

Minutes of the Corporation meeting
Held on 7th March 2023

Present: Simon Cove (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 Griffith

With: Leah Palmer, Deputy CEO/ Deputy Principal Curriculum and Learners
Lynne Plested, Vice Principal HE and Curriculum
Matt Butcher, Chief Commercial Strategy Officer
Lindsey Stewart, Interim Vice Principal Business Development and Marketing
Michelle Beckingham, Senior Executive Assistant (acting as Clerk)
Marc Webb, Deputy Director of Finance
Peta Fry, Head of HR

312. Apologies for absence and welcome – apologies for absence received from
Pradeep Bhardwaj, Rob Wheeler, Stephen Horrobin, Indyanah-Rayne Francis, Tracy Scaife

Martin Wyn Griffith joined the meeting via Teams and welcomed everyone to the meeting. He proposed that Simon Cove should chair this meeting since he was attending in person. Proposed by Martin Wyn Griffith, seconded by Jim Webster and approved.

Marc Webb, Deputy Director of Finance joined the meeting on behalf of Stephen Horrobin
Matt Butcher, Chief Commercial Strategy Officer was introduced to the Board.

313. Disclosure of interest – received from Kathy Newman with regard to her employment with Nationwide Building Society with whom the college holds an account and Shereen Sameresinghe in relation to the Governance Review Paper.

314. Order of agenda – the revised running order of agenda items proposed by the Principal and CEO was agreed.

315. Non-Confidential Minutes of the meeting held on 6th December 2022 and matters arising – agreed as a correct record. There were no matters arising.

The Action Log was noted and the following points raised:

- Minute 289(g) – amend to E&D targets. It was noted that the E&D targets are set and available but were not reported to the last meeting of the Curriculum and Quality committee. They will be circulated to governors following the meeting.
- Minute 301 – the Estates Strategy is showing as incomplete, plans to move to a zero carbon timetable.

ACTION: LP to circulate *E&D targets to governors after the meeting*; TS to circulate *updated action log to Principalship within a week of meetings to give time to complete actions and inform agenda planning*.

316. Items to receive and note -

(a) Principal's Report

The new requirement for the Board to approve an Accountability Statement in May was highlighted. This is part of the new Accountability and Funding Agreement and includes progress towards meeting Local Skills Needs. The Chair of Governors and the Principal and CEO are meeting with the Chair and Principal of Wiltshire College on 29th March 2023 to discuss collaborative working to feed into this. The Chief Commercial Strategy Officer will lead on drafting the Accountability Statement working with external support. The Agreement needs to show key priorities and key performance indicators (KPIs) and be completed by the end of the current academic year.

The Chief Commercial Strategy Officer is working with the Managing Director of the Institute of Technology (IOT) with regard to Department for Education (DfE) target numbers. The DfE agree that the target figures set are high and that there will be no clawback of funding, noting that the plan for the IOT was written five to six years ago.

Human Resources (HR) are currently working on recruitment and retention. It was noted that business support roles are particularly hard to recruit to. Agency staff are being used wherever possible to cover vacancies.

(b) Student voice

A number of requests raised by the student governors were received and noted. The printing credit given to students, particularly students in media and art, do not cover their course requirements and a request was made to increase this. The meeting noted that work is currently underway to address these specific cases.

The vending machines currently only take cash and a request was made to move towards them having a card payment facility. The Deputy Director of Finance will discuss this with the Procurement Manager.

There was a suggestion that students nominate a teacher of the month or half-term for both campuses.

With regard to the communications strategy, it was noted that work on this is ongoing with the e-learning team.

ACTION: *MW and TA to discuss vending machines taking card payments; LPA and PF to discuss further idea of teacher of the month/half-term*

(c) Safeguarding

The meeting noted that the Student Services area is currently being reviewed. Safeguarding capacity has been increased to cover the increased needs of students' as much as possible. During the recent Ofsted inspection safeguarding met the threshold for effectiveness. A new Assistant Principal for Student Services has now been appointed. The importance of the wellbeing of staff and students needs was highlighted. The results of the review outlined in the report will be presented to the next meeting of the Corporation on 16th May 2023.

ACTION: *LPA to present outcome of student services review to Corporation 16.05.2023.*

(d) Minutes of committees

(i) Resources, Integration & Change: 24th January 2023

It was agreed that the Chief Commercial Strategy Officer presents a draft IoT Commercial Strategy as a substantial Item to either the next Corporation meeting or as part of the next Strategy Day being held on the same date instead of to an additional meeting of the Resources, Integration and Change committee.

ACTION: MB to present IoT Commercial Strategy to either Strategy Day or Corporation meeting on 16.05.2023.

(ii) Nominations, Remuneration & Governance: 31st January 2023

The reappointment of Peter Boucher and the External Board Review are on the agenda to be discussed later in the meeting. It was noted that currently no progress has been made with the recruitment of a governor with higher education (HE) experience but will be progressed.

(iii) Audit Committee: 7th February 2023

It was noted that the Risk register had been reviewed. The first meeting of the Risk Management Group has taken place, further meetings are scheduled to take place once a term.

317. Items to approve

(a) Fees Policy 19+ 2023/24 – received and noted.

It was further noted that funding rates for 2023/24 have not been changed from 2022/23.

RESOLUTION: that fees for 2023/24 be approved as follows:

- Level 2 and below courses – 60% of the 'Find a Learning Aim' (FALA) funded rate (weighted for vocational and unweighted for GCSEs)
- Level 3 and above courses – 100% of the FALA funded rates (weighted for vocational and unweighted for 'A' levels)
- Flexibility to price individual courses according to local competition and market demand

(b) Re-appointment of Peter Boucher as an external governor – proposed by John Dernie and seconded by Monica Lawson.

RESOLUTION: that Peter Boucher be reappointed as an external governor for a further four year term of office ending 31st March 2027

(c) External Governance Review – report by Head of Governance received and noted.

The meeting was reminded that the Corporation must have an external review by the end of the 2023/24 academic year. Following research by the Head of Governance and a number of submissions for the work presented to the Nominations, Remuneration and Governance committee it is recommended that the Association of Colleges (AoC) be appointed to carry out the review during the first term of the 2023/24 academic year.

RESOLUTION: that the AoC be commissioned to undertake the external review of governance during the first term of the 2023/24 academic year.

ACTION: *TS to contact AoC to engage their services for the external board review during the first term of the 2023/24 academic year.*

318. Any other business – raised as follows:

(a) Spam email from Microsoft – Jim Webster advised that he had received an email supposedly from Microsoft with regard to upgrading Teams accounts. One other governor had also received the email but it was not felt that any action was required.

319. Date of next meeting - Tuesday 16th May 2023 at 4.00pm following the Governors' Strategy Day.

320. Feedback from Ofsted Inspection January 2023 – draft report and key learning – confidential minutes (part 1) refer.

321. Progress Reports –

(a) Eight Strategic Priorities - confidential minutes (part 1) refer.

(b) Overarching Improvement Plan - confidential minutes (part 1) refer.

(c) Finance Plan to remain ESFA 'Good' - confidential minutes (part 2) refer.

322. Subcontracting Strategy - confidential minutes (part 2) refer.

323. Risk management update - confidential minutes (part 1) refer.

324. Appointment of External Auditors - confidential minutes (part 1) refer.

325. Confidential minutes of the last meeting held on 6th December 2022 (Part 1) and matters arising - confidential minutes (part 1) refer.

326. Confidential minutes of committees to note –

(a) Resources, Integration and Change committee: 24th January 2023 - confidential minutes (part 2) refer.

(b) Audit committee: 7th February 2023 - confidential minutes (part 1) refer.

327. Confidential minutes of the last meeting held on 6th December 2022 (Part2) and matters arising - confidential minutes (part 2) refer.