan Hall (NH) <i>(not item 14.1)</i>	*	Director of Estates & Facilities
Item 5 Only			
10.	Anne Whitworth (AW)	*	FEC Adviser
11.	Frances Wadsworth (FW)	*	Deputy FE Commissioner
12.	Kate Webb (KW)	*	FEC Adviser
13.	Rhys Thomas (RT)	*	DFE Team
Quorum:	40%	*	15 present - meeting quorate
Item			Reports

1	<p>Welcome and Apologies for Absence</p> <p>It is to be noted that just External Members and Principal were present at the start of the meeting. Apologies were received and accepted for Jo Houghton and Tim Major. A welcome was made by the Chair and introduction given to the potential new four external members in attendance.</p>	
2	<p>Declarations of Interests</p> <p>No declarations of any pecuniary, business or conflict of interests were made in any of the agenda items.</p>	
3	<p>Approval of new Governors</p> <p>The Chair explained that following a successful recruitment campaign by Peridot, via the support of the FEC, there are three new Governors proposed as external members plus a fourth member who has been independently sourced for their extensive finance and audit skills. Governors duly nominated and elected as external members:</p> <ul style="list-style-type: none"> • Lesley Black • Andrea Wood • Deborah Ferguson • Russell Shackleton 	Paper – p.4
4	<p>Introduction of New Members</p> <p>The new members joined the meeting.</p>	Verbal
5	<p>FE Commissioner - Update on FEC Support *</p> <p>Noted as a confidential Minute.</p>	Tabled
6	<p>Governance</p> <p>It is to be noted that Staff and Student Governors joined the meeting at this point</p>	Paper – p.23
6.1	<p>Minutes of the Previous Meeting</p> <p>The minutes of the 30 October were reviewed by the Board and some minor amendments requested of the Governance Professional. Pending those amendments, the Minutes of 30 October 2023 were duly agreed, ready for signature and filing.</p> <p>Action: Governance Professional to update the Minutes of 30 October 2023</p> <p>The confidential minutes of the 30 October 2023 were duly reviewed and agreed, ready for signature and filing. An update was given by Principal on the sale of the land The Board were alerted to the fact that patients of the GP Surgery, had been sent letters, unknown to the College, explaining their intent to move to the land.</p>	Paper – p.38
6.2	<p>Matters Arising from the minutes</p> <p>The Board reviewed the Action Log:</p> <p>Clerk to update both Confidential and General Minutes of the 17 July 2023. Complete</p> <p>Principal to ensure that full details of progress with E&M actions be provided to the CQC in November, including the approach to assessment and progress monitoring. Complete</p> <p>The Chair will review potential dates for an Away Day. Ongoing</p>	Paper – p.34
7	<p>College Reports</p>	
7.1	<p>Principal's Report</p> <p>The Principal presented his report, which included updates on:</p> <ul style="list-style-type: none"> • Minimum Service Levels – DfE Consultation • AI in Education • Autumn Statement • Quality Reporting in 2022/23 • College Improvement Plan • College Events, Activities and Successes 	Paper – p.35

	<p>The Board asked the Principal for clarity on:</p> <ul style="list-style-type: none"> • How the service level agreements are monitored and maintained. The Principal explained this is largely down to data and checking the impact of the provision of those services on the students. • With regard to AI, the Board asked if there is enough College resource to cope. The Principal confirmed there is as the College is increasing staff in this area to a further three. • How often the College Improvement Plan is reviewed. Principal advised every two weeks. • How EXPO Event was received. Confirmation from an attending Board member that the event was a great success was shared, which the Principal noted and agreed with. Principal advised the College is already planning next year's event. 	
7.2	<p>Student Governor Report</p> <p>The Board were informed of:</p> <ul style="list-style-type: none"> • Volunteering experience, Open Evening and Wellbeing Week • Workloads on staff in Art • Student experiences within Maths and English Curriculum and its delivery • See Something Say Something Campaign and student personal safety off campus • Quality provision of Lecturers, Wellbeing, equipment, resources, and on-line facilities • Improvements recommended for Equipment and Resources, charging of laptops in classrooms <p>The Board discussed in detail the concerns raised about certain areas near the College that students had expressed safety issues and the difficulties around offsite safety. There was consensus that the relationships that the College already have with the Council should continue and that communication will need to be key here. Ensuring that the Council have strong links with the student body was also recommended in an effort to get the concerns addressed fully and robustly.</p>	Paper – p.38
7.3	<p>Governance Professional Report</p> <p>The Board were informed of:</p> <ul style="list-style-type: none"> • Statutory KCSIE training that is outstanding for Governors which should be completed by 31 December 2023 for JC, SD, GH and TM • Training available for specific link governor skills via the ETF • External Governance Review timetable 	Paper – p.40
8	Curriculum and Quality	
8.1	<p>Report from the Curriculum and Quality Committee</p> <p>Professor Gavin Brooks presented his report updating the Board on the meeting held two weeks ago which:</p> <ul style="list-style-type: none"> • reviewed the College Improvement Plan, including the safeguarding arrangements, and found there were no major areas of concern. • discussed how the quality of teaching is judged, • reviewed Maths and English provision, including how the College is addressing class sizes, different attainment levels, student progress and staffing in both subjects. The Committee were informed of the staffing issues and how the growth in English and Maths this year has led to a new timetable which was implemented from 20th November. 	Paper – p.45
8.2	<p>Quality Reports</p> <p>8.2.1 – College FE & Apprenticeship SAR</p> <p>Curriculum and Quality Committee discussed the FE and Apprenticeship SAR 2022/23</p>	Paper – p.47

	<p>and recommended the Corporation Board approve the report. The Board were informed that the teaching and learning monitoring strategy around assessment for this year will be considered next term. The impact of the improvements made should be seen in February and May. Corporation Board duly approved the College FE & Apprenticeship SAR 2022/23</p> <p>8.2.2 – HE SER Curriculum and Quality Committee discussed the HE Self Evaluation Report 2022/23 and recommended the Corporation Board approve the report. Corporation Board duly approved the HE Self Evaluation Report 2022/23</p> <p>8.2.3 – College Improvement Plan The Board were informed that the Plan is reviewed and updated every two weeks. It includes the Ofsted five areas and the actions from the work of the FEC. The Board duly noted the CIP.</p>	
8.3	<p>Safeguarding</p> <p>8.3.1 To receive the report from the Safeguarding Link Governor The Board received the report from the Safeguarding Link Governor and noted:</p> <ul style="list-style-type: none"> • Minor decline in behaviour around the grounds • Introduction of MyConcern as a reporting tool • External Agency support around assuring Student Safety • Employer safeguarding actions monitoring and checking • Student Attendance • Inspection of the Single Central Record (SCR) <p>8.3.2 To review the update on College Safeguarding Arrangements The VPFECC presented the College Safeguarding Arrangements to the Board who noted:</p> <ul style="list-style-type: none"> • Introduction of MyConcern • Student Behaviours • Introduction of Safety Warden • Ongoing review on resources to support the continued delivery of Pastoral tutoring <p>The Board asked the VPFECC:</p> <ul style="list-style-type: none"> • How the College is managing when members of the safeguarding team are absent and were informed that the College continues to recruit and that record keeping has improved significantly, so issues are being received promptly and dealt with at the earliest stages, which prevents any issue escalating. • If the College has any concerns about the skill sets of staff when serious incidents are reported from different areas. The VPFECC assured Board that the College is confident it has a strong team. 	<p>Paper – p.51</p> <p>Paper – p.53</p>
8.4	<p>Equality, Diversity, and Inclusion VPCS presented her report on EDI and the Board noted that the Curriculum and Quality Committee had recommended approval.</p> <p>The Board had no questions and Corporation Board duly approved the EDI Annual Review.</p>	Paper – p.64
9	Finance and Resources	
9.1	<p>Report from the Finance and Resources Committee The Chair of Finance and Resources Committee updated the Board on:</p> <ul style="list-style-type: none"> • Issues around PFI and how they were being handled • Staff Pay Rises • Cash Flow position • Student Numbers • Recommendation for the Board to approve the Financial Statements 2022-23 	Verbal

9.2	<p>Financial Statements 2022/23</p> <p>The Finance Director presented the Financial Statements 2022/23 explaining these had been scrutinised by the Finance and Resources Committee and asked the Corporation Board to approve.</p> <p>The Corporation Board duly approved the Financial Statements 2022/23.</p>	Paper – p.65
9.3	<p>Monthly Management Accounts, Forecast and Cashflow</p> <p>The Finance Director updated the Corporation Board on the three months to October 2023 with a full review of the current position of the College finances. The Board duly noted the:</p> <ul style="list-style-type: none"> • Year to Date Operating Deficit being favourable to the budget • Year to Date overall Surplus, with the capital receipt • Overall Income for 2023/24 • Overall Expenditure for 2023/24 • Forecast Operating Deficit for 2023/24 • Identified Changes for 2023/24 and their impact on the fiveyear forecast <p>The Board questioned if:</p> <ul style="list-style-type: none"> • The report included staff pay rises. This was confirmed as not the case but was to be a separate confidential item for discussion on this Agenda. • What the College needs to do to get ESFA Good rating. It was explained to the Board that the changes made for the current budget, do not automatically render the College to go to the next level of assessment e.g. Good and that this is unlikely until the end of the PFI contract. 	Paper – p.66
10	<p>Audit</p>	
10.1	<p>Report from the Audit Committee</p> <p>10.1.1 To receive a report of the work of the Audit Committee</p> <p>The Chair of Audit Committee presented their report to the Board which duly noted:</p> <ul style="list-style-type: none"> • College received a clean external audit report and the recommendation from the Audit Committee to approve the letters of representation • Internal Auditors reporting that College having a moderate framework of control for managing learner numbers • Internal Auditors being unable to present the Audit on Apprenticeships • Updated Risk Register • New Health and Safety Monitoring System <p>10.1.2 To note the appointment of Internal Auditors</p> <p>The Board had recommended that Audit Committee had appointed McIntyre Hudson LLP as the College Internal Auditors for two years up to 31 July 2026 with the option to extend for a further two years at a total cost of £14,525 plus VAT.</p>	Paper – p.79 Paper – p.80
10.2	<p>Audit of the financial statements and regularity audit</p> <p>10.2.1 To note the External Audit Management Report</p> <p>The Board duly noted the unqualified External Audit Management Report.</p> <p>10.2.2 To approve the RSAQ for submission to the ESFA</p> <p>The Board duly approved the ESFA regularity self assessment questionnaire.</p> <p>10.2.3 To approve the Letters of Representation</p> <p>The Board duly approved the two letters of representation around the audit of the financial statements and the other on the Regularity Assurance Engagement.</p>	Paper – p.82
10.3	<p>Audit Committee Annual Report</p> <p>10.3.1 To note the Internal Audit report of Apprenticeship funding</p> <p>The Finance Director asked the Board to note the Audit of apprenticeship funding which was conducted very late by a specialist team and finalised on 4 December. The</p>	Paper – p.83 Paper – p.119

	<p>advice of the ESFA now recommends any issue relating to a potential funding adjustment should lead to a fundamental recommendation. The College has received an unprecedented 12 fundamental recommendations. Apprenticeship funding rules are very complex and subject to constant change and is particularly challenging for the College as many are subject to long duration apprenticeships. The College was disappointed with the report, stating that it did not appear to properly reflect the strength of the College apprenticeship function. Despite the number of recommendations, the audit team confirmed that the report was positive in relation to other apprenticeship audits in the sector.</p> <p>10.3.2 To consider the recommendation of the Audit Committee to approve the Annual Audit Committee Report</p> <p>The Chair of the Audit Committee made the Board aware that the production of the Audit Committee Self Assessment would normally be produced by the Governance Professional or Chair of Audit Committee. Due to both Chair and Governance Professional commencing their duties in Summer/Autumn 2023, the Principal very kindly drafted the report for the Committee but going forward this will be the responsibility of the Governance Professional.</p> <p>The Board noted that the work of the Audit Committee included:</p> <ul style="list-style-type: none"> • Review of Internal and External Audit Findings • Reviewing and agreeing actions in relation to key risks as per Risk Register • Review 2022/23 Accounts and made recommendations for operational actions of the Finance Department <p>The Corporation Board duly approved the Annual Audit Committee Report.</p>	
11	Strategic Development Committee	
11.1	<p>Report from the Strategic Development Committee</p> <p>The Chair of the Strategic Development Committee updated the Board on:</p> <ul style="list-style-type: none"> • Strategy - A detailed discussion was held on the initial draft of the revised college proposals for its Strategic Plan 2023-2028. Recommendations were made on content and a discussion around the timing of update and release of a revised strategy considering the external and internal factors which have influenced focus since the current strategy was approved. • Campus - Discussion regarding the sale of the parcels of land and the progress on the planning application will be considered under the Principal's report. Things are moving quite quickly, and information constantly is being updated. These discussions continue to be considered as Confidential. • PFI - The committee were updated on the on-going plans to bring the PFI to a close and the inputs required from external parties. The current state of the premises was discussed particularly in relation to the performance of the FM provider and the on-going need for this to be monitored. The Committee were pleased to know that financial payments have been received for non-delivery. • Climate action and sustainability - Progress on the climate action plan was presented and it seems that the action is turning into tangible deliverables. Concern was expressed as to the potential cost of actions and how much the college could financially support in this area with the current financial constraints. However, it was concluded that this should not limit the ambition set. 	Verbal
11.2	<p>College Strategy</p> <p>The Principal asked the Board to approve the revised Strategy for 2024/2028 as amended following review by the Strategic Development Committee. The Board noted:</p> <ul style="list-style-type: none"> • The increase in strategic goals 	Paper – p.126

	<ul style="list-style-type: none"> • Definition of the core business areas to reflect a more focussed approach • Replacement of the balanced scorecard with a range of KPIs <p>The Board asked if a reflection around sustainability could extend to education as part of the professional standards, as recommended by FEC which the Principal agreed was a helpful addition.</p> <p>The Board duly approved the outlined Strategy for 2024/28.</p>	
12	Remuneration Committee	
12.1	Report from the Remuneration Committee* Noted as a confidential minute	Verbal
13	Search and Governance Committee	
13.1	<p>Report from Search and Governance Committee</p> <ul style="list-style-type: none"> • To approve Vice Chair of Corporation <p>It was reported to the Board that Mr Glynn Howells has formally resigned as a Governor leaving a vacancy for both Finance Chair as well as Vice Chair of Corporation. One nomination has been received for the role of Vice Chair of Corporation from Professor Gavin Brooks and the Board were asked to formally elect Professor Gavin Brook as Vice Chair of the Corporation Board. This was unanimously approved.</p> <ul style="list-style-type: none"> • Work of Peridot <p>Following the successful recruitment of three new Governors, Peridot have been formally asked to recruit for a Finance Governor to replace Glynn Howells as Chair of the Finance & Resources Committee. Peter Lambert as Vice Chair of Finance Committee has agreed on a temporary basis to Chair the Finance Committee until the securing of a Finance Governor in February 2024.</p> <ul style="list-style-type: none"> • Current Governor Vacancies <p>The Board were informed that Tom Rossiter will be resigning with effect of today's date as his term of office ends in February 2024 and he has served the maximum term of office allowed for a Governor. The Search and Governance Committee will look to securing another Governor. The Board were informed that Stuart Compton has resigned from the Strategic Development Committee so more members will be needed as well as a Vice Chair for this Committee. Remuneration Committee need a Vice Chair plus more members as well.</p> <ul style="list-style-type: none"> • Policies Work <p>The Board were updated on the work being carried out by Jo Houghton on College Policies. Jo is conducting a review which will mean there will be many policies coming to Board for Governor review and approval.</p>	Paper – p.135
14	Confidential Items	
14.1	Pay and Conditions Review* It is to be noted that Staff members and Student Members were asked to leave the meeting at 18.15 hours so external members could discuss the agenda item. Noted as a confidential minute	
15	Any Other Business There was none Meeting Closed at 18.48 hours	
	Date and time of Next Meeting: Monday 25 March 2024 at 3pm	

Denotes items not previously considered by a Committee of the Corporation

* Denotes confidential items

Signed: *Sally Osmond*

(Chair) Date: 25 Apr 2024

Sally Osmond (Apr 25, 2024, 2:17pm)



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Thu, 25th Apr 2024 14:17:20 UTC	Sally Osmond signed the envelope186.15.187.165
Thu, 25th Apr 2024 14:17:21 UTC	This envelope has been signed by all parties186.15.187.165
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