Minutes of the Corporation Meeting held at 6pm on 2nd July 2025 in Room 1-37, Aylesbury Campus

Governors Present	Martin Tugwell (Chair)	Alex Reynolds	Martina Porter
	Jenny Craig (Principal & CEO)	Cathie Prest	Tim Marshall
	Ian Greggor (Vice Chair)	Chris Oakley	Sarah Mason
	Adam Poland	Iain Brown	Tomas Pukalski
	Amir Khaki	John Boyle	Victoria Topham
In Attendance	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))		
	Ian Harper (Executive Director Business Development (EDBD))		
Apologies	Anna Smith (Director of Governance (DG))	Karina Rovdanikaite	Jessica Nathanielsz

Minute No.	AGENDA ITEM
38.25	**CHAIR'S WELCOME** The Chair welcomed all to the meeting. Apologies were noted. A declaration of interest was recorded for staff members and attendees in consideration of the proposed pay award (agenda item 9). The meeting was quorate. In the absence of the Director of Governance the meeting agreed that the VPCP would act as the clerk of the meeting. The Chair noted that the meeting was the last for Martina Porter: he thanked her for all of her work on behalf of the College Group. He also noted that Karina Rovdanikaite and Jessica Nathanielsz would complete their terms as student governors: he thanked them for their contributions and wished them both well in the next stage of their life.
39.25	**STRATEGIC CONVERSATION – STUDENT ATTENDANCE *Led by Cathie Prest & Hannah James*** The Principal introduced the strategic conversation topic of student attendance, led by Cathie Prest and the VPCQ with contributions from the EDMDT and APSES. *Notes of the discussion are recorded separately.*
40.25	**DIRECTOR OF GOVERANCE REPORT** The Corporation received the report of the Director of Governance and **resolved** to: • **Ratify** the approval of the Accountability Agreement 2025-26 as approved by email on 25/6/25. • **Approve** the Corporation Committee Memberships 2025-26 • **Approve** the Link Governor Scheme Guidance • **Approve** the Link Governor Areas 2025-26 • **Approve** the 2025-26 Terms of Reference for each of its committees • **Approve** the amendments to the Instrument and Articles of Association detailed in the report with immediate effect • **Note** the Governor Engagement Record 2024-25
41.25	**MINUTES AND BOARD ASSURANCE REPORTS** Responding to a question from the Chair on the rolling actions the COO advised that he had been in discussion with the catering provider as a follow up to the point raised by the student governors. He advised that there had been a number of points discussed with the provider and that their performance would be monitored.

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	The Corporation **Resolved** to:
	• **Approve** the minutes of the Corporation meeting held on 2/4/25.
	• **Note** the updated rolling actions. Agreed actions are recorded under minute 49.25.
	• **Note** the Board Assurance Reports and Draft Minutes of:
	  o Search & Governance Committee Meeting 22/5/25
	  o Audit & Risk Committee Meeting 10/6/25
	  o Finance & Resources Committee Meeting 11/6/25

42.25	**STUDENT GOVERNORS' REPORT** The APSES reported on the student governor activities, including the creation of a new video in collaboration with ESOL students and the introduction of two new student governors in September.
43.25	**KPI REPORT** The Principal provided an overview of the KPI report, highlighting areas of concern such as attendance, staff sickness levels, and the staff survey results and noting that these would be discussed in more detail in subsequent items. The improvement in the staff survey response rate was noted by the meeting as being particularly encouraging. The Principal advised that the survey had only recently been completed and the need for further analysis was noted.
44.25	**PRINCIPAL'S REPORT** The Principal provided a strategic update which included an overview of perspectives on both national and regional policy, initiatives and funding. It was noted that there continued to be a number of more detailed announcements from the government subsequent to the Spending Review. It was acknowledged that these would need to be considered in more detail over the course of the summer. The Board were also informed of the objectives developed as a result of the Executive team's Strategic Away Day: this had followed on from the Corporation's Strategy Day earlier in the summer. Governors asked how the objectives might be reflected in the 25/26 KPIs for the executive team. The Principal explained this was being considered by the team. The Strategic Update, Review of the Executive Strategy Day and the Health & Safety Report were all **Noted**.
45.25	**CURRICULUM, QUALITY & STUDENTS REPORT** **Curriculum and Business Development:** The VPCQ and VPCP discussed the curriculum planning process, income projections, and the business development plan to drive up apprenticeship starts and secure cornerstone employers. **Quality and Student Achievement:** The VPCQ provided an update on the predicted achievement rates, noting that the overall direct delivery achievement rates are expected to improve. Consideration was also given to the ongoing analysis of subcontractor and partner provision data. The Chair commented that he and a number of other governors had been at the recent Student of the Year Awards evening: he congratulated the students, and everyone involved in putting on a fantastic evening. He reflected on how the evening showed the impact that the College Group has on the lives of so many. The Corporation **Resolved** to: • **Approve** the Student Performance Management Procedures 2025-27 (subject to agreed amendments) • **Approve** the Admissions Policy & Procedure 2025-27
46.25	**WORKFORCE REPORT** The Principal presented the workforce report, highlighting the challenges in recruiting for specific roles such as SEND advocates and progress coaches. The recent recruitment event had been successful and there is a positive outlook for filling these positions. High level staff survey results

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	were tabled showing an improving trend in 94% of the questions with further analysis to follow in the autumn. It was noted that the executive had been very proactive in encouraging staff to engage with the survey. It was noted that the increase in the sickness figures was in part due to the executive managing a small number of specific cases.
48.25	**FINANCE & RESOURCES REPORT** The COO presented the budget and finance plan, noting the significant increase in 16 to 19 funding and the proposed investment in staff pay. The Chair recorded thanks on behalf of the Corporation to Tim Marshall and Chris Oakley for the work of the Finance & Resources Committee in scrutinising and reviewing the draft Budget. The Corporation **Resolved** to: • **Approve** the Budget and Financial Plan • **Approve** the overall budget for Subcontractor and High Needs delivery partners for 2025-26, noting that the Finance & Resources Committee would approve the by contract detail via e-mail before the end of July. It was noted that the Pinewood contract (currently in Teaching Costs) may require to become a Subcontract in 2025-26 depending upon the final stage of planning for this delivery. **New Build Update:** The COO provided a brief verbal update on the new build project. In so doing he reflected on how the groundwater test was important to determining the construction method for the foundations. The decarbonisation project implementation is on track.
49.25	**AGREED ACTIONS:** • **Staff Survey Analysis:** Complete the detailed analysis of the recent staff survey results and present the findings at the next board meeting. (Principal) • **Student Performance Management Procedures:** Revise the Student Performance Management Procedures based on feedback from the systemic psychologist, including changing the term "performance improvement plan" to something more supportive. (VPCQ/APSES) • **Critical Incident Preparedness:** Establish the management group for critical incident preparedness and schedule the first meeting at the beginning of the new academic year. (Principal) • **Catering Company Feedback:** Provide a detailed update on the catering company's performance and improvements at the next Corporation meeting. (COO) • **Student Attendance Data:** Obtain and analyse student attendance data from feeder schools to better understand and address attendance issues. (VPCQ/APSES) • **Business Development Plan:** Develop and present a comprehensive business development plan for the next three years, focusing on apprenticeship growth and securing cornerstone employers. (VPCP/EDBD) • **Parent and Carer Engagement:** Organise a lunch meeting with the new student governors and some board members to help integrate them and show support. (DG) • **Subcontractor and High Needs Contracts 25/26:** Finance & Resources Committee to approve the by contract detail via e-mail before the end of July.
50.25	**DATE OF NEXT MEETING** 15th October 2025 (and Strategy Day)
51.25	**CONFIDENTIAL ITEM** The Corporation **Resolved** to: **Approve** the confidential minutes of the Corporation meeting held on 2/4/25 **Approve** the minutes of the Special Corporation meeting held on 30/4/25

Approved as an accurate record of discussion: 15th October 2025