

Minutes

CORPORATION MEETING

Date:	13 th December 2021	Time:	3 PM
Chairperson:	Sally Osmond	Location:	College Restaurant

Item	
1	Apologies for absence ST, SD Late, JK (leave early)
2.	Declarations of interests Exclusion of members and/or non-members No additional matters
3	Governance
3.1	Appointment of Governors To welcome new student governors AG & LB both welcomed.
3.2	Minutes of the previous meeting To approve the minutes of the previous meeting Both approved.
3.3	Matters arising from the minutes / Action Log External Audit – for future meeting Declarations – all done KCSIE – all done PFI Credit – IW updated
4	College Reports
4.1	Principal's Report* To receive questions on the Principal's Report Summarised key points. GH – stressed college approximate break-even point, without the PFI DP – welcome LH appointment at Ofsted inspector and congratulated College on maintaining positive external profile.
4.2	Student Governor Report* To receive an update of key student issues LB – sought views across HE groups. Highlighted practical points around refectory facilities in the evening AG – Summarised points from student council, concerns around some aspects of IT and additional outside seating areas. LH – confirmed that all actions were being responded to the Council JK – highlighted student wish for more charging points but also wish to improve carbon use. SvM – explained how UCN will respond to the points raised by students. SO – asked about whether no-smoking campus had been considered, LH confirmed that this was a live debate. GH pointed out that health trusts being asked to support vaping as a safer alternative.
5	Curriculum & Quality
5.1	Report from the Curriculum & Quality Committee To receive a report of the work of the C&QC

	SW – reported on five important issues considered by the Committee SAR, SER, EDI, Safeguarding, Subcontracting. Provided a summary of these key issues.
5.2	<p>Quality Reports</p> <p>To consider the recommendation of the C&QC to approve the:</p> <p>5.2.1 - College FE SAR</p> <p>LH – outlined the nature of the FE SAR and how it addresses the key features of inspection focus. Stressed the key weakness of ensuring certification and completion. LH explained the actions being taken to address this significant weakness. Overall, T&L very positive, apprenticeships outstanding. JK – thanked LH for honesty of approach and commended the thoroughness of the SAR process, which he had taken part in.</p> <p>Approved</p> <p>5.2.2 - HE SER</p> <p>SVM – summarised the nature of the SER and the key features of HE performance last year. Very positive performance for HE in 2020/21.</p> <p>SW – asked about the AAT figures. SVM and LH explained the nature of these professional examinations.</p> <p>Approved</p>
5.3	<p>Equality, Diversity & Inclusion Annual Report</p> <p>To approve the E&D Annual Report</p> <p>CW – summarised the main issues from the report.</p> <p>GH – asked about the work to ensure equality for the trans community. CW confirmed that there had been some well-received training for all staff.</p> <p>NF – asked about student and staff involvement in the preparation of the report. CW confirmed that more is needed.</p> <p>GH – asked about lack of reporting on ethnicity from staff. CW explained that this was due to the development of the new HR system, where existing data could not be transferred across. This is a key area for action this year, with staff being asked to report through the self-service system.</p>
5.4	<p>Safeguarding*</p> <p>To receive an update on the College response to national concerns on sexual harassment and abuse in education.</p> <p>SO – stressed importance of this topic for all members of the college community.</p> <p>LH – emphasised that the focus on sexual harassment and abuse had been taken very seriously at the College. Policies and approaches reviewed over the summer and all staff engaged in focussing on supporting students with recognising, reporting and reducing concerns. Highlighted the potential challenge of ensuring the understanding of these issues for other adults in the building, e.g. facilities staff.</p> <p>SO – asked about the protection of vulnerable students with high needs. LH explained the approaches to ensuring safety for high needs students, including the additional measures that are put in place.</p> <p>GH – suggested some approaches to working with support staff</p>
6	Finance & Resources
6.1	<p>Report from the Finance & Resources Committee</p> <p>To receive a report of the work of the F&RC</p> <p>MF – summarised the work of the F&R Committee.</p>
6.2	<p>Financial statements for year ended 31st July 2020</p> <p>To consider the recommendation of the F&RC to approve the Statutory Accounts 2019-20</p> <p>MF – took the Board through the key sections of the Financial Statements. Suggested that the report needs to mention land sales and climate action more fully in the narrative. Stressed that the overall financial position reflects the FRS pension adjust, a £500K depreciation charge and a £500K PFI excess charge. Going concern – should make clear that exchange of contracts was post year-end. Need to consider staff figures as FTE.</p> <p>Approved, with proviso of final corrections as outlined above. Chairs of F&R and Audit Committees to conduct final review of the narrative.</p>

6.3	<p>Forecast & Cashflow</p> <p>To note an update on the cashflow forecast</p> <p>TB – summarised the key points, summarising the potential improvements and issues of concern (PASTE HERE)</p> <p>MF – asked about the effect of the lower than budgeted growth for 16-18s. IW outlined the potential for increases in 16-19 care funding next year and the potential receipt this year of the insurance claim for Covid business interruption.</p> <p>GH – stressed need for regular monthly management accounts, to support the close monitoring of the cash flow position. TB and IW confirmed the priority being given to ensuring regular management accounts for this year, including regular updates to the cashflow.</p>
6.4	<p>Monthly Management Accounts</p> <p>To note the monthly management accounts for September 2021</p> <p>Received and noted.</p>
7	Audit
7.1	<p>Report from the Audit Committee</p> <p>To receive a report of the work of the AC</p> <p>GH – outlined the work of the AC. Noted the AC meeting with both internal and external auditors, where no concerns were reported. Received updates from Internal Audit and pleased to note the completion of outstanding actions. Received reports of subcontracting audit and the audit plan for the year. Received the Risk Register and commented that actions would mostly reduce the likelihood rather than the impact of the risk. Reviewed the annual H&S report, no concerns to report.</p> <p>SO – through recent training it was stressed that the potential impact of T Levels on the College should be included in the risk register.</p> <p>Action – SLT to consider how risk of changing curriculum, especially T level, should be incorporated in the risk register.</p>
7.2	<p>Audit of the financial statements and regularity audit</p> <p>7.2.1 To receive the Audit Management Report 20/21</p> <p>SO – Received asked about the comments in the Audit Management Report about pension liability. TB clarify how these assumptions operate and that they are in line with organisations across the area.</p> <p>7.2.2 To approve the Letters of Representation</p> <p>Approved</p>
7.3	<p>Audit Committee Annual Report</p> <p>To consider the recommendation of the AC to approve the Annual AC Report</p> <p>Approved</p>
7.4	<p>Regularity Self Assessment Questionnaire</p> <p>To consider the recommendation of the AC to approve the RSAQ for submission to the ESFA</p> <p>Approved</p>
8	Strategic Development Committee
8.1	<p>Report from the Strategic Development Committee</p> <p>To receive a report of the work of the SDC</p> <p>SO – summarised her report – strategy, estates strategy, land sales, approaches on land use,</p>
9	Search & Governance Committee
9.1	<p>Report from the Search & Governance Committee</p> <p>To receive a report of the work of the SGC</p> <p>SO – key points summarised.</p> <p>Resignation of ST. Extension of SO term of office by a further 4 years - agreed. SW has kindly agreed to extend her time this year - agreed.</p> <p>Outlined need for new governors – safeguarding, FE/HE curriculum, qualified accountants. SW – suggested contacting Gary Poulson, WB Volunteer Bureau. SO will do so.</p>

	Clerk – couple of applications, planning to meet before Christmas. Have taken advice and substantially adjusted JD to reflect sector requirements. Approved revised I&A and SOs
10	Remuneration Committee
10.1	Report from the Remuneration Committee To receive a report of the work of the RC PL – reported on work of RC
11	Confidential items – no staff members
11.1	Pay & Conditions Review[#] To consider the recommendation of the F&RC to approve the position on staff pay & conditions Approved
11.2	Pensions Working Group[*] To receive an update on the work of the Pensions Working Group Summarised – agreed to continue the work of the PWG.
12	Any other business

* Denotes items not previously considered by a Committee of the Corporation

Denotes confidential items

Confirmed as a correct record:

Sally Osmond
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Signature of Committee Chair

07 Jul 2022

Date



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