

Minutes of the Corporation meeting
Held on 6th December 2022

- Present: Martin Wyn Griffith (Chair)
John Arnott, Pradeep Bhardwaj, Peter Boucher, Simon Cove, John Dernie,
Indyanah-Rayne Francis, Richard Hewitson, Emma Jarman, Carole Kitching,
Monica Lawson, David Panes, Tim Thurston, Jim Webster, Rob Wheeler
- With: Stephen Horrobin, Deputy Principal Finance and Resources
Leah Palmer, Deputy CEO/ Deputy Principal Curriculum and Learners
Lynne Plested, Vice Principal HE and Curriculum
Mary Prince, Interim Vice Principal Business Development and Marketing
Lindsey Stewart, Interim Vice Principal Business Development and Marketing
Tracy Scaife, Head of Governance

275. Apologies for absence and welcome – apologies for absence received from Shereen Sameresinghe and Peta Fry, Head of HR.

The meeting noted that Mary Prince will be leaving the college at the end of the current term and thanked her for her contribution to the college. Lindsey Stewart, new Interim Vice Principal Business Development, Employer Engagement and Marketing was welcomed to the meeting. Lindsey will be replacing Mary Prince until the newly appointed Chief Commercial Strategy Officer takes up post.

Congratulations to Monica who has been re-elected as staff governor in the recent staff governor election.

276. Disclosures of Interest – received from Kathy Newman and Rob Wheeler with regard to their employment with Nationwide Building Society with whom the college holds an account.

277. Headline achievement – confidential minutes (part 1) refer.

278. Self-Assessment Report (SAR) 2021/22 and Quality Improvement Plan (QIP) 2022/23 – confidential minutes (part 1) refer.

279. Draft Curriculum Strategy – confidential minutes (part 1) refer.

280. 16-19 Subcontracting – confidential minutes (part 1) refer.

281. Estates Strategy: past, present, future – confidential minutes (part 1) refer.

282. Audit Completion Report and Management Representation Letter – confidential minutes (part 1) refer.

283. Financial Statements and Annual Report year ended 31st July 2022 – confidential minutes (part 1) refer.

284. Principal's Report – confidential minutes (part 1) refer.

285. Safeguarding update – confidential minutes (part 1) refer.

286. Confidential minutes of the Audit committee meeting held on 8th November 2023 – confidential minutes (part 1) refer.

287. Risk management update (part) – confidential minutes (part 1) refer.

288. Non-confidential minutes of the last meeting held on 18th October 2022 and matters arising – agreed as a correct record.

Matters arising raised as follows:

(a) 260(b) Institute of Technology (IoT) – the Chair advised that he had agreed that the report on the IoT requested at the last meeting be deferred until March 2023 when the new lead for the IoT will be in post and be able to attend the meeting to present on his first weeks in post.

289. Items to receive and agree/approve –

(a) Financial Regulations: annual review and update – received and noted.

RESOLUTION: that the Financial Regulations as amended be approved.

(b) Risk Appetite Statement – received and noted.

RESOLUTION: that the Risk Appetite Statement be approved.

(c) Risk Management Policy – received and noted.

RESOLUTION: that the Risk Management Policy be approved.

(d) Anti-Bribery and Corruption Policy – received and noted.

RESOLUTION: that the Anti-Bribery and Corruption Policy be approved.

(e) Anti-Fraud Policy and Fraud Response Plan – received and noted.

RESOLUTION: that the Anti-Fraud Policy and Fraud Response Plan be approved.

(f) Treasury Policy – received and noted.

RESOLUTION: that the Treasury Policy be approved.

(g) Equality and Diversity Annual Report 2021/22 and Action Plan 2022/23 – Annual Report received and noted. The Action Plan is still being worked on and will be sent to members of the Curriculum and Quality committee via email as soon as it is available and presented to the next Corporation meeting for approval.

RESOLUTION: that the Equality and Diversity Report 2021/22 be approved.

ACTION: DC to forward E&D Action Plan to members of the C&Q committee as soon as available; LPa to present E&D Action Plan to Corporation March 2023.

(h) Preventing Radicalisation and Terrorism Policy – received and noted.

RESOLUTION: that the Preventing Radicalisation and Terrorism Policy be approved.

(i) Protection from Bullying, Harassment and Sexual Misconduct Policy – received and noted.

RESOLUTION: that the Bullying, Harassment and Sexual Misconduct Policy be approved.

(j) Safeguarding Child Protection Policy – received and noted.

RESOLUTION: that the Safeguarding Child Protection Policy be approved.

(k) Committee Terms of Reference – received and noted.

The Chair of the Nominations, Remuneration and Governance committee thanked the committee chairs and the Head of Governance for their work in reviewing and rewriting the committee terms of reference. He advised that the Terms of Reference will be reviewed annually.

RESOLUTION: that the Committee Terms of Reference be approved.

ACTION: *TS to present committee Terms of Reference to committees and Corporation in the Autumn term of the 2023/24 academic year.*

(l) Publication of Corporation and committee minutes – report received and noted.

RESOLUTION: that –

- (i) the format of Corporation and committee agenda be amended so that agenda items that contain sensitive information are considered under the confidential section of Corporation and committee agenda;
- (ii) the Corporation reserves the right to redact information from non-confidential minutes where it is considered that the information is commercially sensitive;
- (iii) where information is redacted from minutes a note will be included in the minutes to that effect;
- (iv) the Head of Governance maintains a record of information redacted from published minutes.

290. Items to receive and note –

(a) Student Voice report – received and noted.

With regard to student governor attendance the Head of Governance advised that there will be occasions when student and staff governors will be asked to leave meetings however the Corporation wishes to be transparent and to involve all governors as much as possible.

(b) Annual Report of the Audit Committee – received and noted.

(c) Higher Education (HE) Annual Report – received and noted.

The Chair thanked the Vice Principal HE and Curriculum for the report and the meeting were pleased to note the continuous improvement.

(d) Committee minutes to note –

(i) Nominations, Remuneration and Governance committee: 2nd November 2022 – noted.

(ii) Audit committee: 8th November 2022 – noted.

(iii) Curriculum and Quality committee: 22nd November 2022 – noted.

(iv) Resources, Integration and Change committee: 29th November 2022 – noted.

291. Any other business – none raised.

292. Date of next meeting – Tuesday 7th March 2023 at 4.00pm

The Vice Chair will be chairing the meeting as the Chair will be joining via Teams. The main items for the agenda will be the follow up from items raised at this meeting.

293. Risk Management update (part) – confidential minutes (part 2) refer.

294. Savings Plan – confidential minutes (part 2) refer.

295. Confidential minutes of committees: to note – confidential minutes (part 2) refer.

296. Confidential minutes of the last meeting held on 18th October 2022 and matters arising – confidential minutes refer.