

**MINUTES OF A MEETING OF THE CORPORATION BOARD  
HELD IN THE TONY EDWARDS BOARD ROOM ON  
TUESDAY 26 SEPTEMBER 2023 AT 5.30 PM**

Present: Independent Board Members

Ms V McDermott (Chair)

Mr D Allsop

Ms L Sewell

Mr C Bozeate

Mr M Sowerby

Staff and Student Board Members

Mr C Todd (Principal & Chief Executive)

Ms H Brennan (Academic Staff Member)

Ms N Dixon (Support Staff Member)

Other Attendees

Ms S Errington (Deputy Principal/Deputy CEO)

Ms R Holmes (Director of HR)

Mr G Mills (Director of Information Services) – In attendance for Agenda item 4.1

Mr M Johnson (Assistant Principal – Student Services) – In attendance for Agenda item 4.2

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 M Short and Mr S Howard.

1.2 The Chair reported Mr Lyons had resigned from the Board. Due to work and family commitments, Mr Lyons did not feel he had the time or capacity to fully commit to the Board to the level that he would like to, or for which, the role deserves. The Chair thanked Mr Lyons for his service. It was noted, recruitment of new Board members is an ever more pressing issue.

**2 Declarations of Interest**

2.1 There were no declarations of interest.

**3 Minutes of Previous Meetings and Matters Arising**

**3.1 *Board Minutes & Matters Arising – 11 July 2023***

3.1.1 Good progress has been made towards the actions and the register has been updated to reflect this.

**The Board approved the minutes of the meeting held on Tuesday 11 July 2023.**



### 3.2 **Search & Governance Committee – 17 July 2023**

- 3.2.1 The Committee Chair reported that the Governor Recruitment campaign supported by Peridot is scheduled to close for applications on 2<sup>nd</sup> October. Early indications show the response for applications to be low.

**The Board received the draft minutes of the Search & Governance Committee meeting held on Monday 17 July 2023.**

## 4 **Reports from Senior Managers**

### 4.1 **GDPR Report**

- 4.1.1 The Director of Information Services introduced his report. The purpose of the report was to update the Corporation Board on the changes made to the College GDPR Policy to ensure best practice compliance following the recent internal audit of the GDPR arrangements.
- 4.1.2 The Director of Information Services reminded the Board of the of the key findings identified during the audit of GDPR arrangements, in January 2023 and the four key areas that required improvement in order to meet best practice.
- 4.1.3 The College GDPR policy has been re-written to meet best practice and to address the issues raised in the audit. The policy now states that it is the responsibility of the Board to ensure that the College is compliant with all aspects of GDPR.
- 4.1.4 It was noted the policy now requires a DPO to form and chair a GDPR working group made up of Information Asset Owners in order to; manage GDPR in College, ensuring a central responsibility for compliance. The DPO will report annually to the Board, providing assurance that the College is compliant with all aspects of GDPR. This will give a structured governance framework to GDPR compliance and will ensure that the Board meets their obligations.
- 4.1.5 Feedback regarding the revised policy was sought from the College's new internal auditors, Wylie Bissett. Their feedback stated that there are *'no obvious omissions in the policy, and that the policy covers the required areas by the ICO (Information Commissioner's Office), as well as including a number of other areas that we see as "good practice"'*. Policies referred to in the policy will be checked and updated (if required) by the end of September 2023.
- 4.1.6 The GDPR staff development training course that all staff must undertake will be adapted to ensure the new GDPR policy is covered, and that staff are made aware of their individual responsibilities relating to GDPR. This work is expected to be completed by December 2023.
- 4.1.7 The Director of Information Services identified that the DPO should:
- work independently;
  - report to the highest management level;
  - have adequate resources to enable the College to meet its GDPR obligations;
  - have no conflict of interest between their job role and their DPO responsibilities.
- 4.1.8 In order to meet the DPO requirements it is proposed that the Clerk to the Board be appointed as the College DPO. Whilst it was acknowledged this does not



provide a fully independent service; it is the best possible solution identified internally and represents good value for money.

- 4.1.9 In the absence of the permanent Clerk, it was proposed that an interim DPO be appointed, and that this interim role be filled by the College's IT and Information Services Manager. It was noted he has held this position in a previous role at another College.
- 4.1.10 The Board were informed the IT and Information Services Manager is a post that is ordinarily excluded from the role of DPO because this post is an IAO who makes decisions about the purposes and means of processing learner and employee data. If there were a data breach the IT and Information Services Manager would not be independent when acting as DPO to investigate the breach. Also, when performing data audits or data impact assessments as the DPO he would be auditing processes that he had put in place and could potentially hide non-compliance or weaknesses in his processes.
- 4.1.11 This means that the College will not be fully compliant in the short-term until the Clerk returns, or a qualified interim is appointed. However, the experience of the IT and Information Services Manager will be crucial in implementing the new policies and procedures and creating the new IAR. He will also be able assist the Clerk when they are able to begin the role of DPO.
- 4.1.12 It was noted the College should ensure the DPO undergoes the necessary training in, or already has the required knowledge of, data protection laws and practices.
- 4.1.13 The GDPR policy now requires that it be approved and signed off by the Board, giving a structured governance framework to GDPR compliance.
- 4.1.14 All the key GDPR principles are now covered by the GDPR policy, including purpose limitation, data limitation, and accountability.

The Director of Information Services paused and invited questions/comments.

- 4.1.15 The Audit Committee Chair felt that the Director of Information Services has provided a very thorough response to the Audit findings. He was pleased feedback had been requested and obtained from the new internal Auditors (Wylie Bissett) and was pleased with their response. He acknowledged the internal Auditors will want assurance of implementation. The Audit Committee Chair acknowledged the proposed interim DPO was not fully independent, however, he recognised this was due to the availability of suitable internal resources.
- 4.1.16 The Audit Committee Chair asked if consideration had been given to or costs obtained to outsource the role of DPO. This option would allow the College to draw upon their experience. In response, the Principal reported a request was submitted to the Clerks network, the information received showed the cost of an arrangement such as this to be high. It was noted that larger colleges favour this option, while smaller Colleges tend to appoint from within.
- 4.1.17 The Quality & Standards Committee Chair took a pragmatic view. She felt the interim DPO proposal was a good start, in the absence of the permanent Clerk. She acknowledged a lot of work had been done and progress made, testament to those involved; however, she felt there is still a way to go. The Quality &



Standards Committee Chair suggested GDPR be included as an objective for the Senior Leadership Team, ensuring that all Senior Leaders prioritise GDPR and complete the required Information Asset Registers in a timely fashion. GDPR should be embedded throughout the College culture and driven by Senior Leaders.

- 4.1.18 In response to the above, the Principal informed the Board that the GDPR working group will report into the Senior Leadership Team. This will allow the Senior Team to monitor progress effectively and drive the agenda forward.

**The Board approved the updated GDPR policy and the appointment of the IT & Information Manager as the College's interim Data Protection Officer (DPO) until this role can be taken on formally by the Clerk to the Corporation**

#### 4.2 ***Safeguarding Annual Report***

- 4.2.1 The Assistant Principal – Student Services introduced his report. The purpose of the report was to provide the Board with a summary of the Safeguarding activity during the year; an assessment of how well the College meets its statutory responsibilities for Safeguarding; and an action plan to develop Safeguarding practices in the year ahead.
- 4.2.2 Statutory guidance sets out the responsibilities of colleges in two main publications:
- Keeping Children Safe in Education (KCSiE) - Department for Education (DfE)
  - Working together to Safeguard Children – DfE
- 4.2.3 The Board's role is to ensure that statutory duties are fulfilled primarily by ensuring the College has established appropriate policies and procedures that are effective. Board members are also required to carry out mandatory training. In addition, in accordance with the 'FE and Sixth-Form College Corporations: Governance Guide', a Board member should have leadership responsibility for Safeguarding (this role is newly occupied by David Allsop).
- 4.2.4 The College has a Safeguarding Children and Vulnerable Adults Policy and Procedure that is reviewed annually. The new draft policy for 2023-24, takes into account, the most recent changes in 'Keeping Children Safe in Education' legislation and is due to be approved by the Board at the October meeting.
- 4.2.5 The KCSiE guidance was recently updated on 1 September 2023, and at present the College is reviewing these recent changes to ensure full compliance. The following key changes were outlined:
- The guidance now refers to children and young people who are 'susceptible' to being drawn into terrorism rather than being 'vulnerable'.
  - In regard to staff recruitment, external candidates should be informed that, online searches will be made prior to employment.
  - Although it is not new, the DfE has now emphasised that schools and colleges should implement the 'Meeting digital and technology standards in schools and colleges' guidance.
  - Reviewing and monitoring and filtering at least annually by key College staff is necessary.
  - Checks should also be made on hirers who use the College premises to ensure they meet the guidance for 'out of school' settings.



- 4.2.6 The supporting report appendices were also presented. The Assistant Principal – Student Services paused and invited questions/comments.
- 4.2.7 In addition to the online Safeguarding and Prevent training, Board members requested facilitated training to help embed their knowledge/understanding of this important topic. It was noted the Quality & Standards Committee co-opted member can deliver this type of training. It was agreed that contact will be made to arrange a training session for Board members as requested.
- 4.2.8 The Board Safeguarding Lead asked for clarification regarding how many wellbeing instances were caused by internal factors. In response, the Assistant Principal – Student Services reported, the vast majority of instances are due to external factors, with a minority College driven. He gave an example of Access to HE students, who encounter ‘pressure points’ at certain points during the year, i.e. workload pressure / university interviews, during this period they utilise the support of the wellbeing team. He acknowledged that some staff would benefit from gaining a better understanding relating to mental health issues and how best to approach this with learners.
- 4.2.9 The Board Safeguarding Lead identified that further assurance was required relating to safeguarding statistics and in particular, the cause and effect of individual cases. He also added that safeguarding cases and wellbeing activities are two different things. The Principal questioned whether wellbeing activities should be included within a safeguarding report and it was acknowledged that the focus of the report needed to change and improve in future.
- 4.2.10 The Chair agreed and identified that in order for the Board to discharge its responsibilities appropriately, future reports would need to be significantly improved. She could not see the cause, impact or action taken from the report in its present format. Future reports should be very clear about the legal and regulatory responsibilities of the Board in this area and provide assurance that these duties are being met.
- 4.2.11 The Principal acknowledged that Safeguarding is an important area and that improvements in reporting to the Board needed to be made. Future reports would be developed by the Safeguarding Committee internally, and consulted on with the Board to ensure that it meets their needs and provides increased levels of assurance.

**The Board:**

- **Acknowledged** the key legislative and policy changes that are being introduced and the College’s intent to present an updated ‘Safeguarding Children and Vulnerable Adults Policy’ at the Board meeting on the 24<sup>th</sup> October 2023.
- **Noted** the progress made towards the 2022-23 Safeguarding Action Plan.
- **Approved** the Safeguarding Action Plan for 2023-24.
- **Noted** a revised Safeguarding Report will be presented later in the year.

## **5 Strategy and Direction**

### **5.1 Strategic Update**

- 5.1.1 The Principal introduced his report. The purpose of the report was to update the Board on key strategic developments and issues impacting on the College.



- i. **Updated Strategic Plan** – The College’s Strategic Plan was viewed using the large screen and presented by the Principal. The Principal reminded the Board that the strategic priorities formed the basis of discussions at the Board Away Day in April 2023. During this session members worked in groups to determine what the College’s strategic priorities should be and this work is reflected in the new plan. The six strategic priorities were proposed as follows:

- **Governance** – to develop a high performing Board that provides ambitious and empowering leadership across the College.
- **Quality** – to become an outstanding College across all areas of our provision.
- **Curriculum** – to deliver a highly effective curriculum that meets local and national skills needs.
- **People** – to be a College where people want to work and where learners want to study.
- **Community** – to become a College that is rooted in the local community as an integral part of the education landscape.
- **Resources** – to use our resources efficiently and effectively to the benefit of our staff, learners and stakeholders.

The updated plan identifies a clear set of strategic priorities going forward and some ambitious objectives to be focused on in the years ahead. KPIs have been reviewed and fine-tuned to ensure they are clearly linked to the strategic priorities and objectives, providing a clear line of sight between strategy and impact. The KPIs will form the basis of a Board dashboard, which is currently being developed. The Principal provided with a supporting flowchart, demonstrating the College’s approach to strategic planning, and the key linkages between this and other key documents.

The Principal paused and invited questions/comments.

- 5.1.2 The Audit Committee Chair acknowledged this was a vastly improved document. In relation to Financial Planning and Budget, he wanted to establish if there was an intention to produce a longer term financial plan and budget, linked to the Strategic Plan. In response, the Principal recognised that this was a good idea; whilst a three- or four- year plan would be difficult produce, and be subject to change, it could be done and will be incorporated into financial planning for 2024-25 onwards.

- 5.1.3 A member commented that the English and maths target of 20% was low. In response the Deputy Principal reported the target of 20% is above the sector benchmark. English and maths attainment rates in further education are lower than schools, largely due to the cohort of students typically being made up of individuals who have previously failed their examinations, or who have a significant barrier to learning against these core subjects.

- ii. **Legal Case** – (Redacted – Confidential Minute)

- 5.1.4 (Redacted – Confidential Minute)

- iii. **Additional Funding – Staff Pay and Retention** – The College received notification over the summer period that the DfE would be allocating increased funding to Colleges to support with issues relating to staff pay



and retention. This followed the teacher strikes in the final term of 2022-23 and the settlement of 6.5% which was agreed with schoolteachers. The DfE has subsequently allocated this funding via the College's education programmes for young people (EPYP) funding formula. The base rate of funding, and a number of other funding factors have been increased as part of this, with the overall impact representing an increase in our allocation for 2023-24 of £158k. The DfE have not confirmed if this funding will be recurring, and as such, caution will need to be exercised when considering long term pay awards. A proposal will be developed and presented at the Board meeting in December.

The Principal paused and invited questions/comments. Discussion ensued.

- 5.1.5 It was noted once the funding formula has been applied to the 6.5% pay award, it works out at 2.5%, therefore careful management of the expectations of staff will be required. Trade Unions favour national pay bargaining.
- 5.1.6 A member asked if there was a risk of losing staff to other Colleges. The Principal reported that the College has experienced difficulties recruiting suitable staff to Electrical/Engineering/Digital posts even with the retention premium applied. As a result of the way the funding has been allocated, there was a risk that local pay gaps may open up further.
- 5.1.7 The Principal agreed to contact the AoC and express the Boards concerns about the method of allocating funds to College's for staff pay, and the potential consequences of this.

**The Board:**

- **approved** the updated 'Strategic Plan – our journey to outstanding 2026'.
- (Redacted – Confidential Minute)
- **Acknowledged** the College's intent to present an additional proposal regarding staff remuneration at the upcoming December Board meeting.

## **6 Curriculum, Quality and Learning**

### **6.1 Full-Time Programmes Enrolment Report**

- 6.1.1 The Deputy Principal introduced her report. The purpose of the report was to provide the Board with an update on the College's recruitment to full-time learning programmes in 2023/24, whilst taking account of the position in the previous year.
- 6.1.2 **16-18 Recruitment** – At the exact data capture point last year (6 September), 50 more 16-18 learners were enrolled, apart from last year, this growth comes after years of static or declining recruitment. Extensive work has gone into this from staff during the year. Enrolments have followed the increased attendance seen at Open Events and is largely in line with applications data.
- 6.1.3 Retention is vital, and early evidence indicates that learners are settling down well, in some areas new starters are already perceived as more able than Year 2 learners. There seems to be a very positive atmosphere throughout the College with a significant focus on learner conduct and attitudes.



- 6.1.4 Early indications are this year's allocation will be surpassed, the sector doesn't know if there will be any in-year growth available, however, our recruitment is highly likely to have a very positive impact on our 24/25 allocation in terms of funding growth.
- 6.1.5 Section 3.2 of the Deputy Principal's report highlighted some areas where good levels of recruitment have taken place – it was noted there are also areas identified for further growth, and these are also highlighted within the Accountability Agreement. In terms of continuing to grow, focus has already turned to next year, the Deputy Principal has arranged individual meetings with both local Academies w/c 2 October.

The Deputy Principal invited questions/comments. The Chair thanked the Deputy Principal and her team for the brilliant achievement towards recruitment.

- 6.1.6 **T Levels** – The Deputy Principal reported 6 learners have been recruited to the T Level in Childcare and Education; the Board were reminded this area was going to be the toughest, because it is so niche. The intention was always to commence the T Level journey this year which has positioned the College well for the success seen with the Capital Bid. It was also noted that T Level learners spend 2 full days in placement per week and this provision receives enhanced funding. The T Level Learners have settled in well, they appear to be strong candidates and are already matched to an individual industry placement.
- 6.1.7 The Deputy Principal also reported, if we had commenced T Levels this year across all the areas, we propose to offer from 2024; we would have seen up to 45 learners recruited to T Level provision. Renewed emphasis on T Levels is being seen from the DfE, as a result of the T Level Thematic Review published by Ofsted in July. This review highlighted an extremely mixed picture of T Level provision across the sector. The Principal and Deputy Principal are meeting with the DfE on Monday and T Level Planning is on the agenda.

The Deputy Principal paused and invited questions/comments.

- 6.1.8 The Chair noted the low number of enrolments on the T Level Childcare programme, and asked if this was still viable. In response the Deputy Principal reported this provision carries enhanced funding (approx. £7k per learner); therefore, the delivery costs will be covered. The area is niche provision, and the staff will try build on this. The Deputy Principal recognised the importance of learner retention.
- 6.1.9 **Access to HE** – The Board were reminded, as part of the Curriculum Plan, the recommendation was made by the Deputy Principal this provision continues, albeit reduced with only two daytime groups, following on from the retention issues experienced last year. To date, there are 40 learners on the provision, with the Nursery and Midwifery pathway being the most popular. The retention issue on the programme has been recognised within the Self-Assessment Report and improvement actions identified within the Quality Improvement Plan.

The Deputy Principal invited questions/comments – none were raised.





**The Board noted:**

- the positive progress made in the area of 16-18 recruitment, in line with on the of the College's key strategic objectives of continuing to grow its Education Programmes for Young People;
- the College has launched its first T-Level in the niche area of Childcare, albeit with a lower number than anticipated;
- recruitment to the Access to HE programme is in line with the proposal made to the Board in July, and the delivery offer streamlined to offer two daytime groups as part of the plan for 2023-24.

At 6.55 pm the Chair proposed a pause in proceedings to allow Members to take a 10-minute comfort break. The meeting resumed at 7.05 pm.

## **7 Finance and Resources**

The Principal reported, the Search & Governance Committee will meet this Friday (29 September), to agree the job description and person specification for the Vice Principal – Finance & Resources role, with a view to starting the recruitment process. Board members will be involved in the interview process for this position.

### **7.1 *Managements Accounts (Month 12)***

- 7.1.1 The Principal presented the Management Accounts (month 12) report. The purpose of the report was to provide the Board with an update on the College's financial performance at the end of July 2023 (month 12).
- 7.1.2 The College has delivered an EBITA surplus at year end of £282k against a budget target of £281k. This represents a very good outcome in what has been a challenging year from a financial perspective, with the College mitigating a number of significant risks during the year. The College's financial health at year end is 'good'. The Principal identified that a significant favourable variance was evident in the forecast between month 10 and month 12. This appeared to be due to poor financial planning and is something the Principal is keen to improve on through the appointment of a new Vice Principal – Finance and Resources. Once in post, the individual appointed will be expected to undertake a thorough review of the capacity and capability of the finance team, alongside the effectiveness of operational procedures.
- 7.1.3 During 2022-23, the College carried £264k of unfunded classroom based 16-19 activity. If the College had been paid for this delivery in year, an EBITDA surplus of £546k would have been reported. The growth delivered in 2022-23, has been consolidated into our allocation for 2023-24.
- 7.1.4 Cash balances remain positive at the end of the year (£2.6m) however, the College is carrying a significant current liability relating to its AEB delivery in 2022-23 (circa £513k), which will be recovered in 2023-24, and payments are also due for the summer capital works in September. Cash balances will therefore be expected to reduce in 2023-24, although performance against the current ratio has remained strong and stable. Cash planning will be very important this year with the T-Level project due to commence and is an area of significant focus in the coming months.

The Principal paused and invited questions.



- 7.1.5 A member queried the year-end pension adjustments budget figure being zero. In response, the Principal reported that the College has never attempted to budget for the year end pension adjustments. This is largely due to the difficulty in predicting these changes, but also the fact that they have no meaningful impact on the College's accounts. I&E and balance sheet adjustments are included into the figures at month 12.

**The Board noted:**

- The key points arising, and the commentary presented within the main body of the report.
- The College's intention to recruit a Vice Principal – Finance and Resources to improve the financial management practices, particularly budgeting and cash flow planning.

**7.2 Managing Public Money (MPM)**

- 7.2.1 The Principal introduced his report. The purpose of the report was to update the Board on the 'Managing Public Money' rules and the College's approach to ensuring it is compliant with these rules in future.

- 7.2.2 The Principal reminded Board members; Further Education Colleges were reclassified as Public Sector Organisations on the 29<sup>th</sup> November 2022. This change brought with it a requirement to adhere to HM Treasury Managing Public Money (MPM) regulations. The College has been slow to react to this change and to ensure compliance going forward; some changes are needed to our financial regulations.

- 7.2.3 The MPM guidelines set out requirements for everyone working in the Public Sector to manage and deploy public resources responsibly in the public interest, although much of what it requires can be recognised as common sense and is in line with how the College already operates. In summary, there are five key aspects within Managing Public Money that the College must be aware of and comply with. These are:

- New financing or amendments to existing borrowing;
- Write-offs;
- Indemnities, guarantees and letters of comfort;
- Novel, contentious or repercussive transactions;
- Special severance, compensation and ex-gratia payments.

- 7.2.4 Included with the meeting papers, appendix 7.2a provided a summary of the College's delegated authority and where DfE approval is required against each of these categories. In order to ensure compliance with the new requirements; the Financial Regulations has been updated with a new Section 20 entitled 'Managing Public Money Regulations'. This provides an overview of the new rules and how they are expected to apply to all College staff, ensuring compliance with the new requirements.

The Principal paused and invited questions/comments.

- 7.2.5 The Chair commented that she thought the document was very clear, however, she felt further emphasis was needed on the role of the Board in relation to the



new Section 20. The Principal agreed that he would update the document to incorporate this and bring the Policy back to the Board for approval in October.

- 7.2.6 The Audit Committee Chair reminded the Board it was the External Auditors who identified the original non-compliance and that this strengthened the need for the College to appoint a high-quality Vice Principal – Finance and Resources.

**The Board:**

- **Noted** the new section 20 as part of the Financial Regulations, and the intent to bring this back for approval at the October Board meeting.
- **Noted** the intention to deliver some training and development activity within the Senior Leadership Team on this subject to promote wider awareness and to ensure future compliance within the rules.

7.3 ***Board Assurance Framework and Risk Management***

- 7.3.1 The Principal introduced his report. The purpose of the report was to update the Board on the development of a Board Assurance Framework and a revised approach to Risk Management.
- 7.3.2 The Board Assurance Framework provides a structured approach to assess and monitor the effectiveness of governance, internal controls, risk management and compliance across the College. It is different to risk, but intrinsically linked and incorporates many similar principles.
- 7.3.3 Going forward the Board Assurance Framework will be maintained by the Governance Professional and will play an important role in the self-assessment of governance and the ongoing governance improvement plans. Once the BAF is complete, it will be presented to the Board for approval alongside an action plan to improve compliance. This is likely to be early in 2024, dependent on workload capacity.

The Principal paused and invited questions/comments.

- 7.3.4 The Audit Committee Chair commented, looking from a high-level policy perspective the Board Assurance Framework was good. Discussion ensued and led onto Risk Management and risk appetite. Utilising the services of the internal auditors to feed into the development of the Risk Register was suggested. It was agreed this will be picked up by the Audit Committee and brought back to the Board at a suitable future date.

**The Board:**

- **Approved** the Board Assurance Framework policy.
- **Noted** the inclusion of a draft Board Assurance Framework (BAF) which is currently being developed.
- **Deferred** the newly developed Risk Management Policy and Procedure for further work and consideration by the Audit Committee.

8 **Board Matters**

8.1 ***Policy Documents for Approval***



Board members were thanked for their comments regarding the policies for approval. It was noted comments had also been sought from the Senior Leadership Team. It was agreed in future, track changes will be utilised to streamline the policy review process.

- ***Sub-Contracting Policy*** – approved.
- ***Fees Policy*** – approved.
- ***Improving Teaching, Learning and Assessment Policy*** – approved.
- ***Public Interest Disclosure Policy (Whistle Blowing)*** – approved.

## 8.2 ***Register of Interest and Code of Conduct***

The Interim Clerk reminded those who have not yet completed and returned the Register of Interest and Code of Conduct to do so as soon as possible.

## 9 **Any Other Items of Urgent Business**

None

Reflections – What went well?

- Members felt there had been a good level of challenge and questioning.
- Good reports – thanks were expressed to all involved.
- Gap between the July meeting to September is too long. A summer newsletter was suggested.
- The contribution and focus of Board Members was clear.
- External Safeguarding Training welcome. Risk Management training suggested.

The Chair thanked everyone for their valuable contribution to the meeting and thanked Executive Team members for their high-quality reports.

Meeting closed at 7.40 pm.



## Board Meetings

### Actions Arising

**Date of Meeting: 26 September 2023**

Minute Ref	Action	Responsible Officer	Status & Deadline
4.2.6	<b>Safeguarding Training for the Board</b> Provide in-person and facilitated Safeguarding Training to Board members. (Carol Loader to be contacted)	Deputy Principal	October 2023
4.2.8 – 4.2.10	<b>Safeguarding Reports</b> The Safeguarding Report will be revised to focus on the legal and regulatory duties of the Board, and to provide increased levels of assurance to the Board against these.	Assistant Principal – Student Services	6 <sup>th</sup> February 2024 Board meeting
5.1.2	<b>Financial Planning</b> Formulate a longer-term financial plan for 2024-25 onwards (three year) linked to the strategic plan.	Principal / VP Finance	21 <sup>st</sup> May 2024 Board meeting
5.1.7	<b>EPYP Additional Funding</b> Write to the CEO of the AoC about the method used to allocated additional funds to support increased staff pay.	Principal	24 <sup>th</sup> October Board meeting
7.2.5	<b>MPM Policy</b> Update the new section 20 to include roles, responsibilities and delegation limits.	Principal	24 <sup>th</sup> October Board meeting
7.3.4	<b>Risk Management Policy</b> Consider utilising the services of the Internal Auditors to support the Board's drive to improve risk management practice and to determine risk appetite.	Principal / VP F&R	6 <sup>th</sup> February 2024 Board meeting
8.1	<b>Future Policy Review</b> Utilise track changes for future policy review, allowing Governors to see the key changes being made.	Board	Ongoing



**Date of Meeting: 11 July 2023**

Minute Ref	Action	Responsible Officer	Status & Deadline
1.4	A student Board Member will be sought.	Deputy Principal	<b><u>Ongoing</u></b> November 2023
4.1.4	Findings of the Employer Forums will be reported to the Board at appropriate points.	Deputy Principal	<b><u>Ongoing</u></b> December 2023
4.2	Principal and Chair will agree legal case settlement and ensure that Board ratify decision at appropriate points.	Principal and Chair	<b><u>Ongoing</u></b> Second payment on agenda 26-09-2023 – final payment to come (likely November)
4.2.8	The Audit Committee will monitor Public Sector and Policy changes and update the Board accordingly.	Director of Finance	<b><u>Ongoing</u></b> November 2023 and ongoing
4.3	Progress Report regarding the T-Level Capital Project including an Investment Appraisal and Revenue consequences.	Principal	<b><u>Ongoing</u></b> 5 December 2023
5.2.15	Performance and Profitability of the curriculum will be an item for the next Board Away Day.	Chair and Principal	<b><u>Ongoing</u></b> Date TBA
5.2.15	Board members are to consider how they can be more involved in devising the curriculum offer and feedback to the Principal.	All Board Members	<b><u>Ongoing</u></b> 26 September 2023
7.1	Present the draft Governance Development plan.	Chair	<b><u>Ongoing</u></b> Deferred to October Board meeting following agreed change in date of Search and Governance Committee.

**Date of Meeting: 23 May 2023**

Minute Ref	Action	Responsible Officer	Status & Deadline
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	<b><u>Ongoing</u></b> Deadline - October 2023



**Date of meeting: 14 February 2023**

Minute Ref	Action	Responsible Officer	Status
8.1.2	The Board to review progress and develop a new Governance Development Plan at the planned away day in April 2023.	Principal	<b><u>Ongoing</u></b> To be presented at the October 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	<b><u>Deferred</u></b> To be considered as part of the Governance Development Plan for 2023-24.

