

CORPORATION
MINUTES OF MEETING HELD ON TUESDAY 14 DECEMBER 2021
VIA MICROSOFT TEAMS AT 5.00 PM

PRESENT: Mr A Menzies (Chair); Mr B Meredith (Principal); Mr K Kendall (Vice Chair); Dr S Hamer; Ms A Moran; Ms K Moore; Mr J Hurst; Mr I Sackree; Ms V Shannon; Mr M Thomas; Mr A Milner, Ms R Brassington; Ms S Kirby; Mr J Wells.

IN ATTENDANCE: Ms C Sykes (Clerk); Ms K Calvert (Deputy Principal – HR and Organisational Services “DPHROS”); Ms R Ellis-Jones (Deputy Principal – Curriculum and Quality “DPCQ”); Mr S Kelly (Finance Director), Mr R Lewis (Financial Statements Auditors “FSA”).

21.18 APOLOGIES FOR ABSENCE

Jessica Patterson & Jack Bowler.

21.19 DECLARATIONS OF INTEREST

Ms R Ellis-Jones & Mr B Meredith declared an interest in agenda item 11.

21.20 MINUTES OF THE PREVIOUS MEETING

- i. Minutes of the previous meeting held on 26 October 2021, along with the confidential minutes. The minutes were **APPROVED** as an accurate record and will be signed by the Chair.
- ii. The Clerk noted that all actions from the previous meeting are completed, or included on the agenda of this meeting of the Corporation.
- iii. There were no other matters arising from the minutes not covered elsewhere on the agenda.

21.21 STUDENT ASSOCIATION REPORT

To receive and consider the Student Association Report to the Governors – December 2021.

In the absence of the Student Members, the Clerk provided the Student Association Report – December 2021. There were no comments from the members on the report.

The **Student Association Report to the Governors** was **RECEIVED**.

21.22 PRINCIPALS REPORT

To receive and consider the Principals Report to the Governors – December 2021.

The Members **RESOLVED** that the Principal's Report should be considered confidential.

The Principal took the Members through the Report and Members' questions are recorded in the Confidential Minutes.

The **Principal's Report** was **RECEIVED**.

21.23 COLLEGE PERFORMANCE REPORTS

i. To receive and approve the Annual Health and Safety Report for 2020/21

The DPHROS presented the report. She noted that Health & Safety is embedded across the college, with a full-time advisor and regular meetings held by the College management. Health & Safety is embedded into the Curriculum with additional support from a consultancy service for specialist areas such as the Farm and in Sport. There is an online system for recording accident, incidents and near misses and the college participates in Health Surveillance for those in higher risk roles. There is a range of training available in house including working at height, lifting, fire warden and first aid, as well as being embedded into all staff and student inductions. The College promotes a working toward safety culture, and has a positive and proactive approach to a health & safety culture.

In response to a Member's question, it was confirmed that incidents could be as a percentage of total staff or student number to give a standardised view of where the incidents are. In addition, the number of staff undergoing training as a percentage would be beneficial for members.

Action: H&S Advisor

The **Annual Health and Safety Report for 2020/21** was **APPROVED**.

ii. To receive and consider the progress against Curriculum Transformation

The DPCQ presented the report. She noted that it was important for members to undertake periodic review of the current curriculum, whether it is current and its outcomes. The report gives the evidence against the curriculum; however, it is important to consider that there is a number of legislations changes which will impact the College and are being monitored.

Members noted the initiatives for the in-work skills initiative, and how the works offers this linked to the Institute of Technology (IOT) and also the funding received as part of the skills development fund.

The DPCQ noted the change and change management which is ongoing in the HE faculty, adding that there are still a number of programmes to validate this year.

It was confirmed that the College continues to work towards a Microsoft Showcase status in line with its Digital Strategy, as well as using other programmes to support students virtually, e.g. the success of Century to support Maths & English, and evidence of most student improving their grade.

Members were pleased with progress made so far and welcomed the document as an aid, ensuring the Curriculum remains current in line with local and national need.

The **progress against Curriculum Transformation** was received.

iii. To receive and consider the Annual Report on Gifts & Hospitality

The Principal noted the report which was taken as read. Due to COVID opportunities to engage in Principal's hospitality has been limited, this is reflected in the report. There were no questions on the report.

The **Annual Report on Gifts & Hospitality** was received.

iv. **To receive and consider the Annual Report on Sponsorship of People/ Events**
The Principal noted the report which was taken as read. Member's asked about the current marketing strategy and requested more information on this area including the plans for the department, including metrics, actions, successes, specifically in areas that are underperforming, e.g. HE.

Action: Director of Marketing.

The **Annual Report on Sponsorship of People/ Events** was received.

21.24 CURRICULUM AND QUALITY ENHANCEMENT COMMITTEE BUSINESS

i. **To receive and consider the draft minutes of the Curriculum and Quality Enhancement Committee meeting held on 9 November 2021**

The DPCQ took the Members through the draft minutes of the Curriculum and Quality Enhancement Committee meeting held on 9 November 2021. Members' questions are recorded in the Confidential Minutes.

The **draft minutes of the Curriculum and Quality Enhancement Committee meeting held on 9 November 2021** were **RECEIVED**.

ii. **To receive and approve on the recommendation of the Curriculum & Quality Enhancement Committee the FE Self-Assessment Report for 2020/21**

The DPCQ took the Members through the FE Self-Assessment Report for 2020/21. Members' questions are recorded in the Confidential Minutes.

The **FE Self-Assessment Report for 2020/21** was **APPROVED**.

iii. **To receive and approve on the recommendation of the Curriculum & Quality Enhancement Committee the HE Self-Evaluation Document for 2020/21**

The DPCQ took the Members through the HE Self-Evaluation Document for 2020/21. Members' questions are recorded in the Confidential Minutes.

The **HE Self-Evaluation Document for 2020/21** was **APPROVED**.

iv. **To consider and approve on the recommendation of the Curriculum & Quality Enhancement Committee the FE Quality Improvement Plan**

The DPCQ took the Members through the FE Quality Improvement Plan. Members' questions are recorded in the Confidential Minutes.

The **FE Quality Improvement Plan** was **APPROVED**.

v. **To consider and approve on the recommendation of the Curriculum & Quality Enhancement Committee the HE Quality Improvement Plan 2020/21**

vi. **To consider and approve on the recommendation of the Curriculum & Quality Enhancement Committee the HE Quality Improvement Plan 2021/22**

The DPCQ took the Members through the HE Quality Improvement Plans for 2020/21 and 2021/22. Members' questions are recorded in the Confidential Minutes.

The **HE Quality Improvement Plans for 2020/21 and 2021/22** were **APPROVED**.

vii. **To consider and approve on the recommendation of the Curriculum & Quality Enhancement Committee the Quality Strategy 2021/22**

The DPCQ took the Members through the Quality Strategy 2021/22. Members' questions are recorded in the Confidential Minutes.

The **Quality Strategy 2021/22** was **APPROVED**

21.25 **AUDIT COMMITTEE BUSINESS**

i. **To receive and consider the draft minutes of the Audit Committee meeting held on 2 December 2021**

The Chair of the Committee noted the minutes of the meeting for consideration as circulated. It was noted that all the business in the meeting was for discussion as part of this agenda. No questions were raised.

The **draft minutes of the Audit Committee meeting held on 2 December 2021** were **RECEIVED**.

ii. **To consider and approve on the recommendation of the Audit Committee the Regularity Audit Self-Assessment Questionnaire**

The Chair of the Audit Committee took the Members through the Regularity Audit Self-Assessment Questionnaire. It was noted that the document is used as a starting point to gather management responses ahead of the Audit and is a document belonging to the College. In addition to the normal questions, as added in 2019/20, there were some additional questions this year in relation to COVID-19.

It was confirmed that the FSA had noted good management responses, which provided the auditors with great detail ahead of the audit starting. Member's expressed their appreciation to the teams involved.

The **Regularity Audit Self-Assessment Questionnaire** was **APPROVED**

iii. **To consider and approve on the recommendation of the Audit Committee the Member's Report and Financial Statements including the Regularity Audit Report for 2020/21**

The Chair of the Audit Committee took the Members through the Member's Report and Financial Statements including the Regularity Audit Report for 2020/21. Members' questions are recorded in the Confidential Minutes.

The **Financial Statements including the Regularity Audit Report for 2020/21** was **APPROVED**

At this point Mr R Lewis (FSA) joined the meeting.

iv. **To consider and approve on the recommendation of the Audit Committee the Management Letter on Financial Statements for 2020/21 including Final Regularity Audit**

The Financial Statements Auditor (FSA) took the Members through the Management Letter on Financial Statements for 2020/21 including Final Regularity Audit. Members' questions are recorded in the Confidential Minutes.

The **Management Letter on Financial Statements for 2020/21 including Final Regularity Audit** was **APPROVED**.

At this point Mr R Lewis (FSA) left the meeting.

- v. **To consider and approve on the recommendation of the Audit Committee the Annual Audit Committee Report for 2020/21**

The Chair of the Audit Committee took the Members through the Annual Audit Committee Report for 2020/21 which documents the work of the committee throughout the year. It was noted that the work of the Audit Committee was increased this year, and they had been fully engaged in the tender processed of both the Internal and External Auditors in year. No questions were raised by the Members on the report.

The **Annual Audit Committee Report for 2020/21** was **APPROVED**

21.26 FINANCE & RESOURCES COMMITTEE BUSINESS

- i. **To receive and consider the minutes of the Finance & Resources Committee meeting held on 26 October 2021**

The Chair of the Committee noted the minutes of the meeting held 26 October 2021, noting that a verbal update of the meeting had been provided at the Corporation meeting held 26 October 2021. There were no queries raised with the minutes of the meeting held 26 October 2021.

The **minutes of the Finance & Resources Committee meeting held on 26 October 2021** were **RECEIVED**.

- ii. **To receive and consider the verbal update of the meeting of the Finance and Resources Committee meeting held on 14 December 2021**

The Chair of the Committee highlighted the key areas of discussion in the meeting, of which is detailed in the following agenda items.

The **verbal update of the meeting of the Finance and Resources Committee meeting held on 14 December 2021** was **RECEIVED**.

- iii. **To consider and approve on the recommendation of the Finance & Resources Committee the General Data Protection Policy (3.05)**

The Chair of the Committee noted the report as circulated. It was confirmed that the policy had minor amendments to note and that the Committee was content that this policy be approved.

The **General Data Protection Policy (3.05)** was **APPROVED**.

- iv. **To consider and approve on the recommendation of the Finance & Resources Committee the Freedom of Information Policy (2.02)**

The Chair of the Committee noted the report as circulated. It was confirmed that the policy had minor amendments to note and that the Committee was content that this policy be approved.

The **Freedom of Information Policy (2.02)** was **APPROVED**.

- v. **To receive and consider the Management Accounts to 31 October 2021, including Debtors Report**

The Chair of the Committee took the Management Accounts to 31 October 2021, including Debtors Report. Members' questions are recorded in the Confidential Minutes.

The **Management Accounts to 31 October 2021, including Debtors Report** was **RECEIVED**.

- vi. **To consider and approve on the recommendation of the Finance & Resources Committee a Review of the Capital Budget**

The Chair of the Committee took the Review of the Capital Budget. Members' questions are recorded in the Confidential Minutes.

The **amendments to the Capital Budget 2021/22** was **APPROVED**.

- vii. **To receive for information an IT Funding Strategy Report**

The Chair of the Committee took the IT Funding Strategy Report. Members' questions are recorded in the Confidential Minutes.

The **IT Funding Strategy Report** was **RECIEVED**.

- viii. **To consider and approve on the recommendation of the Finance & Resources Committee the Management Information System Proposal**

The Chair of the Committee highlighted to members the requirement for a new Management Information System. It was confirmed that the current system required significant improvement and that quotes for this work had indicated a new system may be more beneficial. A complete tender process had been discussed at the meeting of the Finance & Resources Committee and it was considered that the proposed system should be approved. Members discussed the importance of keeping up with systems and developments and agreed with the proposal.

The **Management Information System Proposal** was **APPROVED**.

21.27 GOVERNANCE

To consider and approve the Review of Confidential Items for the period July 2020 to July 2021.

The Chair noted the document which was taken as read. The Clerk noted that there had been no requests for information. Members agreed that there should be no changes to the confidential items and that they should remain confidential.

The **Review of Confidential Items** was **APPROVED**

21.28 COLLEGES HOUSING ALLOCATION

The DPHROS noted the paper which was taken as read. Members discussed the complexities of providing accommodation and the implications in terms of HMRC legislation. The Clerk confirmed that the Management has presented the information at the request of the Members and that assurance on the allocation had been received by the College's legal advisors on this matter.

Members discussed the request to have the reason which each house is occupied, and not the detail of the person (e.g. Cottage 1 – Equine Centre Manager – required for council licence and for care of animals). It was agreed this would be circulated. **Action:** DPHROS

In addition, the Member's felt an annual update would be provided to the Corporation which sets out how the College deals with Housing allocations and that the Corporation can be assured that all of the allocations are compliant within the limitations of the HMRC. It was agreed this would be added as suitable e.g. for review by the Audit Committee or as part of the HR report. The Clerk noted to add to the annual cycle of business to ensure this is reported going forwards.

Action: Clerk

21.29 CHANGE TO THE COLLEGE BANK MANDATE

The Finance Director noted that this was a simple change for the newer Strategic Leadership Group (SLG) members to be added to the bank mandate. There were no queries or issues raised from the members.

The **Change to the College Bank Mandate** was **APPROVED**.

21.30 POLICIES

i. To consider and approve the Critical Incident and Disaster Recovery Plan

The Principal noted the policies, noting the minor alterations as highlighted. Members questioned the last time the policy was implemented of which it has not been required but has been used as part of a practise run.

The **Critical Incident and Disaster Recovery Plan** was **APPROVED**.

ii. To consider and approve the Health & Safety Policy

The Principal noted the Health & Safety Policy which was updated with minor amendments only. There were no queries or issues with the policy.

The **Health & Safety Policy** was **APPROVED**.

iii. To consider and approve the adoption the International Holocaust Remembrance Alliance (IHRA) working definition of antisemitism, as proposed by the Office for Students (OfS)

The DPCQ noted that this was initially assumed this would not be required as other college policies would cover the detail, however government and OfS are in support of this policy so it feels the right thing to do. Members raised no queries or issues with the policy.

The **adoption the International Holocaust Remembrance Alliance (IHRA) working definition of antisemitism, as proposed by the Office for Students (OfS)** was **APPROVED**.

21.31 ANY OTHER BUSINESS

The Principal noted a decision to provide a Christmas Bonus to Staff in the form of Vouchers. This was a token of recognition and appreciation for all staff.

Members commended the decision to reward all staff for their efforts in what has been a challenging year.

21.32 DATE OF THE NEXT MEETING

Tuesday 29 March 2022 at 5.30 pm.

There been no further business the meeting concluded at 19.00.

Signed: Chair.....

Name.....

Date.....



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CONFIDENTIAL MINUTES