

THE CORPORATION BOARD OF EAST SURREY COLLEGE

OPEN MEETING HELD ON THURSDAY 8 JULY 2021

Meeting held using Microsoft Teams

Meeting commenced: 18.00hrs

Meeting ended: 19.40hrs

Present

Andrew Baird	Independent Member	Chair
Liz Rushton	Independent Member	Vice Chair
Jayne Dickinson	Chief Executive (College Group)	Principal (ESC)
Simon Bland	Independent Member	
Derek Galloway	Independent Member	
Phillip Kerle	Independent Member	
Ganesh Kumar	Independent Member	
Colin Monk	Independent Member	
Alex Hayman	Independent Member	
Bob Pickles	Independent Member	
Anne Smith	Independent Member	
Grace Marriott	Independent Member	
Lily Franklin	ESC Staff Member	
Natalie Watkins-Khan	JRC Staff Member	
Alex Parker	ESC Student Member	

Apologies for absence

Simon Potten	Independent Member
Peter Papanastasiou	Independent Member
Carmen Dowling	JRC Student Member

In attendance

Kevin Standish	Principal (JRC) Quality Lead (College Group)
Jyoti Baker	Chief Operating Officer (College Group)
James Marshall	External Co-opted Member of the Audit Committee

Clerk

Sue Glover	Director of Governance
------------	------------------------

C.18.21 Declaration of Interests

Members and officers were reminded of the need to declare any personal or financial interest in any item to be considered during the meeting.

Andrew Baird declared that, as part of his role with the FE Commissioner's National Leaders of Governance team, he has been seconded to Brooklands College as the interim Chair.

Phillip Kerle declared that he is a governor of West London College.

Bob Pickles declared that he is a governor of Brooklands College.

There were no other declarations of interest.

C.19.21 Apologies for Absence

Apologies for absence were received from

Simon Potten	-	business commitments
Peter Papanastasiou	-	business commitments
Carmen Dowling	-	personal commitments

Agreed

The Board accepts the apologies for absence.

C.20.21 Notification of Any Other Business

Members agreed that there was no other business to be considered.

C.21.21 Unconfirmed minutes of the part 1 meeting of the Corporation Board held on 25 March 2021

The minutes of the meeting were approved and signed as a correct record.

C.22.21 Matters arising and action points from the minutes of the meetings

Members reviewed the schedule of action points arising from the minutes of the previous meeting, noting those that will be dealt with under this agenda.

It was agreed that all other action points had been satisfactorily completed and that there were no other matters arising from the minutes of the previous meeting.

C.23.21 Membership Report

The Director of Governance presented a report, which identified issues relating to the current membership of the Corporation Board and its committees.

Bob Pickles withdrew from the meeting

Reappointment of Bob Pickles independent member

Members were advised that, at the meeting of the Search and Governance Committee held on 13 May 2021, consideration was given to the application for reappointment to the Board of Bob Pickles when his current term ends on 31 July 2021.

The Search and Governance Committee gave full consideration to the reappointment and recommends to the Board that Bob Pickles is reappointed for a second four-year term of office from 1 August 2021 to 31 July 2025.

The Board unanimously agreed to the reappointment.

Bob Pickles rejoined the meeting

Reappointment of Phillip Kerle independent member

In the absence of Phillip Kerle at the start of the meeting, consideration was given to his reappointment. Members were advised that, at the meeting of the Search and Governance Committee held on 13 May 2021, consideration was given to the application for reappointment to the Board of Phillip Kerle when his current term ends on 31 July 2021.

The Search and Governance Committee gave full consideration to the reappointment and recommends to the Board that Phillip Kerle is reappointed for a second four-year term of office from 1 August 2021 to 31 July 2025.

The Board unanimously agreed to the reappointment.

Members were advised that

- due to Covid-19 it has again not been possible to hold the normal election process for new student members for 2021/22 in the summer term and that arrangements are in hand for this to take place at the start of the autumn term so that the Board may receive nominations at the meeting in October to formally appoint them
- as in previous years, members will be invited to give an expression of interest outside of the meeting of any change in the committee they currently serve and whether they would be willing to serve on more than one committee as well as the Strategy Committee

Link Governors

Members were reminded that at previous meetings held in May and June, consideration had been given to the issue of Environmental Sustainability. The Board agreed to adopt the Climate Action Roadmap for FE Colleges and that a Link Governor for Sustainability is put in place to support the implementation of this.

Members gave consideration to the role summary presented for the Link Governor for Sustainability and agreed that this was appropriate. The Board was advised that the ESC Staff Governor has agreed to take up this role and members were pleased to endorse this appointment. It was noted there are now four Link Governors in place who will report to the Board on any activities they have undertaken in their role at each meeting of the Corporation Board.

Gender Balance and Diversity

Members noted the current gender balance and diversity of the Corporation Board

- 12 male; 7 female
- 4 male chairs of the Board and committees; 1 female chair of the committees

Professional Negligence Statement

Members were reminded that, previously, there was a concern that for those governors who are also practising professionals (such as accountants, solicitors) they could be held responsible for any advice given. Although assurance is given that this would not be the case, it was felt there could still be a residual risk of action against an individual governor. It was agreed by the Board in July 2017 that the best course of action would be to record annually in the Minutes that:

“Advice given by Governors is incidental to their professional expertise and is not being given in their professional capacity”

Meeting arrangements

Members were reminded that

- since the start of the Pandemic in March 2020, the Board and Committees have held all meetings virtually using Microsoft Teams
- at the meeting held on 25 March 2021, the Board approved the annual schedule of meetings for the academic year 2021/22
- the Board agreed to review the continuation of virtual meetings in 2021/22 post Covid restrictions at this meeting

In discussion, members considered that virtual meetings have proved successful, not only by allowing the Board and Committees to continue their business without interruption during the Pandemic, but had also greatly improved the attendance by members. It was agreed that virtual meetings would continue to be held for meetings of the committees and when the whole Board meets, it would do so in College, alternating between the campuses, subject to any Covid-19 restrictions in place at the time.

Resolved

The Corporation Board

- receives and notes the report
- endorses the recommendation of the Search and Governance Committee and approves the reappointments of Bob Pickles and Phillip Kerle for a second four-year term from 1 August 2021 to 31 July 2025
- agrees that membership of the Board Committees will be refreshed from 1 September 2021 and any requested changes taken into account
- approves the role of Link Governor for Sustainability, the role summary presented and the appointment to this role of the ESC Staff Governor
- agrees that the following Professional Negligence Statement continues to be recorded in the Minutes that “**advice given by Governors is incidental to their professional expertise and is not being given in their professional capacity**”
- approves the continuation of virtual meetings for the Committees and in College when the whole Board meets

C.24.21

Learner Voice

In the absence of the JRC student member, the ESC Student Member gave a verbal update on the student activities during the term at ESC.

Alex Parker informed the Board on the survey feedback from the student reps at the termly Student Council meeting. Facilitated discussions indicated that a high percentage of students

- ‘agree or strongly agree’ regular verbal and written feedback had been received on their programmes
- ‘agree or strongly agree’ that feedback has helped them to improve

The Board thanked the student member for her excellent presentation and it had been very encouraging to hear from the students’ perspective about the level of support they have received.

The ESC Student Member took the opportunity to thank the Board and staff for all their support during her term of office, which she has very much enjoyed.

On behalf of the Board, the Chair of the Corporation thanked both student members for all their hard work and contribution during their term of office, their input at meetings has been very much valued as they have been able to provide first hand insight into the experience of being a student.

Agreed

The Corporation Board agreed to receive and note the report

C.25.21

Report of the Chief Executive

The Chief Executive presented her report, drawing attention to issues not otherwise covered in the agenda, under the headings:

- The Further Education Landscape
 - Covid-19 impact on operations
 - Safeguarding and well-being
 - Student behaviours
- Quality of Provision
 - Performance Reviews
- Applications for 2021/22
 - Taster Days
 - Constructions Skills Centre launch at JRC

- Partnership Working
- User Views
- Conference Day 2 July 2021
- Higher Education
- Student Success
 - Student Destinations
- Financial position

Members discussed the issues raised and, in response to questions, were advised that

- Main on-site Covid-19 testing finished w/c 12 March, since when staff and students have been using home testing kits with support available to students if required. No student cases were reported between 30 March and 4 May with eight student cases reported since that date. Public Health England spot checks have all confirmed the College's full compliance with Covid-19 measures
- Safeguarding and well-being has inevitably been bound up with the Pandemic with a substantial increase in safeguarding incidents. The College's safeguarding team have worked tirelessly to support young people and vulnerable adults. Many students have commended the new safeguarding QR code access and the well-being hubs introduced
- Student predicted achievement across OSC for qualifications taken by 16-18s is 2.7% higher than in 2019/20 and 3.9% above the national rate. Overall, progress continues to be made towards an 'outstanding' grade and it is particularly pleasing that although lower than the College average, Construction has continued upward improvement in achievement outcomes, despite being most hit during the Pandemic in terms of student access to on-campus training facilities
- Applications have come in more slowly from some schools due to the Open Events again being moved to virtual events and some schools starting the process later than usual; at ESC new applications from 16-18s is slightly lower than in 2020/21 but higher in terms of progressers. At JRC for all ages and adults, it is slightly higher than in 2020/21 in terms of new and progressing applications. However, it is mainly new courses that are holding up recruitment at JRC while 'traditional' courses continue to show decline. Growth in apprenticeships has continued this year against national trends. Applications exclude ACM who expect to meet their allocation for 2021/22
- The College has partnered two Strategic Development Fund proposals which are aligned to the Local Skills Improvement Plans (LSIP) and has also partnered with London South-East Colleges (LSEC) and East Sussex College Groups on a College Collaboration Fund bid in which OSC will lead a strand on improving Careers guidance in colleges
- There have been a few complaints from some local residents who cite incidences of poor behaviour around part of the ESC campus. The College's Estates team who provide security for the College are managing these instances and behaviour standards will be reinforced next term, noting that it is the minority of students who cause offence

The Board thanked the Chief Executive for a very informative and positive report, noting in particular the continuing disruption to operations the Pandemic has had in all areas of the business. However, it was agreed that the focus on building resilience and capacity has served the College well so that it can continue to work to meet the objectives and targets set out for year 3 of the Strategic Statement.

Agreed

The Corporation Board agreed to receive and note the Report of the Chief Executive

C.26.21

Orbital South Colleges Strategic Statement 2019 – 2022

The Chief Executive presented, for consideration and approval, the revisions for the third year of the 3-year Strategic Statement for the Corporation of East Surrey College t/a Orbital South Colleges (OSC), covering 2019-2022, together with objectives and targets for the third year, 2021/22.

Members were reminded that progress against objectives and targets for year two was presented to Governors at the Strategy Committee on 20 May, when it had been assessed that these have been substantially met.

The Board was advised that, although a series of targets have been proposed, in some cases these could only be finalised once the final year outturn for 2020/21 is known and has been assessed. It was noted that full curriculum targets would be presented to the Learning and Quality Committee in the autumn term.

Members were advised that

- once the Strategic Statement has been approved, the Executive will progress the actions required to meet objectives and targets
- the Strategic Statement once again includes targets that are appropriate for this time of national emergency, however it is likely that the need for additional targets may emerge dependent on the progress of lifting of Covid restrictions and accompanying skills and employment needs so that OSC can continue to play a key role in local recovery and any additional targets would be presented to the Corporation for approval
- all College plans and activity relate to the delivery of the overarching Strategic Statement
- professional development, curriculum planning and development and resources are all informed by the strategic direction outlined within the Strategic Statement
- the Strategic Statement is informed by a number of drivers, such as:
 - government policy and funding priorities
 - regional and local initiatives, including LEP and local priorities
 - positioning of the College Group in its communities
 - ambitions for growth and raising of OSC's profile as provider of excellence

Members were advised that, following the presentation of the proposed amendments to Governors at the Annual Self-Assessment Review meeting on 25 June, there have been no further amendments to the document and the number of strategic aims remains at five. The document had subsequently been circulated following this meeting inviting governors to suggest any further amendments.

It was noted there have been no further amendments suggested and members reaffirmed that the amendments proposed at the meeting on 25 June to the objectives and targets within each of the strategic aims were appropriate and reflected the positioning and ambitions of the College group as a provider of high quality education.

Members noted the key impact measures arising from the report.

Resolved

The Corporation Board approves

- the East Surrey College Corporation t/a Orbital South Colleges Strategic Statement 2019 – 2022, recognising that some targets can only be confirmed once the final year outturn for 2020/21 is known and has been assessed
- the basis on which full targets will be presented to Governors for approval in the Autumn Term 2021

- the Public Value Statement
- the Vision Statement
- the Values
- the Mission Statement

Internal and External Audit Provision

C.27.21 Internal Audit Strategy and Annual Plan for 2020/21 – 2022/23

The Chair of the Audit Committee presented for consideration and approval the Internal Audit Strategy and Annual Plan for 2020/21 – 2022/23.

Members were advised that this had been considered at the meeting of the Audit Committee held on 10 June 2021 and is commended for approval by the Corporation Board.

Members reviewed the detail of the report, noting the

- Requirements of an Audit Committee
- Audit plan requirements
- Audit areas completed in 2020/21 and those proposed for 2021/22 and 2022/23
- Audit universe and current requested coverage

Members were advised that at their meeting on 10 June, the Committee had also considered a report, which detailed the sources of College assurance. This had enabled the Committee to identify how and when various assurances are provided in a number of key areas of the College. The Committee was satisfied that the College is well served in obtaining assurances in order to give the Board confidence in the operations of the College and that there appears to be no gaps and the internal audit plan presented gave a good level of cover for the relevant areas required.

The Board was pleased to endorse this recommendation.

The Board was reminded that at the last meeting, it was agreed to reappoint Scrutton Bland to carry out internal audits during the summer term and that formal appointment would be made at this meeting as the College's internal audit provider once the final internal audit plan was presented. As the final internal audit plan presented was approved, Members were pleased to approve the appointment of Scrutton Bland.

C.28.21 External Audit Strategy for Financial Statements year ending 31 July 2021 and Letter of Engagement with the external auditor

The Chair of the Audit Committee presented, for consideration and approval, the report on the East Surrey College External Audit Strategy for year ended 31 July 2021 and the Letter of Engagement with Buzzacott.

Members were advised that these had been considered at the meeting of the Audit Committee held on 10 June 2021 and are commended for approval by the Corporation Board.

Members considered the key issues arising from the report:

- Overview of arrangements
- Financial statements and regularity assurance
- Issues of audit significance
- Fees
- Timetable and nature and scope of work
- Post-16 Audit Code of Practice 2020/21 – summary of changes

The Committee was advised that the document reflected the minor clarifications and updates in the 2020/21 Accounts Direction published by the ESFA and how the audit approach for gaining assurance on income from the funding bodies would be adapted in the light of the Post-16 Audit Code of Practice 2020/21 issued in March 2021.

Members were advised on the key risks of audit significance identified at the pre-audit planning meeting

- Coronavirus and going concern
- Income recognition
- Regularity
- Capital projects
- Bank loan covenants
- Staff costs
- Subcontractor provision
- Management override of controls
- Related party transactions
- Accounting estimates

The Chair of the Audit Committee took the opportunity to reiterate to Members that it is the Corporation's responsibility to certify and assure on the going concern status of the College. The standard for 'Going Concern' has been revised in response to recent enforcement cases and well-publicised corporate failures and, as such, additional work may need to be undertaken regarding the going concern assessment. The approach taken by the External Auditors is to undertake a risk assessment of the 'Going Concern' status of the Colleges they are involved with. The East Surrey College Corporation Group were considered to be a low risk, due to the proactive measures being taken to identify and manage the deficit, as well as the controls, policies and procedures as identified during the External Auditor's engagement with the College and internal audit reports received to date.

Members noted the fee proposal, excluding VAT, for the financial statements audit, including regularity assurance and TPS is £21,800. An additional £850 has been included in respect of additional work required to comply with new auditing standards and £1,000 included for additional work required to gain assurance over ILR data.

Members considered the Letter of Engagement with the external auditor, noting that

- The original document was agreed and signed in July 2019
- The document is submitted on an annual basis for consideration and carried over from the previous year unless any changes are requested by the College
- The revised letter dated 4 June 2021 is submitted to reflect the recent changes in the Post-16 Audit Code of Practice

Resolved

The Corporation Board endorses the recommendations of the Audit Committee and approves the

- Internal Audit Assurance Strategy and Annual Plan for 2020-21 – 2022/23
- appointment of Scrutton Bland as the College's internal audit provider
- the Letter of Engagement from the external auditor dated 4 June 2021
- the Financial Statements Audit Service Plan for 2020/21

Phillip Kerle arrived

C.29.21

Capital and Revenue Budgets and Financial Return: 2021/22

The Chair of the Finance and Resources Committee presented, for consideration and approval, the annual budget for the College.

Members were advised that the Capital and Revenue Budgets: 2021/22 had been considered at the meeting of the Finance and Resources Committee held on 24 June 2021 and is commended for approval by the Corporation Board.

The Board was advised that the budget has been set following

- confirmation of the allocation of income grants by the ESFA
- a review of all income streams
- detailed review of
 - the costed established staff
 - all pay and non-pay costs
 - the 2021/22 curriculum plan

Members noted that the plan includes provision for

- the funded allocation of all the College income streams including 16-18 year-old learners
- the Adult Education Budget Grant, including the carry forward and non-levy procurement Apprenticeships, and the delivery of the Adult Community budget
- a capital investment programme of £500k

Members were advised that the budget setting considered and included where applicable the following:

- Apprenticeships target increased by £568k to £2,577m (28% increase on 2020/21 delivery), which is regarded as an achievable target, taking into account the carry forward and the pipeline for new recruits and with increasing delivery on 'high value' apprenticeships including degree apprenticeships and the intention to develop the provision at John Ruskin College as a direct offer
- The partnership with Sutton United Football Club will continue to enhance the delivery of the sports curriculum with numbers expected to hold at circa 120 learners
- the base allocation for High Needs students increases from 160 to 171, which results in an increase in this income line of £60k
- Tuition fees and Education contracts income increased by 6%
- An amount of £500k has been included as savings to be identified in the pay costs

Members reviewed

- Executive summary
- College Budget 2021/22
 - Income and Expenditure account
 - Operating position
 - Exceptional costs
 - Movements on budget draft to final
 - Summary of pay costs
 - Summary of other operating expenses
 - Balance Sheet
 - Cash flow
 - Financial objectives
 - Risks
 - Capital Budget 2021/22

In response to questions from members, the Board was informed that

- a surplus operating position of £73k is proposed
- the total comprehensive income, which includes the release from the revaluation reserve and the financing costs of pensions is (£626k)
- the pension finance costs are estimates as the calculation is dependent on the Government bond rate on 31 July each year
- the budget includes savings to be identified or increased income generation of £500k, i.e. £400k in pay costs and £100k in other areas
- the closing cash balance at July 2022 is forecast to be £8.52m excluding the Advanced Technology Centre project, which is on hold, and any match funding needed for capital funding applications as the outcome for these is not yet known
- the current budget generates 'good' financial health under the current ESFA scoring mechanism

Members were advised that, whilst the amount of savings to be identified could present a challenge, there were a number of efficiencies coming through that would enable these to be achieved. It was acknowledged that the Covid-19 restrictions have had a significant impact on the College during the year, which has contributed to the deficit position being reported for the current year. It was accepted that a small surplus position only for 2021/22 is inevitable following these challenges.

The Chair of the Finance and Resources Committee advised that the budget and pay costs will be closely monitored by the Finance and Resources Committee through the monthly management accounts.

The Board noted the key measures arising from the proposals, in particular the Strategic, Financial and Learner implications.

Resolved

The Corporation Board endorses the recommendations of the Finance and Resources Committee and approves the Capital and Revenue Budgets: 2021/22

C.30.21

College Financial Forecasting Return (CFFR)

The Chair of the Finance and Resources Committee presented, for consideration and approval, details of the CFFR to the ESFA.

Members were advised that the CFFR had been considered at the meeting of the Finance and Resources Committee held on 24 June 2021 and is recommended for approval by the Corporation Board.

Members were advised that

- the College is now required to submit the new CFFR to the ESFA by 31 July 2021, which reports on the 3 year financial plan for the College and replaces the Integrated Financial Model for Colleges
- the CFFR has been prepared on the basis of the forecast outturn for the year ending 2020/21, the budget for 2021/22 and the forecast for 2022/23
- the model generates a financial health category of 'good' and the College agrees with this assessment
- the College is planning to adopt the document as part of its management accounts reporting enabling the key performance indicators as judged by the ESFA to be easily visible, which will enable governors to raise any concerns promptly.

Members reviewed the document, noting that the monthly analysis of data is outstanding and will be completed before the filing date of 31 July 2021.

The Chief Operating Officer took the opportunity to update the Board on a further revision planned by ESFA for the CFFR. Members were advised that

- the ESFA are planning some changes to the CFFR, which will focus more on cash flow and generating surpluses
- the changes planned would have an effect on the calculation that generates the financial health grade
- the planned revisions are still under consultation and if adopted would not come into force until 2022/23

Members commented that the planned changes appear to provide an early warning mechanism for the ESFA so they can quickly identify when a College may be getting in to financial difficulties.

Resolved

The Corporation Board endorses the recommendations of the Finance and Resources Committee and approves the College Financial Forecasting Return be submitted to the ESFA by 31 July 2021

C.31.21

Higher Education Tuition Fees: 2022/23

The Chair of the Finance and Resources Committee presented, for consideration and approval, a report on fees for all proposed HE provision for 2022/23.

Members were advised that the report on Higher Education Fees had been considered at the meeting of the Finance and Resources Committee held on 24 June 2021 and the proposals are commended for approval by the Corporation Board.

The Board was informed that

- the College is proposing an inflationary increase in fees of 2% for courses priced at £7,500
- courses priced at £6,165 are at the maximum amount that can be charged
- if the College Group wished to increase the fees (subject to market sensitivity) on these courses, the College would need to commit to a % of income as bursary to support students

Members considered the proposals to approve

- fees as listed
- delegation to the Chief Executive and Chair of the Corporation of the application of appropriate discount or increase to the Higher National or Higher Education qualification fees where the level of fee is a barrier to recruitment for cohorts of progressing ESC learners.
- delegated authority to the Chief Executive and Chair of the Corporation to amend the fees chargeable in 2022/23 in case of change of circumstance.

Members noted the key impact measures arising from the report, in particular the Strategic, Risk and Learner implications.

Resolved

The Corporation Board endorses the recommendations of the Finance and Resources Committee and approves

- Fees as listed
- Delegation to the Chief Executive and Chair of the Corporation of the application of appropriate discount or increase to the Higher National or Higher Education qualification fees where the level of fee is a barrier to recruitment for cohorts of progressing ESC learners
- Delegated authority to the Chief Executive and Chair of the Corporation to amend the fees chargeable in 2022/23 in case of change of circumstance

C.32.21 Search and Governance Committee

Meeting of the Search and Governance Committee held on 13 May 2021

Members received the unconfirmed minutes of the meeting.

Report of the Chair of the Search and Governance Committee and issues for consideration and approval

The Chair of the Search and Governance Committee reported on the key issues considered at the meeting, not otherwise considered at this meeting of the Corporation Board, for formal consideration and approval:

- Risk Management: Summer Term 2021
- Review of Governance Policies for 2021/22
 - Gov01 Terms of Reference and Standing Orders for the Conduct of Meetings of the Corporation Board
 - Gov02 Code of Conduct for Members of the Corporation
 - Gov03 Governor Induction and Training Policy
 - Gov04 Attendance at Meetings, Access to Corporation Business and Confidentiality
 - Gov05 Governor Recruitment and Succession Planning Policy and Procedure
 - Instrument and Articles of Government
- Terms of Reference and Standing Orders of the Search and Governance Committee: 2021/22
- Annual Schedule of Business of the Search and Governance Committee: 2021/22
- Governors' Quality Improvement Plan 2020/21: Summer Term 2021
- Governors' Development and Training Programme 2020/21: Summer Term 2021

C.33.21 Learning and Quality Committee

Meetings of the Learning and Quality Committee held on 17 June 2021

Members received the unconfirmed minutes of the meetings.

Report of the Chair of the Learning and Quality Committee and issues for consideration and approval

The Chair of the Learning and Quality Committee reported on the key issues considered at the meeting, not otherwise considered at this meeting of the Corporation Board, for formal consideration and approval:

- College Quality Improvement Plan 2020/21: Summer Term 2021
- College Policies and Strategies
 - OSC09 Fitness to Study Policy
 - OSC70 College Learning Contracts
 - Apprentices
 - Higher Education
 - Study Programmes
 - OSC71 Marketing Strategy
 - OSC75 Employer Engagement Strategy
 - OSC76 Careers Information, Advice and Guidance Strategy
- Risk Management: Summer Term 2021
- Terms of Reference and Standing Orders of the Learning and Quality Committee: 2021/22
- Annual Schedule of Business of the Learning and Quality Committee: 2021/22
- Termly Safeguarding reports for ESC and JRC: Summer Term 2021
- Termly Quality & Standards Report: Summer Term 2021

C.34.21 Finance and Resources Committee

Meeting of the Finance and Resources Committee held on 24 June 2021

Members received the unconfirmed minutes of the meeting.

Report of the Chair of the Finance and Resources Committee and issues for consideration and approval

The Chair of the Finance and Resources Committee reported on the key issues considered at the meeting, not otherwise considered at this meeting of the Corporation Board, for formal consideration and approval:

- College policies
 - OSC74 Business Continuity & IT Disaster Recovery Plan
 - OSC33 Student Bursary Policy
 - OSC38 Fees Policy
 - OSC39 Refunds Policy
 - OSC41 Subcontractor Fees Policy
 - OSC07 IT Equipment Policy for Students
- Risk Management: Spring Term 2021
- Update to bank signatories
- ESFA letter dated 13.05.21 confirming financial health as 'Outstanding'
- Terms of Reference and Standing Orders of the Finance and Resources Committee: 2021/22
- Annual Schedule of Business of the Finance and Resources Committee: 2021/22

Members were advised that the Committee also considered the April and May management accounts, which were subsequently circulated to all members of the Board, noting that the May accounts forecast a full year operating deficit of (£508k), which is a (£696k) variance against the budgeted position of £188k surplus, which demonstrates that the impact of savings has not yet been achieved.

C.35.21 Audit Committee

Meeting of the Audit Committee held on 10 June 2021

Members received the unconfirmed minutes of the meeting.

Report of the Chair of the Audit Committee and issues for consideration and approval

The Chair of the Audit Committee reported on the key issues considered at the meeting, not otherwise considered at this meeting of the Corporation Board, for formal consideration and approval

- Risk Management: Summer Term 2021
- College Policies
 - OSC37 Best Value Policy
- Terms of Reference and Standing Orders of the Audit Committee: 2021/22
- Annual Schedule of Business of the Audit Committee: 2021/22

Resolved

The Corporation Board

- Notes the reports of the Chair of each of the committees of the Board
- Endorses the approval by each committee of the key issues considered and approved at the meetings
- Endorses and approves the reports submitted by each committee for consideration and approval

Link Governors

Each Link Governor was invited to report on the activities undertaken during the term in their capacity as a Link Governor.

Link Governor for Safeguarding including Prevent – Liz Rushton

The Link Governor reported that

- she had participated in the College's termly Safeguarding Strategy Group meeting
- a very comprehensive report on Safeguarding measures in place at both ESC and JRC was presented to the Learning and Quality Committee
- she had been extremely impressed with the way the safeguarding teams from ESC and JRC have come together to give such strong support to young people and vulnerable adults, which has been a real benefit to the College Group
- following the recent review from Ofsted on sexual abuse cases affecting young people, she had asked a number of questions around this and was pleased to hear how proactive the College Group has been and how well prepared they are should there be a visit from Ofsted

Link Governor for Higher Education – Colin Monk

The Link Governor reported that

- HE had been well covered in the CEO's report earlier in the meeting, but further emphasised the link with the HE institutions with whom we are partnered
- overall numbers for HE this year is 300, which is slightly up on last year, it is still early days for recruiting for this coming year, but there is some good activity in the Arts area
- an application has been submitted to the Royal Institute of Chartered Surveyors (RICS) to get accreditation embedded within the degree apprenticeship in chartered surveying

Link Governor for Careers – Bob Pickles

The Link Governor reported that he has

- met with the Vice Principal Business Development to get a better understanding of the careers set up
- met with the Enterprise Advisors/Coast to Capital LEP
- met with the Careers Strategy Committee to get an understanding of how careers links in

Some key points from these meetings are that when and if Ofsted visit there will undoubtedly be considerable focus on careers and achievement of the Gatsby benchmark one. As a reminder, this benchmark relates to a college having a stable career's programme. Members were advised that it is important for governors to have an understanding of the College's career programme in place and that this will be relayed to the Board once it has been decided on the best way to communicate this. In the meantime, members were advised that the College is engaging extremely well with a large number of employers.

Agreed

The Corporation Board thanked each of the Link Governors for their very informative and positive reports.

C.37.21 KPI Dashboard

Members received the KPI Dashboards for:

- Apprenticeships – retention and achievement rates by age, level and sector
- Curriculum, and Quality/EDIMs and data cuts
- Finance: April 2021

Agreed

The Board receives and notes the KPI Dashboards for Apprenticeships and Finance.

C.38.21 Any Other Business

There was no other agreed any other business.

C.39.21 Dates of Corporation Board Meetings: 2021/22

Thursday 21 October 2021 – Corporation Curriculum Strategy Meeting

Thursday 9 December 2021 – main Corporation Board

Thursday 27 January 2022 – Corporation Strategic Planning Meeting

Thursday 24 March 2022 – main Corporation Board

Friday 24/Saturday 25 June 2022 – Corporation Self-Assessment Meeting (date to be confirmed)

Thursday 7 July 2022 – main Corporation Board

At the conclusion of the Part 1 meeting, the Corporation Board moved into a meeting restricted, in accordance with the Instrument and Articles of Government and with Section 22 of the Freedom of Information Act 2000, to the independent members of the Board, the external co-opted member of the Audit Committee and to the senior post holders.

Signed as a correct record:



Date: 9 December 2021