



**Minutes of the Meeting of the Corporation, held on Monday 9 December 2019, 5.00pm  
in the Boardroom**

**Present:** Mark Farrar (Chair)  
Mark Bass (Vice Chair)  
Yvonne Kelly (Principal/CEO)  
Andrew Brown  
Carole Ditty  
Stuart Fraser  
Sarkis Mazmanian  
Bal Panesar  
Doug Trengove (Staff Governor)

**In attendance:** Wijay Pitumpe (Chief Finance & Enterprise Officer)  
Janet Curtis-Broni (Executive Director – People & Organisational Development)  
Stephen Mizen (Student Governor)  
Andy Wright (Health & Safety Sustainability Manager) – Up to Agenda Item 18

Victoria Eastwood (Clerk to the Corporation)  
Matthew Fawcett (Interim VP Curriculum & Quality) – Up to Agenda Item 6

**1. Welcome and apologies for absence**

The Chair welcomed those present to the meeting. The Student Governor was welcomed to his first meeting and introductions were made. Apologies for absence were received from Evelyn Carpenter, Forhad Altafi and Lisa Dee.

Discussion took place on the timing of papers being distributed and it was acknowledged that Governors needed to receive papers earlier than they were currently being issued. It was agreed that this would be remedied going forward and, if necessary, papers would be issued separately.

**2. Declarations of Interest**

Governors were reminded of their responsibility to declare an interest in relation to specific items on the Agenda if appropriate. None were anticipated.

*It was agreed that agenda item 6 – Final College SAR 2018/19 & Quality Improvement Plan and agenda item 18 – Health & Safety Annual Report would be taken at this point.*

**6. Final College SAR 2018/19 & Quality Improvement Plan**

The Interim VP – Curriculum & Quality (IVPCQ) stated that the Self-Assessment Report (SAR) had previously been distributed and clarified that the SAR was reflective (looking back) and underpinned through the headline Quality Improvement Plan (QIP) to take actions forward. The College needed to ensure it maintained the Good grade proposed and key strengths /areas for improvement were discussed.

The IVPCQ presented the QIP advising that this was an organic action plan and it was key that this document worked for the Performance & Standards Committee as they would be tasked with monitoring this throughout the year.

The Corporation were informed that the areas for improvement fed through to the action plan including smart targets. All targets needed to be quantifiable and the lead person/group for each target was clearly identified alongside the target dates. The QIP would be subject to

three reviews over the year by the Executive/SLT and Performance and Standards Committee. The IVPCQ proposed that the Executive/SLT challenged the QIP from the quality review meetings; the QIP was then reviewed for its effectiveness within Performance & Standards.

In response to a query from Sarkis Mazmanian, the IVPCQ stated that a review of the QIP would be available prior to the next Performance & Standards Committee Meeting.

Bal Panesar asked what the specific target dates were. The IVPCQ replied that these would be aligned to the Performance and Standards Meetings and would be updated accordingly. Bal Panesar added that the tool was great but it needed to be ensured that the targets were hit and if the targets were not going to be met on time an explanation would be required. Target dates that could not be reached should be avoided.

Stuart Fraser questioned whether more work was required to monitor retention and continuation issues in certain areas. The Principal/CEO responded that there would be two separate dashboards for HE and FE to ensure accurate monitoring in all areas.

The Chair asked if it was possible to add items in year. The IVPCQ advised that items would be added to the areas of improvement in year.

Andrew Brown noted that deep dives were important as some issues carried forward year on year. The QIP was a great tool for the overview but it also needed to be ensured that the Board were accessing the details of the actions in place to be able to discharge their duties. The IVPCQ stated that the QIP provided a two-step approach to allow the Executive to challenge the first step/detail then the Board to be able to challenge from this.

The Chair noted that the QIP was a good document and thanked the IVPCQ.

The Chair referred to the approval of the College SAR noting that the document was well written. The Principal/CEO advised that the key issues were areas of improvement that had not made progress since the last inspection. The Board were asked to approve the SAR subject to external scrutiny to ensure the data tables and content stacked up against the Grade profile. The grading was close as there had been insufficient progress in some areas and positive outcomes in others. External validation would take place prior to the next Performance and Standards Committee Meeting.

Andrew Brown stated that the College had become accustomed to creating documents to answer the data questions and questioned what kind of evidence needed to be produced to ensure the concerns of the new EIF were being addressed. The IVPCQ advised that the EIF did not exist last year so it had to be decided whether to write against the EIF or to the CIF and align quality processes to the EIF.

**Action: IVPCQ to provide slides from the inspection presentation provided at the AoC Teaching & Learning Conference.**

**Approved: The Final College SAR 2018/19 was approved subject to external validation. The QIP was also approved for future use.**

*The Interim Vice Principal – Curriculum & Quality was thanked for his presentation and left the meeting.*

## **18. Health & Safety Annual Report**

The Health & Safety and Sustainability Manager (HSSM) advised that he had now been in

post for twelve months. The internal audit review of Health & Safety had achieved some positive responses and work had taken place to improve on the recommendations. Risk assessments had been tracked to chase managers to ensure recommendations were followed. The issues raised in the audit were also discussed in the Health & Safety Committee Meetings which took place six times per year.

The Corporation were informed that the priorities were to develop existing strategies and arrange additional training sessions with students. Student initiative and student engagement were essential and the College was keen to promote and establish IOSH courses which would be an income generation for the College. Health & Safety Champions were being promoted across the College to ensure extra compliance.

Carole Ditty asked whether the increase in acts of violence was due to an increase in the reporting of incidents or whether the actual number of incidents had increased. The HSSM replied that both staff and students were engaging and were aware of the reporting systems therefore reporting of issues had increased.

The Chair referred to health and wellbeing. The Executive Director – People & Organisational Development (EDPOD) confirmed that an implementation plan was in place but this required further development to look at mental health first aiders.

The Student Governor advised that as Health & Wellbeing Officer for the Student Union, he was undertaking a short film to raise awareness of bullying and social media issues in response to cases of young person suicide linked to social media. The purpose of the film was to ensure that students were aware of the risks and to understand that some of the problems were linked to mental health.

Carole Ditty advised that there were a lot of great resources and materials available from other organisations on mental health that the College could access e.g. mind. At her place of employment there were currently seventy mental health first aiders in the workplace and this was working well.

The Vice-Chair questioned how many staff, students, visitors etc were aware the fire assembly points. The HHSM replied that maps etc were being worked on and additional training provided. The Vice-Chair stated that there were requirements for basic Health & Safety principles at the beginning of meeting. The Student Governor added that most students followed each other out of the building.

*The Health & Safety and Sustainability Manager was thanked for his report and left the meeting.*

**Agreed: That the current position be noted.**

- 3. Minutes of the Previous Meeting – Monday 28 October 2019 including Confidential Minutes and Notes from the Strategic Planning Event – Monday 25 November 2019**  
The Minutes of the Previous Meeting – Monday 28 October 2019 including Confidential Minutes and Notes from the Strategic Planning Event – Monday 25 November 2019 were agreed as a true and accurate record.

The Chair asked those Governors who were eligible to receive the Confidential Remuneration Minutes if they had any issues that required discussion and for College staff and the Student Governor to withdraw. It was confirmed that a discussion was not required and the Minutes were approved.

The Vice-Chair stated that agenda item 21 of the October Corporation Minutes referred to a deep dive into the IoT at the strategy day. The Principal/CEO replied that the IoT was

included in the agenda for the current meeting but acknowledged that this was not a deep dive.

The Clerk confirmed that the discussion concerning the OfS in the notes from the Strategic Planning Event would be filed confidentially.

#### 4. Matters arising

An update on outstanding actions from the October Meeting and Strategic Planning Event was provided:

C/f	The implementation of a document management system be considered.	CFEO/Clerk	ASAP	Ongoing as part of GDPR
C/f	Online training to be completed by all Governors.	All	ASAP	Ongoing
7.	Chair to write to OfS	Principal/CEO	ASAP	OfS Discussion took place at the Strategic Planning Event
10.	A paragraph providing clarification on the EIF to be included for point 4 in the Terms of Reference.	Clerk	ASAP	Complete
13.	Infrastructure Strategy to be presented at the December Corporation Meeting.	CFEO	9 December 2019	Included on the Agenda
14.	Gender pay gap data to be circulated to the Board via the Knowledge section of the Boardpacks portal	EDPO	When available	Complete – circulated via email

Agenda Item	Action	Responsibility	Timescale	Update
1.	Governors to express interest to the Clerk re the Designated EDI Governor position.	All	ASAP	Reminder email issued after the meeting.
2.	Slides from EIF Presentation to be issued	Clerk	ASAP	Complete

	to all Governors			
2.	Responses to the questions for Governors to be prepared and circulated.	Clerk/IVPCQ	ASAP	Ongoing
5.	OfS – confidential action	Principal/CEO/Chair	ASAP	Complete

## 5. Chair's Actions

*This Agenda Item was minuted confidentially under Instrument 17 (2) (d)*

### 7. Remuneration Committee Annual Statement

The Clerk reported that the Corporation adopted the AoC Senior Post Holder Remuneration Code at the meeting in February 2019. The Code required College Boards to publish an accessible statement providing clarity and transparency on the College's remuneration procedures. A draft Annual Statement of Senior Post Holder Remuneration 2019, agreed with the Chair of the Remuneration Committee was submitted for Corporation approval. It is intended to publish the statement on the College website if approved.

Discussion took place on the contents of the statement and it was agreed that a sufficient summary had been provided. It was noted that the % figures needed to be deleted from the median pay section.

**Approved: Subject to the removal of the percentage symbols, the Remuneration Committee Annual Statement was approved to be uploaded to the College website. This would be reviewed annually.**

### 8. Annual Report of the Audit Committee 2018/19

The Chair of the Audit Committee referred to point 3.3 of the report advising that the internal audit opinion had been colour coded as green/amber therefore the College was not perfect but was in control. The two high level recommendations referred to had been implemented.

The Clerk referred to the Audit Committee's opinion at point 7 in the report and the Corporation agreed that they were comfortable with the Committee's recommendation.

**Agreed: That the current position be noted and considered when discussing the Financial Statements 2018/19**

### 9. Financial Statements 2018/19: Management Letter Letters of Representation

The Chair referred to the forecasted surplus noting that the surplus had doubled from the forecast provided in July 2019. The Chief Finance & Enterprise Officer (CFEO) replied that the College had saved more on agency staffing than expected. The forecast was excluding FRS102 and therefore the group surplus including FRS102 was £0.741m. The CFEO added that many colleges were in financial interventions and very few had made a surplus.

Stuart Fraser stated that he had not expected to see a surplus as low as £74K based on

previous discussions and asked how this compared to the previous year. The CFEO responded that the management accounts forecast excluded FRS102, the £74K was including FRS102. The actuaries report last year has been a gain but this year was a negative. The comparable surplus last year was £367K.

Stuart Fraser questioned whether it was a concern that the liabilities of the actuary had increased considerably. The CFEO replied that the regulators exclude FRS102 adjustments when assessing financial health. The Chair added that uncertainty was an issue as top funding for Government was only guaranteed for one year.

In response to a query from the Chair, the CFEO confirmed that the final FRS102 valuation was received in September.

The CFEO stated that FE Corporations must offer local government pension schemes for all support staff. Some colleges had tried to introduce nest schemes or transport to subsidiaries but this had not worked. It was a no-win situation for the college.

The Chair stated that a letter to the Minister in conjunction with the AoC or individually from the College may be required as this was a huge issue for Colleges.

In response to a query from Stuart Fraser, the CFEO advised that the reduction in operating surplus would be discussed in the management accounts.

The CFEO referred to benchmarking, specifically cash days in hand reporting that the College was one of few colleges to have sustained a surplus since 2010/11. The College was at 64% for pay but this was under benchmark.

The Chair asked what was classed as a small donation. The Director of Finance & Estates (DOFE) replied that these were charitable donations e.g. donation from Headjogs to the College which was gift aided back to the parent company.

The Chair referred to the prior year adjustment stating that this should have read £537K but the (K) was missing. It was noted that the financial statements had made it through the auditors and all other systems without the K being noticed. The Chair also advised that earlier in the document there was a phrase relating to 2004 which implied that somewhere between the auditors and the Corporation the financial statements were not being thoroughly read.

The DOFE stated that the Auditors had issued an unqualified opinion and the accounts must be submitted by 31 December.

The Chair cautioned that there were real issues in the sector that could yet present themselves.

The Corporation considered the management letter and letters of representation. The

Chair suggested that an analysis similar to that contained in the management letter could be included in the management accounts.

The Chair referred to the control issues in the management letter stating that these would be monitored by the Audit Committee and it was for the Committee to ensure these were completed. The DOFE replied that these were a timing issue as the College cut off point was at the end of August but the auditors continued past this point. The control points needed to be taken in context due to the sheer volume of transactions taking place.

The Chair queried whether the letter of representation had changed. The DOFE confirmed that the auditors had not brought up any issues.

**Approved: That the Financial Statements 2018/19 including Management Report and Letters of Representation be approved by the Corporation and for the Chair to sign as appropriate.**

**10. Government Reforms and New Developments including East London Institute of Technology (ELIOT)**

The Principal/CEO reported that the College had planned for 226 industry placements for 2019/20 which were a pre-cursor to the T-levels. The Corporation were provided with an update on T-levels 2021 as follows:

- Implementation plan had been completed and submitted to the DfE
- Regular updates and reporting to the Department for Education (DfE) and Education Skills Funding Agency (ESFA) prior to programmes start date
- College had its own personal advisor and an initial meeting had taken place
- Capacity building was underway via Education Training Framework (ETF) CPD programme to build on understanding of technical specifications
- T-levels were three time the size of a study programme and received three times the funding.

The Principal/CEO advised that the apprenticeship team had been restructured and the transfer from framework to standards was underway to meet the withdrawal deadline of September 2020.

The Corporation were provided with the brand/logos for the ELIOT. The Chair stated that the College should stick with one logo for as long as possible.

The CFEO stated that the commercial agreement had now been agreed by all partners. The critical success factors of the IoT and what would be monitored were highlighted:

- Strong employer engagement
- Specialise in technical disciplines, particularly STEM
- High quality provision
- Responsive and agile
- Distinct identity
- Collaborative working
- Financial viability

The Principal/CEO explained the key performance indicators (KPI's) for the ELIOT. The Chair asked how the ELIOT was placed for this year. The Principal/CEO replied that the number of starts were aligned to the learners currently in the building as this was a soft start to focus on capacity building to step up to next year. The DfE would not monitor capacity building this year. Coventry would not commence recruitment until next year.

The Chair stated that the Board should see the KPI's as a matter of course. The Principal/CEO confirmed that a dashboard would be provided.

Carole Ditty questioned whether the KPI's were standalone for the College and Coventry. The Principal/CEO responded that it was the sum of the two with regards to hitting the KPI's. The DfE would establish if there were any issues and would meet with the core partners.

The CFEO added that the clarity was in the commercial agreement. Both the College and Coventry University signed the capital grant and the money could be clawed back if targets were not met.

The Principal/CEO presented the curriculum offer advising that this would evolve. The Corporation were provided with examples of programmes and it was noted that for the research themes a programme of work including deliverables must be agreed with the DfE within six months of the licence agreement.

The Corporation discussed the financial dashboard which would be reported to the Policy & Resources Committee. The total income over 5 years was projected at £29m. It was clarified that both the College and Coventry would be audited.

The Principal/CEO described how the College would be performance managed by the DfE and subject to monthly monitoring meetings. In response to a query from the Chair, it was confirmed that the Executive Team would attend the monitoring meetings.

The Principal/CEO presented to the Corporation the legal structure; delivery model; remit of the Directing Body; mobilisation plan and project work streams for the ELIOT.

The Chair requested that the slides from the presentation be circulated to the Corporation and a deep dive of the ELIOT be undertaken by himself, the Vice-Chair, Stuart Fraser and Bal Panesar via a meeting or telephone conference. All Governors were invited to attend if available.

The Principal/CEO reported that good feedback had been received on the ELIOT building. A launch date would be agreed for the beginning of April 2020. A lot of the investment was in kind and it was noted that the College already had this information available for the DfE when required.

The Chair stated that the ELIOT sounded like a positive result and should have secondary benefits for the College.

**Agreed: That the current position be noted.**

**Action: The slides from the Principal/CEO presentation to be circulated to the Corporation.**

**A deep dive of the ELIOT be undertaken by the Chair, the Vice-Chair, Stuart Fraser and Bal Panesar via a meeting or telephone conference. Any other Governors to advise the Clerk if they wished to attend.**

#### **11. Apprenticeship Update**

Overall success was reported at less than 63% with timely success being at a low of 38%. Notification of late achievement and withdrawal impacted significantly on anticipated success rates for 18/19. Investigations were taking place to identify causes and action plan remedial action and ensure this does not carry forward into subsequent years. In addition, an action plan had been set for carry over apprentices for completion by 2019/20.

The Principal/CEO reported that targets had increased compared with last year. At the

moment the team were performing quite well against their targets but had an income target of c£3m. Public sector tendering would commence after Christmas.

MF stated that the background to the position was the country's economy, ELIOT, T-levels etc and there were real challenges to cover the ground.

The Principal/CEO advised that there were specific issues and some areas that should have performed better. A lot of the issues were concerning tracking and smart assessor not being fully implemented but this was in place to ensure progress. An investigation into Electrical was taking place to address the issues. The risk was learners progressing beyond their continuation date.

In response to a query from the Vice-Chair, the CFEO clarified that the Learner Number audit report referred to other subcontracting and not apprenticeships.

The Chair noted that the position was uncomfortable and further information would be available in January 2020.

**Agreed: That the current position be noted.**

## **12. Search Committee Recommendation**

The Clerk reported that the Search Committee had received CV's from potential candidates for co-opted vacancies to the Board at their meeting in October 2019 and had agreed that the Clerk, Vice-Chair and Principal/CEO should meet all candidates in person. Only one candidate had been able to meet to date and that meeting took place in November 2019. The candidate had applied for the position of Co-opted Member of the Audit Committee but during the meeting it had been agreed that the candidate would also add value as a Co-opted Member of the Performance & Standards Committee.

The Clerk provided detail on the candidate's background and range of skills. The Corporation ratified the decision of the Search Committee.

**Approved: That Mahmud Rahman be co-opted to the Audit Committee and Performance & Standards Committee for an initial one-year term of office.**

## **13. Performance & Standards Committee Report to the Corporation from the Meeting held on 2 December 2019**

Sarkis Mazmanian, Chair of the Performance & Standards Committee advised that the Committee had discussed HE in detail and that a deep dive for English and Maths would be undertaken at the next meeting or the June meeting if appropriate.

Stuart Fraser, Vice Chair of the Committee, added that progression of 16-18 students needed to be monitored as 21% of FE student progressed to HE.

Sarkis Mazmanian stated that the Committee had discussed a risk pertaining to HE in general being added to the risk register. A specific risk regarding the OfS could not be included as the position was unknown at present.

**Agreed: That the current position be noted.**

*Sarkis Mazmanian left the meeting.*

#### **14. Capital Development Update**

The Chair stated that the update on the project read well and it was good to see the building coming in on time and on budget.

The Chair referred to the Skills for Londoners Capital Fund bid stating that due to time constraints the bid had necessarily been submitted but the Corporation were being asked to authorise that submission. The CFEO replied that the bid was an opportunity not to be missed and there was only a four week window to submit – the College could withdraw at any point. SEND provision had increased at the College but the facilities for SEND were not great. This would be considered in the infrastructure strategy but the bid would improve the SEND facilities. The cost to improve the current facilities was £676K – the College could bid for c£300K from the Greater London Authority (GLA) but would need to spend the remainder of the cost. The 2020/21 capital spend would be prioritised for this area. Successful applications would be met in March 2020

Stuart Fraser asked if the money would help increase capacity. The CFEO replied that it would not increase capacity but would improve facilities.

The Chair stated that if the match funding request in year was £376K that would leave c£400K remaining but then nothing for the rest of the year. The Principal/CEO responded that the priorities were the ELIOT infrastructure and SEND.

In response to a query from Bal Panesar, the Principal/CEO stated that it may be better to wait for a bigger capital programme but timing was the issue. In response to Stuart Fraser, it was confirmed that the College would need to spend millions to completely update the SEND facilities.

CD stated that it would be helpful to understand what depreciable value the funding would bring.

**Approved: The Corporation endorsed the submission of the bid to the GLA. The position to be reviewed in March to establish what had changed between now and then. Discussion to be included on Policy & Resources Agenda for March 2020.**

#### **15. Draft Infrastructure Strategy**

The CFEO reported that the previous 15 year property strategy had been completely implemented within eight years. The Draft Infrastructure Strategy was a starting point and a requirement based on the College's revised vision, mission and strategic objectives. At this point the Corporation were asked to approve the aims within the strategy and a consultation process would be required to include staff, students, governors and stakeholders.

The Chair noted that the process had commenced with discussions concerning land which needed to be included. A shell of a road map would be useful to be able to visualise the position. It had also previously been agreed that the Vice-Chair and Stuart Fraser were going to be involved in discussions. The CFEO stated that reference to land had been removed from the infrastructure strategy.

The CFEO proposed that Stuart Fraser became the link Governor for the infrastructure strategy and a small group of Governors to be involved to look at the detail. It was agreed that the Vice-Chair and Stuart Fraser would be involved at this stage.

The Principal/CEO stated that the key things to consider were putting a footprint somewhere separate to the College and the implications on learning. Andrew Brown added that the

Barking Riverside development was important and there was currently no physical presence of the College.

Bal Panesar questioned where the capacity limitation was if ELIOT and forward projections were optimistic resulting in the College over recruiting. This needed to be included in the infrastructure strategy.

The CFEO asked the Corporation whether they were happy to approve the proposed aims or would wait until the next Board Meeting. The Chair replied that the aims could not be confirmed until further discussion to ensure an accurate level of understanding. Bal Panesar added that a long term view was required.

Bal Panesar stated that the College should consider whether established relationships within the ELIOT e.g. Huawei could result in sponsorship.

**Action: that the Vice-Chair and Stuart Fraser meet with the CFEO to look at the detail of the Infrastructure Strategy. The Infrastructure Strategy to be discussed at the next Board Meeting.**

#### **16. October 2019 Management Accounts**

The Chair confirmed that the management accounts were still circulated to the Corporation monthly. He advised that it was good to see the information included in appendix 4 and encouraged Governors to read and digest this and for the Policy & Resources Committee to scrutinise the data.

The CFEO reported that the budget had been re-aligned in light of the OfS decision. The College was currently facing significant budget pressures which had put the anticipated £350k surplus target at risk. The (OFS) ruling had resulted in the removal of the Higher Education (HE) grant and some HE Loans. The impact of this has resulted in shortfalls in income of £726K. £0.526m had been met by increased apprenticeships delivery. The balance of £0.200m would need to be identified and would be reported in the November 2019 management accounts. As a result, the surplus forecast target had been reduced to £0.151m.

In response to a query from the Chair, the CFEO confirmed that the balance in the contingency was £374K.

The Chair asked how the surplus forecast target affected the ESFA financial criteria. The CFEO replied that financial health was assessed on income to surplus (performance ratio), current ratio and gearing. As the loan was decreasing, the College was in a good position and would be rated Good or Outstanding by the end of the year. The Chair noted that outstanding would be preferable.

In response to a query from Carole Ditty, the CFEO advised that the College would look at reducing the unutilised loan facility in January 2020 and Barclays had confirmed this could be achieved.

The Principal/CEO stated that the College was at the point where all income lines were risk lines.

**Agreed: That the current position be noted.**

#### **17. Integrated Financial Model for Colleges (IFMC)**

The CFEO reported that the College currently submitted the financial accounts in a finance record in December and also submitted a financial forecast in July. The IFMC had been introduced to enable better decision making and help facilitate the prevention of college

financial distress. The new model meant that from 2020, 4 previous finance returns will be consolidated within one single return with multiple uses. This must be submitted by 28th February 2020.

The Chair questioned the Boards line of sight and advised that the options were dependant on the workings and what the planning looked like. It may therefore be necessary to hold a one item agenda meeting to approve the return.

**Agreed: It was agreed that the CFEO should work to complete the submission by the end of January and the Board would meet in advance of the submission date.**

**19. Audit Committee Report to the Corporation from the Meeting held on 2 December 2019**

The Chair of the Audit Committee, Mark Bass, referred to the Learner Number audit advising that there had been a process issue. All actions had been undertaken to alleviate the risk but there was a risk to funding that the Corporation had not been aware of. The main issue was that from the sample of 20 that was taken, all samples were wrong. The audit report should have been raised at Board level to ensure actions were in place.

The Chair noted that the report should have been flagged up between meetings. The Principal/CEO added that there was a need to review the process.

Bal Panesar advised that there was an implicit assumption that the likelihood of being exposed was minimal but that decision should have been made at Board level.

**Agreed: That the current position be noted.**

**20. Risk Register**

The Chair noted that there were a lot of green/amber risks in an increasingly challenging environment.

The CFEO stated that the yellow items were the risk items that were assurance activities, actioned to mitigate risks. The College had little control over funding body policies etc.

The Chair encouraged the Board to consider the risk register. Board scrutiny and oversight was required and to ensure Governors had a line of sight.

**Agreed: That the current position be noted.**

**21. AoB**

The Chair referred to the ESFA College Dashboard and Financial Plan and noted that they both showed a good position.

The Corporation presented the EDPO, Janet Curtis-Broni, with flowers and a card and thanked her for all her work at the College.

**Date and time of next meeting – Monday 23 March 2020, 6pm.**

The Chair thanked all those in attendance for their contributions and the meeting closed at 8.10pm.

Agenda	Action	Responsibility	Timescale	Update
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Item				
C/f	The implementation of a document management system be considered.	CFEO/Clerk	ASAP	Ongoing as part of GDPR
C/f	Online training to be completed by all Governors.	All	ASAP	Ongoing
5.	PR cases concerning Bloomsbury to be emailed to the Board for information.	Principal/CEO	ASAP	Complete
6.	IVPCQ to provide slides from the inspection presentation provided at the AoC Teaching & Learning Conference.	IVPCQ	ASAP	Complete
10.	The slides from the Principal/CEO presentation to be circulated to the Corporation.	Clerk	ASAP	Complete
10.	A deep dive of the ELIOT be undertaken by the Chair, the Vice-Chair, Stuart Fraser and Bal Panesar via a meeting or telephone conference. Any other Governors to advise the Clerk if they wished to attend.	Clerk/All	ASAP	Complete
14.	Skills for Londoners Capital Bid to be reviewed in March and included on Policy & Resources Agenda for March 2020.	CFEO/Clerk	March 2020	Complete
15.	The Vice-Chair and Stuart Fraser to meet with the CFEO to look	CFEO	ASAP	Infrastructure Strategy Group in place

	at the detail of the Infrastructure Strategy.			
15.	The Infrastructure Strategy to be discussed at the next Board Meeting.	Clerk	March 2020	Deferred – July Corporation Meeting when the Infrastructure Strategy Group will have met
17.	IFMC submission to be completed by the end of January and the Board to meet in advance of the submission date.	CFEO/Clerk	January/February 2020	Complete

Signed.....

Date.....

Mark Farrar (Chair)