



**MINUTES OF THE MEETING OF THE CORPORATION
HELD ON THURSDAY 21**

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| c | <p>Governors NOTED and agreed:</p> <ul style="list-style-type: none"> • Standing Orders or Instrument and Articles for 2021/22 – no changes proposed • the Terms of Reference for the Curriculum and Quality Committee significantly revised by its Chair • updated Terms of Reference for the board and all other Committees to reflect current Job Titles <p>Governors APPROVED the Terms of Reference for 2021/22 for the Board and its committees subject to agreed changes.</p> <p>ACTION: Acting Clerk to update relevant documents to capture agreed changes and publish</p> <p><u>Register of Members Interests</u> Governors NOTED the updated Register of Members Interests for 2021/22.</p> |
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POLICY AND STRATEGIC BUSINESS

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| 5 | <u>CHIEF EXECUTIVE AND ACTING PRINCIPAL 'S REPORT</u> |
| 5.1 | CE&AP updated Governors on a serious incident off-site relating to a former, and current students. He outlined work being done by the college with both students and partners, including the police. Communication about the incident had been sent to all staff. The Strategic Leadership Team were considering any further actions to be taken regarding safeguarding, training and wider engagement with community groups. In response to a question from Governors, CE&AP confirmed that support had been offered to all staff. |
| 5.2 | CE&AP presented his report to the board. He highlighted: <ul style="list-style-type: none"> • continuing work to address underperforming departments • the very positive response to recent drop-in sessions and workshops with staff |
| 5.3 | Governors welcomed the positive changes that had and continued to take place including improved communication. The board discussed the move to greater transparency and the following points were made: <ul style="list-style-type: none"> • financial information/accounts are shared with staff at intervals • the possibility of publishing non-confidential papers from Strategic Leadership Team meetings was being explored • a careful balance to be struck to achieve transparency without compromising confidentiality where required and without placing undue pressure on staff |
| 5.4 | Governors enquired whether the range of plans being implemented could be brought together in a single plan that would be more accessible for both staff and students. CE&AP explained how the plans sat under aims within the Strategic Plan. He agreed that clarity about how these strategies and plans were interlinked was extremely important and was discussed by the Executive Team. |
| 5.5 | Student Governors requested more communication regarding extra-curricular activities and sustainability. CE&AP noted this request. |
| 5.6 | Governors requested a regular update on external partnership activities. ACTION: VPCS&ER to take forward. |
| 5.7 | CE&AP informed Governors that the FEC Commissioner visit remained a virtual one. |

5.8 CE&AP noted that apprenticeship numbers and engagement were increasing. He highlighted the benefits that could be realised through the Bristol Talent partnership but noted that this was not without risk, including the use of 'Bristol' branding. Governors suggested that the collaboration might be widened to other partners in future, to offer greater scale and an employer marketplace.

5.9 CE&AP informed the board that HE recruitment numbers had fallen further below target. He highlighted that:

- the college's partnership with UWE would be central to the success of HE Strategy in future .

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| | core should be face to face, which was preferred by 16-18 year olds. Adult learners' potential preference for online tuition had been noted. |
| 8.5 | In response to a question from Governors, VPC&Q stated that the pace of change was placing Heads of Department under pressure and that they would be encouraged to take a break during half-term. |
| 8.6 | Governors enquired whether poor performance could pass unnoticed. VPC&Q stated that Heads of Department were familiar with their teams of staff and had the data available in order to ask the right questions to assess performance. |
| 8.7 | Governors APPROVED the Self-Assessment Report and Quality Improvement Plan. |
| 9 | <p><u>BUSINESS SERVICES COMMITTEE REPORT</u></p> <p>The Chair of Business Services Committee reported that the meeting on 23 September 21 had</p> <ul style="list-style-type: none"> • reviewed the latest financial and enrolment positions • reviewed and recommended the Estates Strategy to the board for approval • received and noted the annual report on Cyber Security • continued to focus on HR as per FEC recommendations |
| 10 a | <p><u>CONFIDENTIAL UNTIL PUBLICATION OF THE ANNUAL REPORT & ACCOUNTS</u></p> <p><u>FINANCIAL OUTTURN 2020-21 (UNAUDITED HEADLINES)</u></p> <p>CE&AP presented the Financial Outturn 2020-21 (Unaudited Headlines)</p> <p>In response to an enquiry from Governors, CE&AP explained that Davy House was unlikely to be a recognised disposal for 2020/21, however the aim was for it to be recognised as such during 21/22. The college would be required to make a case for mitigation to WECA to avoid clawback on under-delivery. Governors queried why WECA's position should be different to that of the ESFA.</p> <p>Governors noted and APPROVED the Financial Outturn 2020-21 (Unaudited Headlines)</p> |
| b | <p><u>AUDIT COMMITTEE REPORT</u></p> <p>The Chair of the Audit Committee reported that:</p> |
| b.1 | <p><u>Internal Audit</u></p> <ul style="list-style-type: none"> • the committee had met and agreed the Internal Audit Plan to 2022 • Bishop Fleming, new Internal Auditors, had been appointed part way through the plan • the draft Internal Audit Report for year ended July 21 was due to be formally signed off with the finding 'reasonable and effective' which was one of the highest ratings available |
| b.2 | <p><u>External Audit</u></p> <ul style="list-style-type: none"> • was progressing well • Covenants had been revised and had not been breached • a clean Audit Report expected |
| c | <p><u>STUDENT UNION FINANCES FOR 2020/21</u></p> <p>Governors APPROVED the Student Union finances for the prior year (2020/21).</p> |

Student Governors highlighted the fact that awareness of the Student Union was not

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| | <p>academic year and that there would be a budget for this and to raise the profile of the Student Union. ACTION: CE&AP to take forward.</p> |
| d | <p><u>BUDGET 2021-22 UPDATE</u> CE&AP presented the budget update, noting that whilst some contingency had been used due to under-recruitment to HE, the budget was still likely to be met. A pay award of 1% had initially been factored into the budget, to be met through savings efficiencies. A revised proposal would be considered under Agenda Item 18.</p> |
| e | <p>CONFIDENTIAL UNTIL PUBLISHED EARLY ENROLRIE&AP p6 Tf 11.04 0 0 11.04 2782.6 (I</p> |

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| 14 | <p>Equality, Diversity and Inclusion Policy Governors APPROVED the Equality, Diversity and Inclusion Policy following recommendation from the C&Q Committee Meeting of 27 September 2021. ACTION: Acting Clerk to publish on website/sharepoint as appropriate.</p> |
| 15 | <p>Positive Handling Policy Governors APPROVED the Positive Handline Policy following recommendation from the C&Q Committee Meeting of 21 June 2021. ACTION: Acting Clerk to publish on website/sharepoint as appropriate.</p> |
| | <p>ANY OTHER BUSINESS</p> |
| 16 | <p>ESTATES STRATEGY AND CAPITAL TRANSFORMATION BID Governors APPROVED the Interim Estates Strategy following recommendation from the Business Services Committee meeting of 23 September 2021.</p> |
| 17 | <p>Appointment of new Corporation Member Governors APPROVED the appointment of Marc Griffiths as an external member to join ahead of the next Board Meeting ACTION: Acting Clerk to undertake due diligence as required, confirm appointment and plan induction</p> |
| 18 | <p><u>CONFIDENTIAL</u> Pay Award</p> <p>7 K L V L W H F F R U G H G D V D F R Q I L G H Q W L D O P L Q X W H</p> |

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| | <p><u>CLOSE</u></p> <p>There being no further business the Chair thanked members for attending and closed the meeting at 8:21pm</p> |

Liz Gorman
Acting Clerk to the Corporation

Signed as a correct record on (Date)

..... (Chair)