

Minutes of the Corporation meeting  
held on 4<sup>th</sup> July 2023

Present: Simon Cove (in the Chair)  
John Arnott, Peter Boucher, John Dernie, Richard Hewitson, Emma Jarman,  
Carole Kitching, Monica Lawson, David Panes, Shereen Sameresinghe, Tim Thurston,  
Jim Webster, Martin Wyn Griffiths (via video link)

With: Lindsey Stewart, Interim Vice Principal  
Matthew Butcher, Chief Commercial Strategy Officer  
Peta Fry, Head of HR  
Marc Webb, Interim Director of Finance  
Tracy Scaife, Head of Governance

366. Appointment of Chair for meeting – it was proposed and duly seconded that Simon Cove, Vice Chair of Governors, acts as Chair for the meeting.

367. Apologies for absence – received from Kathy Newman, Rob Wheeler, Leah Palmer and Lynne Plested.

368. Disclosures of Interest – received from Staff Governors and all staff present in relation to item 12(d) on the agenda.

369. Minutes of the last meeting held on 16<sup>th</sup> May 2023, matters arising and outstanding actions – agreed as a correct record. There were no matters arising. The outstanding actions were noted.

370. Branding refresh and new logo – presentation received from Chief Commercial Strategy Officer.

It was noted that a lot of work has taken place with staff regarding the branding refresh and logo. Work has also been done on the college website and this will be launched early in the next academic year. Governors were pleased to see the family structure and sub-branding based on customer segments for the various areas of the college including Business Training and New College Sixth. The cost for the project was noted. A full list of all previous product brands has been compiled and work is being done locally with these departments to ensure the discontinued use of the old branding. The meeting further noted that while the work on the logo is important it is not the only part to the branding refresh. There is also an important piece of work to be done linking college values to tone of voice and behaviours. A draft set of brand guidelines has been developed which the marketing team will finalise. Overall, the meeting was in agreement with the branding refresh and logo proposals. The CCSO also updated the board on progress on the new website which is on schedule for launch in September/October

371. Budget and two-year financial forecast – confidential minutes (Part 1) refer.

372. Items to note –

(a) Principal's report – received and noted.

Reference was made to the substantial increase in the amount of financial support for students during the current academic year than the previous year. The college had actively increased

promotion for this support but such a large increase had not been expected and was indicative of the financial pressures students and their families were experiencing.

Governors were asked to note that the HE Graduation Ceremony will be held on 11<sup>th</sup> November 2023 and to hold this date in their diaries if possible.

An increase in applications for both FE and HE has been sustained and attendance at the June Open Days was also higher than the previous year.

Work is still being done on the Predicted Achievement Rate for adult provision. The picture is beginning to emerge and is looking better than last year. An update will be sent to governors in the next few weeks once the PAR 4 data is known. Operational KPIs presented were supported. With regard to the Student Portal, it was noted that this will need close monitoring. Alumni are currently an untapped resource for potential sponsorship or philanthropy and there should be a long-term project for this. The Principal reminded the Board that an Alumni Association had been in existence for the past four years which would give a base to build on.

***ACTION:*** *LS to forward update on adult achievement to governors by end of July.*

(b) Student Voice report(b) Student Voice – received and noted.

Richard Hewitson offered his thanks and best wishes to the Principal who will be retiring from the role in August.

The achievements made since the last report were noted. There are still ongoing issues with the college caterers regarding pricing. There is a plea that room allocations are finalised early to avoid any problems for students. A request to include peer-to-peer recognition within the Student Portal was noted.

(c) Minutes of committees – noted as follows:

(i) Curriculum and Quality committee – 28<sup>th</sup> February 2023

(ii) Audit committee – 23<sup>rd</sup> May 2023

(iii) Curriculum and Quality committee – 13<sup>th</sup> June 2023 – the committee expressed their thanks to the Vice Principal HE and Curriculum for the consistently improving HE provision at the college.

(iv) Nominations, Remuneration and Governance committee – 19<sup>th</sup> June 2023

(v) Resources, Integration and Change committee – 20<sup>th</sup> June 2023

(d) Complaints and compliments – report noted.

A point was raised that the target to reduce the number of complaints was spurious as an increased number of complaints does not necessarily mean that there are more things wrong but that people feel more comfortable to complain. The HR department are investigating a new format for staff complaints which will quicken the process and allow a quicker conclusion. A query on the Whistleblowing Policy was raised and it was noted that more promotion of the accessibility to the Policy was taking place however staff may still appear to feel uncomfortable about making a protected disclosure and that consideration should be given to a third-party contact being available.

**ACTION PF to follow up on the possibility of a third-party contact for Protected Disclosures**

373. Governance matters –

(a) Schedule of meetings 2023/24 – received and noted.

The Chair of the Curriculum and Quality committee requested that a date be added to the schedule of meetings for SAR validation.

**ACTION:** *TS to add SAR validation meeting to schedule of meetings.*

(b) Annual review of Standing Orders – received and noted.

A paragraph needs to added stating that the Head of Governance is the clerk for the Corporation and a further paragraph added with regard to the appointment of student governors.

**RESOLUTION:** that the Standing Orders, as amended, be approved.

**ACTION:** *TS to amend Standing Orders re. Head of Governance being clerk and appointment process for student governors*

(c) Code of Conduct for Governors – received and noted.

**RESOLUTION:** that the Code of Conduct for Governors as presented be approved.

(d) Role descriptions for Chair and Vice Chair of Governors – received and noted.

**RESOLUTION:** that the role descriptions for the Chair and Vice Chair of Governors as presented be approved.

(e) Re-appointment of Rob Stokes as a co-opted member of the Audit committee – noted that both the Audit committee and the Nominations, Remuneration and Governance committee support the proposal to appoint Rob Stokes as a co-opted member of the Audit committee for a further term of office of one year.

**RESOLUTION:** that Rob Stokes be re-appointed as a member of the Audit committee for a further term of office of one year.

**ACTION:** *TS to advise Rob Stokes of re-appointment and amend governor appointment record accordingly.*

(f) Appointment of Chair of Governors – a nomination was received and duly seconded in respect of Martin Wyn Griffith. No further nominations were received.

**RESOLUTION:** that Martin Wyn Griffith be appointed as Chair of Governors for the 2023/24 academic year.

**ACTION:** *TS to amend governor appointment record.*

(g) Appointment of Vice Chair of Governors – a nomination was received and duly seconded in respect of Simon Cove. No further nominations were received.

**RESOLUTION:** that Simon Cove be appointed as Vice Chair of Governors for the 2023/24 academic year.

**ACTION:** *TS to amend governor appointment record.*

(h) Corporation cycle of business 2023/24 – received and noted.

374. Any other business – raised as follows:

(a) Thanks – the Chair of the meeting advised that this meeting was the last that would be attended by Richard Hewitson, Student Governor and on behalf of the Corporation thanked him for his contribution over the time of his term of office.

Jim Webster is also attending his last meeting after serving as a governor for over eight years. Jim has made a huge and very valuable contribution to the college and his wise counsel will be missed.

375. Date of next meeting - Tuesday 17<sup>th</sup> October 2023 at 4.00pm (approx.) at conclusion of Corporation Strategy Day.

376. Confidential items to note – confidential minutes (Part 1) refer.

(a) Risk management update and Risk Register

(b) Safeguarding update

(c) Confidential minutes of committees:

(i) Audit committee: 23<sup>rd</sup> May 2023

(ii) Curriculum and Quality committee: 13<sup>th</sup> June 2023

(iii) Resources, Integration and Change committee: 20<sup>th</sup> June 2023

377. Confidential items to approve – confidential minutes (Parts 1,2 and 3) refer.

(a) Internal Audit Plan 2023/24

(b) Subcontracting and approval of AEB partners

(c) Confidential minutes of the last meeting held on 16<sup>th</sup> May 2023 (Parts 1, 2 and 3) and matters arising

(d) Additional non-consolidated pay award

(e) Appointment of Richard Hewitson as an external governor