

**Minutes of the Corporation Meeting held at 6pm on 2<sup>nd</sup> April 2025 in  
Room 3-01, Aylesbury Campus**

<b>Governors Present</b>	Martin Tugwell (Chair)	Cathie Prest	Sarah Mason
	Jenny Craig (Principal & CEO)	Chris Oakley	Tomas Pukalski
	Ian Greggor (Vice Chair)	Iain Brown	Victoria Topham
	Adam Poland	Ian Harper	
	Amir Khaki	John Boyle	
<b>In Attendance</b>	John McGrath (Chief Operating Officer (COO))		
	Hannah James (Vice Principal Curriculum & Quality (VPCQ))		
	Tracey Matthews (Vice Principal Commercial & Partnerships (VPCP))		
	Nicky Ellis (Assistant Principal Student Engagement & Support (APSES))		
	Oliver Roth (Executive Director MIS & Digital Transformation (EDMDT))		
	Anna Smith (Director of Governance (DG))		
<b>Apologies</b>	Tim Marshall	Martina Porter	Alex Reynolds
	Karina Rovdanikaite	Jessica Nathanielsz	Isobel Ellison (Executive Director HR (EDHR))

<b>Minute No.</b>	<b>AGENDA ITEM</b>
<b>12.25</b>	<p><b>STUDENT VIDEO</b> Students at the Wycombe campus had produced a short film (to be circulated following the meeting) to be used in tutorials raising awareness of self-harm. The film had been produced under the support and guidance of Thames Valley Police.</p>
<b>13.25</b>	<p><b>CHAIR'S WELCOME</b> The Chair welcomed all to the meeting. Apologies were noted. The Register of Governors' Interests had been updated accordingly to record new interests declared. The meeting was quorate.</p>
<b>14.25</b>	<p><b>STRATEGIC CONVERSATION – STUDENT TRANSPORT <i>Led by Tomas Pukalski</i></b> It had been agreed at the last meeting, given the successful work of the committee structure, time during Board meetings could be devoted to focussing on an issue raised by governors (either at the Corporation or outside it) and discussing strategically how governors might be able to support any challenges. The Chair handed over to Tomas Pukalski to introduce the topic and open discussion.  <i>Notes of the discussion are recorded separately.</i>  The Chair recorded his thanks to Tomas Pukalski, the EDMDT and the APSES for their work in supporting the conversation.</p>
<b>15.25</b>	<p><b>DIRECTOR OF GOVERNANCE REPORT</b> Chris Oakley left the meeting while the Search and Governance Committee's recommendation for his reappointment was considered. The Corporation <b>Resolved</b> to <b>Approve</b> the reappointment of Chris Oakley as an Independent Governor for a second term from 28/4/2025 to 27/4/2029.</p>
<b>16.25</b>	<p>Cathie Prest, Amir Khaki and Tomas Pukalski left the meeting while the following appointments were considered and <b>Approved</b> with effect from 1/6/25:  Cathie Prest appointed as Chair of the Curriculum, Quality and Students Committee Amir Khaki appointed as Chair of the Search and Governance Committee Cathie Prest appointed as Member and Vice Chair of the Search and Governance Committee Tomas Pukalski appointed as Member of the Curriculum, Quality and Students Committee</p>
<b>17.25</b>	<p>Governors were asked to let the DG know if they have any contacts who might be interested in joining the Board (<b>Action: Governors</b>).  In reflecting on the governor links and engagement activities, link governors shared their positive experiences. Meetings and visits are valuable opportunities to gain strong insight into an area and work</p>

Minute No.	AGENDA ITEM
	<p>well as a 'temperature check' for triangulating what is being heard at Board level. Participating in student events such as Velocity and the Business &amp; Enterprise Competition provide good opportunities for governors to get a feel for the student experience.</p> <p>Governors were asked to inform the DG by 30/4/25 of any areas they would like to link with in 2025-26 or any other suggestions they may have to increase engagement in college life (<b>Action: Governors</b>).</p>
18.25	<p><b>MINUTES AND BOARD ASSURANCE REPORTS</b></p> <p>The Corporation <b>Resolved</b> to:</p> <ul style="list-style-type: none"> <li>• <b>Approve</b> the minutes of the Corporation meeting held on 5/12/25.</li> <li>• <b>Note</b> the updated rolling actions. The COO explained actions are in hand to further review the catering offer to improve diversity of options available.</li> <li>• <b>Note</b> the Board Assurance Report of the Remuneration Committee meeting held on 10/12/24.</li> </ul>
19.25	<p><b>STUDENT GOVERNORS' REPORT</b></p> <p>In the absence of the student governors, the APSES took the Board through report.</p> <p>The work of the High Sheriff Champions for 2024-25 ended with an invitation to the House of Commons where the students gained valuable experience hearing discussions about challenges in the FE sector including reports that 1 in 8 young people under the age of 18 are currently NEET (Not in Education, Employment of Training). The college is pleased to report the new High Sheriff of Buckinghamshire is going to be continuing the college Champions project into next year.</p> <p>Governors welcomed the increase in publicising and celebrating student activities on LinkedIn.</p> <p>The Corporation <b>Noted</b> the Student Governor Report.</p>
20.25	<p><b>KPI REPORT</b></p> <p>The Principal briefed the Corporation on the key issues shown as red or amber rag rated. The rag rating for attendance should be red and governors were reminded of the stretch target set intentionally high as a single message for all staff and students.</p> <p>The Power 5 and Ignite programmes were explained as motivational drivers to support attendance and engagement. They focus on students being the best version of themselves, creating their own package of workshops to stay motivated in college.</p> <p>Request was made for a brief explanation be added to the KPI sheet of what action is being taken to address KPIs which are off target (<b>Action: Executive Team</b>). Query was raised over the turnover rate and sickness KPIs and assurance was provided. The next staff survey is due in June 2025 which will inform the latest position on KPI 14.</p>
21.25	<p><b>PRINCIPAL'S REPORT</b></p> <p>Governors were updated on the national, regional and college perspective.</p> <p>The Department for Education (DfE) had requested the college review its legal name to avoid inconsistencies in use of the legal name (Aylesbury College) and trading name (Buckinghamshire College Group). The Board was asked to consider the name to be adopted in advance of consultation.</p> <p>On T Levels, the Vice Chair reflected on criticism seen in national media and sought insight on the college's position. The Principal noted take up of the qualification has been slower than intended nationally and not the success that the government expected. Some assessments take 6 hours. This is likely to be reviewed for the next generation of T Levels to ensure they are more accessible and achievable, and more reflective of the work involved and other assessment regimes.</p> <p>Query was raised on the Construction and Technology faculty and explanation was provided as to what technologies are covered, defined by the Sector Subject Areas (SSAs) separate to the Digital faculty.</p> <p>On health and safety, the Principal briefed the Board on a RIDDOR reportable incident which had occurred this week. Query was raised regarding risk mitigation for the future and assurance was duly provided.</p> <p>The Corporation <b>Resolved</b> to:</p> <ul style="list-style-type: none"> <li>• <b>Note</b> the report, including the latest Health and Safety report.</li> </ul>

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22.25	<p><b>CURRICULUM, QUALITY AND STUDENTS REPORT</b></p> <p>The VPCQ shared an executive summary of the reports which had been scrutinised by the Curriculum, Quality and Students (CQS) Committee on 26/3/25.</p> <p>HR recruitment clinics are almost complete, so staff requirements are now known for ensuring delivery of curriculum provision.</p> <p>T Levels are to have Cornerstone employers supporting progression throughout the course including work placement and ultimately employment: it was confirmed that there would be more than one Cornerstone employer associated with each topic. Query was raised and it was confirmed such employers can be national but need to be able to commit to offering local work placements. Cornerstone employers are also being included, where possible, on interview panels for college staff recruitment.</p> <p>On apprenticeships, the challenges associated with recruiting suitable qualified plumbing staff were explained. For the college plumbing apprentices have had quite a disruptive learning experience but the VPCP recorded her thanks to the apprenticeship team for their work on ensuring apprentices remain engaged.</p> <p>The Principal reminded governors of the £600m funding being made available for construction training noting interest in how this might be accessed and utilised by colleges.</p> <p>Adult growth is needed as a high priority and work is ongoing to increase marketing to adults. The college has an Adult Open Event on 6/5/25 which will be bespoke to adults focussing on upskilling and professional courses.</p> <p>On subcontracting, there is a mini subcontractor conference taking place next week to ensure subcontracted provision is aligned with the college's quality requirements. BCG currently has a very low market share of the adult learning market across Buckinghamshire and so needs to work harder to compete.</p> <p>Attendance is currently at 82% with English and Maths attendance presenting the biggest challenges, particularly given the high number of enrolments (approximately 1000 to each). However, 40% of students are attending beyond 90% and overall attendance is improved on last year. There is no national average for attendance but, based on sector knowledge, 86% is the approximate average; taking out English and Maths attendance, the college is at this 86% average.</p> <p>The Chair of the CQS committee reflected on the positive impact being seen by 'Pop-Ins' and it was agreed feedback to tutors is resulting in improvements.</p> <p>The APSES informed the Board that she had attended a Counter-Terrorism Board meeting yesterday and would share more details on this at the next meeting.</p> <p>Governors requested the following actions for future reporting on all matters which were agreed:</p> <ul style="list-style-type: none"> <li>• Reference to key changes to be included on policies/procedures being presented for approval.</li> <li>• Reference to which parts of reports are AI generated to be included to ensure appreciation of work completed.</li> </ul> <p>The Corporation <b>Resolved</b> to:</p> <ul style="list-style-type: none"> <li>• <b>Note</b> the report</li> <li>• <b>Approve</b> the Academic Misconduct and Malpractice Policy 2024-26.</li> </ul> <p><i>Cathie Prest left the meeting at 8pm.</i></p>
23.25	<p><b>FINANCE AND RESOURCES REPORT</b></p> <p>The COO presented the latest financial update noting the deficit is likely to remain unchanged when reporting to the next Finance and Resources Committee. Assurance was provided on the college's position regarding the Managing Public Money (MPM) regulations. Phasing of works is being considered for the Aylesbury campus refurbishment to ensure minimum disruption.</p> <p>Query was raised as to whether enough is being done to refurbish Aylesbury campus and, while it was recognised more is needed, the current phase is focussing on all non-teaching space on the ground floor</p>

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	<p>which is the most achievable and realistic at the moment. The Board welcomed the refurbishment and commended the works done to enhance the space.</p> <p>The Corporation <b>Resolved</b> to:</p> <ul style="list-style-type: none"> <li>• <b>Note</b> the report</li> <li>• <b>Approve</b> the Fees Policy 2025-27</li> </ul>
24.25	<p><b>DIGITAL ROADMAP UPDATE</b></p> <p>The EDMDT shared the challenges in implementing the digital strategy and priorities being focussed on in the short and mid-term. The Board appreciated the scope and scale of what is required and recognised the impressive progress already being made in what is a short period of time.</p> <p>Governors agreed the priority focus is on achieving Cyber Essentials to mitigate the risk to funding and queried whether Aztec can support more. Explanation was given that more support is being achieved but there is only limited expertise on certain projects. Assurance was provided that prioritisation is heavily risk driven.</p> <p>The Vice Chair commended the progress being made and stressed the importance of digitalising the new build as much as possible.</p> <p>The Corporation <b>Resolved</b> to <b>Note</b> the report.</p>
25.25	<p><b>WORKFORCE REPORT</b></p> <p>In the absence of the EDHR the Principal briefed the Board on the key items reported. Thanks were recorded to Kim Carrington (iTrent Payroll &amp; Pensions Specialist) and the DG for their support in collating and interpreting data for the report.</p> <p>The Principal was pleased to report recruitment with agency support has been effective in successful recruitments to posts previously hard to fill, in particular the new Director of MIS and Admissions.</p> <p>New initiatives are being introduced to support staff manage workloads more productively.</p> <p>In consideration of the Staff Disciplinary Policy it was agreed definition would be added for the term Independent Investigative Officer (<b>Action: Principal</b>).</p> <p>The Corporation <b>Resolved</b> to:</p> <ul style="list-style-type: none"> <li>• <b>Note</b> the report</li> <li>• <b>Approve</b> the Staff Disciplinary Policy and Procedure, subject to the single amendment agreed.</li> <li>• <b>Approve</b> the Gender Pay Report.</li> </ul>
26.25	<p><b>DATE OF NEXT MEETING</b></p> <p>2<sup>nd</sup> July 2025</p> <p>The Chair thanked the staff governor for attending and the meeting moved to confidential business.</p> <p><i>Adam Poland left the meeting at 8.17pm.</i></p> <p>Following the confidential item (recorded separately), the meeting ended at 8.30pm.</p>

Approved as an accurate record of discussion: 2<sup>nd</sup> July 2025