

Minutes of the Corporation Meeting held at 5.30pm on 7th July 2022 at Aylesbury Campus

Governors Present: Max Hailey (Chair), David Bainton (Vice Chair), Karen Mitchell (Principal), Eddie Weiss, Nick Bevan, Ian Greggor, Benedicta Duhoë, Adam Poland, Kish Sidhu, Julie Gillespie, Martin Tugwell

In Attendance: John McGrath (VP, Corporate Services (VPCS)), Clare Rooney (VP, Learning & Quality (VPL&Q)), Anna Smith (Clerk to Corporation)

Apologies: Ian Harper, Bethan Waters, Chris Oakley, Amir Khaki, (Caroline Hargrave maternity leave)

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28.22	<p>CHAIR'S WELCOME</p> <p>The Chair welcomed all to the meeting, in particular Martin Tugwell who's appointment was to be considered at the start of the meeting. Members were reminded that it was the Principal's and the Student Governor's last meeting.</p> <p>The meeting was quorate and there were no new declarations of interests.</p>
29.22	<p>CLERK'S REPORT</p> <p><u>New Member Appointment</u> <i>Martin Tugwell left the meeting while his appointment was considered.</i></p> <p>Following a very positive recruitment process supported by Peridot Partners, the panel (consisting of the Chair of Corporation, the Principal and Member of the Search & Development Committee) had overwhelmingly reached conclusion to strongly recommend the appointment of Martin Tugwell as an Independent Member of the Corporation. The Chair and Principal gave their reinforcement noting Martin's strong background, skills, knowledge and reputation in the local area.</p> <p>The Corporation Resolved to Appoint Martin Tugwell as Independent Member of the Corporation from 7th July 2022 for an initial term of four years.</p> <p><i>Martin Tugwell re-joined the meeting and was welcomed as a Corporation Member.</i></p> <p><u>Committee Terms of Reference 2022-23</u> Each Committee at their last meeting of the year had reviewed their draft Terms of Reference (ToR) and put forward their recommendation for approval. Following discussion it was agreed titles and formatting would be amended to ensure all ToRs are consistent (Action: Clerk).</p> <p>Subject to these amendments, the Corporation Resolved to Approve each Committee Terms of Reference for 2022-23.</p> <p><u>Review of Transition to Committee Structure</u> The Clerk thanked Members for completing the review survey reflecting on the first year of the Corporation adopting the Committee structure. Results had shown strong support of the structure and following discussion it was agreed the reporting from Committee to Board be reviewed further to ensure the Board is able to review considerations and gain assurances of</p>

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	<p>risks overseen by its Committees. The Clerk would work with the Vice Principals to ensure effective and consistent reporting of key messages (Action: Clerk/VPs).</p> <p>Ultimately, the Corporation Resolved to continue to Adopt the Committee Structure.</p>
30.22	<p>MINUTES AND BOARD ASSURANCE REPORTS</p> <p>The Corporation Resolved to:</p> <ul style="list-style-type: none"> • Approve the non-confidential minutes of the Corporation meeting held on 5/5/2022. • Note the updated rolling actions log. • Note the report and draft minutes of the Search & Development Committee meeting held on 11/5/2022. • Note the report and draft minutes of the Estates Committee meeting held on 24/5/2022. • Note the report of the Remuneration Committee meeting held on 25/5/2022. • Note the report and draft minutes of the Quality & Curriculum Committee meeting held on 15/6/2022. • Note the report and draft minutes of the Audit Committee meeting held on 22/6/2022.
31.22	<p>STUDENT UNION REPORT</p> <p>The Student Governor briefed Members on the Student Union report. Discussion took place over concern regarding inconsistent messages regarding careers coaching available and the Board was reassured this was being addressed for 2022-23.</p> <p>On behalf of the Corporation, the Chair presented the Student Governor with a token gift of thanks and support during her membership with the Board and wished her luck for her future studies at University.</p>
32.22	<p>REVIEW OF KEY PERFORMANCE INDICATORS (KPIs)</p> <p>Governors were reminded to consider the updated KPIs when scrutinising the management reports. In response to a query raised at the previous meeting, the Principal referred Members to the Comment on staff turnover noting this is higher in non-teaching than teaching and is mainly at lower end salary positions.</p>
33.22	<p>PRINCIPAL'S REPORT</p> <p>Main points of discussion were:</p> <ul style="list-style-type: none"> • Skills and Post-16 Education Act: The Principal recommended that the Board hold a strategic session on this in the Autumn term to include a review of green skills as a key priority offer in the curriculum. • Local Skills Improvement Plans (LSIPs): Bucks Business First (BBF) are applying to become the lead Employer Representative Body (ERB) for Buckinghamshire. The College has submitted a Strategic Development Funding bid for three projects in the priority areas of Construction, Green Automotive and Health as detailed in the report. The Principal recommended that the Board hold a strategic session in the Autumn term to address the Skills Post-16 Education Act requirements and consider the College's responsibilities in meeting the LSIPs, Green Skills and Levelling Up agenda needs. • 16-18 Student Recruitment 2022-23: The Board was updated on applications to date. The Vice Chair queried whether the internal progression decline at Amersham had any implications on the estates strategy plans but the Principal provided reassurance that the majority of those numbers reported are in the process of re-enrolling; external enrolments are improving.

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	<ul style="list-style-type: none"> • Reflections and Thank You: The Principal had reported on the Board’s achievements over her time with the College and thanked all for their support, noting in particular thanks to the Chair of Corporation and the two Vice Principals for their ongoing dedicated commitment to the College. • Health & Safety Report: The Principal was pleased to report that a new staffing team is in place with a fresh approach for 2022-23. Good internal feedback has already been received by management. <p>The Chair thanked the Principal for her report which was duly Noted.</p>
34.22	<p>LEARNING AND QUALITY REPORT</p> <p>The VPL&Q’s report included an update on predicted achievement, attendance and engagement, Teaching, Learning & Assessment, English and maths, functional skills, apprenticeships, industry work placements and T Levels, student satisfaction survey and safeguarding.</p> <p>Main points of discussion were:</p> <ul style="list-style-type: none"> • Predicted Achievement for 2021-22 and Attendance and Engagement: The performance of one of the College’s subcontractors had been a matter of concern but reassurance was provided that the College is working closely with the provider, setting ambitious targets for the Summer period. it is a very niche provision for students who would otherwise be NEETs (Not in Employment, Education or Training) and student behaviours have been exacerbated since being out of an education setting during the pandemic. The provider acknowledges the issues, is very willing to work to ambitious targets/quality framework to improve and is appreciative of the College’s support in achieving this. • Student Voice: Data from the results of the summer student satisfaction survey feed into each curriculum area’s Self-Assessment Report (SAR) and subsequent Quality Improvement Plan (QIP). Query was raised over the comment regarding slow Wi-Fi but the VPCS confirmed there was no technical reason for this, the College’s connection had been recently upgraded but the matter was being looked into. Support was offered in terms of analysing the percentage of returning students who respond to the survey acknowledging that their voices are heard and it was agreed that whilst the College does produce ‘you said, we did’ feedback for students, this percentage would be worthwhile reviewing (Action: VPL&Q). In terms of knowing how to appeal unfair assessments, support was offered in re-wording this as few students would know this unless they needed to. Suggestion was made to rephrase this to knowing where to go if concerned or need support. This was a welcomed suggestion and would be actioned for the next survey (Action: VPL&Q). • Safeguarding: Governors will be receiving further training to ensure all are updated on the key changes as a result of updates to the Keeping Children Safe in Education guidance (which now incorporates the ‘Sexual violence and sexual harassment between children in schools and colleges’ policy. The report highlighted the key changes in guidance and the College’s Safeguarding Policy has been updated to reflect these. <p>Following a briefing on the key changes to the updated policies/strategies presented, the Corporation Resolved to Approve the following:</p> <ul style="list-style-type: none"> • Teaching, Learning and Assessment Strategy 2022-23 • English and Maths Strategy 2022-23 • Safeguarding, Child Protection and Vulnerable Adults Policy 2022-23 • Prevent Policy 2022-23 • Attendance and Engagement Policy and Strategy 2022-23 <p>The Chair thanked the VPL&Q for her report which was duly Noted.</p>

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35.22	<p data-bbox="264 174 692 203">FINANCE AND RESOURCES REPORT</p> <p data-bbox="264 241 1412 309">The VPCS' report included an update on 2021-22 financial performance, budget 2022-23, the estates strategy and Bucks Health & Social Care Academy (BHSCA).</p> <p data-bbox="264 349 644 378">Main points of discussion were:</p> <ul data-bbox="264 387 1412 813" style="list-style-type: none"> <li data-bbox="264 387 1412 488">• Budget 2022-23: the largest risk remains in the tuition fee area but the VPCS is confident there is enough opportunity to offset this and greater concern lies in staffing at present. The Corporation Resolved to Endorse the 2022-23 budget targets. <li data-bbox="264 497 1412 633">• Estates Strategy: the College is one of few colleges to be granted full funding requested under the capital transformation funding bid. Query was raised as to whether there was any risk in the funding offer being withdrawn/reduced but the VPCS assured Members that the grant has been secured and is awaiting final documentation. <li data-bbox="264 642 1412 813">• BHSCA: the VPCS explained the rationale for the legal structure partnership recommendation. Discussion took place regarding Community Interest Companies (CIC) versus Companies Limited by Guarantee (CLG). The proposal is for a CIC, the main difference being that parties cannot take out profits in the company. Following discussion, the Corporation Resolved to Endorse the recommended legal structure for the BHSCA. <p data-bbox="264 853 1043 882">The Chair thanked the VPCS for his report which was duly Noted.</p>
36.22	<p data-bbox="264 929 536 958">ANY OTHER BUSINESS</p> <ul data-bbox="264 999 1412 1099" style="list-style-type: none"> <li data-bbox="264 999 1412 1099">• External Auditor Appointment: As recommended by the Audit Committee, the Corporation Resolved to Approve the appointment of Alliotts LLP as the College's external auditor with immediate effect.
37.22	<p data-bbox="264 1146 564 1176">DATE OF NEXT MEETING</p> <p data-bbox="264 1184 316 1214">TBC</p>
38.22	<p data-bbox="264 1258 871 1288">PRINCIPAL AND CHIEF EXECUTIVE PRESENTATION</p> <p data-bbox="264 1328 1412 1498">The Chair gave formal thanks to the Principal and Chief Executive on her retirement, reminding the Corporation of the College's achievements over the years under her leadership. The Principal was presented with a gift from Members of the Corporation and she thanked Governors for their support and dedication to the College, putting the students at the heart of the business, ensuring their achievement and successful journeys throughout their studies.</p>

The Staff and Student Governors left the meeting at 7.15pm

The meeting moved into confidential business and closed at 7.40pm

Approved as an accurate record of discussions: 17th October 2022