

MEETING OF THE CORPORATION

MINUTES (PART ONE)

Date	Wednesday 29th March
Time	18.00
Location	Brooklands College, Weybridge Campus
Present (Governors):	Chair: Barbara Spittle Ian Carey (Staff Governor) Fred Gray Joshua Gregory (Student Governor) Mary Hughes Craig Mahoney (Chair Designate) Jackie Pearson Judy Peck Christine Ricketts (Principal and Chief Executive) Paul Stedman Nicholas Woolf
Officers and advisers In attendance	Graeme Baker – Executive Director of Curriculum (EDC) Sarah Clancey – Executive Director of Education (EDE) Ashok Patel – Interim Executive Director of Finance (EDF) Andrew Russell – Executive Director, Student Support and Stakeholder Relationships (EDSSSR) Melissa Drayson - Director of Governance (DG)
Observers	Paul Mittendorfer – ESFA
Apologies for absence	Samuel Dundas (Student Governor) Dr Andrew Gilchrist Melanie Harding
Quorum	The meeting was quorate throughout

Item	Action lead
<p>1. Preliminary items</p> <p>1.1 Welcome and Apologies for Absence</p> <p>The Acting Chair welcomed Craig Mahoney, Chair Designate, to the meeting, and round table introductions were made.</p> <p>Apologies were received from Andrew Gilchrist and Melanie Harding. Samuel Dundas was noted as not present at the meeting.</p> <p>1.2 Declarations of interest</p>	

Previously declared interests were carried forward. There were no new interests relating to items on the agenda.

1.3 Urgent other business notified in advance

No items of urgent other business had been raised before the meeting.

2. Minutes of previous meetings

The Part One Minutes of the Corporation meeting on 14th December 2022 were **APPROVED** as an accurate record.

3. Matters Arising

Supporting paper by the Director of Governance

The Corporation noted that all actions from previous meetings had either been completed, were covered on the agenda, or were in progress.

4. Principal and CEO Report, including progress against whole college KPIs

Supporting paper presented by the PCEO

Governors considered the key headlines from the report, set out against each strategic aim.

Aim 1: Produce highly qualified and skilled people to enter the workforce (Learners)

The Curriculum and Performance Review Committee had scrutinised data and other reports at its meeting on 15th March.

Attendance rates had increased by just over 5% since the previous term due to targeted work and this continued to be a priority. Further work was needed, however, to close the gap between English and Maths and vocational attendance. Achieving and sustaining mid-year improvement in attendance was known to be challenging across the sector.

An improvement in achievement rates was forecast.

Five governors had attended the Teaching and Learning Day on 1st March and had provided valuable feedback from their observations, which triangulated well with management information in terms of areas of strength and weakness.

AGREED: That the recommendation for governors to actively prioritise the quality of education be fully supported

Aim 2: Be a leading community asset with a strong reputation in order to play a part in driving the local and regional economy (Community)

Governors were updated on the work taking place around the local skills agenda since presentations and workshops at the 1st February strategy day. The Chair and other governors had accompanied the PCEO to local stakeholder events with other Surrey and Hampshire Colleges.

To meet the requirement to develop and publish an accountability statement by 31st May, a draft would be brought for discussion and shaping at the Strategy Session on 26th April.

Good progress had been made in developing Skills Development Fund (SDF) provision to establish Electric Vehicle.

Curriculum groups across Surrey specialising in construction had been meeting employers to discuss meeting specific skills shortages for dry liners and roofliners.

5. Curriculum, Quality and Learning Experience

5.1 Student Governor Report

Verbal report by the Student Governor, Joshua Gregory.

The Student Governor reported that his experience of his course continued to be positive. He had, however, picked up an increasing number of complaints about pot-holes in the student carpark, some of which presented a health and safety issue.

AGREED: That measures would be taken to address the state of the student carpark

PCEO

5.2 Report and Recommendations of the Curriculum and Performance Review (CPR) Committee on 15 March 2023

Supporting paper presented by the Chair of CPR Committee

Headlines from the Minutes were:

- A deep dive report was provided into curriculum planning and skills agenda readiness
- There was thorough scrutiny of attendance, progress and achievement against KPI targets at both the Committee and the Performance sub-group attended by the Chair and CPR Chair.
- The EDI Annual Report (Item 7) was a helpful insight into areas of student achievement gap and measures to address these. The report would develop over time.
- The Safeguarding Termly Report (Item 6) demonstrated that the increase in the number of students requiring support for a wide range of issues continued.
- An update on student recruitment for 2023-24 highlighted the need for governors to be kept updated with student numbers at all committees.
- Governors were urged to engage with the college at performance reviews and student events.

RESOLVED: That the updated CPR Committee Terms of Reference be APPROVED.

6. Safeguarding Report

Supporting paper presented by the Safeguarding governor/EDSSSR

- The Safeguarding Team continued to do good work with an increasing number of challenges.
- There was a need to be clearer about addressing poorer outcomes for students with a safeguarding concern
- All governors needed to complete the new online safeguarding training.
- At the request of governors, an update was provided on the incident at the Thomas Knyvett school that had been reported in the media. The College had implemented a rapid response to support the school's students and staff and to ensure their safety. The school had been given access to the Ashford campus to undertake its formal investigation.

The Safeguarding Termly Report was RECEIVED with thanks.

7. Equality and Diversity Annual Report

Supporting paper presented by the EDC and Chair of CPR

The report was based on data gathered as part of the Self-Assessment process and focussed on the performance of students across different protected characteristics.

There were a number of strengths in the delivery of education to SEND, transition and High Needs students. Areas for improvement included:

- Routine use of data at all levels to further identify the impact of specific and different student characteristics
- Articulation and inclusion of student characteristics within our processes for performance monitoring and evaluation (including Self-Assessment Review).
- A shared/cross-College understanding of key techniques (including in planning) in teaching and learning that support students with a learning difficulty and/or disability to do well in lessons
- Appropriate, targeted and specific interventions and/or support for students facing potential and/or actual disadvantage such as leaving care, or economic difficulties.

RESOLVED: That the Equality and Diversity Annual Report be APPROVED

8. Finance and Resources

8.1 Report and Recommendations of the Resources Committee on 7 March 2023 (Part 1)

Supporting paper presented by the Chair of Resources Committee

- The People report had highlighted high levels of staff turnover. This was a sector issue, but still a risk for the college. An action for the next meeting was a discussion on reasons for leaving. Management reported that pay did not appear to be the main reasons for leaving and that common themes were life-changes post Covid, workload and capacity – particularly related to the increased demands of the estates project.

- The Committee had flagged a concern that the changes of Health and Safety personnel had impacted on the quality of reporting to governors. The Committee had required a return to the previous level of assurance reporting.
- In response to governor request, The PCEO provided an update on recruitment. Following governor feedback, the appointment of an interim Health and Safety lead had been prioritised. Recruitment to the permanent position had been extremely challenging. Recruitment of a new Head of Estates was underway. The Premises Team was currently managed by a lead officer, with support as required.

RESOLVED: That, at the recommendation of the Resources Committee, the Treasury Management Policy be APPROVED.

8.2 Fees Policy

Supporting paper presented by the Interim EDF

Governors noted that changes to the previous version were minor only. A schedule of fees would be provided in the full version.

RESOLVED: That the Fees Policy 2023-24 be APPROVED

9. Audit and Risk

9.1 Report of the Audit Committee on 8 March 2023 (Part One)

Supporting paper presented by Nicholas Woolf on behalf of the Chair

The Corporation noted the report. Headlines were that most of the discussion had focussed on internal audit. There were no major areas of concern in terms of assurance over our controls. However, progress on implementing recommendations from the MIS audit had been delayed. The new Head of MIS would be meeting the auditors to progress these. The Committee had confirmed that it had confidence in the work of the internal auditors.

9.2 Corporate Risk Register

Supporting paper presented by Ashok Patel and Nicholas Woolf

The Corporation noted the updated risk register. Audit Committee had reviewed it in detail, and had asked that some of the regraded risks should be assessed again. The Interim EDF would bring a report back to the May Audit Committee meeting. It was noted that the internal auditors had been complementary about the college's risk management processes.

It was noted that the Curriculum and Performance Review Committee had had a good discussion about safeguarding and the consensus was that, in spite of the quality of the service, this should remain a red risk.

10. Search and Governance

19.1 Report of the Search and Governance Committee on 1st Nov (Pt 1)

Supporting paper presented by the Chair of SGC

The report was received and attention was drawn to:

- the need for a SEND Link Governor. This was an important part of the college's work, and was also now a DfE recommendation.
- As part of the Chair recruitment campaign, another candidate had been invited to fill one of the governor vacancies.
- The FE Commissioner had appointed a National Leader of Governance, Charles Buchanan to support the Corporation over the forthcoming months, particularly with the estates project and the transition to the new Chair.

RESOLVED: that, on the recommendation of the SGC, the following be APPROVED:

- i. The Governance Improvement Plan 2022-23**
- ii. The Governor Training and Development Plan 2023**
- iii. The appointment of Paul Stedman to Resources Committee on a temporary basis, pending further governor recruitment**
- iv. The governor reappointment procedures, for inclusion in the Standing Orders.**

10. Urgent Other Business - none

11. Dates of Summer Term all-governor meetings

26 April: Strategic Planning Session (Ashford Campus)
12th July: Corporation (Weybridge Campus)

Signed:

(Chair)

Date: