

Minutes of the Corporation Board meeting held on Friday 15th July 2022 at 8.30am in the Burslem Boardroom and via Microsoft Teams

Present:	Jeremy Cartwright, Chair (in person) David Boughey, Governor (in person) David Rogers, Governor (via Teams) Rob Fisher, Governor (via Teams) Jo Mountney, Governor (via Teams) Hannah Molloy, Governor (in person) Lisa Capper, Principal and CEO (in person) Dave Hopley, Business Support Staff Governor (in person) Lyndsey Cherry, Academic Staff Governor (in person)		
In Attendance:	Maxine Bagshaw, Clerk to the Corporation (via Teams) Antoinette Lythgoe, Chief Financial Officer (in person) Nova Abela, Chief HR Officer (via Teams) Thomas Foster, Student Governor for 2022/23 (in person)		
Min. No.		Action By Whom	Action By When
1	DECLARATIONS OF INTEREST		
	The Chair reminded everyone again to declare any interests that they may have on matters to be discussed. Standing declarations were noted.		
2	WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE		
	Apologies for absence were received from Steve Sawbridge, Sue Blake, Julie Brereton, Kevin Hetherington, Todd Abel-White, Shannon Mansfield, Andy McKay, Tom Nadin, Sibgha Amin and Paula Hastie-Roberts.		
3	MINUTES OF THE MEETING HELD ON 20TH MAY 2022		
	The minutes were reviewed and it was agreed that they were an accurate record of discussions. AGREED: to approve the minutes of the meeting held on the 20 th May 2022.		

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	There were no matters arising.		
4	ACTION PROGRESS REPORT		
	<p>The Action Progress report was presented to the Board and the following comments were noted:</p> <ul style="list-style-type: none"> • Item one is included within item 6 on the agenda • Item two is completed • Item three – it was noted that this has been completed and sent to the Chair of the Board for information. It was agreed that this document would be uploaded to One Drive following the meeting. <p>AGREED: The Board were happy to note the content of the update provided.</p>		
5	PRINCIPAL/CEO'S REPORT		
	<p>The Principal presented her written report to the Board and key matters were noted:</p> <ul style="list-style-type: none"> • In terms of the Executive Summary, this explains the journey over the last 5 months since the Principal started at the College. • There were some key issues mid-year, such as the Apprenticeship external audit, the rising energy costs and engagement of staff, as well as preparing for Ofsted. • The College has appointed to two key roles – the Deputy Principal role with the successful candidate starting at the College on the 22nd August 2022; the College has only had interim support in terms of this role since January / February 2022. The College has also appointed to the Director of Marketing vacancy who will be able to lead on Marketing, PR and communication, moving forward. • Real positives around some of the landmark points in this period such as the ESFA Annual Conversation, which included the FE Commissioner office and subsequently there was a positive letter that went to the minister in relation to the progress of the College and where the College is at. • Pulse survey completed to find out how staff received a refreshed vision for the College. Also completed a more in-depth staff survey, which will be treated as a baseline, so that the College can continue to build a strong, one team culture across the College. • Careful work done with the banks and DfE/ESFA around the PMO targets. The Principal said that it has been a tight financial year due to rising energy costs and issues around Covid impacting on the adult cohort and low skills employment available in the area, so the College has had financial challenges that it has had to work on with the 		

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	<p>bank in relation to managing the College’s covenants, renegotiating the covenants and also working with the PMO on end of year KPIs</p> <ul style="list-style-type: none"> • With regards to curriculum planning for the new academic year, the Principal said that the College has done this through the lens of the new Ofsted framework around skills. She said that FE colleges are now charged with the directive of how we are meeting the needs of employers and partners and how we are demonstrating that our curriculum is shaped around the skills need and then the quality of delivery around this. She said that there has been a lot more work with employers around seminars etc. She said that, in developing the curriculum plan, the College has used tools such as Vector and also met with the DfE future skills unit, which is a brand-new unit setup to look at the whole piece around LSIPs and Ofsted planning. She added that curriculum planning has not been radical but much more focussed on how the College can address employer need, as well as looking at how the College can develop more commercial delivery. She said that next year will be a transition year, so the College is starting to embed different ways of discussing curriculum planning, using different tools and accessing different bits of information in order to try and get a much stronger position on the College’s curriculum; consequently, next academic year, the College will be able to make more radical changes around the curriculum than it has been able to do in the last two terms. • With regards to data, the Principal said that the College has a strong Governor data dashboard which now shows consecutive years, national rates and gives the College a comparison with RAG rating. She said that this is a strong step forward and an audit has been completed on the College’s data, which came out very well, although the College can still do more. • Attendance – steady all year for both adults and study programme students. The Principal said that it had dropped to 83% from 86% due to end of year, some students completing their course and going off to take on low skilled employment and some adults were non-completers due to pressures; therefore, attendance has dropped; however, the Principal said that the College can demonstrate to Ofsted the pattern of this and how the College has addressed this by putting in a new Attendance Policy for the coming year and keeping the College’s two Attendance Officers to drive attendance from day one. • Retention remains good. • In terms of predicted grades for GCSE, vocational and technical programmes, this is looking similar to last year. The Principal said that there was some caution around 		
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	<p>GCSE's as students had TAGs last year and CAGs the previous year, so they have not practiced exams as much as normal and it is not possible to compare the two results. The Principal added that there was good attendance for GCSE exams due to whole College effort.</p> <ul style="list-style-type: none"> • Apprenticeships has been overhauled and the Apprenticeship Task and Finish Group look forensically at the issues around this. Changes have been made with the team but the College is 'not out of the woods' yet in terms of the data. The Principal said that if apprentices don't complete, withdraw or don't achieve, this achievement carries over the three years of the Apprenticeship, so the College is carrying legacy impact on achievement. For example, this year the achievement will be 37% but if the legacy learners are removed, the achievement rates goes up to 49%. The Principal said that the quality of what the College is doing is ok but the College is carrying past poor performances and those withdrawn in the data. She said that she has had a conversation with the ESFA in relation to this and the College is producing a monthly improvement plan, which is also part of the College's audit agreement when the College had the ESFA funding audit. She said that she is confident that we know what is going on in Apprenticeships, we know where everyone is, the data is clean and is reflective of what is there, therefore the focus has now got to be improving the number of starts, getting quality of achievement, getting the strategy right to meet employer needs and making sure there is an affordable team and one that can have an impact. • In the next academic year, there is a Return to Term plan, which has been scrutinised by the Curriculum, Quality and Standards Committee and includes 'Finding your Feet' courses. The College also has a 'swap not drop' approach, making sure full time 16-18 students are on the right courses, so the College doesn't lose footfall. • Recruitment numbers are 787 accepted, 313 offered but not yet accepted and potentially 671 internal progressors. The Principal said that, overall, if all of the aforementioned are included, the total number is 1771. The College is funded for 1600 and the College set an aspirational target of 2080 and is aiming to get growth of between 1600-1800. The College also has a business case in around the impact of Covid and the College's roll on again model. The Principal said that this was rejected as the ESFA were not accepting any business cases around Covid; however, this has been re-written and submitted again including notes about exceptional circumstances in Stoke on Trent, deprivation levels and evidence has been provided around the College's impact and historic track record. The Principal said that it is possible that the ESFA 		
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may accept this but the College is waiting to hear back. If accepted, this will give the College further funding for 69 more places, which pushes up funding in year and gives the College more headroom. The Principal said that the College has increased class sizes but not increased staffing, as the classes were not big enough. She said that the College can grow efficiently and this is what the College has to do to get finances back on track.

The Chair posed a question in relation to numbers and asked how the College will understand how any growth gained impacts on the College i.e. if the College gets another 100 students, will the College have gained or lost market share. The Principal said that there needs to be a piece of work done on this and this will sit with the new Deputy Principal and the Executive Director of Student and Digital Services team. The Principal said that she can safely say that the College is behind market share in terms of size of organisation, funded numbers and what the College is recruiting. She said that, in discussion with a senior leader at Newcastle and Stafford College Group, they reported anecdotally that they have 638 young people that live in the Stoke on Trent area, who should be coming to Stoke on Trent College or the Sixth Form. She said that the College needs to be the College of choice for residents of Stoke on Trent and the surrounding areas. She said that more detailed work needs to be done on this so that the Board have a better understanding. She added that the demographic is set to increase over the next 5 years for 16-18 year olds but the College can do better by recruiting outside of its target area, especially via specialisms etc. She said that Marketing could be more targeted and impactful. One Governor commented that he can see re-training as part of what the College does, as a lot of people will find that they need to change their approach to employment and be equipped to do this. If there is a resilient workforce across Stoke on Trent, then this will be empowered by a ready offer of re-training. The Principal agreed and said that the College has a sizeable adult income, as well as 16-18 income but the College strategy and plan needs to be reviewed for impact and targeted on key groups as it could exploit opportunities in the area. She said that adult provision has been a little fragmented across programmes and there had been issues such as with job centre referrals. She said that Burslem campus on a Tuesday and Thursday night has been packed and the College also opened up on Wednesday night last term. She said that as College finances grow, this can be expanded. She added that an alumni social media account has been setup and 441 people have signed up to this who were alumni that are working or have had success as a result of Stoke on Trent College.

Stakeholder and partnerships work was discussed. The Principal said that the College is working well with a range of different

	<p>employers and partners.</p> <p>In terms of the policy landscape, Ofsted have launched a new framework this week and FE colleges will have their own framework which includes a few skills elements. The Principal said that Ofsted will now send two additional inspectors and the College will be informed earlier about the inspection. She said that the College will receive a call first on skills and then, later in the week, the normal planning call. The Principal said that, in terms of the skills element, Ofsted will be looking at the following four points:</p> <ul style="list-style-type: none"> • Understand local skills needs for their curriculum/cohort area • Effectively engage employers and stakeholders in curriculum design/implementation • Understand how colleges contribute to meeting the need i.e. what role • Quality of delivery to ensure skills that are needed <p>The Principal said that the College will be expected to understand the data around different industries and sector, be able to say how the College is responding to this, the impact and what the roles are and Ofsted may be requesting a meeting with Governors on this topic. The Principal said that, if Ofsted inspect the College in autumn, then Stoke on Trent College will be one of the first College's to be inspected under the new framework. In terms of grading, which will be part of the quality, leadership and management grading, the College will be graded as limited, reasonable or strong on the skills agenda.</p> <p>The Principal informed the Board that the Opportunity Area fund has completed and will now move to an Education Challenge Board which is very schools focussed. She said that, through the schools and levelling up white paper, the Challenge Board will now be the vehicle for taking forward the priority investment areas, which is the new name of the Opportunity Area fund. The Principal said that the Challenge Board is limited, as its focus is on school's improvement. She advised that she and Mark Kent, Principal of Stoke on Trent Sixth Form College, have lobbied to ask about employment and skills and asked the Challenge Board to broaden their remit. The Principal said that she will write to the Schools Committee and ask that, when setting the Terms of Reference for the Challenge Board, for them to consider FE. She said that she is also raising this with the AoC to lobby for this too as this will be the same in some other areas, although it is a local response.</p> <p>The Principal advised the Board of issues around the defunding of Level 3 qualifications, which are being replaced with T Levels. She said that the Level 3 qualifications and T Levels are not a direct swap and will not be an immediate swap and it could result in students not getting their qualifications. She said that</p>		
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	<p>the College is managing the transition out of Level 3 qualifications, which are being removed and inputting T Levels over a carefully managed period once the Level 3 policy has settled down. She added that there is competition with T Levels with the Sixth Form, who have already moved into this space due to them being a 'good' provider; therefore, the College will have to work hard to achieve recruitment - the four T Levels the College is allowed to deliver in 2023 are Construction, Digital, Health and Education. Feedback from others is that this is A Level standard work and therefore these will be small numbers.</p> <p>In terms of the ONS re-classification of colleges, the Principal advised that the downside is that this will impact on accounting and borrowing capacity; however, the upside if that the College may get help with NI/pensions like school's do, as colleges will be back in the public sector. The Principal said that pay is the other key policy issue. She said that the AoC is proposing collective bargaining at 2.5%. Stoke on Trent College currently have a two year pay arrangement based on the new spine but the Principal is not sure this will be enough due to the cost of living going up, so the College may need to do something around pay the following year. There is also talk of strike action in some colleges.</p> <p>Next steps are set out on page 3. The Principal advised that the new Head of STEM will now not be joining the College, so this role is being re-advertised. In terms of engagement with the prestigious World Skills, the Principal said that there is a plan to get students into competitions and gradually building this up over the next few years.</p> <p>The Executive Director of Student Digital Services informed the Board that, yesterday, the College has a Quality and Careers Standard Continuous Improvement check and the College retained its accreditation for the next year. He said that there was a positive meeting with assessors about all the work the College is doing on CEIAG across the curriculum.</p> <p>AGREED: to note the content of the update provided.</p>		
6	STUDENT VOICE		
	<p>The Executive Director of Student and Digital Services provided an update on Learner Voice and enrichment activities. He said that, in terms of extra-curricular enrichment participation, at the end of the year this was 53%. He said that, in a normal year, this would be 62%; however, this is a 13% increase on 2020/21; therefore, 2021/22 can be classed as a Covid recovery year. He reminded the Board that, in the autumn term 2021, there were still a lot of Covid restrictions in place, which meant participation was low; however, the College caught up in</p>		

<p>January when most of the restrictions were lifted. He advised the Board that most learners who are involved in extra-curricular activities are more likely to stay with the College, so this keeps retention high and also has an impact in terms of achievement too. The Board were directed to the summary of some of the enrichment activities available.</p> <p>The Executive Director of Student and Digital Services recorded formal thanks to Todd Abel-White, who was the previous Student Union President, and Shannon Mansfield for her two terms on the Board. Both of these students are coming to the end of their studies at the College. He also took the opportunity to welcome Tom Foster. He advised that Tom has been elected as the new Student Union President and will be joining the Board from September 2022. He informed the Board that the search for a second Student Governor will start in the autumn term with a new cohort of students.</p> <p>The Executive Director of Student and Digital Services highlighted the summer leadership programme. He said that four learners had been recruited working in conjunction with Street Games UK, Stoke City Community Trust and the Commonwealth Games. The project has seen the students planning and evaluating a 30-hour social action project this month where they will receive mentor support, as well as free tickets to the Commonwealth Games.</p> <p>In terms of the Challenge programme, the Executive Director of Student and Digital Services said that this has raised significant amounts of money to help out local homeless charities. He said that the College is committed to both Challenge UK suite of programmes for the next academic year, as well as preparing to re-launch the College's flagship Challenge South Africa programme, which will recruit students in April 2023 ready to fly out to Capetown in February 2024.</p> <p>With regards to enrichment and the future of enrichment, the Executive Director of Student and Digital Services said that, following the recent Governor away days, the College has put in a suite of new clubs following feedback from students and Governors including War Hammer club, e-sports club etc. In terms of sustainability, he said that the College has gone quite bold for next year. He said that the Challenge Stoke programme normally focusses on homelessness and this will still be a focus for the College in terms of fundraising; however, the Challenge Stoke programme will now be more focussed on sustainability starting with a whole range of activities in the new academic year, including a Great Big Green week which will take place week commencing the 24th September.</p> <p>The Executive Director of Student and Digital Services updated</p>		
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	<p>the Board in terms of some successful bids the College has been involved in including £5k of funding for a joint bid with the Foundation department on providing enrichment for additional social and personal development opportunity for the Foundation department including investment into the College's allotment project. The College has also been successful in a joint bid for a further £3600 between Stoke on Trent College and the Sixth Form College on a Together Active sports programme.</p> <p>AGREED: to note the content of the update provided.</p>		
7	2022/23 BUDGET AND 3 YEAR FINANCIAL FORECAST		
	<p>The Chief Financial Officer presented her report and advised the Board that the budget and forecast have been considered in some detail by the Transformation, Finance & Resources Committee; however, there have been some changes since the last meeting of the Committee. She detailed the changes as follows:</p> <ul style="list-style-type: none"> • Slightly downgraded the College estimate of HE income for next year, as some courses have not been approved by the University. She said that the figure of £238k is too high and this will be reduced to approximately £138k, which will be more realistic for next year. • Apprenticeship income estimates – the estimate shows that the College Apprenticeship income for next year could go as high as £2.6 million; however, this has not been put into the budget. The Chief Financial Officer said that they had originally put in £1.9 million based on the fact that, over the last few years, the College has hovered around £1.8 million but, looking at the data, not just new starts but carry ins and out of funded learners, the College thinks that it is reasonable to up this by £100k; therefore, the new figure in the budget will be £2 million. • In terms of AEB income, the College's allocation for National Skills Fund Level 3 is £315k, which is an upside risk for the College, as this was only put in the budget at £145k as this was what was planned; however, this is an opportunity for the College and the College will be pushing to increase this. • The College's financial health will be 'good' for 2022/23 and 2023/24. Subsequent to the Transformation, Finance and Resources Committee meeting, the College received a letter to confirm that the College's financial health for 2021/22 is 'outstanding' due to the measures they use i.e. amount of money in the bank, low level of borrowing and EBITDA. This is not really a measure of how the College is performing financial and the Chief Financial Officer said that the ESFA are looking at this. She added that this is without the impact of any capital 		

	<p>projects, which are not included in any of the budget presented.</p> <p>The Chief Financial Officer said that, as there have been recent announcements with regards to various bids, the capital projects are yet to be factored in the budget; therefore, she is proposing to come back to the Board in the autumn term with a formal budget including the projects. For now, the Chief Financial Officer will submit the budget without the capital projects, so it will give the ESFA a clear picture of how the College is expected to perform before the start of any projects.</p> <p>In overview, the Chief Financial Officer said that the College's income has dipped below £20 million for the first time in several years at the College. The projected income is £19.5 million, £19.2 million of expenditure, some non-cash items which are the release of the capital grant of £1.2 million, depreciation at £2.7 million, EBITDA at £1.5 million for next year and deficit after depreciation, interest and tax at £1.2 million.</p> <p>In terms of the College's business case, the Chief Financial Officer said that she didn't know the outcome of the 16-19 business case. She said that, if it is good news, then this will be factored into the budget that will be submitted to the ESFA; however, she requires Board approval to make a change post Board meeting if it is good news in terms of budget approval.</p> <p>The Chief Financial Officer noted that the Transformation, Finance and Resources Committee did not get a detailed sensitivity report at the meeting, which is now included in the papers provided. She said that what the report showed is that the College could take mitigating actions for all different scenarios. If the College had all of the worst-case scenarios and did not take any action to improve, then the College would be 'requires improvement'; however, this is highly unlikely as the College would take action. In terms of pay, the College has implemented stage 2 of the Pay Strategy, which will take place in October 2022. The Chief Financial Officer said that the College has not got anything else included in the budget for next year as the College cannot afford; however, for the following year, there is a planned pay increase of 1.25% included on the basis that the College's gets a level of growth and that money won't need to taken for capital projects instead.</p> <p>Non-pay will be a challenge next year. The College has included a degree of inflationary pressure into the budget but it is known that inflation is running high and budgets have not been increased in line with this. The Chief Financial Officer said that, whilst the Heads of Learning will get a budget similar to this year, efficiencies will be required as the College cannot cope with this level of increase at the moment.</p>	Chief Financial Officer	October 2022
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In relation to capital expenditure, the Chief Financial Officer said that the College is still in discussion with the PMO in relation to various RF deal KPIs and the College is close to reaching an agreement for this year but still have to agree for 2022/23 and 2023/24. The proposal from the PMO is that the College comes back to them at the end of September 2022 to agree those KPIs, which impacts on capital expenditure. The College is still talking to the PMO about what they might and might not exclude from capital expenditure before implementing the cash sweep. The PMO have already said that they will exclude the impact of any FECTF and any T Level bids but other successful bids i.e. the Savoy Trust etc are not yet excluded, so this could put some pressure on the College. The Chief Financial Officer said that the proceeds from the sale of J Block of £1.4 million are excluded from the KPIs. The cash balance at the end of July 2023 is forecast to be approximately £3.9 million before the impact of the capital projects and the rest of the KPIs are reasonable or good.

The Chair of the Board asked about the College dropping below £20 million income and whether this will put the College into a different category of College. The Chief Financial Officer said that she didn't think so, as the College is not significantly below £20 million. She said that the College would not be categorised as small, the College will sit as a medium size GFE. The Chair asked how the Board gets a sense of the College's direction of travel financially through this budget. The Chief Financial Officer said that Principal has requested we work on a Financial/Business and Development Strategy and the Chief Financial Officer and the Principal will be prioritising this once the new Deputy Principal is in place and there is capacity. In the meantime, the College is managing the current pressures and end of year. She said that the intention is to start looking at how the College might grow, where the College might grow and model this in more detail. She said that it is beneficial to grow but the College needs to be careful about growing profitably. The Principal said that, when they have a draft, it would be good to get a working group of Governor together to take a look at this in order to get the benefit of different commercial experience and input and then take the strategy to the Transformation, Finance and Resources Committee for approval.

One Governor asked in terms of income and if any courses the College operates are funded and if they are inflationary linked. The Principal said that only study programmes increased the unit of income per study programme learner but also increased the number of hours by 40; consequently, the College has to deliver 580 hours of study programme instead of 540 hours. She said that this gives the College some funding but not 100% of the 40 hours; therefore, the College has tried to deliver the

	<p>40 hours without spending money by using online learning, adding in free study for English and maths, factoring in additional enrichment programmes, using extended tutorials etc. The Governor asked about the sensitivity analysis and staff costs and whether this is an interpretation once the College has implemented the second phase and then the AoC recommendation will have to go on top of this. The Chief Financial Officer said that this was an attempt to recognise that the College is under pressure and the College needs to do something. She said that the AoC recommendation would be on top of the plan currently in place. The Chief HR Officer asked about pay costs and advised that, in April each year, there are national living wage increases, so assumes that the 1.25% increase addresses any future changes in those levels, as this impacts quite a number of staff. The Chief Financial Officer said that the 2022/23 budget includes increased National Insurance and national living wage levels as well as the phase 2 and an assumption has been made for the following year too.</p> <p>It was agreed that discussions in relation to proposed changes to bank covenants would be recorded confidentially.</p> <p>AGREED: to note the content of the update provided and approve the budget as presented with the agreement that the budget will be re-submitted at the October Board meeting which includes the impact of the capital expenditure bids.</p> <p>(Dave Hopley left the meeting)</p>		
8	CHAIRS REPORT – TRANSFORMATION, FINANCE AND RESOURCES COMMITTEE		
	<p>The Chair of the Transformation, Finance and Resources Committee presented his slides and highlighted the following:</p> <ul style="list-style-type: none"> • The Apprenticeship provision – the Committee Chair commented on the hard work that is being done in this area and mentioned that the department is looking to finish at £1.7 million, with the possibility of next year being positive and the work that will underline this sounds positive. • AEB allocation – the impact of clawback is significant. If the ESFA go up to 100% rather than 97%, then this would have over a £300k impact on the accounts. The Committee Chair commented that it is important that the actions and plans in place are successful. The Principal gave assurance that, since February, there has been a strong focus on this delivery. <p>The Committee Chair advised the Board that there are a number of items requiring Board approval, including:</p> <ul style="list-style-type: none"> • Subcontracting proposal – only NSEG left for the coming 		

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	<p>year. The Principal said that it is better for NSEG to deliver all of adult. She said that, if the College did feel at the end of term 1 that there were any concerns, then the College still has options with remote delivery and organisations such as Learning Curve.</p> <ul style="list-style-type: none"> • Standing orders – minor amendments • Financial Regulations – no significant changes • Fees and Remission Policy – small changes <p>The Board agreed to approve all of the above items.</p> <p><u>Medium term</u></p> <ul style="list-style-type: none"> • Staff survey – responding and reacting to this, not only in terms of the pay review but in terms of engagement with staff. The Committee Chair noted members of staff volunteering to be representatives of the College at weekend events, which is a good indicator. • New Director of Marketing – positive impact on what the College is trying to do. <p><u>Risks and issues</u></p> <ul style="list-style-type: none"> • ESFA audit and income recognition – processes are now in place after the last audit to make sure the College is more comfortable with the audit when it takes place. The Chief Financial Officer confirmed that the audit starts next week. • Apprenticeship activity – seems to be good for next year • Addressing AEB clawback – making sure the College has a target it will not fall short of • Bank covenants/PMO targets – positive outcome <p>AGREED: to note the content of the update provided and approve the following:</p> <ul style="list-style-type: none"> • Subcontracting proposals as presented • Standing orders as presented • Financial Regulations as presented • Fees and Remission Policy as presented 		
9	CHAIRS REPORT – AUDIT COMMITTEE		
	<p>The Chair of the Audit Committee presented his report. He advised that a lot of the risks noted by the Audit Committee have already been covered on today’s agenda including the bank covenants and risks associated with significant capital investment, which needs looking at as the College progresses, as the College/the Board hasn’t really managed major capital contracts before and there are inherent risks that lie with the Board.</p> <p>The Committee Chair informed the Board that the College’s Internal Auditors, ICCA, have completed all but one of their</p>		

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	<p>audits this year. There is nothing of concern to note with regards to the outcome of the audits completed and, by and large, any suggestions were small, helpful and not worrying. The one audit not completed is in relation to the Apprenticeship department. He advised the Board that an initial programme of work has been put together for ICCA for next year, which is currently tentative. This will be looked at again in the new term to see if there are other areas that the College would like them to look at in order to get the assurance that is needed.</p> <p>The Committee Chair continued by saying that the College has spoken to the External Auditors, RSM, in relation to their fees, as due to the delays with the accounts for last year and a couple of other factors, RSM's fees went up a little and a conversation has been had with RSM with regards to their fees for next year.</p> <p>The Committee Chair drew the Board's attention to Audit Committee's annual review, which focusses on whether the membership of the Committee is right and if the Committee Terms of Reference need adjusting. The Committee Chair said that the Audit Committee's view is that the membership is ok and the Terms of Reference are still appropriate. Board approval was sought for this and was approved.</p> <p>In terms of risks, the Committee Chair said that the Audit Committee focusses on strategic risks; however, the College is on a direction of travel, so the Committee is not just looking at today's risks but risks that will evolve over the next few years, especially with the new situation the College finds itself in with regards to being outwardly focussed. There is a need to be careful to identify risks attached to new adventures and there is a need to be sure that the team who are putting together the strategies and the Board are aware that, in doing new things, it will bring new risks. Risks currently considered by the Audit Committee are risks relating to the rising cost of inflation and managing capital projects to ensure the College is not exposed to a financial risk.</p> <p>AGREED: to note the content of the update provided and approve the Terms of Reference and Audit Committee membership for the 2022/23 academic year.</p>		
10	CHAIRS REPORT - CURRICULUM, QUALITY AND STANDARDS COMMITTEE		
	<p>Due to the Chair's absence, it was agreed to note the report presented and associated papers for this item.</p> <p>AGREED: to note the content of the update provided</p>		

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<p>11</p>	<p>CHAIRS REPORT – GOVERNANCE COMMITTEE</p> <p>The Chair of the Governance Committee presented his report. He advised that there has been a lot of discussions around the training of the Governors on the Board including what can be done to maximise the time available. The Governance Committee has also discussed recruitment with the resignation of Nicola Brady and the need to fill the Safeguarding Link Governor role.</p> <p><u>Medium term</u></p> <ul style="list-style-type: none"> • Recruitment for Student Governor for 2022/23 • Recruiting to fill the Safeguarding Link Governor vacancy • Creating a training and development plan for 2022/23, which will include Link Governors and 1:1's with the Chair of the Board • Replacing the Clerk <p><u>Risks</u></p> <ul style="list-style-type: none"> • Ofsted view of Governance • Recruitment – making sure the right people are in place • Ensuring engagement with Governors and ensure challenge from Governors <p>AGREED: to note the content of the update provided</p>		
<p>12</p>	<p>GOVERNANCE</p> <p>The Clerk to the Corporation presented her report to the Board. One recommendation was noted in relation to re-appointing the External Co-optee to the Transformation, Finance and Resources Committee and to the Capital Projects Committee, Mark Palmer, for one additional academic year. The Clerk confirmed that the Chair of the Transformation, Finance and Resources Committee has been in touch with Mark who has confirmed that he is happy to continue for one additional year. The Clerk informed the Board that Mark's expertise is in estates and he is a good contributor; therefore, as the capital projects move forward, his presence on the Committees will be helpful. The Board were happy to approve Mark Palmer's re-appointment for one additional academic year.</p> <p>The Clerk also mentioned the continuation of Committee membership and Terms of Reference which will remain unchanged for 2022/23 and the calendar of meetings for 2022/23, which are for Governors to note and meeting invites will be circulated shortly.</p> <p>The Chair of the Board asked if Board members were still happy having morning Board meetings or was there a preference for meetings to be moved to an alternative time. All Board</p>		

Signed : _____ Chair
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	<p>members were happy to remain with morning Board meetings.</p> <p>AGREED:</p> <ol style="list-style-type: none"> 1) to note the content of the update provided, 2) approve the re-appointment of Mark Palmer from the 31st July 2022 to the 31st July 2023 3) approve the continuation of Committee membership and Terms of Reference which will remain unchanged for 2022/23 		
13	ANY OTHER BUSINESS		
	There were no items of additional business.		
14	DATE OF NEXT MEETING		
	<p>It was confirmed that the next meeting of the Board will take place on Thursday 13th October 2022 at 9.30am</p> <p>Meeting closed at 11.30am</p>		

Signed : _____ Chair
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