



**Minutes of Extraordinary Governing Body Meeting
held on 23 August 2022 at 17.30 via Teams**

Present:	Ian Looker Helen Crews Lee Probert Janet Dean Heidi Fraser-Krauss Rob Hickey Ann Lees Andrew Thomas Beth McHugh-Hicks	Chair Independent Governor (Chief Executive and Principal) Independent Governor Independent Governor Independent Governor Independent Governor Independent Governor Staff Governor
In Attendance:	David Hawkins – Vice Principal, Finance and Professional Services Danny Brett – Deputy Chief Executive & Principal (Curriculum and Quality) Carolyn Barker – Director of Governance	
		Action
1.	Apologies for Absence/Declarations of Interest	
	Apologies were received from Donald Inglis, Libby Bush and Owen Trotter. There were no declarations of interest.	
2.	Part 1	
	<p>2.1 New Construction Building – T-Level Capital Bid</p> <p>After a brief introduction by the Chair, the Deputy Chief Executive & Principal (Curriculum and Quality) provided a briefing on the background to the application and capital funding bid offer of £5m.</p> <p>The Board had discussed at a previous seminar in Spring 2022 the growth of T-Levels and construction as a priority industry segment. Further to this the Board approved the submission of an application to the T-Level Capital Fund on the basis for a maximum value of £5m. The approved bid structure was submitted with a request for a grant intervention rate of 75% from government and 25% from the College's own resources.</p> <p>On 11 July 2022 notification was received that the bid had been successful, however, was based on a fifty/fifty government/college contribution to the project. Further discussions had been held with the Department for Education and a reviewed offer of the lower of £2.8m or 56% of the total project cost has been made. This required a college contribution of £2.162m (plus any inflationary costs in excess of the planned £4.962m)</p> <p>The Vice Principal of Finance and Professional Services provided a brief update on the financials. The board was asked to consider three options regarding the funding offer:</p> <ol style="list-style-type: none"> 1. Do nothing 2. Accept the improved offer 3. Or refuse the offer and meet the costs of development from its own resources. 	

	<p>The Chair asked what the College would be gaining for the funding offer and whether it was specifically about growth in provision.</p> <p>It was confirmed that a two-storey open plan extension would be built and split into higher level technical skills spaces fully resourced to meet specifications of T-Levels with allowance to use space for other provision. This would help with additional space where the College is currently using marquees and would provide further growth potential.</p> <p>Governors asked what the difference would be from doing nothing and taking the offer forward. It was confirmed that the College would need to continue to pay for marquees and apply annually for council planning permission. There would also be the continued impact on the student experience however would allow further marketing potential to position the College as the T-Level provider of choice and expansion of renewables provision.</p> <p>The Chair invited members views on the options set out in the paper.</p> <p>Governors asked whether it was a requirement to use the building solely for the purpose outlined in the bid. It was confirmed that in the main it should be used for what was included in the bid but can be used for other purposes.</p> <p>Rob Hickey joined the meeting at 17.47.</p> <p>Governors asked about any risks around the project and the views of planners, expected delivery time of the building and contract / project management. The governors were advised that the expectation is that planning will be approved and consistent with that given on the MV facility. In terms of costs a standard methodology has been used and when tendering for the work the college will give indicative prices to contractors. Other risks explored by governors included exploring any potential issues around recruitment to T-Level programmes and confidence that the demand is there. The Deputy Chief Executive & Principal (Curriculum and Quality) advised that recruitment levels are increasing including engineering with positive numbers indicating two viable groups for engineering.</p> <p>Governors expressed concern regarding the suggested September 2023 build finish date, advising that even with contingency inclusion, it appears incredibly challenging and particularly so regarding securing a contractor by January 2023. The Board discussed the implications of an overrun from the September 2023 date and were provided with assurance from management that the Department for Education (DfE) funding would need to be spent by March 2024. Governors accepted timescales were tight and that reporting and dialogue with the DfE throughout the project were important. Governors requested ongoing transparency and clarity through reporting to F&GP, Audit committee and Board to ensure members are kept abreast of the plans. The Vice Principal of Finance and Professional Services advised that there will be a standard agenda item at F&GP Committee meetings with regular updates to the board.</p> <p>Governors advised they were entirely supportive of the bid and asked for twin track reporting in terms of realistic timescales, budget and a more realistic plan for the project to be shared. The Governing Body discussed in more detail the timescale and reporting and implications of overrun from the September 2023 date, including assurance from management that Department for Education (DfE) funding would need to be spent by March 2024. Governors advised management to ensure best endeavours are made to complete the project on time to provide maximum benefit to students through having the building ready for the next academic year. The Governing Body accepted that timescales were tight and that reporting and dialogue with</p>	DB
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	<p>the DfE throughout the project were important. The Chief Executive and Principal confirmed that the DfE will likely extend the profile of payments up to a March 2024 deadline where, if necessary, a request for an extension could be made.</p> <p>Overall governors were supportive of the project as it has a clear strategic purpose and benefit for the local areas. Undoubtedly there are some risks to the project including timescales and governors talked through these and the reporting to ensure oversight. Members were invited for any contrary views to this statement.</p> <p><i>The governing body resolved to approve the acceptance of the DfE offer and authorised the Chief Executive and Principal to sign the offer acceptance letter, prior to the 31 August 2022 deadline.</i></p> <p>The Finance and General Purposes Committee are to monitor the project at each of its meetings, with subsequent progress reports provided to the Full Board.</p>	
3.	Part 2	
	<p>3.1 Appointment of Governors</p> <p>A summary of the recruitment strategy and selection process to appoint new members to the Governing Body was submitted to the governors for consideration and approval. The Governing Body was asked to approve the appointment of 4 x independent and 2 x student governors.</p> <p>The P&G committee recommended at their last meeting the appointment of the candidates.</p> <p><i>The Governing Body resolved to approve the appointment of the new governors.</i></p> <p>3.2 Revised Schedule of Governance Meetings</p> <p>The Schedule of Governance meetings had been revised following the Governing Body meeting on the 13 July 2022 and was submitted for approval.</p> <p><i>The Governing Body resolved to approve the Schedule of Governance Meetings.</i></p>	
4.	Any Other Business	
Name:	Ian Looker (Chair)	
Date:		