

## Minutes of the Meeting of the Board of Corporation

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| <b>Date:</b>          | Tuesday 5 July 2022  | <b>Room number</b> | Via Teams |
| <b>Present:</b>       | Mark Bass (Chair)<br>Andrew Brown (Vice-Chair)<br>Yvonne Kelly (Principal/CEO)<br>Talha Ahmad (TA)<br>Forhad Altafi (FA) (Staff Governor)<br>Evelyn Carpenter (EC)<br>Stuart Fraser (SF)<br>Nick Kavanagh (NK)<br>Alex Keay (AK)<br>Bal Panesar (BP)<br>Charles Tennant (CT) |                    |           |
| <b>In attendance:</b> | Jason Turton (Chief Operating Officer)<br>Andrew Lawson (Chief People Transformation Officer)<br>Victoria Eastwood (Chief Governance Officer)  |                    |           |
| <b>Apologies</b>      | Carole Ditty   |                    |           |

### Recruitment of Chair Discussion

The Vice Chair, as Chair of the Panel, reported that three candidates had been interviewed earlier that day by the Corporation Chair, Vice-Chair and Chair of Policy & Resources/Remuneration. The Chief Governance Officer (CGO) was in attendance. The Panel made a recommendation to put forward one candidate as potential Chair of the Corporation and the back ground of the candidate was provided. Detailed discussion took place on the candidate's previous role and how this would align to the role of Chair including time commitment.

**Approved: The Corporation approved the Panel's proposal to meet the candidate in person for a final meeting to ratify the Panel's recommendation.** It was noted that the recommendation had also been discussed with the Principal/CEO.

**Action: CGO to facilitate face to face Special meeting of the Corporation in the agreed timeline.**

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| <b>1.</b> | <b>Welcome and apologies for absence</b><br>The Chair welcomed all present to the meeting. Apologies for absence were received from Carole Ditty.   |
| <b>2.</b> | <b>Declarations of Interest</b><br>Governors were reminded of their responsibility to declare an interest in relation to specific items on the Agenda if appropriate. NK and TA declared an interest in agenda item 6. It was noted that the Staff Governor, Chief Operating Officer (COO) and Chief People Transformation Officer (CPTO) would withdraw for agenda item 7. |
| <b>3.</b> | <b>Minutes of the Previous Meeting of the Corporation – Monday 28 March 2022 and Notes from the May Strategic Planning Event and June Board Development Event</b><br><br>The Minutes of the Meeting held on Monday 28 March 2022 and Notes from the May Strategic Planning Event and June Development Event were agreed as a true and accurate record.                      |

**Approved: That the Minutes of the Meeting held on Monday 28 March 2022 and Notes from the May Strategic Planning Event and June Board Development Event were agreed as a true and accurate record.**

**4. Matters arising**

An update on outstanding actions from the March Corporation meeting and May Strategic Planning Event was provided:

| <b>Agenda Item</b> | <b>Action</b>   | <b>Responsibility</b> | <b>Timescale</b> | <b>Update</b>                                 |
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| 7.                 | Updated Board Assurance Framework to be issued to the Board once updated from the Corporation Meeting.  | CGO                   | ASAP             | Complete                                      |
| 8.                 | Safeguarding report to the next Corporation meeting to include further detail and clarification on sexual assault cases; demographic data alongside demographics of the student body; updated action plan and relevant update within the risk register and further detailed information on cases within Horizons/P2P. | CPTO                  | July 2022        | Complete                                      |
| 15.                | Sustainability Group to be convened next term.  | CFO/CGO               | ASAP             | Ongoing                                       |
| 18.                | Detailed plan to mitigate deficit to be circulated to the Board prior to the Easter break.  | CFO                   | March 2022       | Complete                                      |
| 18.                | Draft actuals and deep dive into the staffing budget to be provided at the June Policy & Resources Committee meeting.   | CFO                   | June 2022        | Deferred to Corporation Budget meeting        |
| May Strategy Event | Form a Board/Exec Group to ensure compliance with the legal responsibility of the Board within the White Paper.   | Chair/CGO             | 2022/23          | Included in Corporation agenda for discussion |

**Confirmation of Staff Governor Appointments**

The Chair stated that he was pleased to confirm the re-appointment of Forhad Altafi as Business Support Staff Governor and advised of the appointment of Geoff Hall as Curriculum Staff Governor.

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|           | <p>The CGO reported that the Student Governor had withdrawn from her studies at the College due to personal reasons and was therefore no longer a member of the Board. Alternative ways to recruit Student Governors would be explored for the new academic year.</p> <p>The Chair stated that it was intended to form a White Paper Strategy Group in the new academic year.</p>  |
| <b>5.</b> | <p><b>Chair's Actions</b><br/>There were no Chair's actions.</p>   |
| <b>6.</b> | <p><b>Search &amp; Governance Committee Update</b><br/><i>TA and NK left the meeting.</i></p> <p>The CGO provided an update on discussion from the Search &amp; Governance Committee meeting which had focussed on attendance and contribution of those Governors whose one year term of office was due for review. The Corporation discussed the current membership of the Board and CT highlighted the risk to the curriculum links scheme if Governors were not engaged.</p> <p>After further consideration, the Corporation <b>approved the following:</b></p> <ul style="list-style-type: none"> <li>- <b>BO and NK to be appointed for a further three year term of office</b></li> <li>- <b>TA to be appointed for a further one year term of office to allow review by both parties</b></li> </ul> <p><i>TA and NK returned to the meeting.</i> The CGO would contact Governors individually after the meeting to advise of the Corporation's decision.</p>  |
| <b>7.</b> | <p><b>Remuneration Committee Report</b></p> <p><i>College staff other than the Principal/CEO and CGO withdrew from the meeting.</i></p> <p>This agenda item was minuted confidentially under Instrument 17(2) (a)</p> <p><i>College staff returned to the meeting.</i></p>   |
| <b>8.</b> | <p><b>Performance &amp; Standards Committee Report to the Corporation including Curriculum Offer 2022/23</b></p> <p>The Chair of the Performance &amp; Standards Committee stated that the Board needed to ensure that the offer of the College met the local needs of the community and correct governance processes must be in place to provide assurance. The Performance &amp; Standards Committee had agreed how reports were presented to the Committee and how the Committee presented to the Board which would include:</p> <ul style="list-style-type: none"> <li>• Establishing dashboard data</li> <li>• Move away from RAG rated report</li> <li>• Need to consider curriculum alongside finance</li> </ul> <p>The Corporation were updated on the following key points for discussion at the June Performance &amp; Standards Committee Meeting:</p> <ul style="list-style-type: none"> <li>• Quality Improvement Plan (QIP) – where each area was in the process</li> <li>• Areas had multiple funding streams/inter dependencies that needed to be made clear</li> <li>• Monitoring and progress meetings</li> <li>• Curriculum links Governors needed to be aware of the process</li> <li>• Self-assessment update/grades</li> <li>• Business planning priorities and curriculum offer – clarification on changes to provision and red rated areas which were programmes initially set up that would not run</li> <li>• Contribution rates</li> <li>• Allocation vs planned funding</li> </ul> |

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|     | <ul style="list-style-type: none"> <li>• Adult priorities – adults slow to return to the classroom and need to review offer and delivery – strengthened BCIE and offer</li> <li>• Reassessment of what should and should not be doing</li> <li>• Priorities and next steps</li> <li>• Additional learning support</li> <li>• Higher Level learning</li> <li>• Performance in English and Maths – detailed update on strategies and discussion on attendance at exams</li> </ul> <p>AK advised that discussions had taken place at the Performance &amp; Standards Committee on how to bring the right information to the Corporation and this would be aided by visualisations. Governors who did not sit on the Committee needed to be assured that the right information was being received/discussed. The Principal/CEO stated that the risk between curriculum and finance was explicitly linked and the dashboards should point towards the financial position within curriculum. Non-attendance at English and Maths had a direct relationship on conditions of funding.</p> <p>The Principal/CEO reported that the College had increased subcontracting due to poor performance which had created inefficiencies. There would continue to be an increase in subcontracting next year whilst the BCIE team was built. Costs would need to be taken from the budget to be able to afford the subcontracting. It was noted that more community engagement work needed was.</p> <p>SF stated that the presentation had really helpful and asked where the Local Skills Improvement Plans (LSIPs) featured in the College’s thinking. The Principal/CEO replied that London had not been part of the pilot and feedback was being rolled out. The College had submitted a bid to work collaboratively on green skills under the LSIP banner.</p> <p><b>Agreed: That the current position be noted.</b></p> |
| 9.  | <p><b>Balance Scorecard 2021/22 QAR Outturn/Predictive year-end forecast/risk</b></p> <p>The Chief Operating Officer (COO) presented the balance scorecard and provided a demonstration to the Board of the data visualisations dashboards, highlighting:</p> <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Draft predicted classroom QAR by curriculum area</li> <li>• Final meetings with each department this week</li> <li>• Same areas predicted at risk as previous year</li> </ul> <p>NK stated that the dashboard was impressive and asked where the data come from to inform this. The COO replied that the data was received from internal college systems such as E-tracker and the ILR.</p> <p>AK suggested that a recorded Teams session be made available for Governors to help them better understand the dashboard and how it was used. This was agreed.</p> <p><b>Action: Recorded teams training session on the data visualisation dashboard be created for Governors.</b></p> <p><b>Agreed: That the current position be noted.</b></p>  |
| 10. | <p><b>ELIOT Update</b></p> <p>The Chair reported that the College was hoping to meet with Coventry University in the next week but confirmation of attendance had not yet been received. The Principal/CEO advised that the College would be submitting the ILR and KPI modelling tool to the Department for Education (DfE) then work would take place to reprofile and reset the targets. It was noted that the appointment of a Director of IoT was in progress.</p>  |

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|   | <b>Agreed: That the current position be noted.</b>  |
| <b>11. People &amp; Organisational Development Report including EDI Update</b>                                    | <p>The Chief People Transformation Officer (CPTO) provided the following EDI update for the Corporation:</p> <ul style="list-style-type: none"> <li>• Themes highlighted – key for strategy to be informed by insight and data – do have some data which was limited</li> <li>• Longer term a broader suite of data would be required to provide the insight to refer to and inform strategy</li> <li>• Interest in comparisons and workforce data and how that compared to learner data in terms of representation – fairly reflective of learner body</li> <li>• LGBTQ+ trying to build up a better picture of workforce data and priorities going forward</li> <li>• Refreshed EDI policy covering learners and workforce</li> <li>• EDI Committee</li> <li>• Work towards accreditation to ensure external recognition for commitment to EDI</li> <li>• Staff feedback – acknowledgement and recognition that approach to recruitment was positive from EDI perspective</li> <li>• Staff recognised their role in creating an inclusive culture</li> </ul> <p>The Principal/CEO reported that discussion from the recent BFELG meeting had included outcomes/performance of learners, leadership and governance and the drop in the number of BAME leaders.</p> <p>SF questioned how the College was monitoring the impact of inflation on staff and learners. The CPTO replied that this was a wellbeing issue and would be considered going forward.</p> <p><b>Agreed: That the current update be received.</b></p> |
| <b>12. Audit Committee Update and Risk Register/Risk Strategy</b>   | <p>In the absence of the Committee Chair, the CGO provided an update on discussions from the recent Audit Committee meeting advising of the recommendations from the internal audit reports. The final audits for the 2021/22 academic year were scheduled to take place during the next two weeks and work on the management responses for the follow up audit was ongoing.</p> <p>The CGO stated that the risk register was under review in line with recommendations from the internal audit and asked Governors to ratify the Committee’s approval of the Risk Management Strategy. After discussion this was approved.</p> <p><b>Approved: The Risk Management Strategy was approved.</b></p>  |
| <b>13. AoB</b>  | <p>The CGO advised that Governor appraisals with the Chair would be arranged during the summer and asked Governors to forward completed committee self-assessment forms as soon as possible.</p> <p>The Corporation considered the DfE - Annual Strategic Conversation Letter which had been issued prior to the meeting.</p>   |
| <b>14. Self-assessment of meeting</b>   | <p>Online self-assessment form to be issued after the meeting.</p>  |
| <b>15. Date and time of next meeting – Corporation Budget Meeting – 11 July 2022 – time to be confirmed asap.</b> |   |

The Chair recorded his thanks to all in attendance their contributions. The meeting closed at 19.37pm

| <b>Agenda Item</b> | <b>Action</b>   | <b>Responsibility</b> | <b>Timescale</b> | <b>Update</b> |
|--------------------|---|-----------------------|------------------|---------------|
|                    | CGO to facilitate face to face Special meeting of the Corporation in the agreed timeline.     | CGO                   | ASAP             | Completed     |
| 9.                 | Recorded teams training session on the data visualisation dashboard be created for Governors. | COO                   | ASAP             | Completed     |

Signed.....  
Mark Bass (Chair)

Date.....