

Minutes of the Meeting of the Board of Corporation

Date:	Monday 27 March 2023	Room number	Boardroom
Present:	Andy Forbes (Chair) Charles Tennant (Vice-Chair) Andy Cole (Interim Principal/CEO) Mark Bass (MB) Carole Ditty (CD) Geoff Hall (GH) (Staff Governor) Alex Keay (AK) Molly Makota (MM) Bim Osunsami (BO)		
In attendance:	Jason Turton (Chief Operating Officer) Andrew Lawson (Chief People Transformation Officer) Victoria Eastwood (Chief Governance Officer) Wijay Pitumpe (Interim Chief Finance Officer) Debbie Greenidge (Interim Executive Director – Finance)		
Apologies	Talha Ahmad, Forhad Altafi, Nick Kavanagh, Katharina De Vita, Bal Panesar		

1.	<p>Welcome and apologies for absence</p> <p>The Chair welcomed all present to the meeting. Apologies for absence were received from Talha Ahmad, Forhad Altafi, Nick Kavanagh, Katharina De Vita, Bal Panesar.</p>
2.	<p>Declarations of Interest</p> <p>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 noted that members of College staff and Staff Governors would withdraw for Agenda Item 13.</p>
3.	<p>Minutes of the Previous Meeting of the Corporation – Friday 16 December 2022 and Notes from the Board Development Event – 6 February 2023</p> <p>The Minutes of the Previous Meeting, held on Friday 16 December 2022 and Notes from the Board Development Event – 6 February 2023 were agreed as a true and accurate record.</p> <p>Approved: The Minutes of the Previous Meeting, held on Friday 16 December 2022 and Notes from the February Development Event held on 6 February 2023 were agreed as a true and accurate record.</p>

4. Matters arising

An update on outstanding actions carried forward from the 12 December 2022 Corporation Meeting were provided:

Agenda Item	Action	Responsibility	Timescale	Update
C/f	Skills White Paper and Environmental/Sustainability Group to be convened in January 2023.	CGO	January 2023	Under review – Environmental sustainability Group will be convened after Easter
C/f	Benchmarking data comparing with similar colleges to be included in future reports.	Head of Safeguarding	March 2023	Benchmarking data is not collected by colleges

The Chief Governance Officer (CGO) reported that an invitation would be issued to all Governors after the Easter break to attend the Environmental Sustainability Group. It was agreed that a separate group to monitor actions from the Skills Bill was no longer required.

The Corporation were reminded that the appointments of Katharina De Vita and Molly Makota had been approved via email:

Approved: That Katharina De Vita and Molly Makota be appointed for a one year term of office in the first instance to the Curriculum & Quality Committee and the Policy & Resources Committee respectively.

The CGO advised that it had been agreed at the Policy & Resources Committee that the outcome of the pay review should be formally minuted for the Committee and also the full Board – this was agreed by the Corporation:

Pay Award

It was confirmed that the following elements of the pay award had been actioned:

- December 2022 - processed the one off non-consolidated payment of £750 for staff whose FTE salaries were below £25k
- January 2023 - 3% increase applied to all pay scales other than SLT and Exec members of staff – backdated to 1st August; one-off non-consolidated payment of £250 (pro-rated for part time staff) for staff whose FTE salaries were between £25k and £35k; increments from 2021/2022 PDR process and a number of historic unresolved increments processed
- February 2023 - processed increments for staff who appealed against the outcome of the PDR Process
- March 2023 - processed the changes to the LEC Pay Scales plus Curriculum Team Leaders and Managers (this was delayed due to an extended payroll system upgrade)

The CGO reported that there were two outstanding vacancies on the Board and active recruitment was taking place. SEND was a priority.

CD referred to the suggestion of Governor participation in the learning walks. It was agreed that the CGO would follow this up with the Executive Director – Excellence in Learning.

Action:

All Governors to be invited to attend the Environmental Sustainability Group after the Easter Break.

CGO to follow up re Governor participation in learning walks.

5.	<p>Chair's Actions There were no Chair's actions.</p>
6.	<p>Curriculum & Quality Report to the Board The Chair of the Curriculum & Quality Committee, Alex Key (AK), reported that it had been noted by the Chair at the Committee meeting that English & Maths made up 48% of the College qualifications and this had framed a lot of discussion at the meeting and the proposal of a English and Maths First (EAMF) – all College approach.</p> <p>The Corporation were informed that Apprenticeships had been a focus for the Committee, however, further information had been needed and there would be an increased focus on this area at the next meeting. At the end of the meeting, the Committee had taken time to reflect on the meeting and how the framework was evolving to support the Governors.</p> <p>AK advised that the papers from the Committee and specifically the QAR report was accessible to all Governors on Teams and would be updated on a monthly basis. Governors were encouraged to review the information available and advise if any of the reporting was unclear. It was agreed that the CGO would reissue the link to the Microsoft Teams site.</p> <p>The Vice-Chair stated that the Committee had a clear vision of focus for quality and curriculum areas and it was key to ensure this information was synced to the Policy & Resources Committee.</p> <p>The Chair asked if there was any sense of how the year was likely to turn out in terms of results. The Chief Operating Officer (COO) responded that improvements were expected in all 16-19; adults were looking ok but the position for apprenticeships could not yet be confirmed.</p> <p>The Chair questioned the current status of the Post Inspection Action Plan (PIAP). The COO replied that the next meeting with the Adviser from the FE Commissioner's Team was scheduled for 31 March 2023. The PIAP would be uploaded to the Corporation Teams site for all Governors to access.</p> <p>The Corporation were advised that the Committee had been renamed as the Curriculum & Quality Committee. This was agreed.</p> <p>The Chair thanked AK for a good meeting and update.</p> <p>Action: CGO to reissue link to Microsoft Teams site Agreed: That the current position be noted.</p>
7.	<p>Policy & Resources Report to the Board The Chair of the Policy & Resources Committee, Carole Ditty (CD) advised that this had been her first meeting as Chair of the Committee and the meeting had been conducted with openness and candour. Molly Makota and Wijay Pitumpe had been welcomed to the Committee and the main focus had been around HR, resourcing and finance and an emphasis on the need to ensure direct and accessible links between reporting to ensure a streamlined, effective approach. It was noted that Equality, Diversity & Inclusion (EDI) would be discussed at the May Strategy Event.</p> <p>CD reported that the Chief People Transformation Officer (CPTO) had provided a useful recruitment and staffing update and thanks were recorded to the CPTO and HR team for reflecting on feedback previously provided to improve reporting. Discussions at the meeting had focussed around competitiveness of the College offer for pay to ensure the College was seen as the employer of choice and it had been agreed that the time taken to advertise roles and the 4 stage process entailed needed to be condensed.</p>

The Corporation were informed that the Committee approved the subcontracting plan and increased allocation for 2022/23 and agreed that the inclusion of subcontracting performance in the curriculum reporting needed to be considered.

The Vice-Chair questioned whether there would be the opportunity going forward to receive a checklist of information prior to curriculum links visits to ensure Governors were aware of any concerns or areas of improvement. It was agreed that this would be considered.

In response to a query from GH, the CPTO confirmed that the payment of the London Living Wage had been addressed as part of the pay award.

CD stated that the Interim Executive Director Finance (IEDF) and Finance team had undertaken a lot of work on the management accounts which had been discussed in detail at the meeting and an update would be provided later in the agenda.

The Chair asked whether the draft budget would be available to discuss at the June Policy & Resources Committee. The Interim CFO (ICFO) stated that it was anticipated that the draft budget would be completed by the end of May and that the pay award would be discussed as part of the business planning process. The CPTO added that the College was usually notified of the annual pay claim in July and the timetable for the pay award needed to be considered.

The Chair recorded his thanks to CD.

Action: CGO to meet with Chief Operating Officer (COO) to discuss checklists for curriculum links visits.

Agreed: That the current position be noted.

8. Management accounts as at February 2023

The IEDF highlighted the following key points:

- GLA adult budget down – not all evidence for claims for ALS obtained – confident this would increase
- Taking another look at apprenticeships to make sure £2m is achieved
- Agency – still being reconciled
- Debts – brought in £538K in the last two weeks out of 1.1 million for trade debtors
- Student debt – dedicated a day to look at this – further update at the end of April
- Reviewing payment performance for creditors- monitored on monthly basis

CD referred to the anomalies in the invoicing, advising that a lot of work had taken place to overhaul the process which had been discussed at the Policy & Resources Committee.

In response to a query from BO regarding the recovery of debt, the IEDF confirmed that herself and the Finance team had dedicated time to collecting money, starting with the large amounts and mainly targeting the Local Authorities. The rest of the debt was being worked through and further time was needed to get to the root cause.

AK stated that it would be beneficial to have the current position on GLA adult and apprenticeships at the May Strategy Day.

The Chair asked for any further update on project income. The IEDF replied that the Multiply project had taken off in the last few weeks and the College was therefore close to reaching the numbers.

The Chair questioned whether the College's loans would be impacted by the ONS reclassification. The ICFO replied that the term loan facility was fixed interest but the revolving credit facility would require DFE approval and he was waiting for further confirmation from the DfE. MB added that the College

	<p>would incur a penalty charge if the revolving credit facility was cancelled. The Chair confirmed that the banking covenants had not been broken.</p> <p>The Corporation recorded their thanks and appreciate to the IEDF and Finance Team for all their hard work in recovering the debt.</p> <p>Agreed: That the current position be noted.</p>
<p>9.</p>	<p>Health & Safety Update</p> <p>The CPTO reported that data/trends on incidents and accidents had been included in the report as requested and advised that good progress on general levels of compliance against the audit recommendations had been made. In addition, a new Health & Safety Officer who would be working with employers had now been appointed.</p> <p>AK referred to the acts of violence, specifically knife weapons, and asked whether there were any concerns beyond a standard safety issue. The COO replied that a knife had been found in the first incident and the second incident had involved a fake replica brought onto site by a SEND student. Both incidents had been managed and resulted in the College developing a thorough lockdown policy.</p> <p>The Vice-Chair stated that there needed to be further clarification between what was an act of violence, incident of abuse, or classed as miscellaneous. The COO replied that an act of violence would be a student fight or altercation and agreed that further clarification would be provided.</p> <p>BO asked for confirmation that all the Health & Safety internal audit recommendations were now completed. The CPTO replied that all recommendations had been remediated other than work ongoing in relation to lighting testing at Broadway which had been started but not yet completed.</p> <p>Action: Further clarification on acts of violence, incidents of abuse and miscellaneous incidents to be provided in the next update.</p> <p>Agreed: That the current update be received.</p>
<p>10.</p>	<p>GDPR Update</p> <p>The CGO advised that the monitoring of GDPR compliance would be increased after the Easter break with a focus on retention and storage of documentation. The Corporation discussed the internal data breaches that had been recorded and that further training would be put in place for the areas affected alongside an additional mandatory GDPR module.</p> <p>The Vice-Chair suggested that the data breach record could be RAG rated for future reports and this was agreed.</p> <p>Action: Data breach record to be RAG rated for future reports.</p> <p>Agreed: That the update be received and progress be provided at the July Corporation meeting.</p>
<p>11.</p>	<p>Audit Committee Report to the Corporation</p> <p>The Chair of the Audit Committee, Bim Osunsami (BO) advised that the Committee had reviewed the current internal audit reports and subsequent recommendations and a large part of the discussion had focussed on the Health & Safety recommendations which had been discussed previously in the agenda. The Committee had considered the internal audit plan and agreed that this would be followed until the end of the academic year.</p> <p>Agreed: That the current position be noted.</p>

12.	<p>Risk Register Update</p> <p>The ICFO reported that work was now taking place to update the risk register, policy, strategy and Board Assurance Framework. These would be presented in first draft to the Audit Committee at the June meeting. It was noted that the risks would also be linked to the Post Inspection Action Plan.</p> <p>BO asked how the departmental risk registers linked to the summarised version. The ICFO replied that there was a corporate register with strategic risks and a corporate operational risk register – each business area produced their own individual risk register which fed into the operational risk register which then shaped the strategic register.</p> <p>In response to a query from the Chair, the ICFO confirmed that procedures for a major incident were included in the disaster recovery plan which was a live document.</p> <p>Agreed: That the current update be noted.</p> <p><i>College staff including Staff Governors withdrew from the meeting.</i></p>
13.	<p>Interim Principal/CEO Update</p> <p><i>This agenda item was minuted confidentially under Instrument 17 (2) (a).</i></p> <p>Approved: The Interim Chief Finance Officer be appointed for a fixed term contract to the end of March 2024. This post to be designated as a Senior Post going forward.</p>
14.	<p>AoB</p> <p>There was no further business.</p>
15.	<p>Self-assessment of meeting – to be issued after the meeting.</p>
16.	<p>Date and time of next meeting – Monday 15 May 2023, Board Strategy Event</p>

The Chair recorded his thanks to all in attendance for their contributions.

The meeting closed at 7.00pm.

Agenda Item	Action	Responsibility	Timescale	Update
4.	All Governors to be invited to attend the Environmental Sustainability Group after the Easter Break.	CGO	24/04/23	
4.	CGO to follow up re Governor participation in learning walks.	CGO	ASAP	
6.	CGO to reissue link to Microsoft Teams site	CGO	ASAP	Complete
7.	CGO to meet with Chief Operating Officer (COO) to discuss checklists for curriculum links visits.	CGO	April 2023	

9.	Further clarification on acts of violence, incidents of abuse and miscellaneous incidents to be provided in the next update.	CPTO	12/06/2023	
10.	Data breach record to be RAG rated for future reports.	CGO	ASAP	

Signed.....
 Andy Forbes (Chair)

Date.....