

THE CORPORATION BOARD OF EAST SURREY COLLEGE

OPEN MEETING HELD ON THURSDAY 12 DECEMBER 2019

Boardroom, East Surrey College, Redhill

Meeting commenced: 18.00hrs

Meeting ended: 20.25hrs

Present

Andrew Baird	Independent Member	Chair
Liz Rushton	Independent Member	Vice Chair
Jayne Dickinson	Chief Executive (College Group)	Principal (ESC)
Rosemary French	Independent Member	
Andrew Gilchrist	Independent Member	
Colin Monk	Independent Member	
Alex Hayman	Independent Member	
Bob Pickles	Independent Member	
Ganesh Kumar	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	
Amran Mohamed	ESC Student Member	
Amy Whitear	JRC Student Member	

In attendance

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

Apologies for absence

Simon Bland	Independent Member
Derek Galloway	Independent Member
Phillip Kerle	Independent Member
Simon Potten	Independent Member

Clerk

Sue Glover	Director of Governance
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C.44.19 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 FEC Commissioner's National Leaders of Governance team, he has been seconded to Brooklands College as the interim Chair. In addition, he is also part of the Educational Administrators team working with Hadlow College.

There were no other declarations of interest.

C.45.19 Apologies for Absence

Apologies for absence were received from

Simon Potten	-	business commitments
Simon Bland	-	personal commitments
Phillip Kerle	-	business commitments
Derek Galloway	-	personal commitments

Agreed

The Board accepts the apologies for absence.

C.46.19 Notification of Any Other Business

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

C.47.19 Unconfirmed minutes of the part 1 meeting of the Corporation Board held 11 July 2019

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

C.48.19 Matters arising and action points from the minutes of the meeting

Members reviewed the schedule of action points agreed that there were no matters arising from the minutes of the meeting.

Members noted the satisfactory completion of progress on the action points arising from the meeting.

C.49.19 Membership of the Corporation

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

Independent Members

Members were advised that there is one reappointment due during the Summer term 2020; there are no others during the current academic year however, three independent members will finish their final term of office during 2020.

Student Members

The current student members have been appointed to serve until 31 July 2020 and arrangements are in hand to ensure that two new members are appointed at the July meeting for the next academic year.

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.

Membership of Committees

The Director of Governance presented the current membership of the committees and advised that, in the light of the current Chair of the Audit Committee, Andrew Gilchrist, finishing his third and final term of office at the end of April 2020, Alex Hayman was elected by members of the committee as the Chair of the Committee at the first meeting of the academic year. Andrew will continue to serve on the Audit Committee until the end of his final term of office.

The Board unanimously endorsed the appointment of Alex Hayman as Chair of the Audit Committee.

Gender Balance

Members noted the current gender balance of the Corporation Board

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

Members agreed that it would be helpful if future membership reports could also include the ethnicity of members.

Resolved

The Corporation Board receives and notes the report and approves the appointment of Alex Hayman as Chair of the Audit Committee

Andrew Baird left the meeting and the Vice Chair, Liz Rushton, assumed the Chair

C.50.19

Membership of the Corporation – Extension of Term of Office

Members received the unconfirmed minutes of a discussion held on 29 November 2019 by the Search and Governance Committee to consider extending the current term of office for Andrew Baird when his term ends on 31 August 2020 so that the Board may consider his reappointment as Chair of the Corporation.

The Vice Chair advised that

- Andrew is part of the FE Commissioner's National Leader of Governance team and is held in high regard by the FE Commissioner who utilises his skills and expertise to help failing colleges
- The role of the Chair is key to the success of a Corporation and acts as a vital link between the Corporation and management
- The Search and Governance Committee agreed that the Board has been extremely fortunate to have someone with his skills and expertise, which have undoubtedly been hugely helpful with the recent merger with John Ruskin College and will continue to be with the forthcoming projects planned for the College, particularly the capital build for both colleges
- There could be a consequent impact on the leadership and performance of the Board if it were to let Andrew go if it did not need to

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

- Andrew has indicated his willingness to continue in the role and has the time available to do so
- Although the Board decided that the term of office would be two terms of four years, the Board has the flexibility to extend a term of office when considered appropriate to do so, such as the role of Chair

The Board agreed that, in view of the fact that it takes time for a Chair to settle into the role in order to make any significant impact and, as Andrew is only in his second term as Chair, it would be appropriate for him to continue when his current term ends in August 2020 so that the Corporation may continue to benefit from his leadership qualities.

Resolved

The Corporation Board endorses the recommendation of the Search and Governance Committee and, by a show of hands, unanimously approves that Andrew Baird's current term is extended by 2 years when his current term ends so that the Board may consider his reappointment as Chair of the Corporation when this term ends at the same time

Andrew Baird re-joined the meeting and assumed the Chair.

C.51.19

Learner Voice

The student members gave a verbal report on the student activities during the Autumn term 2019.

John Ruskin College

Amy Whitear informed the Board on a number of activities undertaken by students during the term, including

- National Smile Day in October
- Involvement with 'Children in Need' event
- Remembrance Day Ceremony in November
- Assisting with hosting open days

East Surrey College

Amran Mohamed informed the Board on activities undertaken by students during the term including

- Freshers Fair
- Remembrance Day Ceremony
- Student Conferences

The Board was also informed that a number of pop-up sessions have been held for students who are able to come along to give views and any concerns. There have been a number of ideas for the future and overall the feedback has been very positive.

The Board thanked the student members for their report and it was encouraging to see students involved in so many activities with positive feedback.

C.52.19

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
- Orbital South Colleges
- Enrolment position for 2019/20
- Full time application position for 2020/21
 - Open events
- Quality overview
 - 2018/19 achievement headings
 - Autumn term performance reviews
 - Teaching, Learning and Assessment
 - 'Deep dives' of curriculum provision
 - Teaching and Learning Collaborative Project
 - Progress and implementation of the SCIF (Strategic College Improvement Fund)
 - Pearson Awarding Body (BTEC) Lead Standards Verifier visit at ESC
 - Notting Hill Academy of Music
- Student feedback
- Safeguarding
- Employer Engagement
 - Apprenticeship growth
 - Work experience
 - Employer engagement in teaching and learning
 - Skills Weeks
 - Student engagement in the community
- Higher Education
- Entrepreneur Academy
- Annual General Meeting
- Recovery from cyber-attack
- Finance and funding

Grace Marriott and Anne Smith arrived

The Board thanked the Chief Executive for a very informative report, noting that the positive enrolment position for ESC has absorbed the historic under-recruitment for JRC for 2019/20. In discussion, it was noted that applications for ESC for 2020/21 appear positive although the position at JRC is slightly lower. This may be due to several key schools not encouraging application forms to be completed by the end of this term. Applications have been received at JRC for new provision, notably for construction

A governor with experience of the sector who had recently participated in a Learning Walk in Construction has agreed to give a presentation to students on the working environment from an employer's perspective which will benefit their understanding.

Agreed

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

C.53.19

Higher Education

The Principal JRC/Quality Lead (College Group) presented for consideration and approval a self-evaluation document (SED) and accompanying action plan relating to the continuous improvement of HE student academic experience, HE student outcomes and the standards of the HE awards for which the College is responsible.

Members were advised that, at the meeting of the Learning and Quality Committee held on 21 November 2019, the SED and action plan had been considered and is recommended for approval by the Board.

It was noted that there is no longer any requirement by the Office for Students (OfS) for providers to submit an Annual Quality Assurance Statement. However, the Corporation Board should continue to receive appropriate assurance and the SED and action plan provide a clear statement on the quality of the College's higher education provision and to set appropriate actions.

Resolved

The Corporation Board endorses the recommendation of the Learning and Quality Committee and

- receives and notes the SED
- accepts and approves the action plan

C.54.19

College Self-Assessment Report for 2018/19

The Principal JRC/Quality Lead (College Group) presented, for consideration and comment, the proposed overarching grades for the annual self-assessment report for 2018/19.

The Board was advised that the Learning and Quality Committee at the meeting held on 21 November 2019 had considered the emerging grades and agreed that, although the combined East Surrey and John Ruskin Colleges have many strengths, a few areas of weakness indicate that the overall position should be considered as Good. Governors were reminded that ESC was previously graded as Good and John Ruskin as Requires Improvement, the provisional grading should be Good for all overarching grades including the Overall Effectiveness of the College.

The Committee were advised that final SAR gradings for curriculum and support departments were confirmed at Performance Reviews, which took place in December and which many governors attended. The Reigate School of Art continues to be graded outstanding; construction remains of greatest concern with poor retention and attendance impacting, however, many pass rates were high.

Achievement rates for ESOL at JRC were of some concern. A final SAR will 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.

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 2018/19 at the meeting of the Committee on 23 January 2020

C.55.19 Student Performance Targets for 2019/20

The Principal JRC/Quality Lead (Cross College) presented, for consideration and approval, the Student Performance Targets for 2019/20 for both colleges.

Members were advised that the Student Performance Targets for 2019/20 had been presented at the meeting of the Learning and Quality Committee held on 21 November 2019 and are recommended for approval.

Members were advised that

- Classroom-based provision is divided by age, level and type of qualification
- Each of these measures has a GFE (General Further Education) national achievement rate, which is reported annually in the National Achievement Rate Table
- Apprenticeship programmes also have national achievement rates by age, level and subject

Members reviewed the targets proposed, noting

- The College's performance over the last three academic years
- The target for achievement is to exceed the given rate by 3% for both classroom-based provision and apprenticeships
- The proposed targets for attendance, at 90%, and punctuality, at 95%, should remain unchanged

Resolved

The Corporation Board endorses the recommendation of the Learning and Quality Committee and approves the Student Performance Targets for 2019/20 for both colleges

C.56.19 Annual Safeguarding and Prevent Reports for 2018/19

The Principal JRC/Quality Lead (Cross College) presented, for consideration and approval, the Annual Safeguarding Reports for 2018/19 for both colleges.

Members were advised that both reports had been considered at the meeting of the Learning and Quality Committee held on 21 November 2019 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

Members reviewed the detail of both reports, noting that

- There was an increase in safeguarding incidents reported during the year over the previous two years at ESC, but it was accepted that this may reflect the more vulnerable nature of students accessing education at ESC and better recording of incidents as the team have become more experienced in the classification of incidents and consistent in their approach to record keeping
- There was an increase of 32% in the number of referrals over the previous year at JRC and it was accepted that this high proportion against the College cohort reflects the vulnerable nature of students in socially deprived areas within the borough of Croydon
- The level of mental health and general welfare issues are similar at both Colleges
- There are measures in place for the Corporation Board in relation to its responsibilities for Safeguarding including Prevent

Members discussed the issues raised and it was agreed that, in the light of the increase in the number of incidents reported during the year over previous years at both Colleges and the level of mental health and general welfare issues being experienced by students, it is the responsibility of the Board to ensure that the measures in place for overseeing safeguarding are as effective as possible. It was agreed that the Board welcomed continuous oversight of the issues facing young people and how these are being addressed. The Director of Governance would arrange for appropriate inclusion in future Board Training and Development session in January 2020.

Resolved

The Corporation Board endorses the recommendation of the Learning and Quality Committee and approves the Annual Safeguarding and Prevent Reports for 2018/19 for both Colleges.

C.57.19

College Strategies

The Chief Executive advised that the proposed Careers Strategy has been deferred to the next meeting as work is continuing on the document.

The Chief Executive presented, for consideration and approval, the Equality Scheme and Objectives for 2020 – 2023.

Members were advised that

- The current Equality Scheme with Objectives for ESC was set for 2016-2019 and has been updated to cover both Colleges for the next three years, from 2020-2023
- The document has been reviewed by the Directorate
- As the Equality Scheme and Objectives cover both staff and students of the Colleges they would not fall under the remit of either the Learning and Quality or the Finance and Resources Committees and therefore is presented directly to the Corporation Board for consideration and approval

The Board reviewed the detail of the document noting the

- Scope
- Equality Objectives for 2020-2023
- Monitoring and reporting on progress of
 - Student information
 - Staff information
- Key College activities
- Feedback mechanisms

In discussion, members noted that post-induction and exit staff surveys are included as part of the data collection for staff information and, in response to questions, were informed that an all staff survey is planned, which will give a further insight on staff views of the college. The Board will be informed of the outcomes in due course when completed.

Members also suggested that it would be beneficial to include within the Equality Objectives reference to 'unconscious bias' to illustrate that both Colleges work hard to eliminate the chance of unintentional bias in either written or spoken communications.

Members noted the impact measures arising from the report.

Resolved

The Corporation Board approves the Equality Scheme and Objectives for 2020-2023, subject to the addition of a reference to 'unconscious bias' within the Equality Objectives, as discussed

External and Internal Audit

C.58.19

Post-Audit Management Report for the year ended 31 July 2019

The Chief Operating Officer presented the Post-Audit Management Report for ESC for the year ended 31 July 2019, 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 5 December 2019 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
- 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.59.19

Annual Report and Financial Statements for the year ended 31 July 2019 and Financial Record to the ESFA for the year ended 31 July 2019

The Chief Operating Officer presented for consideration and approval the Annual Report and Financial Statements for ESC for the year ended 31 July 2019.

Members were advised that the Annual Report and Financial Statements had been considered at the meeting of the Audit Committee held on 5 December 2019 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 28 November 2019 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 (£399k), which is in line with the management accounts as at 31 July 2019
- The College has received a clear financial statements and regularity audit report
- The Reporting Accountant is Buzzacott LLP
- The Financial Record has been prepared to reflect the year end position as at 31 July 2019 for ESC
- The ESFA have introduced a new 'Integrated Financial Model' which will require Board approval. The deadline for submitting the new model is 28 February 2020 and arrangements will be made for the Board to review and approve this at the meeting scheduled at the end of January 2020

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 2019 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;*

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

C.60.19 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 5 December 2019 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 2018/19 on behalf of the College

C.61.19 Letter of Representation in respect of the Financial Statements for the year ended 31 July 2019

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 2019.

Members were advised that, at the meeting of the Audit Committee held on 5 December 2019, 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

C.62.19

Financial Statements for John Ruskin College to 31 January 2019

The Chief Operating Officer presented the Financial Statements for John Ruskin College to 31 January 2019, which have been fully audited and agreed by the JRC external auditors, Alliot's, and received by the Audit Committee at the meeting held on 5 December 2019.

The Board was informed that the ESFA conducted a Bursary Audit on the 16-18 Bursary Fund on 11 November 2019. There has been no report received from the ESFA as yet following the audit, but the audit raised the following issues:

- ESC – two issues have been raised
 - one student in the sample did not have the universal credit form on file
 - payment of trips is not permitted from the Vulnerable Bursary Fund and two students from the sample had educational trip **paid** from this fund
- JRC – a more significant issue was raised as there has been a misinterpretation of the rules of eligibility of the Vulnerable Bursary Fund

The Board was advised that the issues raised in the ESC audit were not significant as they are within the level of tolerance allowed by the ESFA. However, a full review of Bursaries awarded has been undertaken and the current position is that other than the matters raised above, ESC has complied with the funding rules.

The issues raised in the JRC audit have given cause for concern as these are not within the 5% tolerance allowed by the ESFA. The reconciliation has indicated that the bursary rules have been misinterpreted. JRC have paid £187k in bursaries in the year ended 31 July 2019. The ESFA have stated that they may wish to conduct a 100% audit of bursary payments as a significant amount of those funds may have been paid incorrectly.

At the meeting of the Audit Committee held on 5 December 2019, consideration was given with the External Auditor, Buzzacott, present to the fact that the eligibility of bursary decisions was made prior to substantive merger discussions and the agreed dissolution of JRC. It was agreed that the impact could be reflected in the JRC financial statements to 31 January 2019 and included in the ESC accounts under the Fair Value adjustment. The JRC external auditor, Alliot's, was informed and the financial statements for both ESC and JRC were updated accordingly and presented to the Corporation Board at this meeting.

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 2019
- Annual Report and Financial Statements for ESC for the year ended 31 July 2019
- Financial Statements for JRC to 31 January 2019
- Regularity Audit Self-Assessment Questionnaire for ESC for the year ended 31 July 2019

- Letter of Representation in respect of the Financial Statements for ESC for the year ended 31 July 2019
- Financial Record to the ESFA for the year ended 31 July 2019

C.63.19 Annual Internal Audit Report for 2018/19

The Chief Operating Officer presented the Annual Internal Audit Report for 2018/19, which had been prepared by TIAA and was considered by the Audit Committee at the meeting held on 5 December 2019.

Members reviewed the report, noting that it was the opinion of the Head of Internal Audit for the 12 months ended 31 July 2019 that

‘TIAA is satisfied that, for the areas reviewed during the year, East Surrey College has reasonable and effective risk management, control and governance processes in place’

C.64.19 Proposals for the College’s internal audit provision

The Chief Operating Officer presented the proposals for the College’s internal audit provision for 2019/20, which had been considered by the Audit Committee at the meeting held on 5 December 2019.

Members were reminded that, as agreed, by the Board, the relationship with the previous internal auditors was drawn to a close by mutual consent. The College has not yet appointed replacement internal auditors.

It is proposed that

- for 2019/20, internal auditors are appointed in the Spring term to carry out audits in the Summer term
- in view of the systems rebuild currently taking place, the number of internal audits would be restricted to MIS and Subcontractors
- assurance for Risk and Governance would be taken from the Regularity return and the work undertaken by the External Auditors on their testing on Financial Statements
- the College would return to a full Internal Audit Service in 2020/21, with some specialist audits undertaken to include benchmarking the College cost base, health and safety compliance

Resolved

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

- Annual Internal Audit Report for ESC for 2018/19
- The proposals for the College’s internal audit provision for 2019/20

C.65.19 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 2018/19.

Members were advised that the Annual Report of the Audit Committee had been considered at the meeting of the committee held on 5 December 2019 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 2018/19. 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 2018/19

The Chair of the Corporation took the opportunity to thank the outgoing Chair of the Audit Committee, Andrew Gilchrist, for all his hard work and contribution during his time as Chair of the Committee.

Peter Papanastasiou left the meeting

C.66.19 Annual Pay Recommendations 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 2019/20 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 28 November 2019.

Members were advised that

- prior to the start of its annual pay negotiations through the National Joint Forum (NJF) the AoC confirmed the challenges facing FE Colleges in their April 2019 bulletin to colleges
- subsequently in July 2019 the AoC, UCU and Unison sent a joint letter to the Secretary of State requesting support from DfE on college funding and pay
- AoC Employment Policy Group (EPG) met with the joint recognised trade unions via the NJF in November as part of the 2019/20 pay negotiations
- the three key elements of the Trade Unions pay claim were:
 - £1 extra per hour for all staff
 - Foundation Living Wage as the minimum wage in FE
 - an additional five days of annual leave per year
 - in summary, the recommendation noted

- a recommended pay increase of 1% or £250 (whichever is greater)
- those colleges that can afford to award staff more should do so, whilst acknowledging that a number of colleges will be unable to do so
- AoC would expect to make an improved recommendation for 2019/20 as soon as possible after allocations are made
- 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
- £1 extra per hour (Union recommendation) applied for all salaries (established and sessional) (dependent on their contract) - £1,007,000
- 1.0% or £250 (FTE) (AoC recommendation) increase applied to all salaries (established and sessional) (dependent on their contract) - £167,000
- 0.5% increase on the above basis - £74,000
- 1.0% increase on the above basis - £149,000
- 1.5% increase on the above basis - £223,000

In response to questions, members were advised that

- the College has to date offered a pay rise throughout the austerity period, based on what was affordable and on occasion above the AoC recommendation
- for 2019/20 the College has budgeted for 1.5% cost of living pay increase, however since the budget was set, new pressures have emerged which are considered within the Risk Register and in addition the College is facing costs of two new build projects that are needed urgently with limited funding secured from Coast to Capital LEP
- 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. The Board was advised that this was made on 6 December 2019 and the recommendation is that the College follows the AoC recommendation of 1% or £250 (whichever is the greater). In discussion, members agreed with this approach, noting that once this has been actioned, the College will 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)

Natalie Watkins-Khan, Amy Whitear, Amran Mohamed and Patrick Waller left the meeting

C.67.19 Search and Governance Committee

Meeting of the Search and Governance Committee held on 10 October 2019

Members received the unconfirmed minutes of the meeting.

C.68.19 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 2019
- Governors' Development and Training Programme 2019/20
- Code of Good Governance for English Colleges: Audit of Compliance
- Governors' Quality Improvement Plan 'sign off' 2018/19
- Governors' Quality Improvement Plan 2019/20 Autumn Term 2019
- Annual Report of the Search and Governance Committee for 2018/19
- Annual review of the restricted minutes of the meetings of the Search and Governance Committee

C.69.19 Learning and Quality Committee

Meeting of the Learning and Quality Committee held on 21 November 2019

Members received the unconfirmed minutes.

C.70.19 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:

- Risk Management: Autumn Term 2019
- College Policies
 - ESC 62 Safeguarding Children and Vulnerable Adults Protection Policies and Procedures for ESC and JRC
 - ESC 02 Admissions Policy
 - ESC 78 Fitness to Study Policy
 - ESC 04 Quality Improvement Policy
 - ESC 10 Internal Verification Policy
 - ESC 20 Student Voice Policy
 - ESC 21 Student Malpractice Policy
 - ESC 06 Student Discipline Policies for ESC and JRC
 - ESC 08 Client Feedback Policy
- College Quality Improvement Plans 'sign off' for 2018/19 for ESC and JRC
- Annual Report of the Learning and Quality Committee for 2018/19
- Annual review of the restricted minutes of the Learning and Quality Committee

Members were advised that the Learning and Quality Committee had also received a very informative termly report from the Principal JRC & Group Quality Lead, which provided an update on the current activities and priorities of both Colleges in respect of the Autumn Term 2019.

C.71.19 Finance and Resources Committee

Meetings of the Finance and Resources Committee held on 19 September and 28 November 2019

Members received the confirmed and confirmed minutes of the meetings.

C.72.19 Report of the Chair of the Finance and Resources Committee and issues for consideration and approval

On behalf of the Chair of the Finance and Resources Committee who was absent from this meeting, Andrew Baird 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 2019
- College Policies
 - ESC 01 Financial Regulations
 - ESC 60 Health & Safety Policy
 - OSC 32B Disciplinary Policy
 - OSC 33 Grievance Policy
 - OSC 29 Bullying & Harassment Policy
 - OSC 31 Wellbeing & Resilience Policy
 - OSC 34 Redundancy Policy
 - OSC 30 Capability Policy
 - OSC 28 Probation Policy
 - OSC 26 Continuing Professional Development (CPD) & Induction Policy
- Annual HR Report for 2018/19
- Annual Report of the Finance and Resources Committee for 2018/19

C.73.19 Audit Committee

Meeting of the Audit Committee held on 5 December 2019

Members received the unconfirmed minutes of the meeting.

C.74.19 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 2018/19
- Risk Management: Autumn Term 2019
- Value for Money Report
- Outstanding audit items

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.75.19 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 2018/19.

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.75.19

KPI Dashboard

Members received the KPI Dashboards for:

- Apprenticeships – Retention and achievement rates by age and level
- Finance: October 2019

Agreed

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

C.76.19

Any Other Business

There was no agreed any other business.

C.77.19

Dates of Corporation Board Meetings: 2019/20

Thursday 30 January 2020 – Corporation Strategic Planning Meeting

Thursday 26 March 2020 – main Corporation Board

Saturday 20 June 2020 – Corporation Self-Assessment Meeting

Thursday 9 July 2020 – main Corporation Board

All weekday meetings commence at 18.00

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 members of the Board, the External Co-opted Member of the Audit Committee and to the senior postholders.

SIGNED AS A CORRECT RECORD:



DATE: 26 March 2020