



**MINUTES OF A MEETING OF THE BOARD
HELD IN THE ALBERT CRONEY CONFERENCE SUITE ON
TUESDAY 23 MAY 2023 AT 5.30 PM**

Present: Independent Board Members

Ms V McDermott (Chair)
Dr K Chester (Vice-Chair)
Mr S Howard
Mr D Allsopp
Ms L Sewell
Mr M Sowerby (joined the meeting at 5.55 pm)

Staff and Student Board Members

Mr C Todd (Principal & Chief Executive)
Ms H Brennan (Academic Staff Member)
Ms N Dixon (Support Staff Member)
Ms H Farrell (Student Member)

Other Attendees

Ms S Errington (Deputy Principal/Deputy CEO)
Mr M Gray (Executive Director Finance and Resources)
Ms R Holmes (Director of HR)
Mrs E Gaines (Interim Clerk to the Board)

The meeting was confirmed quorate, with more than 40% of the actual Board membership present.

1 Apologies for Absence

- 1.1 Apologies were received from Mr C Bozeate, Mr G Lyons, Mr M Short and Ms L Smith. The Chair reported that Ms E Gaines had been appointed as the interim Clerk to support with the administration of the Board while Ms L Smith is away. The Chair agreed to update the Board on the Clerk role as the situation develops.
- 1.2 The Chair also reported that she met with Mr Mark Short last week and agreed for his sabbatical to be extended until the Board Meeting in July.

2 Declarations of Interest

- 2.1 There were no declarations of interest.

3 Minutes of Previous Meeting and Matters Arising

3.1 *Board Minutes and Matters Arising*

- 3.1.1 The Principal referred Members to the quoracy statement. He confirmed that the statement should read 'The meeting was quorate with more than 40% of the actual Board Membership present'.

A handwritten signature in black ink, appearing to be 'V. McDermott', written over a horizontal line.

- 3.1.2 Subject to the amendment above, the Board **approved** the minutes as an accurate record of the meeting held on 14 February 2023.

3.2 Audit Committee Minutes

- 3.2.1 The Committee Chair spoke to the draft minutes of a meeting held on 7 March and referred Members to paragraph 4.1.9. It was noted that once in place, the Board Assurance Framework will be extremely helpful indeed.
- 3.2.2 The Committee Chair also referred Members to paragraphs 4.2.9 to 4.2.20. It was noted that the Audit Committee highlighted the mitigating risks and trusts that these will be an integral part of the Board Assurance Framework.
- 3.2.3 The Committee Chair also reported that following the March Audit Committee meeting he was informed that the current internal Auditors (Audit One) were stepping aside. The process is now underway to identify new Auditors.

The Board received the Audit Committee minutes.

3.3 Search and Governance Committee Minutes

- 3.3.1 The Committee Chair spoke to the draft minutes of a meeting held on 31 March 2023. The Committee **agreed** the **recommendation** for Ms Lesley Sewell to become a member of the Audit Committee.

The Board received the Search and Governance Committee minutes and approved Ms L Sewell as a member of the Audit Committee.

4 Strategy and Direction

4.1 Strategic Update

- 4.1.1 The Principal provided a verbal report and highlighted the following key issues to note:-
- i. **North East Local Skills Improvement Plan (NELSIP)** – A report is to be published by the end of May. It was noted that the Principal and Deputy Principal attended a briefing last week. The strategic priorities from the LEP have been incorporated into the NELSIP and this includes the following areas – Digital Skills, Advanced Manufacturing, Health & Life Sciences and Transport and Logistics. Following publication of the report, the intention is to collaborate with other colleges to put together a proposal to the Local Skills Improvement Fund to address skills gaps.
 - ii. **Accountability Agreement** – The DfE have granted an extension until the end of July. The College will submit a draft at the end of May and will then update the Accountability Agreement to reflect the outcomes of the LSIP. The final submission will be made following Board approval of the final document on the 11th July.
- 4.1.2 A Member asked the Principal if the LSIP and LSIF application would be political and how the various organisations involved would reach agreement on the content of a bid. The Principal identified that it would be difficult as Colleges and independent training providers compete with one another, but in order to put forward a bid, collaboration would be pre-requisite. The Principal has excellent relationships with the Durham Colleges and would seek to work collaboratively with all parties.



The Board received and noted:

- the North East Local Skills Improvement Plan is due to be published at the end of May, and will be shared with Governors.
- the extension date for the Accountability Agreement has been agreed as the 31st July 2023.

4.2 Legal Case

4.2.1 (Redacted – Confidential Minute).

4.2 Pay Award 2023-24

4.3.1 The Principal spoke to his Executive Summary Report and outlined the summary of key points.

The Principal asked the Board to consider and agree in principle the following proposals, all of which have been discussed with and are supported by the Trade Unions internally. The proposed pay award would be considered again at the July Board meeting, in order to more effectively consider affordability alongside the proposed budget for 2023-24.

- i. **Pay Award** – To make a consolidated pay award of 2.5%, applicable to all staff excluding those in receipt of the Real Living Wage and the four Senior Post Holders. If accepted, the proposal is to implement this from 1st August 2023. This option will cost approximately £133k, reducing the indicative 2023-24 EBITDA surplus down to £216k, whilst still allowing ‘good’ financial health to be maintained.
 - ii. **Early Closure on Fridays** - To close the College at 2pm on Fridays from the 1st August 2023 onwards. This option will involve some contractual changes for support staff to reduce their working week from 37 hours to 35. Part-time staff impacted by this change will have their hours reduced proportionately in order to maintain the same level of pay. All other staff contracts will remain the same, with only the change being that the College is not open from 2pm onwards on Fridays. It was noted that this model is in place at Bishop Auckland College. It was also acknowledged that this will be good for staff wellbeing.
 - iii. **Additional Birthday Holiday** - To provide all staff with an additional days’ holiday to be used in the month of their birth each year. The Principal reported that this proposal was suggested by the trade union representatives.
- 4.3.2 A Member asked what are staff expectations in relation to a pay award? The Principal reported that the Unions have realistic expectations. If approved, the Unions will take the offer to their members for consideration.
- 4.3.3 A Staff Member reported that staff are struggling due to ongoing cost of living rising costs, however, they also understand the college pressures. Staff understand that the senior team will do what they can under the circumstances.
- 4.3.4 The Vice-Chair asked given that the Real Living Wage has risen by 10%, have some pay scales now been eroded? The Principal confirmed that the Real Living Wage has resulted in some pay scales being removed. He also reported that the vast majority of staff are Training Consultants or Lecturers, which makes this issue slightly less problematic as there is a clear difference between the real living wage, and these staff groups. The College has good pay structures in place and there is a clear and fair approach applied across the organisation regarding pay determination.
- 4.3.5 A Member asked for information regarding the proportion of staff that still have headroom above them on the pay scale, what proportion are at the top of the scale, how many staff



are affected by the Real Living Wage and how many will be affected by the proposed 2% increase. This information will help the Board to be able to see where the real challenges are. The Principal agreed to provide this information at the July Board meeting.

- 4.3.6 The Chair asked if any consideration had been given to the Gender Pay Gap and also if consideration had been given in relation to the protected characteristics. The Principal reported that the College is excluded from the requirement to report on the gender pay gap, although the Director of HR had done some work on this. The Director of HR referenced a recent FOI request from UCU regarding protected characteristics. It was agreed that this information will be collated and brought to the July Board meeting.
- 4.3.7 The Student Member confirmed that she thought the proposal to finish early on a Friday was good. A lot of companies finish early on a Friday.

The Board agreed in principle to the above proposals. The decision will be confirmed in July, alongside the approval of the annual budget for 2023-24.

5 Curriculum Quality and Learning

The Chair reported that the Accountability Agreement represents the first step in a new relationship with the DfE and is designed to hold providers to account. It is therefore important that all Board members engage with it and understand it.

5.1 *Accountability Agreement (ESFA Statutory Return)*

The Accountability Agreement consists of two parts (Part 1 and Part 2). Part 1 replaces the existing, annual grant funding agreement. It is used to set out National Skills Priorities as well as the essential terms and conditions that providers need to meet in return for funds. It also retains the required levers to ensure the effective management and assurance of public funds, the protection of learners as well as requiring sound governance. The Accountability Agreement (Part 1) is yet to be received.

- 5.1.1 The Principal introduced the Accountability Agreement (Part 2). This Agreement is linked to the Education and Skills Act 2002, which introduced a new requirement for Colleges to:
- (a) from time-to-time review how well the education or training provided by the institution meets local needs, and
 - (b) in light of that review, consider what action the institution might take (alone or in conjunction with action taken by one or more other educational institutions) in order to meet those needs better.

The College reviews its curriculum each year as part of the curriculum planning cycle and the curriculum objectives for 2023-24, contained within the Agreement are derived from this process.

- 5.1.2 A Member reported that she thought that the document read really well, and that it gave a rounded view of what is needed. However, the member felt that more numbers may be beneficial in the final version of the document. The Principal identified that the example accountability agreements provided by the DfE did not contain a large amount of tabular data. He agreed to share the examples and guidance with governors following the meeting.



- 5.1.3 A Staff Member questioned if the impact measurement of T-Levels, and in particular the Digital pathway. The Principal acknowledged that this action may need to be looked at again, as it refers to future years. He also acknowledged that Digital is an LSIP priority and the college will need to develop its provision in this area. The removal of the BTEC route at level 3 made T-Levels the only real option.

The Board received the Accountability Agreement.

5.2 Quality Improvement Plan (QIP) Progress Review

- 5.2.1 The document was provided to Board Members in advance of the meeting. The Chair asked members to raise any questions.
- 5.2.2 A member asked whether the actions that were overdue and off-track were linked to the challenges faced around retention and achievement. The Deputy Principal identified that this was not the case. The actions that had fallen behind related to Software Development and some recruitment challenges within this area. She reminded the Board that the Principal brought these to the attention of the Board earlier in the year.
- 5.2.3 It was noted that the report has little meaning in terms of impact. The Principal suggested an Annual Report on the QIP is prepared for the Board next year, and that regular progress reviews are removed from future business agendas, with a shift in focus to KPIs and exception reporting of the QIP.

The Board noted: -

- **the positive progress towards the implementation of the Quality Improvement Plan;**
- **that a formal review of the impact of the Quality Improvement Plan will be conducted early in the 2023-24 academic year.**

5.3 Achievement Rates

- 5.3.1 The Deputy Principal spoke to her Achievement Rates report. The purpose of the report was to provide an update to the Board on the College's 2021/22 final achievement rates, in comparison to the national rates which were published on 30 March 2023.
- 5.3.2 **Education & Training (Classroom provision)** – For 16-18 year olds the College achievement rate was 91.4%, this is significantly above the national average by 10.3%. And similarly, our adult classroom performance was also strong at 92.7% (6% above the national average).
- 5.3.3 **Apprenticeships** – The sector was waiting with bated breath to see how the overall national rate was going to land, and once again we have seen a decline to 53.4%, 4.3% down on the prior year. The College's final achievement rate of 48.8% is 4.6% below the national rate. However, the subject sector area rates highlighted in Table 2 of the report confirm that we are significantly above the national average in the areas of Construction, Engineering and Business, Administration and Law.
- 5.3.4 **Apprenticeship Accountability Framework** – Information was provided in the Section 4 of the report which considers a range of metrics to determine the quality of provision with achievement now being a key driver for the Government. As highlighted, achievement rates of below 60% are deemed in need of improvement and below 50% deemed at 'risk'. To put this into context and the College's position within this; the recently published data also confirms that 54% of providers in 21/22 delivered an achievement rate below 60% and in need of improvement.



- 5.3.5 There is clear recognition from Government we need to improve this collectively as a sector as outlined in the Skills Minister's letter in March and some of the background was included in section 5 of the Deputy Principal's report on the current national landscape and on the Health and Social Care sector in general.
- 5.3.6 More recently, the Department has published a high-level summary of the Accountability Framework and the range of interventions that they can make ranging from withholding or suspending payment of funding to imposing a cap on the volume of new apprentices or on specific occupational Standards.
- 5.3.7 The Deputy Principal reported that she has now met with the DfE on four occasions and well prior to our final achievement rate last year to outline our position in relation to Care and the direction we are taking. She confirmed from this the DfE have a high level of confidence in the College's capacity to improve moving forward.
- 5.3.8 The Deputy Principal referred Governors to section 6 of the report. She reported that predictions in apprenticeship achievement are being monitored extremely closely, but we also must account for some unforeseen fluctuation. She referenced table 4, shows our current achievement rate was 45.1% at the time of writing the report. This has now increased to 46.2%. There are 117 apprentices now at EPA, and if these were all to achieve, and assuming no more leavers – our current rate looks more like 52.8% right now, which is already 4% above last year's position. Within this, Care is currently at 45%, already 12% above last year's final position and we are aiming for at least 50% at yearend (which would be 17% above last year's performance and 10% above national rates). In terms of managers' predictions at around 61%, the Deputy Principal informed the Board that in her opinion this is an absolute 'best case scenario' and she would anticipate our final rate landing at around the mid 50's due to the unpredictable nature of the apprenticeship market.
- 5.3.9 ***Classroom achievement for 2022/23*** – The Deputy Principal reported that 16-18 provision is progressing well with a current predicted outturn of around 89%, again well above the national average. Whilst it is too early at this point to be precise regarding our adult achievement, she reported that she would expect it to still exceed national levels but decline from our position last year because of the volatile market we are seeing. For example, in Access to HE, we are anticipating a decline of around 20% because of adults leaving to obtain employment. However, this is the only strand of provision in which Ofsted did not mention achievement rates and they really don't feature as a priority. It is more about progress and skills.

The Board received the report and noted: -

- **the excellent achievement performance delivered in 2021/22 in relation to Education and Training provision;**
- **the progress being made in the area of Apprenticeship Achievement in relation to the 2022/23 academic year and in particular, within Health and Social Care.**

6 Finance and Resources

6.1 *Management Accounts – Month 9*

- 6.1.1 The Executive Director of Finance and Resources spoke to his report, covering the period to the end of April 2023 (Month 9). The summary of key points and risks were outlined: -
- i. Performance at month 9 shows an overall I&E deficit of £71k against a planned surplus of £36k. This represents a £107k variance in the year to date.



- ii. Income as a whole demonstrates an adverse variance of £544k at Month 9. Since the last report to Board, there has been a further decline in the performance of the Adult Education Budget (£659k deficit). Most of this deficit is found in the DfE AEB provision (530k), with smaller proportions in Tees Valley AEB activity (£84k) and AEB National Skills Fund (£45k).
- iii. AEB activity is subject to high levels of volatility. The year-to-date performance of Apprenticeship activity shows a £93k deficit but the in-year increase in funding for 16-18 is showing over performance of £98k.
- iv. The overall income position shows an improving year end forecast but is still predicted to record a deficit of £252k. AEB activity is predicted to have a year-end deficit of £613k across all AEB areas but is offset by better than budgeted 16-18 (£83k surplus) and Apprenticeship activity (150k surplus).
- v. The common theme with the larger income deficits is the difficulty in recruiting employers and their adult learners to classroom-based activity. The key data at month 9 is the revised forecast position at year end. The full year budget predicted a full year deficit of £74k, with the month 9 forecast showing a full year deficit of £194k. This equates to a full year EBITDA position of a £160k surplus (just under 2% of turnover).
- vi. 16-18 learner recruitment continues to be in excess of the current year funding allocation. This overall achievement has had a positive effect on next years funding allocation which is £426k higher than the original allocation for the current year.
- vii. Payroll budgets are underspent, and this underspend continues to offset adverse variances elsewhere, the College is actively continuing to recruit to vacant posts (although this is often taking longer to achieve due to a lack of suitable candidates being available). Staff wage rates are coming under pressure with all staff seeing rises in the cost of living.
- viii. Energy – In April 2023 the support for businesses was effectively removed. Although the energy prices per kWh have remained the same, without Government intervention the April electricity cost has increased from £9k per month to around £14k per month. It is expected that the gas increase will be of similar proportions (the gas usage invoice for April is not yet received).
- ix. Teaching consumables are also increasing in price – particularly in Construction, Engineering and Catering. Non-pay budgets in these areas have been increased but the rate of price increases are volatile and budgets, so these areas will continue to be monitored through the final part of the year.
- x. Increasing Exam Fees and increasing number of Apprentices at End Point Assessment (EPA). Exam bodies have increased their charges, in some cases by 10% and this already high-cost area has become even more expensive. In recent months EPA fees have accelerated as more Apprentices reach their EPA Gateway. Forecasts predict that the Exams and EPA budget set for 2022/23 will be exceeded by approximately £50k. A new prediction model is being developed in-house to improve the accuracy of forecasting this key area of expense.

Key Risks for the remainder of the year are to:

- monitor AEB performance;
- minimise non-pay overspend;
- keep cash balances as high as possible.

6.1.2 A member asked the Executive Director of Finance what is being done to mitigate future risks of adverse income variances. The Executive Director responded to say that the aim is to grow 16-18 provision and continue to work with the schools. He reported that Apprenticeships is on a steady trajectory of growth, however, Adult Education has proved difficult for the last two years. The intention is to build an income stream that is more

reliable. Adult education income next year would be lower and this is being profiled in the budget for 2023-24, which will take a more prudent view.

- 6.1.3 The Chair requested that going forward, where risk is reported, she would welcome information to outline what is being done to mitigate this.

The Board noted the content of the report and the issues highlighted, including the current and forecasted financial position of the College.

6.2 GDPR Internal Audit Update Report

- 6.2.1 The Executive Director of Finance and Resources spoke to his report, to inform the Board of the findings of the recent internal audit inspection of the GDPR arrangements including the changes required to ensure best practice compliance.

- 6.2.2 The audit identified four key areas that require significant improvement, if they are to be considered to be meeting best practice. Two of the recommendations are of high importance and two rated medium importance.

- i. **Finding 1 (High)** – Lack of overarching governance framework: Although a GDPR policy and framework is in place, this is not sufficient to be fully compliant with the regulations. The audit report recommends the current policy needs a full review to create a new GDPR policy document that addresses all of the seven principles of GDPR and identifies key staff within the College, clearly defining their role and responsibilities to GDPR.
- ii. **Finding 2 (High)** – The College does not have a formal Information Asset Register (IAR). The College currently uses a GDPR data mapping template which contains much of the information needed to populate an IAR, however, the audit identified that the mapping template was not consistent in the way information was recorded. The data mapping requires expanding into a larger register that records a wider overview with more consistent recording of information for it to be considered a complete record that is Information Commissioners Office (ICO) compliant.
- iii. **Finding 3 (Medium)** – The College appointed Data Protection Officer (DPO) is not fully independent and does not directly oversee the management of GDPR in the College. The Executive Director of Finance and Resources is the current Data Protection Officer. ICO guidance recommends that the DPO should be independent, not a senior manager and have the required resource to meet the GDPR obligations including having adequate training.
- iv. **Finding 4 (Medium)** – The College policies and procedures that are in place do not fully meet the current GDPR requirements. Although a GDPR policy is in place alongside policy and procedures for data breaches, these policies had not been subject to formal board approval and did not meet all of the seven GDPR principles.

- 6.2.3 The Executive Director of Finance and Resources outlined the plan to address each of the findings outlined above. In accordance with the plan Findings 1, 3 and 4 should be completed by 31 July 2023 and Finding 2 should be completed by 31 December 2023.

- 6.2.4 The Audit Committee Chair acknowledged that there is work to be done, and it is difficult to comment at this stage. He has taken assurance from the actions identified and will wait until all actions are complete. An update on progress will be provided at the Audit Committee in November.

- 6.2.5 Another Member acknowledged that GDPR is an extremely important audit. She acknowledged that the Board need to take assurance that supporting policies and procedures are in place. The Data Protection Officer role is a really important role. She



acknowledged that the approach is the right approach and the Board need to ensure that GDPR is implemented correctly across the whole business.

- 6.2.6 The Principal responded to say that governance will be an important feature of the new policy. He is currently considering the establishment of a group to oversee GDPR across the College. Discussion ensued and this led onto the Data Protection Officer role.

The Board noted the content of the report, including the actions being taken to address the GDPR audit recommendations.

6.3 Summer Works Programme

- 6.3.1 The Principal spoke to his report to give an overview of the capital grants that have been awarded to the College this year, and also to seek approval from the Board for the proposed summer works capital programme for 2023 - Phase 1b Refectory and Reception and Energy Efficiency projects, as outlined in the College's overall estates master plan.
- 6.3.2 The capital funding received in the 2022-23 financial year can be used to support Phase 1b of the Estates Strategy, which involves the refurbishment of the Refectory and Reception areas. The only exception to this is the Energy efficiency grant, which can be used in part, but will not be fully utilised in this phase. As such, this grant will be utilised more broadly on other projects that meet the terms of the grant. The project to refurbish the reception and refectory areas this summer will bring significant benefits to students and staff. It is the final phase of the front of house transformation, and will provide a space that all staff, students and stakeholders can use.
- 6.3.3 The costs identified and relating to Phase 1b have been subject to a formal tendering exercise overseen by College professional advisors (Howarth Litchfield & Partners). The chosen contractor, based on an assessment of best value, is Brims Construction, and subject to the Board approval of the project. The proposed start date for the works is 19 June 2023, with a completion date of 31 August 2023.
- 6.3.4 In the short-term, there will be some disruption in the reception and refectory areas, however, this has been carefully considered and arrangements are in place to ensure the key services remain operational. A report will be presented to the Board following the summer period to provide an update on the development.
- 6.3.5 A Member asked about how the College intended to use the Energy Efficiency Grant and what positive impact the College will see from this investment. The Principal reported that energy savings would be made from the projects, and that in the near future, the College would bring a Sustainability Strategy to the Board. This will provide a clear approach as the College works towards becoming net zero.
- 6.3.6 The Chair reported that she would be keen to see the Sustainability Strategy at a future meeting of the Board, once the new Head of Estates has been appointed.
- 6.3.7 The Student Board Member reported that in her opinion, the refurbished front of house area will be good for the College, and could entice new learners to come in.

The Board approved the summer works programme to refurbish the refectory and reception areas of the main building, and to implement a range of energy efficient projects.



7 Board Matters

7.1 *Board Away Day*

- 7.1.1 The Chair reported that a Task and Finish Group is now set up and the first meeting will take place on Friday 2 June. The group will use the discussion from the Away Day and Code of Governance and formulate a plan. The plan will be submitted to the July Board meeting for discussion and approval.

7.2 *Policy Documents for Approval*

- 7.2.1 ***Board Safer Recruitment Policy*** – The policy was approved.
- 7.2.2 ***Financial Support for Learners Policy*** – The policy was approved.
- 7.2.3 ***Governor Skills and Experience Matrix*** – The Chair thanked all Board Members for their returns. It was noted that information has been collected and a Dashboard created. The Principal will now request Recruitment support from the DfE.
- 7.2.4 ***Articles of Government*** – It was noted that these may need to be amended to allow for an increase in membership. This would be confirmed by the Clerk.

8 Any Other Items of Urgent Business

- 8.1 ***Safeguarding Board Member*** – It was agreed that this will be addressed via the Task and Finish Group.
- 8.2 ***Former Chair*** – The Chair acknowledged that it has been 4 months now since the retirement of the previous Chair, she asked the Board if there was any appetite to commemorate his time here. Discussion took place. The Board broadly agreed that something should be done. It was agreed that the Principal will consider the different options and implement this.

9 Reflections

- Members felt the meetings now have more engagement and challenge.
- Contributions are relevant.
- The consolidated pack is a welcome new addition.
- Policy Review – this worked well.

The Chair thanked the Executive Team for their valuable reports.

10 Agenda items for next meeting

11 Date of Next Meeting Tuesday 11 July at 5.30 pm

The Meeting closed at 7.50 pm



Board Meetings

Actions Arising

Date of Meeting: 23 May 2023

Minute Ref	Action	Responsible Officer	Status & Deadline
3.1	Amend the 14 February notes to include correct quoracy statement	Interim Clerk	Done
4.2	Principal and Chair will agree settlement and ensure that Board ratify decision at appropriate points	Principal and Chair	<u>TBC</u> Principal & Chair will agree a settlement and ensure that the Board ratify decision at appropriate points Deadline TBC
4.2.4	Explore GAP Insurance	Executive Director of Finance	<u>TBC</u> Deadline – 11 th July Board meeting
4.3.5	Information to show headroom on pay scales ie. what proportion of staff are at the top of the scale Including how many staff are Real Living Wage and how many will be affected by the proposed 2% increase	Director of HR	<u>TBC</u> Deadline – 11th July Board meeting
4.3.6	Collate information regarding protected characteristics	Director of HR	<u>TBC</u> Deadline – 11 th July Board meeting
5.1.2	Share the examples and guidance with Governors relating to Accountability Agreements and the Apprenticeship Accountability Framework.	Principal/Clerk	Complete
5.2.3	Annual Report on the QIP to be prepared for the Board next year, and regular progress reviews removed from future business agendas, with a shift in focus to KPIs and exception reporting of the QIP.	Principal	<u>Not yet due</u> Deadline - October 2023
6.2.5	GDPR Action Plan Review	Executive Director Finance	<u>Not yet due</u> To be presented at the Audit Committee - November 2023 & Board Meeting December 2023
7.2.4	Review if amendment to the Articles of Government are required to expand the number of Board members.	Clerk	Complete Board membership can be accommodated up to 20 members.
	Appoint a Safeguarding Board Member	Task & Finish Group Chair	<u>TBC</u> To be discussed at the Task & Finish Group Meeting 2 June



Date of meeting: 14 February 2023

Minute Ref	Action	Responsible Officer	Status
4.2.3	Board to review the CQS Committee agenda and the Board / Committee annual business cycle for 2023-24 as part of Governance Development Plan.	Principal	TBC Deadline – 11th July Board meeting
4.2.3	The Chair to hold one-to-one meetings with each Board Member	Chair/Clerk	TBC 50% of meetings have now been concluded with further meetings taking place in the coming weeks. Deadline – 11 th July Board meeting.
5.1.5iii	T Level Capital Bid - bring further detail to the Board on managing the logistical issues created by the project , outlining the risks and how they would be mitigated to the July Board meeting	Principal	TBC Deadline – September Board meeting
6.2.9vi	Test the demand for Access to HE programmes and bring a report to Board for discussion on whether or not to continue to deliver Access to HE provision in future.	Deputy Principal	TBC Deadline – 11th July Board meeting
7.1.9	Develop and present a curriculum plan to the Board in July.	Deputy Principal	TBC Deadline – 11th July Board meeting
7.2.8	Look into the possibility of promoting the benefits of working at Derwentside College more widely, through the College's website and recruitment activities.	Principal	Complete Website and recruitment activities updated.
8.1.2	The Board to review progress and develop a new Governance Development Plan at the planned away day in April 2023.	Principal	TBC Deadline – 11th July Board meeting

Date of meeting: 6 December 2022

Minute Ref	Action	Responsible Officer	Status
4.2.9iii	Review risk management policy and approach at Audit Committee.	Director of Finance	TBC Deadline – 11th July Board meeting



Date of meeting: 19 July 2022

Minute Ref	Action	Responsible Officer	Status
3.3.1ii	Pilot a scheme of workshops to be held before each of the next three Board meetings.	Principal/Chair	<u>Deferred</u> To be considered as part of the Governance Development Plan for 2023-24.
5.1.8	Board to agree a Level 3 curriculum plan following the outcome of the government's Qualification Review – the Board had received a report on the introduction and development of T Levels. Proposals for the Level 3 offering will be presented to the Board in July.	Deputy Principal	<u>TBC</u> Deadline – 11th July Board meeting

