

## THE CORPORATION BOARD OF EAST SURREY COLLEGE

**OPEN MEETING HELD ON THURSDAY 7 DECEMBER 2023, BOARDROOM, EAST SURREY COLLEGE, REDHILL**

**Meeting commenced: 16.00hrs**

**Meeting ended: 17.50hrs**

### **Present**

Bob Pickles	Independent Member	Chair
Liz Rushton	Independent Member	Vice Chair
Lindsay Pamphilon	Chief Executive & Principal	
Simon Bland	Independent Member	
Alex Hayman	Independent Member	
Phillip Kerle	Independent Member	
Jenny Adamson	Independent Member	
Grace Marriott	Independent Member	
Anne Smith	Independent Member	
Hazel Beveridge	Independent Member	
Tim Bevans	Independent Member	
Victor Muriithi	ESC Staff Member	
James Parsons	ESC Student Member	
Emmanuella Olutayo	ESC Student Member	
Arlo Newbury	JRC Student Member	
Dorcas Eyenga	JRC Student Member	

### **Apologies for absence**

Bridgette Anderson	Independent Member
Karen Feenstra	Independent Member
Natalie Watkins	JRC Staff Member

### **In attendance**

Eva Dixon	Chief Operating Officer
Kam Dehal	Executive Director Commercial & Partnerships
Rebecca Taylor	Vice Principal Curriculum & Standards
Nicola Parrott	Assistant Principal Quality & Student Experience (item 11 only)
Sam Bromige	Head of HR (item 11 only)

### **Clerk**

Sue Glover	Director of Governance
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### **C.46.23 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.

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

There were no other declarations of interest.

**C.47.23 Apologies for Absence**

Apologies for absence were received from

Bridgette Anderson	-	personal commitments
Natalie Watkins	-	business commitments
Karen Feenstra	-	business commitments

**Agreed**

The Board accepts the apologies for absence

**C.48.23 Notification of Any Other Business**

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

**C.49.23 Unconfirmed minutes of the meetings of the Corporation Board held on 6 July, 14 July, 19 October 2023**

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

**C.50.23 Matters arising and action points from the minutes of the meeting**

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.51.23 Membership of the Corporation**

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

**Liz Rushton withdrew from the meeting**

**Extension of independent member**

Members were advised that, at the meeting of the Search and Governance Committee held on 12 October 2023, consideration was given to extending the current term of office for Liz Rushton. The Board was reminded that her term had been extended in December 2022 by one year to provide support for the new Chair while he settled into the role. During this period, new members have been appointed following resignations from the Board, one of whom is being mentored by Liz.

The Search and Governance Committee considered that, whilst suitable successors have been identified for the vacant key roles that would be created when Liz retires, such as Vice Chair, there would be insufficient time to execute a successful handover before the end of her current term and therefore agreed that it would be prudent to allow Liz to continue for a short period as an independent member in order to fully complete the handover to the successors of key roles. She would relinquish the key roles held of Vice Chair, Chair of the Learning and Quality Committee and Link Governor for Safeguarding and Prevent on 31 December 2023.

In discussion, the Board agreed with the recommendation of the Committee as extending Liz's current term would provide the support and guidance to those taking on the key roles.

**Liz Rushton returned to the meeting**

The Board took the opportunity to thank Liz for agreeing to continue until the end of the academic year.

### **Appointment of new member**

Members were advised that, at the meeting of the Search and Governance Committee held on 12 October 2023, consideration was given to the application for appointment to the Board of Karen Feenstra.

The Search and Governance Committee gave full consideration to her application and are recommending she is appointed as an independent member for a four-year term of office to 31 December 2027 and to serve, initially, on the Audit Committee.

The Board was pleased to approve the appointment recommended by the Committee, noting that Karen is being appointed in her absence.

Members were informed that

- since the last membership report to the Board, James Marshall has now advised that he is considering whether to continue as the co-opted member of the Audit Committee when his current term ends in March 2024
- the application of a further potential new independent member will be considered by the Search and Governance Committee and any recommendation will be brought to the next meeting of the Board
- the Committee Chairs informal meetings established at the start of the year have worked well. However, the Chairs have agreed that these meetings would be better as part of the Search and Governance Committee as a number of topics discussed relate to the work of this committee. Some committee chairs already serve on this committee, apart from Audit and Finance and Resources. Phillip Kerle and Alex Hayman as Chairs of these committees have agreed to also serve on the Search and Governance Committee with immediate effect

### **Gender Balance and Diversity**

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

- 6 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 recommendations of the Search and Governance Committee and approves the
  - appointment of Karen Feenstra for a four-year term of office to 31 December 2027
  - extension of current term for Liz Rushton to 31 July 2024

### **Simon Bland withdrew from the meeting**

## **C.52.23**

### **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 2023, it is necessary to consider this appointment.

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 the Vice Chair, Simon Bland had been nominated.

No further nominations were received.

Simon Bland was formally nominated and seconded for the position of Vice Chair of the Corporation.

Members were advised that Bob Pickles was appointed as Chair of the Corporation at a meeting held on 2 November 2022 for a period of two years. As the Board does not normally meet in November, the Board is asked to consider realigning this appointment to the December Board so that his current term expires on 31 December 2024. Members agreed to realign the appointment to this date.

### **Resolved**

The Corporation Board unanimously elects Simon Bland to be the Vice Chair of the Corporation for the period 1 January 2024 to 31 December 2025 and agreed that the current term of the Chair of the Corporation ends on 31 December 2024

### **Simon Bland returned to the meeting**

The Chair took the opportunity to congratulate Simon on his appointment as Vice Chair of the Corporation

## **C.53.23**

### **Learner Voice**

The Student Members gave an update on some of the student activities during the term at both ESC and JRC colleges.

The Board was informed on the

- events that have taken place at both colleges, such as
  - Remembrance Services in November
  - Transgender awareness week
  - Sustainability campaign to improve use of recycling bins
  - Sports matches during the term, particularly Basketball with some really enthusiastic students committed to training and playing
- Upcoming events such as the college winter ball
- Positive outcomes, such as more active use of the Hub and areas for improvement such as more college wide events

On behalf of the Board, the Chair of the Corporation thanked the student members for their hard work and contribution during the term. The input at meetings by the student members is very much valued as they are able to provide first hand insight into the experience of being a student.

### **Agreed**

The Corporation Board agreed to receive and note the update

## **C.54.23**

### **Annual Equality, Diversity and Inclusion (EDI) Report**

The Assistant Principal Quality & Student Experience and the Head of HR, presented for consideration and approval the Annual Equality, Diversity and Inclusion Report.

Members were advised that the annual EDI report gives the Board the opportunity to review the work undertaken in relation to Equality, Diversity and Inclusion. The previously agreed Equality Scheme and Objectives are included within the report.

Members reviewed the detail of the report, noting in particular

- Executive Summary, which highlighted that
  - Learners with a declared learning difficulty or disability perform as well as those without
  - The number of learners declaring mental health as a disability has decreased slightly from previous year

- there was no significant difference with achievement between White British learners and all other learners
- a consistent split of male-female learners enrolled at the College continues
- the learner population represents the local community and in most cases learners from EEDI minority groups are retained and achieve as well as those without
- Staff continue to broadly represent the communities in which we work
- the workforce continues to have a majority of female employees, which continues into Senior and Executive roles
- Learner profiles by disability, ethnicity, gender, age
- Diversity and Inclusion plans and progress towards achieving targets
- Staff – equality objectives, gender pay gap reporting – whilst the Mean gender pay gap has increased slightly from previous year, it is significantly below the reported averages for the sector and has reduced year on year since reporting started. The College remain confident that male and female employees are paid equally for doing equivalent jobs
- Equality Scheme and Objectives 2020-2023

In discussion, the Board agreed that the annual report provided an excellent summary of the College's approach, progress and performance with regard to the Board's Equality, Diversity and Inclusion duties. The Head of HR advised that the use of learner and staff data is used to help drive improvements and suggested that it would be helpful if the profile of the governing body could be included within the report. Members agreed to participate in a short survey outside of the meeting so that this information can be included before the report is finalised.

The Board thanked the Assistant Principal and Head of HR for their excellent presentation of the report.

### **Resolved**

The Corporation Board approves the Annual Equality, Diversity & Inclusion report for 2022/23, subject to the inclusion of governors' data

## **C.55.23**

### **Report of the Chief Executive**

The Chief Executive presented her report, which provided an overview of the College's position in relation to issues affecting the sector, strategic and performance targets and priorities, under the following headings:

- Executive Summary
- Restructure updates
- Open Events, Enrolment and Recruitment
- Student Behaviour, Attendance and Safety
- Student Successes and Activities
- Ofsted

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

- A restructure of the Quality Team has been undertaken to prioritise the focus on quality assurance and improvement in FE and HE
- open events and enrolment has resulted in our initial position being above our funding envelope. The R04 will outturn the position with the opportunity to do some further NEET delivery
- student behaviour and safety has started well this academic year and there has been a significant decrease in serious incidents resulting in good behaviours

- the Ofsted Monitoring Visit took place at the end of November with very positive judgement grades being achieved – two of significant progress for Behaviour and feedback to Apprentices and two of reasonable progress for Attendance and Careers for Apprentices

The Board thanked the Chief Executive for a very informative report, which addresses a number of key issues and agreed it was particularly pleasing to see the positive outcomes from the recent Ofsted Monitoring Visit.

### **Agreed**

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

## **C.56.23**

### **KPI Dashboard**

Members received the KPI Dashboards for:

- Finance
- Curriculum and Quality

Members reviewed both dashboards noting,

- red RAG rated areas of Attendance, HE Continuation, Overall Achievement for Apprenticeships, Maths & English pass rate, Learner Satisfaction
- Tuition Fees, Employment Engagement Income, Staff costs as a percentage of total turnover cash balance and 12 months rolling cashflow forecast

### **Agreed**

The Board receives and notes the KPI Dashboards

## **C.57.23**

### **College Self-Assessment Report for 2022/23**

The Chair of the Learning and Quality Committee presented for consideration and approval the annual self-assessment report (SAR) for 2022/23 with proposed overarching grades and the Quality Improvement Plan (QIP) for 2023/24.

The Board was reminded that previously the Learning and Quality Committee met after the December meeting each year and had been delegated authority by the Board to approve the final version of the SAR. From this year, it was agreed that members of the Learning and Quality Committee would be invited to attend the College's validation meeting, which establishes the overarching grades, and to report to the Board at this meeting with a recommendation to approve the SAR.

Members who had attended the validation meeting advised that the process for awarding grades for each area had been extremely robust with external validators attending who were able to add independent verification.

Members reviewed the SAR and the proposed self-assessment judgement grades for 2022/23 of

- |   |             |
|---|-------------|
| • Overall effectiveness                     | Good        |
| • Quality of Education                      | Good        |
| • Education programmes for young people     | Good        |
| • Adult learning programmes                 | Good        |
| • Apprenticeships                           | Good        |
| • Provision for students with high needs    | Good        |
| • Behaviour & Attitudes                     | Good        |
| • Personal Development                      | Outstanding |
| • Effectiveness of Leadership & Management  | Good        |
| • Safeguarding                              | Effective   |
| • Contribution to meeting local skills need | Strong      |

The Board agreed that the proposed grades presented were an accurate reflection of the excellent work done by the College during the year.

Members reviewed the QIP noting that the key areas for improvement from each section of the SAR have been incorporated into the document. It was agreed that this presented a very clear overview of the areas for improvement, which will be monitored termly by the Learning and Quality Committee.

### **Resolved**

The Corporation Board approves the SAR and overarching grades for 2022/23 and the QIP for 2023/24

## **C.58.23**

### **Annual Safeguarding and Prevent Report for 2022/23**

The Chair of the Learning and Quality Committee presented the Annual Safeguarding Report for 2022/23 for both Colleges.

Members were advised that the Learning and Quality Committee had considered the annual report at the meeting held on 16 November 2023 and commended to the Corporation Board for acceptance.

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

- recent issues around student behaviour have been dealt with in a positive way through the implementation of a Behaviours and Attitudes action plan, which includes delivering staff training and strengthening external partnerships, in particular the relationship with local police has been further developed helping to give a clear message that safeguarding is taken seriously and anti-social behaviour will not be tolerated
- there were 1253 safeguarding referrals logged through CPOMS for the 2022/23 academic year
- filtering and monitoring systems through the use of Smoothwall Monitor are effective in identifying learners who try to access at risk or inappropriate material
- 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 endorses the recommendation of the Learning and Quality Committee and accepts the Annual Safeguarding and Prevent Report for 2022/23 for both Colleges

### C.59.23

#### **Post-Audit Management Report for the year ended 31 July 2023**

The Chair of the Audit Committee presented the Post-Audit Management Report for ESC for the year ended 31 July 2023, 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 30 November 2023 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 performance and going concern
- Key audit findings
- Key audit risks and outcomes
- Audit observations and recommendations
- Pension comparison
- Comparison of financial ratios
- Sector developments

Members were advised that the audit process was much improved on last year and no significant issues found in the accounting and internal control systems during the audit. All outstanding audit items have been completed and auditors are able to confirm the College's going concern position and give an unqualified opinion.

### C.60.23

#### **Annual Report and Financial Statements for the year ended 31 July 2023**

The Chair of the Audit Committee presented for consideration and approval the Annual Report and Financial Statements for ESC for the year ended 31 July 2023.

Members were advised that the Annual Report and Financial Statements had been considered at the meeting of the Audit Committee held on 30 November 2023 and commended for approval by the Corporation Board.

Members noted that the Financial Statements had also been reviewed at the meeting of the Finance and Resources Committee held on 23 November 2023, who had agreed that the position presented was consistent with financial reporting throughout the year.

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 an operating deficit for the year of £414k (2021/22 – surplus £87k) against a budgeted break-even position
- Total comprehensive income is a surplus of £3,143k (2021/22 - £13,770k)
- College's total reserves have increased by £3,143k (2021/22 - £13,770k), providing net assets of £37,517k (2021/22 - £343,374k)
- College values its net current assets at £6.9m and the financial health grade for 2022/23 is 'good'
- 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 2023 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.61.23 Regularity Audit self-assessment**

The Chair of the Audit Committee 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 30 November 2023 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 and the Chair of Governors are required to sign the Regularity Audit Self-Assessment for 2022/23 on behalf of the College

#### **C.62.23 Letter of Representation in respect of the Financial Statements for the year ended 31 July 2023**

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 2023.

Members were advised that, at the meeting of the Audit Committee held on 30 November 2023, 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

## **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 2023
- Annual Report and Financial Statements for ESC for the year ended 31 July 2023
- Regularity Audit Self-Assessment Questionnaire for ESC for the year ended 31 July 2023
- Letter of Representation in respect of the Financial Statements for ESC for the year ended 31 July 2023

### **C.63.23 Annual Report of the Audit Committee to the Corporation Board and to the Principal and Chief Executive**

Members received the Annual Report of the Audit Committee on the work of the Committee during 2022/23.

The Board was advised that the Annual Report of the Audit Committee had been considered at the meeting of the committee held on 30 November 2023 and is commended for approval and acceptance by the Corporation Board.

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 2022/23.*

*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 Chief Executive for 2022/23

### **C.64.23 Annual Pay Recommendations for 2022/23**

#### **DECLARATION OF INTEREST**

Lindsay Pamphilon  
Victor Muriithi

The Chief Executive & Principal presented a report, which updated members on the Association of Colleges' (AoC) pay recommendation position for 2022/23 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 23 November 2023.

Members were advised that

- in their Employment Briefing to colleges in September 2023, the AoC confirmed their pay recommendation for 2023/24, that
  - colleges should aim to make an award of 6.5% where their previously budgeted pay award, their financial circumstances and the new allocation of funding allows them to do so
- the unions initially requested 15.4% pay award and are yet to confirm their position in light of the pay recommendation
- 32 colleges had voted to strike and 8 saw strike actions take place over pay and national pay bargaining
- following the formal Pay Claim, the AoC continued to recommend a pay uplift of 6.5% for all staff for 2023/24, where funding allows
- 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
- 6.5% applied for all salaries for all OSC staff established and sessional staff
  - backdated to 1 August 2023 - £795k
  - £580k effective 1 December 2023
- 15.4% pay increase for all OSC staff as recommended by the joint unions - £1.9m

In response to questions, members were advised that

- The College will continue to review salaries against market demands and award increments or market supplements as appropriate
- This award is to reflect the AoC recommendation, but further work will need to take place in light of the government's recent announcement on a 9.8% increase on national living wage
- The College's current budgeted full year surplus (based on increased funding) is £870k and in the event that this is delivered, it is proposed that a non-consolidated payment to staff in recognition of this achievement is brought to the Finance and Resources Committee in June for consideration and subsequent recommendation to the Corporation Board

In discussion, the Board agreed that making a pay award in line with the AoC recommendation of 6.5% where funding allows would demonstrate the positive position the College takes on offering competitive salaries in order to attract and retain good staff. It was agreed that a pay award effective from 1 December 2023 incorporating the 6.5% was the most affordable.

### **Resolved**

The Corporation Board endorses the recommendation of the Finance and Resources Committee and approves that 6.5% increase is applied to all salaries for all OSC staff, established and sessional, effective 1 December 2023

**C.65.23****Search and Governance Committee****Meeting of the Search and Governance Committee held on 12 October 2023**

Members received the unconfirmed minutes of the meeting.

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

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

- Risk Management: Autumn Term 2023
- Governors' Development and Training Programme 2023/24
- Governors' Quality Improvement Plan 'sign off' 2022/23
- Governors' Quality Improvement Plan 2023/24: Autumn Term 2023
- Scheme of Delegation – revised
- Annual report of the Search and Governance Committee for 2022/23
- Code of Good Governance for English Colleges – audit of compliance with current code and adoption of revised version

**C.66.23****Learning and Quality Committee****Meeting of the Learning and Quality Committee held on 16 November 2023**

Members received the unconfirmed minutes of the meeting.

**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 2023
- Higher Education – quality assurance assessment
- College policies
  - OSC83 Safeguarding and Child Protection Policy
  - OSC85 Admissions Policy
  - OSC01 Quality Improvement Policy
  - OSC76 Careers Strategy
- College Quality Improvement Plan 'sign off' for 2022/23
- Annual report of the Learning and Quality Committee for 2022/23
- Termly Quality & Standards report Autumn term 2023
- Termly Careers and Skills Education update
- Meeting Local Skills Needs

**C.67.23****Finance and Resources Committee****Meeting of the Finance and Resources Committee held on 23 November 2023**

Members received the unconfirmed minutes of the meeting.

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

The 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 2023
- College policies
  - OSC32 Financial Regulations
  - OSC46 Health and Safety Policy
- Annual HR report for 2022/23
- Annual report of the Finance and Resources Committee for 2022/23

Members were advised that

- the consolidated management accounts to 31 October 2023, which had been circulated to the Board following the meeting of the Committee, had been reviewed at the meeting
- the accounts had presented an encouraging start to the year. The Chief Operating Officer and Assistant Principal Finance and Resources have been asked to review the format of the accounts

The Board agreed that the Finance and Resources Committee will continue to monitor the financial position and to keep the Board updated at each meeting.

### **C.68.23**

#### **Audit Committee**

##### **Meeting of the Audit Committee held on 30 November 2023**

Members received the unconfirmed minutes of the meeting.

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

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

- Annual Risk Management report for 2022/23
- Risk Management: Autumn Term 2023
- Value for Money report
- Audit Tracker
- Annual Internal Audit Report for 2022/23

#### **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.69.23**

#### **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
- she attended the termly performance review for Safeguarding and Prevent where this was self-assessed as outstanding
- an audit of the Single Central Records will be undertaken next term by the new Link Governor for Safeguarding, Jenny Adamson
- there continues to be robust safeguarding procedures in place at the College with no concerns to raise to the Board

The Chair of the Corporation took the opportunity, on behalf of the Board, to thank Liz for all her hard work and contribution in the role of Link Governor for Safeguarding, which has been very much appreciated by the College and the Board.

#### Link Governor for Higher Education – Bob Pickles

The Link Governor reported that he has now had the opportunity to meet with the new HE Quality & Development Lead and will report more fully on activities at the next meeting.

#### Link Governor for Careers – Simon Bland

The Link Governor reported that

- he has attended
  - Careers strategy meeting (20 Nov)
  - Careers link governor cluster meeting (4 Dec)
  - Careers review with Kam Dehal ( Oct) (6 Dec)
- a new refreshed Strategy for Careers is now in place and will be collaborating with the Executive Director Commercial & Partnerships and her team on processes that will provide assurance that the strategy is being implemented
- feedback from the Ofsted monitoring visit was very positive with specific mention on the prescribed bespoke workshops and the careers process of students on apprentice programmes
- the schedule for link governor engagement is:
  - Two catch up meetings per term,
  - Careers Strategy meeting
  - Learning walk
  - Compass Evaluation reviews (3 times a year)
  - Surrey Careers Hub Steering Group meeting.
  - SLP Careers Hub Steering Group Meeting
  - Careers Link governor meeting

#### Link Governor for Sustainability – Natalie Watkins

In the absence of the Link Governor for Sustainability, there was no report.

#### Link Governor for EDI – Bridgette Anderson

In the absence of the Link Governor for EDI, the Director of Governance reported that Bridgette had not yet been able to meet with relevant college staff.

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

#### Governor Visits

The Board was advised that the following visits had been undertaken during the term:

Jenny Adamson – 14 September 2023 at JRC

Tim Bevans – 3 November 2023 at ESC

### **C.70.23**

#### **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 2022/23.

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.71.23**

**Any Other Business**

There was no agreed any other business.

**C.72.23**

**Dates of Corporation Board Meetings: 2023/24**

Thursday 21 March 2024 – main Corporation Board

Thursday 9 May 2024 – Strategy Committee

Thursday 4 July 2024 – 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: 21 March 2024**

A handwritten signature in black ink, appearing to read 'R. P. Jones', is written over the signature line.