

Minutes of the Corporation Board meeting held on Friday 15th May 2020 (via Microsoft teams) at 8.30am

Present:	Jeremy Cartwright, Chair David Boughey Julie Obada Steve Sawbridge Stephanie Talbot Jason Lancaster Denise Brown, Principal & CEO Sibgha Amin (from 9am) Dave Hopley David Rogers Rob Fisher Jo Mountney (until 9.50am) Andrew McKay		
In Attendance:	Maxine Bagshaw, Clerk to the Corporation Antoinette Lythgoe, CFO		
Min. No.		Action By Whom	Action By When
1	DECLARATIONS OF INTEREST		
	The Chair reminded everyone present to declare any interests that they may have on matters to be discussed. Jason Lancaster declared an interest in any Apprenticeship discussions, given his interim role at PM Training. Standing declarations were noted.		
2	WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE		
	Apologies for absence were received from Pritpal Singh Nagi, Sue Blake, Georgia Fletcher, Rhiannon Buccheri and Donna Hazledine. Before commencing discussions on planned agenda items, the Chair took the opportunity to acknowledge the great work that the Principal and the Executive team, together with all staff, had been doing over the last few weeks in response to the pandemic.		
3	MINUTES OF THE MEETING HELD ON 10TH MARCH 2020		
	The minutes were reviewed and agreed as an accurate record of		

Signed :  Chair
Stoke College Corporation Board Minutes 15th May 2020
Page 1 of 13

Date: 17th July 2020

	<p>discussions.</p> <p>AGREED: to approve as presented the minutes of the meeting held on 10th March 2020.</p> <p>There were no matters arising.</p>		
4	MINUTES OF THE MEETING HELD ON 1ST APRIL 2020 & ANY MATTERS ARISING		
	<p>The minutes were reviewed and agreed as an accurate record of discussions.</p> <p>AGREED: to approve as presented the minutes of the meeting held on 1st April 2020.</p>		
5	ACTION PROGRESS REPORT		
	<p>The Board considered the action tracker and were content to note the updates provided. There was discussion regarding a number of lines:</p> <ul style="list-style-type: none"> • Line 1 – it was agreed that this action could now be deleted, as the College is in partnership with FeastEd. The College is creating a gastronomy course and part and parcel of this will include the reopening of the Atrium. • Line 16 – the Principal indicated that there was a balance to be struck in terms of the benefits versus the pressures on staff to link with governors. She indicated that the support offered, although well intended, is likely to be perceived as an additional pressure on time, as the Executive team are currently working flat out. It was acknowledged that, whilst links are established, it is not in a systematic way and that this is something to consider further in the next academic year, when the current crisis has eased somewhat. Governors agreed to take no further action but urged the Principal to ensure that staff know they can reach out to Governors, if required, and it is also important that Governors do not feel too detached or disconnected. The Principal confirmed that she would develop a link table so that staff know who to reach out to, if required. • Line 6 – the CFO advised that the date for a pay award may be reviewed and brought forward. <p>AGREED: to note the content of the update provided.</p>		
6	COVID-19 OPERATIONAL UPDATE		
	<p>The Principal introduced this item and confirmed that her report is in two parts; the first part summarises the historic position and then the second part is looking forward. She explained that the</p>		

Signed : _____ Chair
Stoke College Corporation Board Minutes 15th May 2020
Page 2 of 13

Date:

situation changes very quickly but that there are a number of key matters to bring to the Boards attention:

- 16-18 numbers are currently at 1523 and therefore the student number contract of 1640 will not be reached. The funding calculation for 2020/21 will be different than in previous years; however, the detail on this has not yet been circulated to the sector.
- The College continues to recruit adults, particularly in relation to distance learning.
- 'Other' income has been severely impacted e.g. Commercial, Nursery, Catering etc.
- Apprenticeship delivery is also likely to be impacted.
- The range of impact varies considerably.
- Expenditure is being carefully controlled.
- Budget planning for 2020/21 is taking place and a timetable agreed, so as to ensure that the budget comes to the final Board meeting in July for consideration.
- There are three government funded support schemes that the College falls within scope for, although it is believed that the Apprenticeship relief scheme was run too early.
- There are 100 members of staff (61 FTE) who have been furloughed. Phased reopening will mean that some staff will come back at that point in time.
- IT systems are coping well and staff and students have effectively moved to remote working. Additional resources have been approved to ensure continued investment in teaching and learning, as recommended by Ofsted and the FE Commissioner and to ensure that the College core operating system is protected.
- In relation to HR, communication is critically important and it is a matter of keeping on top of staff queries. Staff wellbeing is a focus and all staff are really taking this forward, both individually and collectively. The staff survey closed at the end of April with a response rate of 74%; this is a 30% increase on the staff survey in 2019.
- According to learner tracking, learner participation in remote learning is high. There are a lot of activities taking place and student support is emerging as a strength for the College. The summary of activity illustrates the significant amount of work which is taking place 'behind the scenes'.

In general discussion, a challenge from the Board was how the College now moves forward and is agile and flexible enough to take advantage of opportunities that will present themselves. The Principal acknowledged that there was a frustration that the College does not have a large resource buffer in place to invest quickly; however, there are many examples of staff working 'outside of their lanes' and being flexible. She advised that curriculum development is not as nimble as the College would like e.g. the adult offer re evening provision etc. What the College

<p>wants in place is a full and extensive offer for adults. She expressed the view that the College does not have a sufficient buffer to be as adaptable as is desired.</p> <p>An observation made by the Board was that the government appears to view HE as 'out of favour' and FE as 'in favour' and therefore there is a need to maximise opportunities as they arise.</p> <p>A challenge from one member of the Board was that there is a need to look at career progression and career paths for those in the care sector. In terms of developing managers in the care sector, the starting point would be using existing adult funding rather than sub-contracted activity; this would also apply to Apprenticeship provision. It was acknowledged that the College would need to work with employers to respond to what they need and this would be a specific, rather than a more generic programme.</p> <p>The Principal confirmed that there are some local and national initiatives that the College could tap in to e.g. national retraining fund, national skills fund. All agreed that the current situation has raised the profile of the care sector. One member of the Board indicated that there was still ESF money available that could also be accessed. There is a pressure on DWP to respond to the current need in the locality, which is an opportunity for the College. The sector is also expecting there to be more flexibility in relation to AEB delivery in 2020/21.</p> <p>The Board then went on to discuss student engagement and a concern expressed was in relation to those learners who are not engaging and who could potentially be 'left behind'. These are individuals who will have to be supported in 2020/21. The Principal confirmed that statistics in relation to learners not engaging are known; an example given was that there are 680 Apprentices in learning and, of these, 140 are known not to be engaging. An observation made by the Board was that, if this was extrapolated across the College, then this would lead to quite a significant number. It was agreed that, outside the meeting, the Principal would provide the figures for all areas of provision.</p> <p>The Principal confirmed that, potentially, the College and the sector will see more limited Apprenticeship activity, going forward, and therefore there is a need to monitor assessor caseloads carefully, so as to manage the costs. The Principal confirmed that it is the 16-18 age group where learners appear to be the least engaged with online activity. It is likely that the College and the sector will see a shift to onsite learning rather than Apprenticeship provision and there is a piece of work to be completed with employers to encourage them to take on Apprentices.</p> <p>The Board were advised that the 2020/21 Apprentices in the</p>	Principal	May 2020
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------	----------

<p>pipeline for the College are mainly in the public sector and therefore there will be continuing demand. The less certain ones are in the commercial/company sector.</p> <p>The Principal advised that employment in the public sector is growing (e.g. NHS) and particularly regarding data collection and data management. The College is looking to build its curriculum capacity in this area. Remote working will require more developed IT skills, which is also considered to be an opportunity for the College.</p> <p>AGREED: to note the content of the update provided.</p> <p><u>Phased reopening</u></p> <p>The Principal advised that, looking forward, the Executive have agreed arrangements for a phased return; these are based around four principles:</p> <ul style="list-style-type: none"> • The College would have a setup phase for reopening, • Limit the number of staff on premises, • Prioritise access to onsite teaching, learning and assessment to those designated in need, and • Staff and learner safety will have primacy. <p>It is likely that student numbers will be small to begin with but then will pick up pace in the later phases. Step 1 is for the period between 1st June 2020 to 4th July 2020. The expectation is that, for most staff, they will continue with remote working until 4th July 2020.</p> <p>A challenge from the Board was that non-core activities should be carefully considered, particularly as to whether or not they are too risky e.g. opening catering facilities. The Principal confirmed that a return to work booklet is being developed, which will emphasise that life is different than it was prior to lockdown. Full catering facilities will not open until September; however, there will be limited availability to ensure staff and student welfare e.g. sandwich and a hot drink. Governors indicated that they would wish to see a risk assessment checklist completed and provided for the different parts of the College and the curriculum.</p> <p>The Principal confirmed that curriculum teams are all now looking at risk and she will therefore ask them to complete formal risk assessments. It was confirmed that the College has a reopening group in place and that, in addition to this, the AoC is providing sector guidance.</p> <p>A challenge from one member of the Board was that the local infection rate still seems to be increasing and therefore they urged that a cautious approach be taken. Face masks and PPE for students need to be carefully considered, with the College assessing both the benefits and the drawbacks. The Principal confirmed that the College was looking to minimise the number of</p>	Executive	May 2020
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------	----------

	<p>students on site as far as possible and it is limited to those who absolutely need to undertake face to face activity. The Principal indicated that face masks medically appear to make little difference; however, there is a psychological benefit. Governors all agreed that, if they are introduced and provided, then the College would need to provide instructions.</p> <p>A challenge from the Board was that the sites need to be set up so that there is an emphasis on the fact that circumstances and expectations are now different. These will include one-way systems, one point of entry and exit to sites, PPE etc.</p> <p>AGREED: to note the content of the update provided.</p>		
7	TRANSFORMATION, FINANCE & RESOURCES COMMITTEE CHAIRS REPORT		
	<p>The Committee Chair introduced this item and drew the Boards attention to his summary slides and also the detailed minutes of the meetings which took place on 26th March 2020 and 30th April 2020. In providing his summary, he acknowledged that circumstances have moved on significantly because of the pandemic and he took the opportunity to thank everyone involved in continuing operations.</p> <p>In terms of the 'here and now', aspects to note include:</p> <ul style="list-style-type: none"> • The college will see an £800k cash reduction to July 2020; however, cash flow is not an immediate concern, • Apprenticeship delivery is a risk with differing employer responses to the circumstances, • IT investment of £200k was supported by the Committee. The Board were advised that Andrew McKay, the CFO and the Director of IT Services had a meeting earlier this week to discuss the scope of investment in detail. Andrew McKay confirmed that, following this meeting, he was very reassured regarding proposals and the future direction of travel. The Board acknowledged that this was not the significant investment that is needed for the future and, that instead, it is more of an upgrade to ensure continuing operational activities. The Committee Chair asked the Board to formally approve the investment of £200k in relation to IT. <p>AGREED: to approve the IT investment proposal as presented.</p> <ul style="list-style-type: none"> • The Committee considered a proposed amendment to the Tuition Fee Policy; this is specifically in relation to the paragraph which relates to refunds. The Board were advised that very few learners have actually asked for a refund, which is a positive sign regarding continuing online learning. The Committee Chair asked the Board to formally approve the amendments to the Tuition Fee Policy as 		

	<p>presented.</p> <p>AGREED: to approve the amended Tuition Fee Policy.</p> <p>In relation to the medium term, the Committee Chair advised that the key issues to monitor are income, costs and financial stability.</p> <p>AGREED: to note the content of the update provided.</p> <p>(Jo Mountney left the meeting at 9.50am)</p>		
8	MANAGEMENT ACCOUNTS – MARCH 2020		
	<p>The CFO introduced this item and confirmed that these had already been discussed in detail by the Transformation, Finance & Resources Committee and that the position now feels somewhat distant, as the College is focusing on the April position. Key messages provided to the Board were:</p> <ul style="list-style-type: none"> • The College has not tried to reforecast the 2019/20 Covid impact, • The March 2020 Management Accounts give a clear position pre-covid, which should be considered as a 'line in the sand'. • As at the end of March 2020, income was on track • Staffing was £52k under forecast, which is not a surprise, as there were a number of vacancies that the College had not filled. She provided assurance that the College is continuing to recruit where required. • Other operating costs are £143k under forecast. • Overall deficit of circa £400k rather than £600k forecast. • All covenants met. • Staff costs as a percentage of income are 60.6%, benchmark is 65% and therefore the College is considerably under this. Staff cost position against earned versus allocated is 62.1% and therefore a good position to be in. • Cash was £2.1 million at the end of March, which is positive, as this is generally the lowest point in the year <p>In terms of the reforecast position, key matters brought to the Boards attention were:</p> <ul style="list-style-type: none"> • £686k deficit expected but £561k now forecast, which is an improvement of £125k. Key reasons for this include: <ul style="list-style-type: none"> a) Staff vacancy savings, b) Other operating cost savings, c) Apprenticeship income down by £400k but other savings to offset this. • Cash position forecast for the year-end at mid-year review was £2.6 million and the College is now expecting at least £2.9 million. The CFO advised that there was a concern in relation to this, as the College would wish to avoid a cash sweep position. The College is in discussion with the PMO 		

Signed : _____ Chair
Stoke College Corporation Board Minutes 15th May 2020
Page 7 of 13

Date:

	<p>regarding this, with a request to waive any cash sweep in the current circumstances. She indicated that it was important to protect the cash position, as it is known that there will be a significant down turn in Apprenticeship income in future years. She confirmed that the College would be submitting a business case to the ESFA in relation to this, so that they can then take forward on behalf of the College to the PMO. A challenge from the Board was that the College now needs to show how the cash will be used to support investment required in the strategy. The CFO advised that one step that could be taken is to make a pay award in July and it is also possible to look at further IT investment. She expressed the view that the cash position and the deficit are very different aspects and that the Board should not lose sight of the fact that the College is still in a precarious financial position. For 2020/21, the EBITDA forecast was £841k but will now be closer to £1.1 million.</p> <ul style="list-style-type: none"> For 2019/20, 2020/21 and 2021/22, there is a financial health calculation of good <p>AGREED: to note the content of the update provided.</p>	CFO	2020
9	BUDGET ASSUMPTIONS 2020/21		
	<p>The CFO presented a summary note and explained that these were a combination of what is known and also prudent budget assumptions. She confirmed that the first draft of the budget would come to Transformation, Finance & Resources Committee on 26th June and then to the Board at the 17th July meeting.</p> <p>AGREED: to note the content of the update provided.</p>		
10	AUDIT COMMITTEE CHAIRS REPORT		
	<p>The Committee Chair drew Governors attention to his slide presentation and also the detailed minutes of the meeting held on 24th April 2020. Key matters noted were:</p> <ul style="list-style-type: none"> This meeting was an opportunity to consider the role of the Audit Committee, which is predominantly one of assurance. The Audit Committee does not just focus on finances, but also takes a broader view in terms of quality and strategic ambitions. It is the role of the Audit Committee to manage the Colleges relationships with both Internal and External Auditors, The Board Assurance Framework is being developed and sets out the processes and systems. Good progress is now being made and this will add to the mechanisms in place, which gives assurance. A significant amount of work has been done in relation to 		

	<p>the Risk Register and risk assurance document. Staff are actively engaged in pulling together the Risk Management Strategy and the Risk Registers. The Committee will move to discuss Risk Appetite for the future.</p> <ul style="list-style-type: none"> • Internal Audit is a great source of strength; however, it needs to be effectively directed. • Internal Auditors had been impacted by Covid and are currently behind schedule; however, they are determined to catch up. • It is hoped that External Auditors will be able to complete the work required to timetable, • The Committee considered minor changes proposed to the Risk Management Policy; these are a numeric adjustment in terms of the scoring. The Committee is happy to propose that the Board approve. <p>AGREED: to approve the amendments to the Risk Management Policy as presented.</p> <ul style="list-style-type: none"> • The Risk Register is a composite document and gathers risks from all points in the organisation. The College has undertaken a bottom up assembly, with strategic risks then identified on a top down basis. Covid risks have been captured within each strand of risk identified. The Register, as now developed, also lists the mitigating actions and measures the impact of mitigation. <p>The proposal going forward is that each Committee will own its relevant risks and a cross cutting approach developed. The Risk Register is broken down in to a 5-pillar plan. Any curriculum and quality issues will be picked up by the Curriculum, Quality & Standards Committee. He acknowledged that, if required, the Audit Committee could look to be more directive. The Board Assurance Framework will show where monitoring and assurance will sit.</p> <p>AGREED: to note the content of the update provided.</p>		
11	CORPORATE RISK REGISTER 2019/20		
	<p>The CFO introduced this item and confirmed that it links closely with the Chairs update previously given. She drew Governors attention to the final three columns on the right, which establishes the Board Assurance Framework. She explained that this was not a static document and was now being developed as a composite approach. A challenge from the Board was to ensure that Risk Management is now developed in to live processes, with the Risk Register becoming a live document. It was confirmed that a full copy of the Risk Register would be presented to each meeting of the Audit Committee.</p> <p>It was agreed that each Committee would review whether the</p>		

	<p>reports they receive are sufficient in terms of the risks identified in the Corporate Risk Register. It was agreed that, over time, the Risk Register itself would drive Committee agendas.</p> <p>The Board considered the document in detail and, in terms of the metrics, challenged whether the College was hitting the deadline dates and also whether the College was hitting the targets for residual risk scores. It was agreed that the Executive would regularly report any changes to the appropriate Committee in terms of the scores and the dates. A challenge from one member of the Board was that there appears to be areas of concern where, despite mitigating actions, the residual position is still red RAG rated. These were considered specifically</p> <ul style="list-style-type: none"> - Line 11 – this relates to future capacity of IT and links back to the more significant investment required that has already been identified. - Line 15 – brand equity. The Principal explained that a lot of this was actually outside of the Colleges control. <p>The Board expressed the view that there was a need to show the metrics, so that there is a better understanding of the direction of travel and the trends. The Principal expressed the view that there was sometimes confusion between the ‘priorities’ and the ‘risk scores’.</p> <p>Andrew McKay confirmed that he was now actively engaged with the development of the Digital Strategy and that he was confident that, over time, the risks in relation to this would be reduced.</p> <p>AGREED:</p> <ul style="list-style-type: none"> a) To note the content of the update provided b) Approve the Risk Register as presented (acknowledging that it is a live document and will therefore change) 		
12	CURRICULUM, QUALITY & STANDARDS COMMITTEE CHAIRS REPORT		
	<p>The Committee Chair drew governors’ attention to his summary slides and also the detailed minutes of the meeting which took place on 8th April 2020. Key matters that he brought to the Boards attention were:</p> <ul style="list-style-type: none"> • Practical learning is something that cannot be done online, • Group activities are more limited online, • Digital poverty is an issue, • Assessing learners is still an area of uncertainty and further guidance is awaited. <p>In relation to the medium term:</p> <ul style="list-style-type: none"> • Focus is on restart from June 2020 onwards, • The College is planning for September and particularly what will be different, • The College has to ensure that it has the right curriculum 		

	<p>offer,</p> <ul style="list-style-type: none"> • There is a body of work to do in terms of re-engagement of learners, • In relation to Apprenticeship provision, the College is working with employers in the new world. <p>In the longer term, the Digital Strategy must be inclusive and ensures that no one is left behind.</p> <p>In terms of risks and issues, these are:</p> <ul style="list-style-type: none"> • Ofsted, • Recruitment and start of year, • Digital learning and inclusion, • Marketing Strategy and branding, • Employer and Partner engagement <p>It was agreed that these would need to link in to the Risk Register.</p> <p>In terms of the September offer, Julie Obada provided assurance that the local authority Careers team are available to support the College. The Board discussed political engagement locally and the opportunities to be explored.</p> <p>AGREED: to note the content of the update provided.</p>		
13	PRINCIPAL'S REPORT		
	<p>The Principal introduced this item and explained that it will pick up any aspects that may not have been covered elsewhere on the agenda.</p> <p>1) <u>Project Ofsted update</u></p> <p>The Principal drew Governors attention to the detailed report prepared by Heather Marks. She confirmed that:</p> <ul style="list-style-type: none"> • Good progress is being made, • CPD is progressing to plan, • The 'teacher on a page' has been a really positive development and allows the College to zone in and support, where required, or recognise good practice. This has now been extended to 'assessors on a page'. This is helping to support Apprenticeship provision improvements needed at pace. The next stage is for the Quality team to start to sample. • Century Tech and Canvas are used to support teaching and learning. • A developing concern are the risks associated with Ofsted, given the pandemic and how and when they will measure progress and outcomes. External measures are now very different. More work is needed internally to review the post pandemic position and the summer assessments. The College will start to report against what might be the focus 		

	<p>of inspection.</p> <p>In reviewing documentation, a challenge from the Board was that the College needs to be able to show impact and not just the processes. Governors all agreed that it was important to maximise learning as best as is possible and a focus should be on how this is measured. They urged the College to base this on data rather than supposition. A challenge from one member of the Board was in terms of how the College can measure how close it is to delivering on the mission and vision.</p> <p>The Principal advised that the FE white paper planned for the autumn term is likely to lead to a change in the landscape and therefore it is important to be clear internally on what and how things are measured.</p> <p>2) <u>FE Commissioner assessment report March 2020 and implementation tracker</u></p> <p>She drew Governors attention to the update provided and confirmed that she and the CFO had a recent meeting with the FE Commissioner team to catch up on progress. During the meeting, she was able to give an update on the College's current position and FE Commissioner feedback seemed to be that they feel the College has advanced as far as possible in the current circumstances. The meeting was described as an informal catch up. Both ESFA and FE Commissioner are focused on the financial position; this is both for Stoke on Trent College and other at risk colleges in the sector. The College is likely to now need to better document how it is dealing with the Covid crisis.</p> <p>3) <u>NLFE</u></p> <p>The Principal confirmed a positive and productive start to the relationship. In relation to student recruitment, they are doing something very similar to Sandwell College and the focus is on internal progression.</p> <p>AGREED: to note the content of the update provided.</p>		
14	BOARD AND COMMITTEE MEETINGS 2019/20 & 2020/21		
	<p>The Clerk introduced this item and summarised the schedule of remaining meetings for the year. She confirmed that recommendations from the FE Commissioner had been taken on board, with the number of Curriculum, Quality & Standards Committee and Transformation, Finance & Resources Committee meetings reduced. In relation to the scheduling of meetings for the next academic year, it was agreed to take a view from each Committee in the next cycle of meetings, although the general feeling was that meetings should be scheduled every other rather than monthly.</p>		

	AGREED: to note the content of the update provided.		
15	AOB		
	<p>As a matter of additional business, the Board were asked to consider insurance renewal and governors' liability declarations.</p> <p>The Board were advised that, in order to secure accurate pricing and cover for insurance, the College is required to submit a renewal form to Zurich Insurance. As part of the renewal, the College is required to provide a declaration related to governors liability insurance and that this is to be a specific declaration which is minuted. Governors were happy to provide the declaration.</p> <p>AGREED: to record that no past or present Governor or Director is aware, after individual enquiry, of any circumstances or incidents that may give rise to a claim under the governors' liability policy.</p>		
16	DATE AND TIME OF NEXT MEETING		
	<p>The Clerk confirmed that the next scheduled meeting is Friday 17th July 2020 at 8.30am.</p> <p>(David Hopley left the meeting at 11.45am)</p>		
17	CONFIDENTIAL ITEMS		
	<p>It was agreed that confidential items would be recorded on a separate basis.</p> <p>Meeting closed at 12.44pm</p>		