

**Minutes of the Corporation Meeting held at 6pm on 5<sup>th</sup> December 2024 in  
Room 3-22, Aylesbury Campus**

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

<b>Minute No.</b>	<b>AGENDA ITEM</b>
<b>49.24</b>	<p><b>CHAIR'S WELCOME</b></p> <p>The Chair welcomed all to the meeting, acknowledging his thanks to the Vice Chair for chairing the October meeting and strategy day in his absence.</p> <p>Formal congratulations were noted to the college team, including governors, for the successful outcome of the recent Ofsted inspection. Praise was recorded to Hannah James as lead nominee, Tracey Matthews as skills nominee and Leah Crawford (Quality Manager) for her full support throughout the process.</p> <p>It was Rachael Murray's (EDDTP) final Corporation meeting, and the Chair recorded his thanks for her dedication to the college which were echoed by governors and the senior team.</p> <p>Apologies were noted. There were no new declarations of interest relating to items of discussion. The meeting was quorate.</p>
<b>50.24</b>	<p><b>DIRECTOR OF GOVERNANCE REPORT</b></p> <p>Ian Greggor left the meeting while the recommendation for his reappointment was considered. The Corporation <b>Approved</b> the reappointment of Ian Greggor as an Independent Governor for a second term from 28/4/2025 to 27/4/2029.</p> <p>The outcome of the Corporation Self-Assessment Review 2023-24 and Chair of Corporation Appraisal 2023-24 had confirmed a strong position for the Board, solid governance structure and positive feedback from Governors on the performance of the Chair throughout the year. In responding to feedback from the surveys and the 1:1 meetings the Chair had completed with governors, it was confirmed that the committee structure was firmly established and it would be appropriate to devote more time to strategic discussion of particular areas at Board meetings. Governors were asked to notify the DG of any topics they would like to focus on (<b>Action: All governors</b>). The Chair suggested an extended conversation on health and safety and the potential of a future discussion on travel to and from college, inviting external representatives in to support discussion. The Chair also explained how the triumvirate relationship works between himself, the Principal and the DG in between meetings of the Corporation, noting how the importance of this working well was reinforced at a FEC 'Just One Thing' event.</p> <p>The Corporation <b>Resolved</b> to:</p> <ul style="list-style-type: none"> <li>• <b>Endorse</b> the Corporation Self-Assessment Review 2023-24 Report</li> <li>• <b>Note</b> the report on the Chair of Corporation Appraisal 2023-24 Survey Results</li> </ul>

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	<ul style="list-style-type: none"> <li>• <b>Note</b> the latest Governor Links and Engagement Record 2024-25</li> </ul>
51.24	<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 18/10/24.</li> <li>• <b>Note</b> the updated rolling actions noting all actions had been completed or were in hand. The Chair noted Citizens UK had recently reported on transport challenges young people were realising (involving both costs and reliability of public transport) and expressed his support in addressing how the college can support students.</li> <li>• <b>Note</b> the report and draft minutes of the Finance &amp; Resources Committee meeting held on 20/11/24.</li> <li>• <b>Note</b> the report and draft minutes of the Audit &amp; Risk Committee meeting held on 26/11/24.</li> </ul>
52.24	<p><b>STUDENT GOVERNOR REPORT</b></p> <p>The student governor provided feedback on her attendance at the Student Governor Summit at the AoC Conference praising the opportunity to represent the college with positive feedback received from those she met there. She met fellow student governors from across the sector and gained valuable experience from speakers and companies, including Gecko AI software and Anatomage digital anatomy and physiology learning tool. The student governor noted that she had shared her experience with her peers.</p> <p>The Board was also briefed on the success of the Velocity event, which had been praised by the Ofsted inspector who attended one session. The student governor noted it is a good opportunity for students to take in others' viewpoints and valuable experience working with employers.</p> <p>Suggested improvements from the student body were shared including more celebratory events (such as an annual prom), more diversity in food options available and opportunities to celebrate different cultures with people in traditional dress. The Principal confirmed that suggestions would be followed up with the Head of Student Services for consideration by the Student Engagement Team (SET) (<b>Action: APSES</b>). In terms of a more diverse food offer, the catering company have committed to conducting more surveys on student and staff feedback and the Principal and COO would revert to them to progress increasing diversity (<b>Action: Principal/COO</b>).</p> <p>The Chair and Principal thanked the student governor for her report and representing the college so well at the AoC conference.</p> <p>The Corporation <b>Noted</b> the Student Governor Report.</p>
53.24	<p><b>KPI PROGRESS REPORT</b></p> <p>The Principal briefed on the update drawing the Board's attention to the key areas as reported and explaining the proposal to amend the surplus/deficit target. The current target is an FEC measure which includes interest receipts rather than focusing on the underlying operating position. The proposal is to base the target on the ESFA financial health assessment measure at 4.2% in line with the strategic plan to move towards 10%.</p> <p>The Corporation <b>Noted</b> the report and <b>Approved</b> the amendment to the surplus/deficit KPI target.</p>
54.24	<p><b>PRINCIPAL'S REPORT</b></p> <p>Thanks were reiterated to the EDDTP for her unparalleled support and dedication to the college.</p> <p>The Principal also recorded her thanks to governors for their support throughout the Ofsted inspection, particularly those who met with inspectors and gave such a strong account of the college's position. Staff and students were exceptional throughout with a solid team effort.</p> <p>Discussion took place regarding FE pay as one governor had pressed his MP on the matter. The Principal confirmed Bridget Phillipson MP (Secretary of State for Education) has requested that the impact on FE pay be considered by the School Teacher Pay Review Body but details of any potential outcome are yet</p>

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	<p>to be published. The Chair noted the Spring spending review is likely to be a late one as allocations are being shaped by the government missions.</p> <p>On health and safety, the Vice Chair sought assurance of fire drills being conducted and whether the fire service has been invited to review the campuses. It was noted that the college has had a number of fire evacuations and that whilst the fire service have been invited there had been no response to date.</p> <p>The Corporation <b>Noted</b> the report.</p>
55.24	<p><b>CURRICULUM, QUALITY AND STUDENTS REPORT</b></p> <p>Given the validation of the SAR and QIP through the successful Ofsted inspection, the VPCQ took the Board through the key items in the remainder of her report, with the following noted:</p> <p><u>KPI Monitoring</u></p> <ul style="list-style-type: none"> <li>– T levels are to be included in qualification achievement rates data in 2024-25 but it is not yet known how such data will be formally reported. The VPCQ will continue to contextualise retention data for governors to ensure accurate scrutiny and understanding.</li> <li>– On attendance query was raised regarding the end of year prediction and whether reflecting on previous years how robust the prediction was. In response the meeting was advised that overall attendance has improved compared with last year and the gap between English and maths and vocational has also improved confirming new initiatives are having a positive impact. The attendance target is stretching but it is a whole team, daily effort to ensure students are attending.</li> </ul> <p><u>Work readiness</u></p> <ul style="list-style-type: none"> <li>– Student CPD weeks are scheduled for each term and, following the success of the Velocity work ready event, sustainability week is planned for the end of January. The VPCS has already connected with governor, Victoria Topham, who has strong experience of the subject and a working group is being established to generate student interest. A skills showcase week is planned for the following term.</li> <li>– Query was raised regarding work experience for film and TV students following recent publication of how colleges can adapt what to expect from such placements. All media and broadcast students have work placements but placements for film and TV are challenging. Governor, Martina Porter, suggested exploring facilities such as the virtual production studio at Windsor Forest College Group with the engagement of local employers.</li> </ul> <p><u>Health Wing Launch</u></p> <p>The launch of the Health Wing had been hugely successful. The student governor suggested the Anatomage tool mentioned earlier could be a good addition for the health wing and staff governor, Adam Poland (HealthTec Centre Manager), agreed to look into this further.</p> <p>On a more general point, query was raised as to whether there was a risk that Ofsted's judgement reflects the view a college might have of itself, and whether there was a risk that colleges underestimated themselves. The Principal noted she considered the college's view of itself had been reasonable given the strength of the outcome of the Ofsted inspection.</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 Self-Assessment Report 2023-24</li> <li>• <b>Approve</b> the Quality Improvement Plan 2024-25</li> <li>• <b>Approve</b> the Safeguarding Annual Report 2023-24</li> </ul>
56.24	<p><b>FINANCE AND RESOURCES REPORT</b></p> <p><u>Annual Report and Financial Statements and Annual Report of the Audit Committee</u></p> <p>No adjustments had been required following the audit and the COO noted the new Audit &amp; Risk Committee membership had been most welcomed in thoroughly supporting the review.</p>

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	<p>The Chair sought feedback from the Audit &amp; Risk Committee Chair who noted that while it had been a leaner year in terms of internal auditing, the committee will be reviewing the statistics and planning ahead at its next meeting. The Principal had confirmed she, as accounting officer, was satisfied to sign the accounts.</p> <p>The Corporation <b>Approved</b> the Annual Report and Financial Statements and Annual Report of the Audit Committee for signature and submission to the ESFA.</p> <p><u>Subcontractor Whistleblowing Investigation Outcome</u></p> <p>Governors appreciated the update as reported and the Board expressed its support at the college's swift actions and decision to cease contract. Immediate focus is now being made on ensuring that the adult education strategy is in line with the overall strategy with a greater Bucks focussed and with greater in-house delivery.</p> <p>Query was raised as to whether bootcamps could support this and, while this could be a potential, it was noted that further DfE flexibility around adult funding would help colleges to respond to what the market wants.</p> <p>Query was raised regarding the competition faced by the College and it was confirmed that this is a challenge given the market across Buckinghamshire.</p> <p><u>FY 24-25 Update</u></p> <p>Query was raised regarding the changes to employer National Insurance taking effect from April 2025 and it was confirmed this is not included in the budget. The sector has been informed by Government that the increase will be funded but there is no guidance as yet on how such funding will be made available.</p> <p><u>Capital Projects Update</u></p> <p>The Finance and Resources Committee had been fully briefed on the planned investments for decarbonisation and the Aylesbury ground floor modernisation but no action is being taken until costings have been received from Kier regarding the new build construction to enable full consideration of the impact of investments on the College's finances.</p> <p><u>Policy Approval Recommendations</u></p> <p>Following the relevant committee scrutiny as appropriate, the following policies were presented and subsequently <b>Approved</b> by the Corporation:</p> <ul style="list-style-type: none"> <li>– Financial Regulations 2024-26</li> <li>– Risk Management Policy 2024-26</li> <li>– General Data Protection Policy 2024-27</li> </ul> <p><u>Strategic Risk Register</u></p> <p>The COO recorded his thanks to the Audit and Risk Committee for the healthy debate on scrutinising the risk register and informing future planning.</p> <p>The Board <b>Noted</b> the update.</p>
57.24	<p><b>WORKFORCE UPDATE REPORT</b></p> <p>In the absence of the EDHR the Principal briefed the Board on the key items reported.</p> <p>The Corporation <b>Noted</b> the report and <b>Approve</b> the Staff Grievance Policy and Procedure 2024-27.</p>
58.24	<p><b>DATE OF NEXT MEETING</b></p> <p>2<sup>nd</sup> April 2025</p> <p>The Chair thanked the staff governors and student governor for attending and the meeting moved to confidential business.</p> <p><i>Alex Reynolds, Adam Poland and Karina Rovdanikaite left the meeting at 7.30pm.</i></p> <p>Following the confidential item (recorded separately), the meeting ended at 7.40pm.</p>