

Non-Confidential Minutes

CORPORATION BOARD MEETING

Date:	16 December 2024	Time:	3.00 PM
Chairperson:	Sally Osmond	Location:	College Restaurant Annexe

Members	Name	Present	Role
1.	Chris Wilson (CW)	*	External Member
2.	Lesley Black (LB)	*	External Member
3.	Iain Wolloff (IW) <i>(not item 14.2)</i>	*	Principal & Chief Executive
4.	Javaid Iqbal (JI)	*	External Member
5.	Debbie Ferguson (DF)	*	External Member
6.	Khushi Ashwin (KA) <i>(not for item 14)</i>	*	Student Member (19+ HE)
7.	Sue Richardson (SR) <i>(not for item 14)</i>	*	Staff (Support) Member
8.	Sally Osmond (SO)	*	External Member & Chair
9.	Malcolm Baggott (MB) <i>(not for item 14)</i>	*	Staff (Teaching) Member
10.	Stuart Compton (SC)	*	External Member
11.	Neil McDougall (NM)	*	External Member
12.	Professor Gavin Brooks (GB)	*	External Member & Vice Chair
13.	Russell Shackleton (RS)	*	External Member
14.	Sam Dibas (SD)	Part	External Member
15.	Jadean Havenga (JHa) <i>(not for item 14)</i>	*	Student Member (16-19)
16.	Tim Major (TM)	*	External Member
17.	Trevor Gabriele (TG)	*	External Member
18.	Peter Lambert (PL)	*	External Member
Apologies:	Julian Cooper		External Member
In Attendance:			
1.	Cathy Wright (CW) <i>(not for item 14.2)</i>	*	Vice Principal – Central Services (VPCS)
2.	Jatinder Matharu (JMa) <i>(not for item 14.2)</i>	*	Director of Safeguarding and Support (DSS)
3.	Heather Large (HL)	*	Governance Professional (GP)
4.	Lee Hunt (LH) <i>(not for item 14.2)</i>	*	Vice Principal – FE & Curriculum (VPFEC)
5.	Jo Houghton (JH) <i>(not for item 14.2)</i>	*	Vice Principal – HE & Skills (VPHES)
6.	Jamie Morton (JMo) <i>(not for item 14.2)</i>	*	Director of Finance (DF)
7.	Nathan Hall (NH) <i>(not item 14.2)</i>	*	Director of Estates & Facilities (DEF)
8.	Lee Probert (LP)	*	SLT Member
Quorum:	40%	*	18 present - meeting quorate

Item		Reports
	Farewell to Iain Wolloff The Board thanked Iain for his service and wished him well in his retirement. A presentation was made.	
1	Welcome and Apologies for Absence Apologies were received and accepted for Julian Cooper, the Board were informed that	Verbal

	Sam Dibas would be arriving late. The Board were introduced and gave a big welcome to Jadean Havenga the new 16-19 Student Governor.	
2	Declarations of Interests No declarations of any pecuniary, business or conflict of interests were made in any of the agenda items.	Verbal
3	Notification of any other Urgent Business The Board were informed that there were no notifications for any other urgent business to be completed.	Verbal
4	Governance	
4.1	Minutes of the previous meeting 4.1.1 To approve the Corporation Board Minutes of 21 October 2024 The Board unanimously approved the Corporation Board Minutes of 21 October 2024 4.2.2 To approve the Confidential Corporation Board Minutes 21 October 2023 The Board unanimously approved the Confidential Corporation Board Minutes of 21 October 2024	Paper p.4 Paper p.11
4.2	Matters arising from the Minutes To review the Action Log. The Board were informed that applications for the SEND Link Governor role via Peridot will be shorted listed and interviewed on 7 January 2025. The Clerk informed the Board all Governors had completed their KCSIE 2024 training.	Paper p.16
5	College Reports	
5.1	Principal's Report* The Board were informed on: <ul style="list-style-type: none"> • AOC 'Mission accepted; the role of Colleges across the government's five missions' Report • Ofsted Annual Report 2023/24 • College Teacher 2.5% Pay Rise • Government Budget 2024 • Key College Issues on Quality, Capital Receipts and College Events • GP Surgery Planning Application decision to be received in the next few months The Board asked: <ul style="list-style-type: none"> • When the College will know if a judicial review has been requested on the Mayfield Point land sale. Board were informed the interim deadline is Friday 20 December but it is still possible for a request to be made after that date. There are no concerns about the electricity substation move. There is a possibility of the College receiving the next payment tranche earlier in 2025 than anticipated. 	Paper – p.16
5.2	Student Governor Report To receive reports on: 5.2.1 Adult Provision The Board were informed: <ul style="list-style-type: none"> • Student Representatives have confirmed students are content with the year start particularly with the Lecturers and Courses and especially Guest Lecturers. • Students have questioned the Apprenticeship assignments being too close together. It was explained that this cannot be changed as modules need to be completed within a specific timescale. However, lesson material can be provided in advance so students have the opportunity to work on their assignments earlier. College were happy to be informed of the areas that are not getting their material quick enough and address the issue. 	Verbal

	<ul style="list-style-type: none"> Lecturer feedback response times are too slow. Board asked what are the policy timelines for this and were informed it is up to two weeks and that some Universities allow four weeks. College acknowledged the concern and would review this to find a solution. Water and Coffee machine has been out of order for some time in UCN. College explained that the issue is that it is not restocked regularly and is part of the Refectory Staff duties but confirmed there have been staff shortages in the department but these are now resolved. <p>5.2.2 16-19 Student Governor Report</p> <p>The Board asked:</p> <ul style="list-style-type: none"> What areas of the PPD programme did the student governor see as being challenging. Board were informed that some students get anxiety at certain topics. DDS explained that College were aware of this and explained the strategies in place to address this which included PP sessions, various tools being used and PPD tutoring. If the College were aware of buses being held up by parents in cars. The College explained they had no complaints from the Bus Service to date and that parents should not be doing this and car registrations could be taken and reported to the College. <p>It is to be noted that Sam Dibas joined the meeting at 15.57 hours.</p> <p>The Chair advised the Board that she was aware that Staff Governor Reports had not been an agenda item for Board meetings but it would be going forward and invited the Staff Governors to make comment. The Board were informed:</p> <ul style="list-style-type: none"> Lecturers express concern regarding pay. Staff were pleased with the extra Christmas holidays enabled by the College this year <p>Action: Clerk to add Staff Governor Reports as agenda items for the next meeting.</p>	Paper – p.20
5.3	<p>Governance Professional’s Report</p> <p>The Board were informed on:</p> <ul style="list-style-type: none"> Governor Training Progress on External Governance Review Action Plan Policy Process Governor Recruitment Governor Induction Programme Updates to be made for Terms of Reference and Standing Orders Progress on AOC Governance Code of Conduct <p>The Board asked if the Clerk had received the Student Governor election process and Student Council Terms of Reference. The Clerk confirmed she had not and the PCE confirmed he would send these to her.</p> <p>Action: PCE to send Clerk Student Council TOR and Student Governor election process.</p>	Paper – p.21
6	Search and Governance Committee	
6.1	<p>Search and Governance Committee Chair’s Report</p> <p>The Board were informed of:</p> <ul style="list-style-type: none"> Recruitment of a link governor for SEND, a shortlist is being prepared for 	Paper – p.25

	<p>interview and being able to confirm this appointment in January 2025 and will use this opportunity to refine our new Governor induction process.</p> <ul style="list-style-type: none"> • Welcome to a new student governor to the board and supporting their integration into the role. • A new process to record governor visits to the college has been rolled out. • Links to governor documents are now in place and governors are invited to try it out and report back to the GP. • Now monitoring governor training completion, attendance at meetings and board expenses more closely to enable easy reporting. • The review of the new Code of Good Governance continues with a view to introducing it in early 2025. • The external board review action plan is in process. • An additional Strategy Day in early 2025 has been requested. • Governor self appraisals delivered to individual Governors which is the governors opportunity to review and request any additional training they feel necessary. <p>The Board asked:</p> <ul style="list-style-type: none"> • If the registration book log in would be validation of a Governor visit. The Chair explained this is not a robust system as not all Governors sign in and it does not detail the purpose of the visit and how the College strategy is being implemented. 	
7	Remuneration Committee	
7.1	<p>Remuneration Committee Chair’s Report</p> <p>The Board were informed that the Committee met with the Senior Post Holders to review progress against the 2023/24 Goals and Objectives and it was noted that good progress had been made was RAG rated summarily described as:</p> <p>Red was the 5 year financial plan. The FD has received further training.</p> <p>Items marked as amber were:</p> <ul style="list-style-type: none"> • Delivery of training on finance policies • Financial aspects of the PFI close-out plan • Progress on the College Sustainability Action plan, this was largely due to capacity and bandwidth issues. <p>Uncompleted items will continue into the current year. The Remuneration Committee had also reviewed the draft objectives for 2024/25 and had acknowledged the progress made with these.</p>	Paper – p.27
8	Strategic Development Committee	
8.1	<p>Strategic Development Committee Chair’s Report</p> <p>The Board were informed that Neil McDougall was now Chair of the Strategic Development Committee.</p> <ul style="list-style-type: none"> • Several discussions had taken place with the Interim Principal & Chief Executive, Lee Probert, and decision taken that the roll-out of the Five Year Strategy Plan will be put on hold pending his proposals to the Board. • The Committee had received a presentation from the Greenham Trust who outlined the activities taking place to drive forward the approval of planning which are critical for the College receiving the tranche 1 final payment. Committee were given an overview of the contract and development of the site including the GP Surgery proposal. 	Paper – p.28

	<ul style="list-style-type: none"> • The Committee reviewed the finalisation plans to bring PFI to a close and updates on the Estates Strategy were presented. • The development of the Climate Action activities was presented to the Committee and its inclusion of the whole College strategy. 	
9	Audit Committee Report	
9.1	<p>Audit Committee Chair’s Report</p> <p>The Board were informed that the Audit Committee had received and considered:</p> <ul style="list-style-type: none"> • Annual External Auditor’s Audit Management Report for 2023-24. College were assessed as “being a going concern” this is largely down to the fact that the receipt of the land sale funds is pending. The reasons why the College had been assessed as being “a going concern” were explained in full and accepted by the Board. • Annual Report and Financial Statements 2023-24. Self assessments were still to be carried out. The Chair had asked to see a further version of the report once these remaining details had been finalised. The Committee had recommended the Annual Report and Financial Statements 2023-24 for FRC approval. • Letters of representation. The Committee were informed this is standard wording and auditors can put in specific representations if necessary and subsequently asked for some changes in the document before approving. • The Committee reviewed the regularity self assessment questionnaire and were content this could be submitted for ESFA assurances. • The Committee did not have any new internal audit reports to review. • The Committee received the updated risk register and the highest areas of risk identified are in cybersecurity, financial expenditure and cashflow, misappropriation of funds (Fraud), adverse political funding decisions, and reputation (social media). • The committee received a comprehensive Health and Safety report, and overall safety culture is improving. The committee had discussed monitoring and training matters. • The Committee had given its support for further GDPR training. 	Paper – p.30
9.2	<p>Annual Report of the work of the Audit Committee 2023/24</p> <p>The Board received and were asked to approve</p> <ul style="list-style-type: none"> • The report on the Audit Committee’s activities during 2023/24 in the light of its terms of reference. The report is written annually to assure the Corporation that the Audit Committee is effectively carrying out its responsibilities. It summarises the work of the Committee during the previous academic year and confirms that the Audit Committee has effectively monitored current and new and emerging risk, the effective operation of key processes within the College, reviews and assures internal/specialist audit arrangements, and oversees the engagement and function of external auditors. The annual report to the corporation must be submitted to the corporation before the statement of corporate governance and internal control in the annual accounts is signed. The Board approved the report. 	Paper – p.33
9.3	<p>Key Risks</p> <p>The Board were asked to note the Audit Committee’s view of the College key risks which were highlighted at 9.1. The committee have requested a review of Risk Management including policies, procedures and the risk register to ensure that it includes and simply identifies areas such as strategic, operational and third party risk and resilience ensuring that the design and implementation of risk mediation adequately manages risk within the risk appetite.</p>	Verbal

	<p>It is to be noted that the meeting was adjourned at 16.20 hours</p> <p>The meeting recommenced at 16.30 hours</p>	
10	Curriculum and Quality Committee	
10.1	<p>Curriculum and Quality Committee Chair’s Report</p> <p>The Board were informed of:</p> <ul style="list-style-type: none"> • Student Attendance Figures are/were low. • The Quality Improvement Plan confirms the College is moving in the right direction and has made satisfactory progress over last year with some areas having made significant improvement. Several items on the plan will move into this academic year’s plan. • Learning Walks were initiated in early November 2024. • Curriculum efficiency in the UCN • Student Survey Results • Safeguarding. The Board were informed of a correction with the Safeguarding Report with regard to the Single Central Record (SCR) and that it had improved. This was incorrect, it did not need to improve but rather it had been enhanced with the recording of the filtering and monitoring data. DSL has led safeguarding at the College off site provisions and Governors have visited one off site provision to review the progress made relating to safeguarding and intend to visit more sites. Transition paperwork with regard to safeguarding and particularly SEND/SEMH needs of students is much more improved because of the secure systems put in place by the College. This means staff are better informed on meeting the needs of the students starting College. • Behaviour and Attitudes continues to be strengthened with appropriate training for students with complex needs. • Policies were reviewed for Board ratification today apart from EDI as there are some ongoing discussions required. 	Verbal
10.2	<p>Quality Reports</p> <p>The Board were asked to approve the College Further Education and Apprenticeships Self-Assessment Report (SAR) and College Self Evaluation Report (SER) which had been previously reviewed by the Curriculum & Quality Committee.</p> <p>The Board were informed of the work conducted over the two days in preparing and finalising these reports and staff input. The final documents were considered on 5 December, and the College assesses itself as “requires improvement” but on a positive trajectory with the intention of being “good” for this academic year. English and Maths still require improvement, some aspects are above the national average with others below. Study programmes require improvement, behaviour and attitudes are good, personal development requires improvement, but the College is moving upwards consistently. Board was informed that the reports do not include Term 1 progress.</p> <p>The Board unanimously approved the College Further Education and Apprenticeships SAR and College SER.</p>	Paper – p.40 Appendix 1 Appendix 2
10.3	<p>Mental Health</p> <p>The Board received a report on the work implemented in the College to support mental health of staff and students.</p> <p>The Board were informed of:</p> <ul style="list-style-type: none"> • College registration with the AoC Mental Health Charter Framework • College Mental Health and Wellbeing Plan includes four main themes: leadership and ethos, support for students, workplace wellbeing, and methods for capturing evidence and impact. • The College will use the Charlie Waller College Mental Health Self-Evaluation Tool (C-MET) for a thorough approach to mental health and wellbeing. This 	Paper – p.41

	<p>framework will be implemented in the New Year to develop that the college is capitalised elsewhere.</p> <ul style="list-style-type: none"> • A whole college approach will enable College to ensure it has appropriate support in place for the whole of the college community. • There is concern around the capacity to deliver the Wellbeing strategy and deliver targeted initiatives with the limited capacity of a three day a week part-time role for the wellbeing officer. • Student mental health referrals continue to rise. <p>The Board asked:</p> <ul style="list-style-type: none"> • Where actions have not been started and are being shown as Red in the RAG status, that these be changed to white. • How impact statements will be assessed/created. Board were informed these are the headings that the AoC had provided and this is a work in progress and will be reviewed and assessed by staff and Board for discussion and any amendment if deemed necessary. • Is there enough financial resource to implement the strategies. The Board were informed this will be carefully monitored. 	
11	Finance and Resource Committee	
11.1	<p>Finance and Resource Chair's Report</p> <p>The Board were informed of:</p> <ul style="list-style-type: none"> • Student Enrolments and the financial impact. Currently 16-19 provision is 22 students below budget. • Management Accounts – Deficit increased from £418k to £1.2m. There was a shortfall in income of £173k and increased costs for English and Maths staff provision. • Audit Assessment of Finances – Requires Improvement • Cash and receipts. Cashflow crisis pinch point will be March/April 2026 • Financial Statements. Robust conversation around the land sale income and whether this should go into accruals. • Pay and Conditions recommendations to Board. 	Verbal
11.2	<p>Financial Statements 2023/24</p> <p>The Board were informed these had been reviewed by the Finance and Resource Committee for Board approval.</p> <p>The Board unanimously approved the Financial Statements for 2023/24.</p>	<p>Paper – p.48</p> <p>Appendix 3</p>
11.3	<p>Management Accounts and Forecast</p> <p>The Board were informed these had been reviewed by the Finance and Resource Committee for Board approval.</p> <p>The Board unanimously approved the October accounts and forecast for 2024/25, the letter of representation and RSAQ.</p>	<p>Paper – p.52</p> <p>Appendix 4</p>
12	Policies	
12.1	<p>The Board were asked to approve the policies previously reviewed and agreed for approval by the Committees of the Corporation Board. The Board duly ratified:</p> <ul style="list-style-type: none"> • Anti-Bribery (pending changes to Section 3) • Critical Incident • Dignity at Work • Financial Regulations • Managing Allegations against Staff • Online Safety • Physical Intervention • Positive Behaviour Management • Prevent 	

	<ul style="list-style-type: none"> • Redundancy • Safeguarding <p>Action: Clerk to send minor spellings/updates to VPHEs Action: DSS to find out if anyone is using VPNS with regard to online safety.</p>	
13	Any Other Business	
13.1	There was none	
14	External Governor Discussion External Governors and Senior Post Holders Only Staff and Student Governor Members left at 17.11 hours	
14.1	Pay and Conditions Review* Subject to a Confidential Minute	Paper provided separately
14.2	Presentation to External Members by Lee Probert External Governors Only Senior Post Holders and PCE left at 17.35 hours	
14.2.1	Subject to a Confidential Minute <p style="text-align: center;">Meeting closed at 18.42 hours</p>	Paper provided separately
	Date and time of Next Meeting: Monday 31 March 2025 at 3pm	

Denotes items not previously considered by a Committee of the Corporation

* Denotes confidential items

Signed:

Sally Osmond

(Chair)

Date:

01 Apr 2025

Sally Osmond - Could you sign and date
for me please thanks (Apr 1, 2025, 9:30pm)



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Audit history log

Date	Action
Tue, 26th Feb 2019 11:28:22 GMT	Job created (5.28.54.186)
Tue, 26th Feb 2019 11:28:22 GMT	Job queued to start (5.28.54.186)
Tue, 1st Apr 2025 7:37:42 BST	Envelope generated by Heather Large (86.19.70.229)
Tue, 1st Apr 2025 7:37:42 BST	Document generated with fingerprint fb19783c5642e12c858989c47a2cc1ad (86.19.70.229)
Tue, 1st Apr 2025 7:38:02 BST	Sent the envelope to Sally Osmond - Could you sign and date for me please thanks (sallymosmond@gmail.com) for signing (86.19.70.229)
Tue, 1st Apr 2025 7:38:03 BST	Document emailed to sallymosmond@gmail.com (18.175.176.205)
Tue, 1st Apr 2025 7:51:18 BST	Sally Osmond - Could you sign and date for me please thanks opened the document email. (104.28.86.104)
Tue, 1st Apr 2025 8:06:32 BST	Sally Osmond - Could you sign and date for me please thanks opened the document email. (146.75.174.12)
Tue, 1st Apr 2025 17:50:33 BST	Sally Osmond - Could you sign and date for me please thanks viewed the envelope (86.176.66.53)
Tue, 1st Apr 2025 17:50:51 BST	Sally Osmond - Could you sign and date for me please thanks signed the envelope (86.176.66.53)
Tue, 1st Apr 2025 17:50:51 BST	This envelope has been signed by all parties (86.176.66.53)