

## THE CORPORATION BOARD OF EAST SURREY COLLEGE

### OPEN MEETING HELD ON THURSDAY 10 DECEMBER 2020

Meeting held by video conference facility using Microsoft Teams

Meeting commenced: 17.00hrs

Meeting ended: 18.30hrs

#### Present

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

#### Apologies for absence

Simon Potten	Independent Member
Ganesh Kumar	Independent 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
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#### C.41.20 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.

There were no other declarations of interest.

**C.42.20 Apologies for Absence**

Apologies for absence were received from

Simon Potten	-	business commitments
Ganesh Kumar	-	business commitments

**Agreed**

The Board accepts the apologies for absence.

**C.43.20 Notification of Any Other Business**

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

**C.44.20 Unconfirmed minutes of the part 1 meeting of the Corporation Board held on 9 July 2020**

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

**C.45.20 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.

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

**C.46.20 Membership Report**

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

**Colin Monk withdrew from the meeting**

**Reappointment of Colin Monk independent member**

Members were advised that, at the meeting of the Search and Governance Committee held on 1 October 2020, consideration was given to the application for reappointment to the Board of Colin Monk when his current term ends on 31 December 2020.

The Search and Governance Committee gave full consideration to the reappointment and recommends to the Board that Colin Monk is reappointed for a second four-year term of office from 1 January 2021 to 31 December 2024.

The Board unanimously agreed to the reappointment.

**Colin Monk rejoined the meeting**

**Retirement of Rosemary French**

Members were advised that Rosemary will complete her third and final term on 31 December 2020 and will leave the Board on this date.

Rosemary's departure will reduce the number of independent members to 13, making the total membership of the Board 18.

**Student Members**

The current student members have been appointed to serve until 31 July 2021 together with a student member designate for each college who will attend meetings in the absence of the student member.

### **Staff Members**

The current ESC Staff Member, Lily Franklin, was appointed for a four-year term with effect from 1 August 2019 and the current JRC Staff Member, Natalie Watkins-Khan, was appointed for a four-year term with effect from 1 September 2019. Both staff members attended the recent Annual Staff Governors Conference organised by the AoC and were invited by the Board to give feedback on the event.

The staff members advised that the conference had covered the issues of:

- Potential impact of the FE White Paper on college boards
- Impact of remote learning on students
- Role of staff governor 'adding value'
- Staff governor CPD, introductory training and mentoring schemes

Both staff members advised they had found the conference to be very beneficial to their role and the Board was pleased to have been able to support them.

### **Gender Balance and Diversity**

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

- 11 male; 9 female
- 3 male chairs of the Board and committees; 2 female chairs of the committees

### **Governance arrangements**

Members were reminded that, at the meeting held on 26 March 2020, the Board agreed to put in place the following temporary arrangements during the current Covid-19 pandemic:

- Telephone conferencing: verbal discussion with all members
- Video conferencing: use of Microsoft (MS) Teams
- Email approval of resolutions
- Reducing the quoracy requirement to 30% of the determination of the Corporation, giving a quoracy requirement of 6

The Board was advised that

- Since March the Board and Committees have held all meetings via MS Teams
- At the meeting in July, the Board agreed to continue with virtual meetings in the autumn term with the reduced quoracy of 30%
- At the meeting in October, the Board agreed that the level of quoracy for meetings is returned to the normal level of 40%

In discussion, it was agreed that the Board and Committees would continue to hold meetings using MS Teams during the spring term, returning to meet in College when government guidance permits.

### **Resolved**

The Corporation Board

- receives and notes the report
- endorses the recommendation of the Search and Governance Committee and approves the reappointment of Colin Monk for a second four-year term from 1 January 2021 to 31 December 2024
- approves continuing with arrangements for all meetings of the Board and Committees to be held on MS Teams during the spring term

### **Liz Rushton withdrew from the meeting**

#### **C.47.20**

#### **Election of Vice Chair of the Corporation**

Members were advised that, as the current term of the Vice Chair of the Corporation expires on 31 December 2020, it is necessary to consider this appointment. The current holder is Liz Rushton who has indicated her willingness to be reappointed.

The Director of Governance advised the Board that, in accordance with Instrument 6(1), the members of the Corporation are required to appoint a Vice Chair from among their number.

Members were informed that, following the invitation to members to submit nominations for Vice Chair, Liz Rushton had been nominated.

No further nominations were received.

Liz Rushton was formally nominated and seconded for the position of Vice Chair of the Corporation.

#### **Resolved**

The Corporation Board unanimously elects Liz Rushton to be the Vice Chair of the Corporation for the period 1 January 2021 to 31 December 2022

### **Liz Rushton rejoined the meeting**

#### **C.48.20**

#### **Learner Voice**

The student members gave a verbal report on the student activities during the autumn term 2020.

#### East Surrey College

Alex Parker informed the Board that

- the student governor attended the Unloc Festival of Student Governance event in November. He had the opportunity to meet with other Student Presidents when they re-enacted student union meetings, shared ideas for enrichment and college activities. He has a number of ideas to put forward for 2021
- there is a suggestion that having a student union tab on the VLE would create more awareness of the student union and this is being looked at further
- a number of initiatives are being considered to raise money for charity, such as mental health charities

The CEO advised that Childcare students have recently done some charity fund raising and suggested that the student members liaised with them to progress.

#### John Ruskin College

Carmen Dowling informed the Board that

- a number of activities to support anti-bullying have taken place
- a number of charity events are being planned for the new year

The Board thanked the student members for their report and it was encouraging to see that, despite the current Coronavirus situation, there have been a number of activities involving students with positive feedback.

#### **Agreed**

The Corporation Board agreed to receive and note the report

#### C.49.20

#### 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 College Operations
  - Impact on Learning
- Enrolment and Applications
  - 2020/21 enrolments
  - 14-16 enrolment
  - 2021/22 applications
- Quality
  - Summary of headline data for 2019/20
  - Performance Reviews
  - Reigate School of Art Beacon Success
- Employer Engagement Activities
  - Green Technologies
  - Youth Hubs
  - Work Experience and Industry Placements
  - Virtual Careers Fairs
- Mayor's Construction Academy
- Higher Education
  - Notting Hill Academy of Music
- Innovation South Virtual Campus
- Finance and Funding
  - Build Projects
  - Financial Health

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

- The College continues to take proactive action to maintain the safety of all staff and students across both campuses during Covid-19. Guidance from the DfE continues to be followed and the College submits data daily to the ESFA on attendance and absence of staff and students
- All staff who were furloughed have returned to work, the majority from mid-August
- The overall 2020/21 16-18 allocation target for the College group has been met
- At JRC, the target has been met supported by additional recruitment from the new subcontract with Sutton United Football Academy
- Both Colleges continue to receive new applications and to be involved in a range of promotional activities with schools
- Basic construction/plumbing students have had the benefit of a tour around the Construction Skills Centre at JRC. However, it has not been possible for the quantity surveyor/civil engineering apprentices level 3 students to do this as they are on a remote programme and, consequently, not in College. The Board agreed that it would be helpful for all construction based students to be able to view the new build at JRC at various stages of development and consideration would be given to see if they could be accommodated in some way

The Board thanked the Chief Executive for a very informative report, noting in particular the continuing measures taken to manage the impact of Covid-19 on students and staff.

The Board reaffirmed there continues to be satisfactory arrangements in place covering all areas of the business during the current Covid-19 Pandemic and for the continuing wellbeing of all students, particularly vulnerable students, and staff at both Colleges.

### **Agreed**

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

## **C.50.20**

### **College Self-Assessment Report for 2019/20**

The Principal JRC/Quality Lead (College Group) presented, for consideration and comment, the proposed overarching grades for the annual self-assessment report (SAR) for 2019/20.

The Board was advised that the Learning and Quality Committee, at the meeting held on 19 November 2020, had considered the emerging grades. The Committee agreed that the initial grades of Good for each area and the College is a sensible approach, but that the final SAR position will be confirmed following the Performance Reviews in December and presented to the Board at the December meeting.

Members reviewed the summary of 2019/20 curriculum sub-grades, which had been awarded following the recent Performance Reviews, noting that a number of areas had been graded outstanding, and agreed this was a very pleasing profile for the College.

The Board agreed with the approach taken by the Learning and Quality Committee that initial grades for each area are graded as Good. A final SAR would be presented to the Learning and Quality in January who have delegated authority from the Board to approve the final version before the document is submitted to Ofsted by the end of January. There were considerations that the strong performance of students with High Needs might support an Outstanding grade. Further work would take place for presentation to the Learning and Quality Committee in January.

### **Resolved**

The Corporation Board endorses the recommendation of the Learning and Quality Committee and approves the proposed overarching grade of Good for all areas of the College, reinforcing that authority is delegated to the Committee to approve the final version of the College SAR and grading for 2019/20 at the meeting of the Committee on 21 January 2021

## **C.51.20**

### **Student Performance Targets for 2020/21**

The Chair of the Learning and Quality Committee presented, for consideration and approval, the Student Performance Targets for 2020/21. Members were advised that these had been presented at the meeting of the Learning and Quality Committee held on 19 November 2020 and are recommended for approval.

Members reviewed the detail of the report, which provided an overview of how the College has performed against key targets in 2019/20 and targets for 2020/21. The Board was reminded that in 2019/20 three student and apprentice targets had been set

- Target 1 – every qualification to exceed the national achievement rate by 3%
- Target 2 – learner attendance to timetabled sessions to meet the minimum 90% target
- Target 3 – learner punctuality to timetabled sessions to meet the minimum 95% target

Members reviewed the detail of the report, noting

- Achievement rates compared with national rates 2019/20
- 16-18 classroom achievement
- Courses that were well below the NR at ESC and JRC
- Courses that had a very high achievement at ESC and JRC
- New qualifications that did not have a national achievement rate
- 19+ classroom achievement
- Apprenticeship achievement
- Attendance and punctuality at both colleges

The Learning and Quality Committee recommend that the three student and apprentice targets for 2019/20 are retained for 2020/21 and that the level 3 value added target is that all courses are graded as in the top 25% nationally.

In discussion, the Board agreed that these remain appropriate and are retained for 2020/21.

### **Resolved**

The Corporation Board endorses the recommendation of the Learning and Quality Committee and approves the Student Performance Targets for 2020/21

## **C.52.20**

### **Annual Safeguarding and Prevent Reports for 2019/20**

The Chair of the Learning and Quality Committee presented, for consideration and approval, the Annual Safeguarding Reports for 2019/20 for both Colleges.

Members were advised that both reports had been considered at the meeting of the Learning and Quality Committee held on 19 November 2020 and commended for approval by the Corporation Board.

The Board was informed that

- The annual safeguarding reports review the work undertaken at both Colleges in relation to Safeguarding including Prevent throughout the year
- The reports provide assurance to the Board that both Colleges are compliant with their responsibilities in relation to Safeguarding including Prevent and that appropriate actions are being taken in relation to safeguarding students, staff and visitors to both Colleges

The Chair of the Learning and Quality Committee advised the Committee had agreed that, during the review of the newly combined Safeguarding and Child Protection Policy, the assurances detailed in the annual safeguarding reports relating to the Board's responsibilities would be further enhanced by incorporating those set out in the safeguarding policy relating to the governing body. The Committee asked that a summary to evidence compliance with these responsibilities is attached as an appendix to both annual safeguarding reports.

Members reviewed the detail of both reports, noting that

- During Covid-19 lockdown, there was a spike in safeguarding with an increase in Mental Health and follow-up appointments
- Leading up to lockdown, the Safeguarding Teams prepared data under the vulnerable category as directed by the DfE guidance
- The focus of the Safeguarding Teams has been to keep in touch with open cases on the safeguarding caseload and respond to situations where tutors have reported a student in not engaging or a situation is occurring that requires safeguarding support
- There are measures in place for the Corporation Board in relation to its responsibilities for Safeguarding including Prevent

The Board agreed that the summary to evidence compliance with those responsibilities set out in the safeguarding policy relating to the governing body gave further assurance that the Board is compliant with all of its safeguarding responsibilities

### **Resolved**

The Corporation Board endorses the recommendation of the Learning and Quality Committee and approves the Annual Safeguarding and Prevent Reports for 2019/20 for both Colleges.

### **External Audit**

#### **C.53.20**

#### **Post-Audit Management Report for the year ended 31 July 2020**

The Chief Operating Officer presented the Post-Audit Management Report for ESC for the year ended 31 July 2020, which had been prepared by the external auditor, Buzzacott LLP.

Members were advised that the report had been considered at the meeting of the Audit Committee held on 3 December 2020 and commended to the Corporation Board for acceptance.

The attention of members was drawn to the detail of the report considered by the Audit Committee, in particular

- Executive summary
- Financial Statements opinion and regularity assurance conclusion
- Financial performance and going concern
- Key audit findings
- Key audit risks and outcomes
- Comparisons of financial ratios
- Sector developments

Members were advised that there are no significant issues raised.

#### **C.54.20**

#### **Annual Report and Financial Statements for the year ended 31 July 2020**

The Chief Operating Officer presented for consideration and approval the Annual Report and Financial Statements for ESC for the year ended 31 July 2020.

Members were advised that the Annual Report and Financial Statements had been considered at the meeting of the Audit Committee held on 3 December 2020 and commended for approval by the Corporation Board.

Members noted that the Financial Statements had been reviewed at the meeting of the Finance and Resources Committee held on 26 November 2020, but that formal consideration and approval of the Financial Statements would be the responsibility of the Board.

The attention of members was drawn to

- Report of the Governing Body
- Statement of Corporate Governance and Internal Control
- Governing Body's Statement on the College's Regularity, Propriety and Compliance with Funding Body Terms and Conditions of Funding
- Statement of Responsibilities of the Members of the Corporation
- Independent Auditor's Report to the Corporation of East Surrey College
- Reporting Accountant's Assurance Report on Regularity

Members were advised that

- The College generated a deficit on continuing operations of (£467k)
- The College has received a clear financial statements and regularity audit report
- The College values its net current assets at £5.9m and will retain its financial health grade of 'outstanding' for 2019/20
- The Reporting Accountant is Buzzacott LLP

Members noted that it was the opinion of the Financial Statements Auditor that the financial statements

- *Give a true and fair view of the state of the College's affairs as at 31 July 2020 and of its deficit of income over expenditure for the year ended; and;*
- *Have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and*
- *In all material aspects, funds from whatever source administered by the College for specific purposes have been properly applied only for those purposes for which they were received, and managed in accordance with relevant legislation; and*
- *The requirements of the Office for Students' Accounts Direction have been met*

Members also noted from the conclusion given by the Regularity Auditor that there are no issues to report.

#### **C.55.20 Regularity Audit self-assessment**

The Chief Operating Officer presented, for consideration and approval, the Regularity Audit Self-Assessment for ESC.

Members were advised that the self-assessment questionnaire for the Regularity Audit had been considered at the meeting of the Audit Committee held on 3 December 2020 and commended for approval by the Corporation Board.

The Board was advised that the self-assessment questionnaire formed the basis of the separate external audit and regularity audit opinion.

Members were informed that

- The self-assessment confirms the actions the College undertakes regularly to verify that its expenditure is appropriate and in accordance with relevant rules and guidance
- The self-assessment has been reviewed by the external auditor as part of their year-end audit function
- The Chief Executive/Principal and the Chair of Governors are required to sign the Regularity Audit Self-Assessment for 2019/20 on behalf of the College

#### **C.56.20 Letter of Representation in respect of the Financial Statements for the year ended 31 July 2020**

The Chief Operating Officer presented, for consideration and approval, the Letter of Representation in respect of the ESC Financial Statements for the year ended 31 July 2020.

Members were advised that, at the meeting of the Audit Committee held on 3 December 2020, detailed consideration had been given to the Letter of Representation in conjunction with the Financial Statements Auditor.

Members considered the detail of the Letter with particular reference to

- Going Concern
- Regularity Assurance

The Director of Governance advised that, in the light of the current Covid-19 pandemic and all meetings taking place virtually, the electronic signatures of the Chair of the Corporation and the Chief Executive/Principal ESC will be applied to the relevant documentation, which is acceptable to the external auditors and the ESFA.

### **Resolved**

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

- Post-Audit Management Report for ESC for the year ended 31 July 2020
- Annual Report and Financial Statements for ESC for the year ended 31 July 2020
- Regularity Audit Self-Assessment Questionnaire for ESC for the year ended 31 July 2020
- Letter of Representation in respect of the Financial Statements for ESC for the year ended 31 July 2020

### **C.57.20 Annual Report of the Audit Committee to the Corporation Board and to the Principal and Chief Executive**

The Chair of the Audit Committee presented the Annual Report of the Audit Committee on the work of the Audit Committee during 2019/20.

Members were advised that the Annual Report of the Audit Committee had been considered at the meeting of the committee held on 3 December 2020 and commended for approval by the Corporation Board.

Members were advised that the Audit Committee is required to provide an annual report to the Board and to the Principal and Chief Executive, which outlines the work undertaken by the Committee and how the Committee has fulfilled its responsibilities as set out in its Terms of Reference and Standing Orders.

Members considered the detail of the report and, in particular, noted the Conclusion:

*‘ It is the opinion of the Audit Committee that the reports of the internal and external auditors demonstrate the progress that continues to be made throughout the College.*

*On the basis of the reports of the internal and external auditors, the responses of senior management to the issues raised by the auditors, and discussions held by the Audit Committee with senior management and the auditors, the Audit Committee is satisfied that the College has an adequate and effective system of internal control and with its arrangements for risk management, control and governance processes during 2019/20. The Committee is satisfied that these have been applied by the College in relation to its requirement to make effective and efficient use of its resources, to monitor its solvency and to safeguard its assets. In our view these reports also provide significant assurance regarding the efficient and effective achievement of College objectives’.*

The Board noted the key impact measures arising from the report.

### **Resolved**

The Corporation Board accepts and approves the Annual Report of the Audit Committee to the Corporation Board and to the Principal and Chief Executive for 2019/20

## DECLARATION OF INTEREST

Lily Franklin

Natalie Watkins-Khan

Jayne Dickinson

The Chief Executive presented a report, which updated members on the Association of Colleges' (AoC) pay recommendation for 2020/21 and which made recommendations for consideration by the Board.

Members were advised that the report on the Annual Pay Recommendations had been considered at the meeting of the Finance and Resources Committee held on 26 November 2020 but that at that time, the AoC pay recommendation had not been available.

Members were advised that

- In October the AoC confirmed they had received this year's initial pay claim from the joint unions and outlined the timetable for discussion
- The three key elements of the Trade Unions' 2020/21 pay claim were
  - *For a significant move towards the full restoration of College pay levels to where they would be had College pay kept pace with inflation since 2009*
  - *For the living wage, calculated by the Living Wage Foundation, to be the minimum wage in the sector, with all further education Colleges in England becoming accredited living wage employers with the Foundation*
  - *For all contract-out services to be brought back in-house with improvements in terms and conditions equal to those directly employed by the College*
- The Chief Executive/Principal and the Director of HR took part in AoC Pay Claim consultations in November to assess the appetite of colleges for an AoC negotiated pay recommendation on behalf of member colleges and to assess views and preferences for local pay bargaining
- The Board has previously sought to follow AoC recommendations in order to ensure a competitive salary to attract and retain good staff

Members were advised that the Chief Operating Officer had been asked to model the following for governors' consideration:

- No pay rise - £0
- 0.5% as currently budgeted, applied to all salaries for all OSC staff (established and sessional staff, dependent on their contract) = £59k
- 1.0% or £250 minimum (FTE) increase applied to all salaries (established and sessional, dependent of their contract) = £124k

In response to questions, members were advised that

- the College has to date offered a pay rise throughout the austerity period including one year when the AoC recommendation was 0%
- for 2020/21 the College has budgeted for 0.5% cost of living pay increase, however this amount is not as favourable to those on the lowest College pay scales hence why an additional modelling has been included above which is more favourable for those on the lowest incomes
- the College benchmarks salaries annually and staff do receive incremental rises as appropriate
- the College pays more than the minimum wage and all staff receive more than the 'living wage'

The Finance and Resources agreed that the key determining factor on affordability would be the R04 ILR data return and the Board was advised that this was made in December. In addition, it was agreed that the outcome of the AoC negotiated recommendation expected in November should be presented to the Board.

The Board was advised that the AoC are making a recommendation for 2020/21 of 1% or £250 (whichever is the greater). In discussion, members agreed with this approach, noting that once this has been actioned, the College would continue to be fully compliant with the Foundation Living Wage.

### **Resolved**

The Corporation Board approves the implementation of an increase of 1% or £250 (whichever is the greater) to all salaries (established and sessional)

## **C.59.20 Search and Governance Committee**

### **Meeting of the Search and Governance Committee held on 1 October 2020**

Members received the unconfirmed minutes of the meeting.

## **C.60.20 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: Autumn Term 2020
- Governors' Development and Training Programme 2020/21
- Code of Good Governance for English Colleges: Audit of Compliance
- Governors' Quality Improvement Plan 'sign off' 2019/20
- Governors' Quality Improvement Plan 2020/21 Autumn Term 2020
- Annual Report of the Search and Governance Committee for 2019/20
- Annual review of the restricted minutes of the meetings of the Search and Governance Committee

## **C.61.20 Learning and Quality Committee**

### **Meetings of the Learning and Quality Committee held on 19 and 27 November 2020**

Members received the unconfirmed minutes of the meetings.

## **C.62.20 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:

- Higher Education – quality assurance assessment
- HE Strategy
- Risk Management: Autumn Term 2020
- College Policies
  - OSC83 Safeguarding and Child Protection Policy
  - OSC84 Student Disciplinary Policy
  - OSC85 Admissions Policy
  - OSC06 Student Malpractice Policy
- College Quality Improvement Plan 'sign off' for 2019/20
- Annual Report of the Learning and Quality Committee for 2019/20
- Termly Quality & Standards Report: Autumn Term 2020

## **C.63.20 Finance and Resources Committee**

### **Meetings of the Finance and Resources Committee held on 24 September and 26 November 2020**

Members received the confirmed and confirmed minutes of the meetings.

## **C.64.20 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:

- Risk Management: Autumn Term 2020
- Integrated Financial Model for Colleges (IFMXC) Cashflow forecast
- College Policies
  - OSC32 Financial Regulations
  - OSC46 Health and Safety Policy
  - OSC07 IT Equipment Policy for Students
  - OSC36 Treasury Management Policy
  - Parental Bereavement Leave Policy
  - HR Strategy
- Annual HR Report for 2019/20
- Annual Report of the Finance and Resources Committee for 2019/20

## **C.65.20 Audit Committee**

### **Meeting of the Audit Committee held on 3 December 2020**

Members received the unconfirmed minutes of the meeting.

## **C.66.20 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:

- Annual Risk Management Report 2019/20
- Risk Management: Autumn Term 2020
- Value for Money Report
- OSC73 Risk Management Strategy and Policy

### **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

## **C.67.20 Annual review of the business of the Corporation Board**

The Director of Governance presented a report, which provided a review of the Action Points arising from the open meetings of the Board during 2019/20.

Members were reminded that, following each meeting of the Board, a list of Action Points arising from the meeting is drawn up and, at the next meeting, the list is reviewed in order to ensure that the appropriate action has been or is being taken.

Members were advised that the purpose of the report was to ensure that appropriate progress has been made against each of the identified actions required by the Board.

Members agreed that all Action Points had been fully addressed to the satisfaction of the Board.

**Agreed**

The Corporation Board receives and notes the report.

**C.69.20**

**KPI Dashboard**

Members received the KPI Dashboards for:

- Apprenticeships – retention and achievement rates by age and level
- Three year classroom based achievement
- Finance: October 2020

**Agreed**

The Board receives and notes the KPI Dashboards for Apprenticeships, three year classroom based achievement and Finance.

**C.70.20**

**Any Other Business**

The Chair of the Corporation took the opportunity to thank Rosemary French for all her hard work and contribution to the College during her time as governor. Her work has been very much appreciated and she would be greatly missed.

There was no other agreed any other business.

**C.71.20**

**Dates of Corporation Board Meetings: 2020/21**

Friday 29 January 2021 – Corporation Strategic Planning Meeting

Thursday 25 March 2021 – main Corporation Board

Friday 25/Saturday 26 June 2021 – Corporation Self-Assessment Meeting (date to be confirmed)

Thursday 8 July 2021 – 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: 25 March 2021