



**Minutes of the Governing Body Meeting
held on 19 October 2022 at 17.30, 3F085**

Present:	Ian Looker (Chair) Helen Crews Lee Probert (Chief Executive and Principal) Libby Bush Janet Dean Owen Trotter Heidi Fraser-Krauss Rob Hickey Donald Inglis Ann Lees Beth McHugh-Hicks (Staff Governor) Julia Histon Victoria Inness Matt Rice Celeste Finnochchi (Student Governor)	
In Attendance:	David Hawkins – Vice Principal, Finance and Professional Services Danny Brett – Deputy Chief Executive & Principal Carolyn Barker – Director of Governance Ingrid Kellock – Director of Student Experience	
		Action
1.	Apologies for Absence/Declarations of Interest	
	Apologies were received from Ranjit Singh and Georgia Linsey-Bessent. No declarations were received or made.	
2.	Minutes of Previous Meeting	
2.1	Minutes of Meeting The Minutes of 13 July 2022 were reviewed. Minutes from the extraordinary meeting held on 23 August 2022 were also reviewed by governors. No observations or amendments were noted. <i>The Governing Body resolved to approve the minutes of 13 July 2022 meeting and the extraordinary meeting held on 23 August 2022.</i>	
3.	Matters Arising	
3.1	Action Summary Members reviewed and noted the actions summary. All actions were complete or included on the agenda.	
4.	Strategic Matters	
4.1	Chair's Update The Chair gave thanks to all governors for their time over the summer period to discuss on a 1-2-1 basis the college governance and that their views had already influenced activities that will feed into the Governance Quality	

4.2	<p>Improvement Plan. There will be a summary of governors' views presented to the People and Governance Committee in November. The Chair advised that it was encouraging to hear the engagement taking place on the link programme.</p> <p>Governors were advised that the external board review process had just begun and that they would be engaged through the process via a questionnaire and observations at committee and board meetings. The Chair provided a brief overview of the review process and timeline with a feedback report to be presented to Governors at the February Seminar.</p> <p>The Chair shared experiences of the recent visit to the college from the Secretary of State for Education (at the time Rt. Hon. Kit Malthouse MP) where he spent a lot of time talking to students.</p> <p>Chief Executive and Principal's Report</p> <p>The CE&P introduced the report outlining the cost pressures and the different level of optimism having written to the previous chancellor, and with no formal response provided to date. It was also noted that the expectation is to hear the outcome of the ONS consultation on whether colleges are part of the public sector or not and review process by 31st October 2022.</p> <p>The formation of a vocational college to rival Oxford and Cambridge (Voxbridge) has been announced and the CE&P expressed a view that it seems unlikely that adding a new type of institution to the marketplace will result in the equalisation between academic and vocational education, the college may engage with it. Discussions are being planned with Yorkshire Institutes of Technology (IoT) and Yorkshire Universities to seek to influence the delivery of the policy through existing networks and re-licensing. This may provide opportunities to invest more in the IOTs.</p> <p>Governors asked about the IoT re-licensing and what happens if relicensing goes ahead. The CE&P confirmed that this was not known by the college or the Department for Education at the moment. The IoT license expires in 2 years and at this stage it is possible that the equipment will be retained, whilst the brand name is lost.</p> <p>The CE&P provided an update on Ofsted inspections and the small changes to the Framework Handbook in July 2022. Many changes are minor with the most significant change being to set out the arrangements for inspecting how providers meet the skills needs of their area.</p> <p><i>The Governing Body resolved to note the Chief Executive & Principal's Report.</i></p> <p>Governors asked the CE&P whether this was a good point to discuss staff pay. It was agreed to take item 7.3 at this point.</p>	
7.3	<p>Staff pay [Confidential]</p> <p>This item is recorded as a confidential minute.</p>	
4.3	<p>Strategic Plan Implementation Update</p> <p>The CE&P advised members that not all committees had convened therefore the update provides an early indication of RAG rating. Members were provided with a copy of the Quality of Education KPI scorecard for review and advised of the position regarding the Strategic Plan KPI scorecard.</p>	

4.4	<p><i>The Governing Body resolved to note the Strategic Plan Implementation Plan.</i></p> <p>Quality of Education KPI Sheet The Chair asked members for any observations noting the volume of areas rated red. The CE&P advised that there are some external environment factors impacting in terms of attendance.</p> <p><i>The Governing Body resolved to note the Quality of Education KPI Scorecard.</i></p>	
5.	Education and Students	
5.1	<p>Q&C Committee Chair Report The Committee Chair advised members that at the last meeting there was a focus on the Quality of Education Scorecard with significant challenge and background provided using data and an update on actions being given.</p> <p>Governors challenged whether there was sufficient awareness across college on the quality focused work that is progressing, in particular, following the recent external review. Governors suggested continual reminders of behavioural expectations should be issued. The CE&P and Vice Principal of Finance and Professional Services confirmed that there was.</p> <p><i>The Governing Body noted the report.</i></p>	
5.2	<p>Student Association Report The Director of Student Experience presented the Student Association Report and gave a brief outline of progress underpinning the focus of activities within the student union. Progress includes the election of an executive committee with 60 members to date. Members were advised that the student union will promote and contribute to the actions outlined in the Student Voice Strategy via several feedback mechanisms during the academic year.</p> <p>Governors welcomed involvement in activities planned and await engagement invitations in due course.</p> <p><i>The Governing Body noted the contents of the Student Association Report.</i></p>	
5.3	<p>Safeguarding Report Governors were provided with two reports outlining 2021-22 activity and information including incident data highlighting the themes regarding mental health and domestic violence. Improvements to reporting information through the CPOMS system had been made however it is difficult to compare across other years. Moving forward it will become much easier to compare year on year data. Governors expressed concern regarding the number of students that are having problems and questioned whether the support needed was really understood. The Director of Student Experience advised that students are disclosing more and is potentially a consequence of having more resource available to support.</p> <p>Governors questioned whether there is a risk of not having sufficient resource available to meet the increasing referrals when there is not an infinite resource. Additional support is provided through external support such as the Schools Support Service, NHS and the wraparound however the Director of Student Experience advised there is more that we can do.</p> <p>Observations on the contents of the reports were sought from the Governor Safeguarding Lead (interim). Governors were advised that it had been</p>	

5.4	<p>pleasing to see a cross section of data where it is occurring and the resources in place to support students. There is some good work underway to improve accessibility for students and to make sure that we really understand safeguarding and support for students. Feedback shared with governors from a recent link governor engagement noted how impressed they were by the cycle of checking back on students that has been put in place. A governor asked whether there was sufficient time spent training staff. The Director of Student Experience confirmed that many staff have been trained.</p> <p><i>The Governing Body noted the report.</i></p> <p>The Director of Student Experience left the meeting.</p> <p>Student Recruitment</p> <p>The Vice Principal of Finance and Professional Services presented an update on student recruitment. It was noted that 16-18 numbers dipped slightly however as it stands, we are likely to exceed target.</p> <p>The adult recruitment is a financial target rather student numbers and is around the same figure as last year but reflecting that we did have some sub-contracting therefore at this point we are a little behind where we want to be. There is a challenging target of £1.3M for apprentice starts and these will be tracked throughout the year as apprentices start at different points in the year. HE numbers slightly down and international are on target.</p> <p>Governors asked if there are any risks to the revenue lines. It was confirmed that there is some level of uncertainty around apprenticeships, however the team remains focused on recruitment throughout the year.</p>	
6.	Audit and Risk	
6.1	<p>Committee Chair Report – Audit Committee</p> <p>The Chair presented a report on recent activity of the Audit Committee. The Chair advised that two new members had joined the membership and look forward to working with them. The focus at the last meeting was to look at the year ahead and strategic risks in order to provide priorities for the committee. There was also a deep dive into regularity. The Committee approved the internal audit plan.</p> <p>The Committee also discussed the risk appetite and considered when the Governing Body might have discussed it previously. Following discussion by members of the Governing Body it was agreed that a review of the risk appetite is to be planned at a future meeting.</p> <p><i>The Governing Body resolved to note the report.</i></p>	CB
6.2	<p>Strategic Risk Monitoring</p> <p>The Governing Body reviewed the strategic risk monitoring report. Sustainability risk was flagged to the Board particularly regarding the mitigation of energy cost issues.</p> <p><i>The Governing Body resolved to note the Risk Report.</i></p>	
7.	Finance and Resources	
7.1	<p>2021-22 Draft Financial Statements</p> <p>The Governing Body reviewed the financial statements confirming the financial performance of the college to 31 July 2022. The Vice Principal of Finance and Professional Services advised members that the operating deficit before FRS 102 pension costs was £154k. There may be some minor changes to the deficit</p>	

	<p>as the final funding reports come through. There remains to be a healthy position on the balance sheet. Work is progressing regarding defined pension scheme liabilities for the year, and this will be considered by the Finance & General Purposes Committee.</p> <p><i>The Governing Body resolved to note the 2021/22 draft financial statements.</i></p>	
7.2	<p>2022-23 Initial Financial Position</p> <p>The Vice Principal of Finance and Professional Services reported that it is early in the year to accurately forecast however there have been some potential movements in both income and expenditure. Members were advised of the positives, negatives and uncertainties impacting the initial financial position.</p> <p><i>The Governing Body noted the 2022-23 initial financial position.</i></p>	
7.3	<p>7.3 Staff Pay Award</p> <p>This item was covered earlier in the agenda.</p>	
7.4	<p>Post 16 Capacity Fund 2022/23</p> <p>The Governing Body reviewed the report requesting approval to submit an application to the Post 16 Capacity Fund 2022/23. Members were advised that it is the second time that the fund has become available. The core objectives of the fund were outlined in the paper with a recommendation to try and offset future costs.</p> <p>The Deputy Chief Executive and Principal (Curriculum & Quality) recommended that given the unique characteristics of the bidding opportunity (not linked to specific sectors and the low match funding requirement) and the fact that the College already intend to develop these spaces as part of the wider estates strategy, that the college progress with a bid for a proportion of the Post-16 Capacity Fund</p> <p>Governors were happy to approve the submission of an application to the Post 16 Capacity Fund 2022/23 working on the basis of 20% being funded by the college.</p> <p><i>The Governing Body noted the briefing paper and approved the submission of an application to the Post 16 Capacity Fund.</i></p>	
8.	Governance & Assurance	
8.1	<p>Schedules of Business</p> <p>The Director of Governance submitted the schedules of business that had recently been reviewed and approved at the relevant committees. Minor changes had been made to the schedules. The Governing Body was asked to review and approve the schedules.</p> <p>Members were advised that the schedules from the Finance & General Purposes and People & Governance committees would be submitted to the next Governing Body meeting.</p> <p><i>The Governing Body resolved to approve the schedules of business – Quality & Curriculum Committee Audit Committee Governing body</i></p>	CB
8.2	Committee Terms of Reference	

	<p>The terms of reference for the committee noted had been reviewed at the relevant committee meetings. Those that have been completed to date were recommended for approval by the Governing Body.</p> <p>The Terms of Reference submitted were –</p> <p>Audit Committee Quality & Curriculum Finance & General Purposes Remuneration</p> <p>Members were advised that the terms of reference for the People & Governance committee would be submitted to the next Governing Body meeting.</p> <p>The Chair of the Quality & Curriculum Committee advised that the Self-Assessment Report was missing from the Q&C schedule of business. The Director of Governance is to amend and issue to the Chair for approval.</p> <p><i>The Governing Body resolved to approve the Terms of Reference.</i></p>	<p>CB</p> <p>CB</p>
9.	PART 2	
9.1	<p>Health and Safety Report</p> <p>The Governing Body received the report providing an update on Covid 19 cases and control measures on site. It also included details of accidents for the academic year and assurances on the college meeting its statutory requirements under Health and Safety law.</p> <p>A governor asked about the historic accidents in January that stands out from the report and questioned what actions had been taken since January to mitigate. The Vice Principal of Finance and Professional Services advised that it is being picked up at the H&S committee taking place after half term.</p>	DH
10.	SUMMARY MATTERS	
10.1	<p>Any Other Business</p> <p>A paper was received requesting the approval for a senior post holder to travel abroad as part of a national project. The college was successful in its bid to participate in the College Business Centres study visit to the Netherlands and provides a good opportunity to share, gain knowledge and collaborate with a chance for group discussions on national strategy planned. It was confirmed that there was no direct cash cost to the college.</p> <p><i>The Governing Body resolved to approve the request to travel.</i></p>	
11.	Date of Next Meeting	
	12 December 2022	
Signed		
Name:	Ian Looker (Chair)	
Date:		