



**MINUTES OF THE CORPORATION MEETING HELD ON 31 OCTOBER 2022
AT 5.00 PM IN THE ENGINE ROOM, THE ROUNDHOUSE**

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overnight. The Estates team responded quickly and changes had been made to the emergency plan going forward.

12/22-23 FEEDBACK FROM GOVERNOR VISITS

Members provided feedback following their recent visits to the College:

Andrew Cochrane – JWC

Andrew visited the JWC on 21 October, just nearing the end of the industrial action. He met with the Assistant Principal – Academic Education and discussed the impact of morale and how he was feeling. Attendance had been affected with 10 days catch up in learning needed. The AP was optimistic but could not underestimate things had taken a turn.

The Staff Governor Patrick Ring provided an overview T Level exam assessment in the summer for Members.

Andrew agreed to revisit again to see what the post-industrial action recovery looked like.

Stuart Ellis – Rolls-Royce and the Roundhouse

Stuart had been uncomfortable with the number of visits last year and had scheduled in regular visits for this academic year. The visit on 8 September was off site at the Rolls-Royce apprenticeship provision at the Learning and Development Centre. He had a good discussion with Andy at RR and the Assistant Principal for Technology from the College, which was a productive discussion.

The second visit on 13 October at the Roundhouse. Stuart met with the AP Technology to look at onsite provision and the Manager for Improvement and Performance. He met with students and agreed to carry out a brief presentation at the next meeting.

Hazel Clint – Health and Safety

Hazel meets regularly with the H&S Director at Broomfield and visits the high risk areas. The Director is in control of the H&S policies and discussions tend to be key issues that have arisen since the last visit. They were also planning for a future visit to focus on the annual plan.

Sue Bradley – Safeguarding

Sue meets regularly with the Safeguarding Lead, the last visit was on 7 October and also attends the Safeguarding SLT meetings. Sue has been kept abreast of high-profile cases. There was a discussion about the Safeguarding Action Plan and some time had been arranged for the Clerk, Lead Governor and Safeguarding Lead to meet to review.

13/22-23 KEEPING CHILDREN SAFE IN EDUCATION (KCSIE) GUIDANCE

It was noted all Board members had read the updated KCSIE and confirmed to the Clerk. The Lead Governor provided an overview for members, drawing attention to the key points.

Abuse – on and offline. All children and young people need to have trusted relationships, so that they are able to report abuse and speak about their concerns. The College needs to facilitate this and make sure that happens. Training needs to be in place for every person at every level so they all know what to do if someone raises a concern.

Board members need to provide strategic challenge to test and assure policies are in place and ensuring there is strategic input.

Jane McNeil noted Board members had a collective responsibility and said the missing element was impact. Patrick Ring questioned how success would be measured. The Lead Governor explained there is a comprehensive report that is presented at the SLT meeting and a series of KPIs to measure impact. Safeguarding is covered in the SAR and the Chair of Audit explained the Committee receive reassurances through the risk report.

Governors discussed this at length and the Lead Governor agreed to provide a Safeguarding Checklist that is used in schools which would be reviewed at the meeting with the Safeguarding Lead and the Clerk and then disseminated wider.

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14/22-23 SAR VALIDATION SESSIONS

Members involved in the Validation process shared their experiences. Discussions related around GCSE Maths, higher education courses, inclusion, early years, business, hair and beauty and sport and the Nursery.

Governors attended the Academy SAR and QIP validation panels in order for them to understand the strengths and weaknesses of each Academy, the consequential actions within the quality improvement plan. The CEO reiterated that governors were also encouraged to attend to observe the quality assurance process and witness the scrutiny provided by the Senior Leadership Team.

The CEO made reference that attendance will be aligned to Academy Link Governors moving forwards. Members noted that they were mindful that grades were not confirmed until after the standardisation process.

15/22-23 REPORT FROM THE AUDIT COMMITTEE MEETING

The Audit Committee Chair shared his report from the Audit Committee meeting held on 13 October 2022.

A confidential pre-session with the internal and external auditors had taken place with no issues of concern raised.

The Committee had received Internal assurance reports on the Mock Funding Audit, which provided a reasonable opinion with two recommendations and the exams report which provided a reasonable conclusion. The follow up report was also shared.

ICCA presented their final Annual Internal Audit Report, which provided reasonable assurance.

RSM shared their Audit Plan for the External Audit and were about to commence field work. The risk assessment work would be key in terms of recognition of income and going concern was a big issue for the sector. Capital grants and pension liability were also risk areas to focus on.

The Committee had received the ESFA Regularity Self-Assessment, which would be recommended to Corporation for approval and signature in December.

The Risk Register had touched on the key risks – industrial action, energy costs. The format of the risk register had been revised following recommendations from Corporation and the Committee.

There were no serious HE risks and therefore moving forward the Committee agreed to incorporate that into the strategic risk report when presented at Audit Committee.

The Post-16 Audit Code of Practice had been updated and key changes shared.

APPROVED: The Terms of Reference had undergone an annual review and minor changes were proposed.

The Committee had reviewed their own self-assessment with no significant issues.

The DPO Report was shared in the confidential session. There had been a focus on the number of mock attacks and the DPO was ensuring staff remained alert.

The Chair of FRC said there had been talk in the public sector that audit teams were not able to deliver. The Audit Chair said they had a partner that was keen to deliver. The CFO said at the Audit Clearance meeting they had reached out and there was nothing of concern. They had completed the bulk of the work.

An overview of the sector had also been shared.

16/22-23 FINANCE AND RESOURCES

The CFO presented the draft management accounts for the 2021-22 year end. Generally, the overall picture was forecast in line with EBITDA, but was actually slightly ahead of EBITDA.

The income and expenditure account was good, as was the financial health score. The accounts did not include the adjustment made to the financial accounts in relation to the FRS102 pension adjustment.

The CFO discussed the key variances in terms of the forecast. The biggest movement was on AEB, which was £0.5m down, this was in the main linked to partner provision that did not fulfil their contracts. This was offset by savings on pay and non-pay costs. Pay savings were not as high as forecast. Additional pay provisions had been made for the non-consolidated pay award and the backdated pay in relation to the Brazel v Harper legal ruling. This also included a dilapidation settlement for the Johnson building

The cash position remained good as at 31 July 2022. There was a cash outflow during July due in the main, to the phasing of funding grants. There is circa £4m cash balance repayable to the ESFA as a result of clawback and other underspent grants.

The Chair of FRC questioned AEB, he said it was difficult to forecast around period 9, but what could have been done from Period 9 to the

year end. He said when the figures were known, the College might have been able to take some action in that period.

The CFO advised three adult partners were procured in February, they were up against the delivery to the year end. She explained this would be managed more tightly in the new academic year. They had full allocation this year and as well as not delivering there had been some quality issues identified with two partners. She said at the end of this year, the College would not be in that position again.

The Chair said that it was important not to lose sight of the fact that whilst the year-end had a 'good' raising, at this point in time that was not the case. The College given the impact of the fuel cost and pay settlement (if accepted) has gone into an RI position. Quarter 1 management accounts would come through FRC and the College were well aware of the pressures and the EBITDA which was set at 6% had reduced to 3%.

The Chair of Audit said it was about where the College were today and he asked when the Period 3 accounts would be circulated. Which should be in the next 2-3 weeks.

APPROVED: The Corporation were asked to ratify the remote approval of YMD Boon as the preferred design team consultant for the Institute of Technology work on the Stephenson Building.

Enrolment update

The College had hit its allocation for 16-19 study programmes as it stands, but there are likely to be further withdrawals. T levels and lower than budgeted with one T Level course deferred for 2022-23 – 2023-24. There has been an impact on recruitment due to national issues with the 2022 results which has caused reputational damage.

AEB learners are based on a funding formula with payments made for eligible learners that have enrolled and completed an approved learning aim. An ambitious budget has been set, but funding varies dependent upon the type and duration of the course. It is difficult to assess the funding implications at this stage. Further information on this will be reported back at the next meeting.

Advanced learner loans for adults was down against budget. However, HE enrolments were up against budget, due to Teacher Training and Public Services over recruiting, which offsets shortfalls in other areas.

Oversight was being maintained of apprenticeships – it was a challenging budget in terms of starts.

17/22-23 EXPRESSIONS OF INTEREST FOR VICE CHAIR 2023-24

The Clerk had called for expressions of interest for Vice Chair for 2023-24 as the outgoing Vice Chair have concluded his term.

An expression had been received from Alan Brady.

APPROVED: The Corporation elected Alan Brady as Vice Chair of the Corporation for 2023-24 academic year.

18/22-23 FE COMMISSIONER LETTER – JULY 2022 AND FE COMMISSIONER NEWSLETTER – OCTOBER 2022

Members noted the FEC communications of July and October. The Vice Chair had attended an AoC Chairs meeting on behalf of the Chair, where Shelagh Legrave, the FE Commissioner had spoken.

The Chair said his greatest concern was that the College was heading for an RI budget, which triggers intervention. He wanted to know how the FEC would manage that situation – particularly given many other colleges have indicated they are heading that way.

The Vice Chair said they sympathised, but did not know how it would pan out. There was no positive assurance, but they did say they would take a pragmatic approach.

There was a discussion around T Levels and the new Accountability Agreement Statement – which is a new requirement imposed, which has to be completed by next May.

Management explained the basis of the accountability agreement was already in place, the College had the Curriculum Plan and Development Plan.

Pay had been discussed at the event, colleges had discussed their offer which was below that of DCG's. They couldn't do anything further due to financial constraints.

Outcomes were a theme throughout as was adult education. They were proposing a review of funding methodologies. They won't tolerate poor results

19/22-23 ANNUAL POLICY REVIEW

Members received a report summarising all Corporation policies reviewed during the academic year. Only those with significant changes are presented to the Committee.

Members noted the report.

20/22-23 APPLICATION OF THE SEAL

APPROVED: The Clerk advised of the official application of the seal to the Institute of Technology Deed of Guarantee. This had been countersigned by the Chair of Corporation and Chair of Finance and Resources Committee.

Details of the Deed of Guarantee and other documents had been shared at the meeting on 20 September 2022, which the Board had approved in principle.

Part 1 of the meeting finished at 6.45 pm