

## THE CORPORATION BOARD OF EAST SURREY COLLEGE

### OPEN MEETING HELD ON THURSDAY 9 DECEMBER 2021

**Meeting held using Zoom**

**Meeting commenced: 18.10hrs**

**Meeting ended: 20.00hrs**

#### **Present**

|                  |                                 |                 |
|------------------|---------------------------------|-----------------|
| Andrew Baird     | Independent Member              | Chair           |
| Liz Rushton      | Independent Member              | Vice Chair      |
| Jayne Dickinson  | Chief Executive (College Group) | Principal (ESC) |
| Simon Bland      | Independent Member              |                 |
| Phillip Kerle    | Independent Member              |                 |
| Ganesh Kumar     | Independent Member              |                 |
| Colin Monk       | Independent Member              |                 |
| Bob Pickles      | Independent Member              |                 |
| Alex Hayman      | Independent Member              |                 |
| Grace Marriott   | Independent Member              |                 |
| Lily Franklin    | ESC Staff Member                |                 |
| Jhalak Limbachia | ESC Student Member              |                 |
| Elizabeth Konan  | JRC Student Member              |                 |

#### **Apologies for absence**

|                      |                    |
|----------------------|--------------------|
| Simon Potten         | Independent Member |
| Derek Galloway       | Independent Member |
| Peter Papanastasiou  | Independent Member |
| Anne Smith           | Independent Member |
| Natalie Watkins-Khan | JRC Staff Member   |

#### **In attendance**

|                   |   |
|-------------------|---|
| Jyoti Baker       | Chief Operating Officer (College Group)         |
| James Marshall    | External Co-opted Member of the Audit Committee |
| Lindsay Pamphilon | Group Principal designate                       |

#### **Clerk**

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

#### **C.45.21 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.46.21 Apologies for Absence**

Apologies for absence were received from

|                      |   |                      |
|----------------------|---|----------------------|
| Simon Potten         | - | business commitments |
| Derek Galloway       | - | business commitments |
| Peter Papanastasiou  | - | personal commitments |
| Anne Smith           | - | personal commitments |
| Natalie Watkins-Khan | - | personal commitments |

**Agreed**

The Board accepts the apologies for absence.

**C.47.21 Notification of Any Other Business**

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

**C.48.21 Unconfirmed minutes of the meetings of the Corporation Board held on 8 July and 21 October 2021**

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

**C.49.21 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 meetings.

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

**C.50.21 Membership Report**

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

**Simon Bland withdrew from the meeting**

**Reappointment of independent member – Simon Bland**

Members were advised that, at the meeting of the Search and Governance Committee held on 14 October 2021, consideration was given to the application for reappointment to the Board of Simon Bland when his current term ends on 31 December 2021.

The Search and Governance Committee gave full consideration to the reappointment and recommends to the Board that Simon Bland is reappointed for a second four-year term of office from 1 January 2022 to 31 December 2025.

The Board unanimously agreed to the reappointment.

**Simon Bland rejoined the meeting**

The Chair took the opportunity to congratulate Simon on his reappointment and to thank him for all his hard work and contribution to the College and to the Board.

**Student Members**

The current student members have been appointed to serve until 31 July 2022 together with a student member designate for each college who will attend meetings in the absence of the student member.

### **Staff Members**

The current staff members have been appointed to serve until 31 July 2023. 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.

As only one staff member was present at the meeting, she was able to give feedback on behalf of both staff members, advising that the conference had covered the issues of:

- Mental Health Challenges
- The Board's responsibility as an employer, current challenges and strategies to support staff wellbeing at work
- The development of Sustainability in Colleges

The staff governor advised that she had taken the opportunity to update the conference on the progress made by our Board with regard to Sustainability and the appointment of a Link Governor to support this.

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. It had been useful to interact with other staff governors.

### **Membership of the Committees**

Members were advised that in order to strengthen membership of the Audit Committee, Grace Marriott was invited to serve on this committee. She will also continue to serve on the Learning and Quality Committee.

### **Gender Balance and Diversity**

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

- 11 male; 8 female
- 4 male chairs of the Board and committees; 1 female chair of the committees

### **Resolved**

The Corporation Board

- receives and notes the report
- endorses the recommendation of the Search and Governance Committee and approves the reappointment of Simon Bland for a second four-year term from 1 January 2022 to 31 December 2025

## **C.51.21**

### **Learner Voice**

The student members gave a verbal report on some of the student activities during the autumn term 2021.

#### East Surrey College

Jhalak Limbachia informed the Board regarding

- ESC Student Voice – on programme survey outcomes
  - overall student satisfaction has increased compared to last year for most survey questions
  - 'enjoying college life' remains high, but dropped by 1% which may be attributed to students returning to normal study after some disruption
  - 'access of remote learning' has dropped by 2% but could be attributed to the fact the college has returned to face-to-face so these systems used less
- ESC College Council – 4 sessions took place in November
  - key strengths identified
    - very supportive teachers
    - that they were 'experts'
  - key areas of development
    - ISP attendance/purpose could be promoted more

- a number of initiatives are being considered to raise money for charity, such as mental health charities; many initiatives are already underway

### John Ruskin College

Elizabeth Konan informed the Board regarding

- JRC Student Voice – on programme survey outcomes
  - overall student satisfaction is high for most questions
  - ‘Prevent’ is 88.5%, which is lower than expected and a number of focus groups are taking place with senior tutors to explore this more fully
  - ‘knowing where to get support’ is 88.7%, which is lower than expected and focus groups are also exploring this theme
- JRC College Council – 2 sessions took place in November
  - key strengths identified
    - the excellent teachers and guidance they provide
    - targeting setting
  - key areas of development
    - scaling back of some of the features on OnTrackHub
- her attendance at a number of UNLOC student governor online events
- the aims and objectives for the academic year and the charity events organised during December to support charities such as Homeless in London

The Board thanked the student members for their report commenting that it was encouraging to see the number of activities involving students with positive feedback.

### **Agreed**

The Corporation Board agreed to receive and note the reports

### **C.52.21**

#### **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
  - ESFA Annual Strategic Conversations with Colleges
- Covid-19 Impact on operations
  - Safeguarding and Wellbeing
- Quality of provision
  - Performance Reviews
- Enrolment 2021/22 and Applications for 2022/23
- Higher Education
- Partnership working
  - College Collaboration Fund
- Finance and Funding
  - Financial Health

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

- ESFA strategic conversations are taking place across the post-16 sector and during OSC’s conversation it was clearly stated that the College was not viewed as being a college group of concern. A number of areas of strength and issues of concern to the College were discussed during the strategic conversation

- during a meeting with the Director for Public Health, Croydon, the College was informed that the Covid virus rate for those aged 5-19 is rising fast, thus face coverings are once more required, however, we are having to work very hard to ensure their use. The student members advised that they would be very willing to help in any way they can to help raise the importance of wearing masks by students
- the R014 data return, which covers achievement data for 2020/21 indicates that achievement for all ages improved to 86.5%, which is slightly above the latest national rate available (pre-pandemic), with particularly high performance being achieved by Reigate School of Art, Caring Services and English/maths (relative to national rates) at ESC and on some vocational provision at JRC
- the R04 data return is showing a below target position for 16-18s for 2021/22 mainly due to lower recruitment at JRC and lower recruitment at ACM. However, there are a greater number of 19+ students within the enrolled cohorts. Apprenticeship recruitment continues to hold up well and Higher Education is at its highest position
- the return to onsite Open Events has been beneficial and applications for 2022/23 are slightly ahead of the previous year

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 agreed that it was great to see students back in College, albeit with masks.

#### **Agreed**

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

#### **C.53.21**

#### **College Self-Assessment Report for 2020/21**

The Chief Executive presented, for consideration and comment, the proposed overarching grades for the annual self-assessment report (SAR) for 2020/21.

The Board was advised that the Learning and Quality Committee, at the meeting held on 18 November 2021, 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 2020/21 curriculum sub-grades, which had been awarded following the recent Performance Reviews, noting that some 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. 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 2020/21 at the meeting of the Committee on 25 January 2022

### C.54.21

#### **Student Performance Targets for 2021/22**

The Chief Executive presented for consideration and approval the Student Performance Targets for 2021/22.

Members were advised that these had not been presented to the Learning and Quality Committee as is normally the case, as they had not been completed in time for the meeting in November. It was agreed by the Committee that these would be presented directly to the Board in December for consideration and approval.

The report provided an overview of how the College has performed against key targets in 2020/21 and targets for 2021/22. The Board was reminded that in 2020/21 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 the latest available pre-Covid national rates
- 16-18 classroom achievement
- Courses identified as needing to improve at ESC and JRC
- Courses that had a very high achievement at ESC and JRC
- 19+ classroom achievement
- Apprenticeship achievement
- Attendance and punctuality at both colleges
- Proposed Student Targets for 2021/22 of
  - Target 1 – every qualification to exceed the national achievement rate by 3% or improve by 5% on the previous year
  - Target 2 – Learner attendance to timetabled sessions to meet the minimum 90% target or improve by 5% on the previous year
  - Target 3 – Learner punctuality to timetabled sessions to meet the minimum 95% target or improve by 5% on the previous year
  - Value Added is added as a fourth target - Learner value added on level 3 programmes to be in the top 25% nationally (grade 1-3 in ALPS) or improve at least one grade on the previous year

The Chair of the Learning and Quality Committee informed the Board that she had reviewed the proposed targets in advance of these being presented to the Board and considered they were very appropriate and that the approach taken had been much clearer and straightforward than in previous years. In discussion, the Board were in agreement and thanked the Chair of the Learning and Quality Committee for giving consideration to the proposed targets in advance of them being presented.

#### **Resolved**

The Corporation Board approves the Student Performance Targets for 2021/22

### C.55.21

#### **Annual Safeguarding and Prevent Report for 2020/21**

The Chief Executive presented, for consideration and acceptance, the Annual Safeguarding Report for 2020/21 for both Colleges.

Members were advised that due to staff absence through sickness, the Annual Safeguarding Report had not been completed in time to be presented to the Learning and Quality Committee in November and it was agreed this would be presented directly to the Board in December.

The Board was informed that

- the Annual Safeguarding Report reviews the work undertaken at both Colleges in relation to Safeguarding including Prevent throughout the year
- the Report provides 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 the report, noting that

- there has been an increase in safeguarding incidents at both colleges, there have been no Prevent referrals at JRC during the year with one Prevent referral at ESC
- the increase reflects the enormity of work undertaken by the Safeguarding team during the Pandemic and post lockdown period
- 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 is 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, in particular the summary in place to evidence compliance with those responsibilities set out in the safeguarding policy relating to the governing body giving further assurance that the Board is compliant with all of its safeguarding responsibilities

In discussion, the Board agreed that the annual report provided a very comprehensive summary of all of the issues relating to Safeguarding including Prevent at both Colleges during the year and took the opportunity to commend the hard work and dedication of the College's Safeguarding team to keep all students safe and well.

### **Resolved**

The Corporation Board approves and accepts the Annual Safeguarding and Prevent Report for 2020/21 for both Colleges.

## **C.56.21**

### **Safeguarding and Child Protection Policy**

The Chief Executive presented, for consideration and approval, the

- OSC83 Safeguarding and Child Protection Policy

Members were advised that this had been presented to the Learning and Quality Committee at the meeting held on 18 November 2021, but that further changes were required to update the policy in the light of the latest 'Keeping Children Safe in Education' document published in September 2021 and the latest Surrey and Croydon Safeguarding Children Partnership Procedures, which had only recently become available. The Committee agreed that work should continue on the policy and a final version presented to the Board in December.

The Board reviewed the detail of the policy, noting the further updates since it was presented to the Committee, and agreed these were appropriate and there was nothing further to add.

### **Resolved**

The Corporation Board approves OSC82 Safeguarding and Child Protection Policy

## External Audit

### C.57.21

#### **Post-Audit Management Report for the year ended 31 July 2021**

The Chief Operating Officer presented the Post-Audit Management Report for ESC for the year ended 31 July 2021, 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 2 December 2021 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.58.21

#### **Annual Report and Financial Statements for the year ended 31 July 2021**

The Chief Operating Officer presented for consideration and approval the Annual Report and Financial Statements for ESC for the year ended 31 July 2021.

Members were advised that the Annual Report and Financial Statements had been considered at the meeting of the Audit Committee held on 2 December 2021 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 25 November 2021, 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 (£887k)
- the College has received a clear financial statements and regularity audit report
- the College values its net current assets at £5.1m and will retain its financial health grade of 'outstanding' for 2020/21
- an additional requirement for 2020/21 in the Annual Report and Financial Statements is the specific membership and attendance of Audit Committees, which is in addition to the information on members of the Corporation
- 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 2021 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;*
- *In all material respects, funds provided by the OfS, UK Research and Innovation (including Research England), the Education and Skills Funding Agency and the Department for Education have been applied in accordance with the relevant terms and conditions; 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.59.21 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 2 December 2021 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 2020/21 on behalf of the College

#### **C.60.21 Letter of Representation in respect of the Financial Statements for the year ended 31 July 2021**

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 2021.

Members were advised that, at the meeting of the Audit Committee held on 2 December 2021, 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 Chair of the Audit Committee informed the Board that the Committee had the opportunity at the meeting on 2 December 2021 to hear directly from the external auditors on the outcome of the financial statements audit, where it had been pleasing to hear that there were no recommendations or comments to be made with regard to the audit. This had given the Committee complete confidence and reassurance that the systems, controls and processes in place were more than adequate for the College. This was particularly encouraging as from this year there is now a much greater emphasis placed on college's regarding the issue of being a 'going concern'.

The Board took the opportunity to congratulate the Chief Operating Officer on the excellent outcome for the financial statements audit and asked that thanks are passed to everyone in the finance team who was involved for all their hard work.

The Director of Governance advised that, in the light of the continuing Covid-19 pandemic and meetings taking place virtually, the electronic signatures of the Chair of the Corporation and the Chief Executive/Principal ESC will again 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 2021
- Annual Report and Financial Statements for ESC for the year ended 31 July 2021
- Regularity Audit Self-Assessment Questionnaire for ESC for the year ended 31 July 2021
- Letter of Representation in respect of the Financial Statements for ESC for the year ended 31 July 2021

### **C.61.21 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 Committee during 2020/21.

Members were advised that the Annual Report of the Audit Committee had been considered at the meeting of the committee held on 2 December 2021 and is commended for approval and acceptance 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 2020/21.*

*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 2020/21

## **C.62.21 Annual Pay Recommendations for 2021/22**

### **DECLARATION OF INTEREST**

Lily Franklin

Jayne Dickinson

The Chief Executive presented a report, which updated members on the Association of Colleges' (AoC) pay recommendation position for 2021/22 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 25 November 2021 but 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' 2021/22 pay claim were
  - *a significant increase to restore the 35% loss of real pay since 2009 and close the £9,000 average pay gap between FE Lecturers and School Teachers (this is greater than a 5% pay increase alluded to by FE week recently)*
  - *the living wage foundation to be minimum wage and for all Colleges to become accredited living wage employers with the Foundation*
  - *a review of 2009 Joint National Agreement on Regulating Working Hours to establish a national workload agreement*
- the update from the AoC on 8 December 2021 stated '*we meet as the National Joint Forum on 13 December to make a response to the (very late) pay claim for 2021/22. Our recommendation will be shared with the sector then but as you can imagine we had no mandate from the recent pay intentions survey to do much different than we have over recent years'*
- the AoC recommendation in December 2020 was '*in this context the AoC are making a recommendation for 2020/21 of 1% or £250 (whichever is the greater). We strongly advise that those College who can afford to award staff more should do so, whilst acknowledging that some Colleges may be unable to meet this recommendation'*
- 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
- 1.0% as currently budgeted, applied to all salaries for all OSC staff (established and sessional staff, dependent on their contract) = £134,460k

- 1.0% or £250 minimum (FTE) increase applied to all salaries (established and sessional, dependent of their contract) = £141,747k
- 1.5% (excluding £250 minimum) applied for all salaries for all OSC staff (Established and Sessional staff) (dependent on their Contract) = £206,190
- 1.5% or £250 minimum applied to all salaries (Established and Sessional) (dependent on their Contract) = £206,302
- 2.0% (excluding £250 minimum) applied for all salaries for all OSC staff (Established and Sessional staff) (dependent on their Contract) = £274,921
- From 2.0% plus, all staff would receive at least the £250 minimum, therefore this does not need to be separately calculated
- 2.5% (ie excluding £250 minimum) applied for all salaries for all OSC staff (Established and Sessional staff) (dependent on their Contract) = £343,662

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 2021/22 the College has budgeted for 1.0% 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 Committee had considered that, if affordable, a pay award of 2% or 2.5% should be considered as this would demonstrate the positive position the College takes on offering competitive salaries in order to attract and retain good staff. However, it was 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 should be presented to the Board.

In discussion, all members agreed that it was important to demonstrate the positive position the College takes on offering competitive salaries and to give the message to all staff that they are highly valued. Despite no recommendation available at this time from the AoC, the Board supports the recommendation from the Finance and Resources Committee and agrees that a pay award of 2.5% is given to all OSC staff and should be backdated to 1 August 2021.

### **Resolved**

The Corporation Board approves the implementation of an increase of 2.5% to all salaries (established and sessional), which is backdated to 1 August 2021

## **C.63.21 Search and Governance Committee**

### **Meeting of the Search and Governance Committee held on 14 October 2021**

Members received the unconfirmed minutes of the meeting.

## **C.64.21 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 2021
- Governors' Development and Training Programme 2021/22
- Governors' Quality Improvement Plan 'sign off' 2020/21
- Governors' Quality Improvement Plan 2021/22 Autumn Term 2021
- Annual Report of the Search and Governance Committee for 2020/21

## **C.65.21 Learning and Quality Committee**

### **Meeting of the Learning and Quality Committee held on 18 November 2021**

Members received the unconfirmed minutes of the meetings.

## **C.66.21 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
- Risk Management: Autumn Term 2021
- College Policies
  - OSC85 Admissions Policy
  - OSC06 Student Malpractice Policy
  - OSC01 Quality Improvement Policy
  - OSC04 Internal Verification Policy
  - OSC05 Student Voice Policy
- College Quality Improvement Plan 'sign off' for 2020/21
- Annual Report of the Learning and Quality Committee for 2020/21
- Termly Quality & Standards Report: Autumn Term 2021

## **C.67.21 Finance and Resources Committee**

### **Meetings of the Finance and Resources Committee held on 23 September and 25 November 2021**

Members received the confirmed and confirmed minutes of the meetings.

## **C.68.21 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 2021
- College Policies
  - OSC32 Financial Regulations
  - OSC46 Health and Safety Policy
  - OSC10 Equality Policy for Staff
  - OSC26 Attendance Management Staff

- Annual HR Report for 2020/21
- Annual Report of the Finance and Resources Committee for 2020/21

#### **C.69.21 Audit Committee**

##### **Meeting of the Audit Committee held on 2 December 2021**

Members received the unconfirmed minutes of the meeting.

#### **C.70.21 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 2020/21
- Risk Management: Autumn Term 2021

##### **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.71.21 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 has participated in the College's termly Safeguarding Strategy Group meeting
- there have been more mental health issues at the College, which is in line with national trends and consequently has increased the workload for the safeguarding teams
- she has undertaken additional training relevant to her safeguarding link role
- she has undertaken a remote, electronic audit of the single central records, which resulted in a clean audit with no issues

##### Link Governor for Higher Education – Colin Monk

The Link Governor reported that

- HE has 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
- completion rates have been excellent
- enrolment has been the strongest ever to the College's university level programmes with around 330 students and apprentices

### Link Governor for Careers – Bob Pickles

The Link Governor reported that he has

- attended the College's Careers Strategy meeting
- a regular meeting with the Vice Principal Business Development and her team
- attended the AoC's series of webinars on 'Strategic Governance: developing a whole college approach to careers education', the first one in November with a second in February
- continued to remind everyone to read the 'Careers Education: A guide for college governors' document recently circulated

### Link Governor for Sustainability – Lily Franklin

The Link Governor reported that

- she attended a meeting of the College's Sustainability group in September with a further meeting planned in February
- the Climate Action Roadmap for FE Colleges has been shared with staff
- a survey among students is planned regarding climate change issues
- she has attended a number of webinars relating to Sustainability given by Steve Frampton

The student members asked if they could be involved in the outcome of the survey to help present the views of students and it was agreed they would be invited to the next Sustainability meeting in February.

#### **Agreed**

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

#### **C.72.21**

#### **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 2020/21.

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.73.21**

#### **KPI Dashboard**

Members received the KPI Dashboards for:

- Apprenticeships – retention and achievement rates by age and level
- Three year classroom based achievement

#### **Agreed**

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

**C.74.21 Any Other Business**  
There was no agreed any other business.

**C.75.21 Dates of Corporation Board Meetings: 2021/22**  
Thursday 3 February 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:

A handwritten signature in black ink, appearing to read 'A. Baird', written over a horizontal line.

Date: 24 March 2022