

**THE CORPORATION
PART ONE MINUTES**

DATE: WEDNESDAY 13 JULY 2022

PLACE: Hub Office Weybridge Campus

TIME: 5pm

PRESENT:

Andrew Baird CBE	Chair of the Corporation
Fred Gray	Chair of Resources Committee
Mary Hughes	Governor
Hilary Omissi OBE	Governor
Jackie Pearson	Chair of Curriculum & Performance Review Committee
Christine Ricketts	Principal & CEO
Dr Barbara Spittle	Vice Chair of the Corporation & Chair of the Search & Governance Committee
Lee Chantry	Staff Governor (Part One and Part Two only)
Bob Pickles	Governor
Paul Stedman	Governor
Nicholas Woolf OBE	Governor
Joshua Gregory	Student Governor (Part One Only)
Judy Peck	Staff Governor (Part One and Part Two Only)

IN ATTENDANCE

Sarah Glasspool	Executive Director, Finance, Resources & People Performance
Andrew Russell	Executive Director, SSSR
Graeme Baker	Executive Director, Curriculum
Sarah Clancy	Director of Quality & Standards
Natalie Watt	Clerk to the Corporation
Paul Mittendorfer	FEC Observer
Melissa Drayson	Clerk Designate observer

STANDING AGENDA ITEMS	Action By
<p>1. Action in the Event of Fire</p> <ul style="list-style-type: none"> The Principal & CEO provided directions in the event of a fire. <p>2. Welcome & Apologies for Absence</p> <p>The Chair of the Corporation welcomed:</p> <ul style="list-style-type: none"> Joshua Gregory, (Student Governor) to his first meeting of the Corporation Graeme Baker, (Executive Director Curriculum) to his first Corporation meeting. Paul Mittendorfer, (Observer) Melissa Drayson (Observer) <p>The Vice Chair of the Corporation, extended congratulations on behalf of the Corporation. to Andrew Baird (Chair of the Corporation) on being awarded an MBE in the Queen’s Birthday Honours List for his services to FE.</p> <p>Apologies for absence were received from:</p>	

Melanie Harding, Jeanette Bell, Andrew Gilchrist, Samuel Dundas.

3. Declarations of Interest

- Andrew Baird - Chair of the Corporation, for Orbital South Colleges.
- Bob Pickles – Governor, Orbital South Colleges

4. Notification of Any Other business

- **Dispatch of Papers** – The matter was raised by those present. The single PDF format used for dispatch was considered unhelpful for navigating the papers. It was noted that it had previously been agreed that minutes would be included as an appendix to the dispatch and not embedded. It was agreed that individual reports would be circulated (zipped) in the future. The Chair of the Corporation informed the Corporation that the new Director of Governance would be undertaking a review of dispatches with a view to the adoption of a Board Portal system, following further discussion.

Clerk

5. PART ONE Minutes of the meeting held on the 30th March 2022.

- The minutes were APPROVED as a true and fair reflection of the meeting and signed by the Chair of the Corporation.

Minutes APPROVED.

6. Matters Arising from the meeting held on 30th March 2022.

- **Minute 5 – Signing of minutes** – The Clerk advised that all Committees and relevant Corporation minutes with the exception of the Audit Committee had been signed for the last 2 years. The Audit Committee minutes need to be sent to the Chair of the Audit Committee who had agreed to sign these electronically.
- **Minute 6 – Employer Forum** – The EDSSSR confirmed to the Corporation that an invitation had been issued. It was agreed that dates for future employer forums would be included in a College calendar and circulated to Governors asap.
- **Minute 6 – Role Descriptors** – The Clerk drew Members’ attention to the S&G minutes noting that role descriptors had been approved by the committee and would be circulated for any further comments to the individuals in the roles in due course.
- **Minute 6 – Risk Management** – Long Term Sick to be included. The EDFR&PP confirmed that this had been included as a risk on the risk register.
- **Minute 7 – T Levels** – The Principal & CEO confirmed to the Corporation that the development session on T levels would now be delivered at the annual strategic away day.
- **Minute 7 – Curriculum Development** – Noted that this item was on the agenda.
- **Minute 9 – Teaching and Learning Day** – Noted that a date had been included in the Annual Schedule.
- **Minute 10 – Safeguarding** – The EDSSSR confirmed that the graphs had been reviewed and updated for visual accuracy.
- **Minute 17 – Governor Dates** – Noted that advance notice was required for governors to attend College. The Principal & CEO confirmed that a College Events Calendar was being collated for distribution at the start of the academic year.
- **Minute 18iii – Fees Policy** – The Principal & CEO confirmed that the fees policy had been amended and approved by the SLT as requested by Governors.

Clerk

Principal & CEO

Clerk

Principal & CEO

Principal & CEO

STRATEGIC REPORTS

7. Principal & CEO Report. - Presented by the Principal & CEO.

Items discussed:

- The Principal & CEO drew the Corporation's attention to the updates under each of the key strategic aims detailed in the report. Discussion followed on the delivery of the aims and the building of close community relationships was discussed in detail notably with the Weybridge Society.
- Members noted the update on the number of Staff sabbaticals and the positive results from the scheme for both Staff and Students.
- The Corporation noted the development of new areas of focus for the curriculum in partnership with Surrey Schools.
- The Principal & CEO reminded the Corporation that a brief update following the FE Commissioner visit had been circulated. The College was awaiting the final report which would now contain two recommendations. It was agreed that this would be circulated when available.
- The Principal & CEO drew Members' attention to paragraphs 38-47 and the update on funding and applications to date. The Corporation noted the strategic conversation that had taken place with the ESFA and recognised and welcomed the increased emphasis on skills.
- The Principal & CEO summarised that going forward steps were detailed in paragraph 75.
- Members queried the overall achievements percentages reported. Following discussion it was noted that 16-18 achievements had dipped slightly. The possible reasons for this were discussed and the Corporation was assured that strategies were in place to try and improve on achievements across the board.
- Members sought additional information on the Ukrainian summer school provision. The Principal & CEO confirmed that it was part of the AEB funding stream.

Report RECEIVED.

Principal & CEO

8. Strategic Plan & College KPI Report – Presented by the Principal & CEO.

Items discussed:

- The Principal confirmed to the Corporation that the report had been structured to address the strategic aims 1 to 5 of the Strategic Plan for the College.
- The Corporation noted the improvements and development of stakeholder relationships during the year. Discussion followed on the additional work needed following the introduction of T levels and employer engagement with these. Attention was drawn to the staff survey and the improvement between terms was noted. The Principal & CEO assured the Corporation that staff satisfaction would continue to be a subject of focus. Discussion followed on the break-even budget forecasted and that good headway was being made to grow direct provision.
- Members of the Corporation congratulated the College on the reduction in staff costs. The Principal & CEO advised the Corporation that the College had a significant number of vacancies and that this figure might increase once these had been filled.

Report RECEIVED.

9. Teaching and Learning Report – Presented by the Dir of Quality & Standards.

- The Corporation was advised that the report had been received and discussed in detail at the CPR Committee. Members were referred to the minutes of the Committee.

- The Director of Quality and Standards drew Members' attention to the good progress made against the plan for the year.
- The new Head of Apprenticeships had made a significant impact on Apprenticeships and there was now increased rigour in tracking the progress of learners in this area.
- Members were informed that some progress had been made in all areas that were in supportive intervention. It was noted that attendance at the GCSE exams had been good with English at 87.3% and Maths at 84.4%.
- The Corporation noted the achievement of the MATRIX accreditation and expressed their congratulations and appreciation to all those involved.
- Members' attention was drawn to the proposed college self-assessment process and the date for external validation of the SAR was confirmed as 10th November 2022 as per the annual schedule (on the agenda for approval).

The Report was RECEIVED.

10. Safeguarding

Presented by the Exec Director Student Support & Stakeholder Relationships.

Items discussed:

- The Corporation's attention was drawn to the report on the investment in mental health and wellbeing across the College for Staff and Students.
- This included investment in upskilling staff and the introduction of pop up services on site.
- The Chair of the Corporation raised concerns over the reported number of attempted suicides. This was discussed at length.
- The EDSSSR informed the Corporation that there were no clear trends emerging in College in relation to the attempts.
- Members noted that there had been one suicide of a student. This had been reported in the relevant term and would be identified in the annual report.
- Members requested an update on the appointment of a new Head of Safeguarding. The EDSSSR confirmed that the recruitment process was happening and that interim arrangements were in place to ensure continuous cover for the area.

EDSSSR

Report RECEIVED.

11. Risk Management Report & Risk Register

Presented by the Executive Director Finance, Estates & People Performance.

Items discussed:

- The Corporation was informed that a review would be undertaken of the risk management process and scores in light of Governors' discussions.
- It was noted that, at the Resources Committee, it had been agreed that risks associated with the Estates strategy should be red.
- The EDFR&PP confirmed that this had been accepted by the SLT but that the system needed to be refined and used to arrive at this result to support the process of risk in the College.
- An update on the review, scoring and reassessment of the risks would be presented to the next meeting of the Resources Committee

EDFR&PP

Risk Report RECEIVED.

FINANCIAL REPORTS (Item 13 & 14 see Part Two).

COMMITTEE REPORTS AND MINUTES

12. Audit Committee Part One

12.1 Minutes of the meeting held on 24 May 2022 – RECEIVED.

12.2 Verbal Report of the designated Governor (and Member of the Committee) on behalf of the Chair of the Committee

- The designated Governor reported on the scope of work undertaken by the Committee during the course of the last term.
- The Corporation was advised that the Committee had challenged the dates for the delivery of outstanding actions and these were being reviewed.
- It was noted that there was a disconnect between the transference of information between the two Audit firms and that SLT would be reviewing all outstanding dates and reporting back in the Autumn term.
- The Committee has established the process for the review and approval of the outstanding Financial Statements and this had been agreed with the external auditors.

Report RECEIVED.

12.3 External Audit Plan for 2021/22 Accounts

- The EDFR&PP confirmed that the plan was for completion of a standard financial set of accounts.

External Audit Plan APPROVED.

12.4 Internal Audit Annual Plan for 2022/23

- The EDFR&PP confirmed that the Internal Audit Plan had been reviewed by the Audit Committee and was recommended for approval.

Internal Audit Plan APPROVED.

13. Resources Committee Minutes Part One

13.1 Minutes of the Meeting held on the 15 June 2022 - RECEIVED.

13.2 Verbal Report of the Chair of the Committee

- The Chair of the Committee noted that the update on the Financial Statements would be addressed under Part Two. Members' attention was drawn to the revaluation of the College's estate and the annual impact of depreciation which had been recalculated.
- Members were informed that the Committee had a robust discussion around the draft budget and that staff costs (including the approved pay increase) and expected increases in energy costs, had all been included in the proposals.
- The Corporation was informed that improvement to the budgeting process and a more realistic view of expected income as recommended by the FEC had proved helpful.
- It was noted that there were no immediate concerns regarding cash.

Update RECEIVED.

13.3 Management Accounts – Presented by the EDFR&PP.

Items discussed:

- The EDFR&PP confirmed that the accounts for May had been completed and June were nearly finalised. There were no significant changes to report and income and expenditure was in line with the April accounts. It was agreed that the Management accounts for May would be circulated post meeting.
- The Corporation was informed that as planned there was cash available of approximately £2m which was business as usual. Close monitoring of the

EDFR&PP

Estates project was also established and there was close liaison with Fusion over spending in this area.

- Members discussed the AEB budget and the schedule of payments for this area. It was noted that although there had been some additional income from the Ukrainian refugee programme under the AEB contract, this was not at a significant level.
- Members noted the significant underspend on staffing. The Principal & CEO informed the Corporation that this level of underspend was not likely to remain at the same level for the following year.
- Members discussed the challenges in converting applications into enrolments, retaining students at the 42-day mark, the fluctuations in AEB with termly enrolment programmes and lagged funding.

Management Accounts for April RECEIVED.

13.4 Financial Regulations – Presented by the EDFR&PP

The Financial Regulations were APPROVED.

13.5 Draft Budget – Presented by the EDFR&PP

Items discussed:

- The Chair of the Corporation sought assurance that the pay increase had been budgeted for. The EDFR&PP confirmed that 2% had been included in the proposed budget.
- In addition, a further 300k had been allowed for to cope with increased energy costs.
- The Corporation was also reminded that the living wage increases and additional NI payments had also increased the pay costs for the College overall. Noted.

Report RECEIVED and the Budget was APPROVED.

13.6 Brooklands Enterprises Ltd. – Presented by the EDFR&PP.

Items discussed:

- Following discussion, the EDFR&PP expressed appreciation to Hilary Omissi for volunteering to act as a director of the dormant company.

Report RECEIVED and recommendation APPROVED.

14. Curriculum Performance & Review Committee

14.1 The Minutes of the meeting held on 22 June 2022 were RECEIVED.

14.2 Verbal report of the Chair of the Committee

- The Corporation was referred to the minutes and that the key reports had been brought to the attention of the Corporation as part of the Strategic Update.

Update RECEIVED.

14.3 Strategic Link Governors Verbal Updates

- The Chair of the Committee commended the College on achieving its MATRIX accreditation. This was endorsed by the Corporation.
- The attention of the Corporation was also drawn to the improvements and developments in employer engagement which had taken place in 2021/22.
- All key matters had been discussed by the Committee. The need to replace the departing Head of Safeguarding was highlighted as an area of concern, however it was acknowledged that this was being resolved. It was noted that the increased impact of mental health concerns and issues was being regularly considered by the SLT.
- Discussion followed on the inclusion of Brooklands College in the list of organisations registered under a website heading regarding concerns around

sexual harassment. No specific allegations had been made. No feedback or suggestions had been provided to the College.

- The Corporation discussed the sexual consent training rolled out across the college and the Principal & CEO assured the Corporation that this area was subject to ongoing scrutiny and development.
- It was noted that an update from the Strategic Link Governor on sustainability had been made to the Resources committee.

Updates RECEIVED.

14.4 Curriculum Changes 2022/23 – Update from the Exec Director Curriculum.

Items discussed:

- Members’ attention was drawn to the updates on T Levels and sabbaticals which had been discussed earlier in the meeting.
- The Corporation was informed that the plans for the following year had been developed to align with the strategic plan.
- Members’ attention was drawn to the move away from functional skills towards GCSEs in line with the planned change in approach.
- It was noted that this had been discussed at length by the CPR Committee.

Report RECEIVED.

14.5 Learner Voice and Engagement – Presented by the Exec Director Student Support and Stakeholder Engagement.

Items discussed:

- Members’ attention was drawn to the external services engaged to support learners. Attention was also drawn to the range of competitions that the College supported learners to engage with.
- The Corporation was advised that the SLT held termly forums for students to participate in and continued to development the learner voice.
- Discussion followed on the challenges around hybrid working and the reduction in opportunities for students to engage in work placements as a result.

Report RECEIVED.

14.6 Marketing Report – Presented by the Principal & CEO.

Items discussed:

- The Principal & CEO updated the Corporation of the recent appointment of Ricquelle Williams as the Head of Marketing, and drew their attention to the impact that she was already having.
- The Corporation was advised that a Marketing Strategy was being developed and would be presented to the CPR Committee in the Autumn Term.
- The Principal & CEO briefly discussed the 4 main marketing themes which were identified in detail in the report.
- Discussion followed on potential opportunities to market the College and raise its profile. Governors asked for key dates for any events to be fed into the College calendar and circulated to them as soon as possible.
- Members of the Corporation noted the importance of refreshing the entrance banners to the College.
- Discussion followed on possible visual enhancements and the Chair of the Corporation suggested that sponsorship opportunities should be explored.

Principal & CEO

Principal & CEO

Report RECEIVED.

15.1 Minutes of the meeting held on 30th June 2022 (Part One) – RECEIVED.

15.2 Verbal Report of the Chair of the Committee

- The Chair of the Committee outlined the areas covered by the Committee at its termly meeting.
- It was noted that the scope of business was such that the Committee had also undertaken an additional Part Two meeting.
- The Corporation was informed that the Committee has scrutinised the Quality Improvement Plan and agreed a self-assessment process for 2022/23.
- Members were informed that an annual post meeting questionnaire had also been approved to capture issues and to help inform the Chair of the Corporation of any areas of development.
- It was noted that the documents relating to self- assessment would be issued for completion shortly.
- The Committee had also considered attendance to date and had requested that the attendance of the External Co-opted Member of the Audit Committee also be included in the records.
- The Committee had also noted the array of additional duties undertaken by Governors across the board.
- A suite of Role Descriptors had also been considered and approved and these would be rolled out in the Autumn Term.
- The Committee had also discussed the need for a board portal to support the work of the Clerk and to rebuild access to supporting documents and materials for Governors. Options for this would be brought back to the Committee in due course.

CLERK

Update RECEIVED.

15.3 Governance Update – Presented by the Clerk to the Corporation.

Items discussed:

- The Clerk drew Members' attention to the proposed amendments to the Standing orders. The inclusion of an option to manage any sabbatical applications from Governors was approved. It was also agreed that the term of office for Student Governors would be set at 2 years.
- The Clerk confirmed to the Corporation that the CPR Committee and the Resources Committee, respectively, had been consulted on the proposed changes to their terms of reference and were recommending them for approval.

The Report was RECEIVED and the Recommendations APPROVED.

Use of the Seal

1. **Ashford Campus Hair and Beauty Salon** - The Corporation was advised that the Corporation SEAL had been used against the signing of the contract for the works to the Hair and Beauty Salon at the Ashford Campus. The EDFR&PP confirmed that the Corporation log had been updated accordingly.
APPROVED.
2. **Surrey Lifelong Learning Contract** – The EDFR&PP informed the Corporation that the College had entered into an agreement to host the Charity which refurbished and sold bikes. Students would also be given an opportunity to become part of the programme for this area. The Corporation was informed that the contract had been signed and sealed just prior to the meeting.
APPROVED.

CHAIR'S ACTION

- The Chair of the Corporation informed the Corporation that he had executed Chair's Action for the signing of a contract with Eversheds for the provision of

legal services to support the Development Project. The Chair confirmed that the value of the contract was within the parameters of delegation already reported to the Corporation.

The Corporation RATIFIED the use of Chair's Action.

15.4 Annual Schedule – Presented by the Clerk to the Corporation

- The Chair of the Corporation drew Members' attention to the joint PREVENT training arranged for September at East Surrey College and urged Members to attend if at all possible.

Annual Schedule APPROVED.

The Chair of the Corporation presented the Clerk to the Corporation with a token of thanks on behalf of the Corporation and expressed his appreciation for her hard work and commitment during her tenure.

31. Any Other Business

None

32. Date of Forthcoming meetings in Autumn Term

- **Wednesday 7 September 2022 at 6pm – Special Corporation (tbc)**
- **Thursday 29 September at 6pm - Joint Prevent Training at E Surrey College**
- **Wednesday 12 October at 12pm – Strategic Planning and Development Session and Corporation meeting**
- **Wednesday 14 December at 18.00. Corporation meeting**

Signed By: _____

Date: _____