

Minutes of the Corporation Meeting held at 6pm on 26th June 2023 in Room 3-22 at Aylesbury Campus

Governors Present: Max Hailey (Chair), Jenny Craig (Principal & CEO), David Bainton (Vice Chair), Alex Reynolds, Bethan Waters, Chris Oakley, Eddie Weiss, Ian Harper, Kish Sidhu, Martin Tugwell, Martina Porter, Nick Bevan, Tim Marshall

In Attendance: John McGrath (Vice Principal, Corporate Services (VPCS)), Rachael Murray (Executive Director Digital Transformation & Planning (EDDTP)), Isobel Ellison (Executive Director, Human Resources (EDHR)), Nicky Ellis (Assistant Principal Student Engagement & Support (APSES)), Anna Smith (Director of Governance (DG))

Apologies: Amir Khaki, Adam Poland, Ian Greggor, Hannah James (Vice Principal Curriculum & Quality (VPCQ))

Minute No.	AGENDA ITEM
16.23	<p>CHAIR'S WELCOME</p> <p>The Chair welcomed all to the meeting. Apologies were noted and the meeting was quorate. Declarations of interest in agenda item 7 (pay review aspect) were noted from staff members and attendees present.</p>
17.23	<p>DIRECTOR OF GOVERNANCE REPORT</p> <p>The Corporation Resolved to:</p> <ul style="list-style-type: none"> • Ratify the approval of the written resolution to temporarily amend the Instrument & Articles of Association for the purposes of forming the interview panel for the VPCQ recruitment exercise. • Ratify the approval of the written resolution to appoint the provider for the Corporation's next External Board Review. • Ratify the approval of the written resolution to appoint the VPCQ. • Ratify the approval of the written resolution approving the annual Accountability Agreement 2023-24. • Ratify the approval of the decision relating to the award of the works contract for the Aylesbury Campus Learning Centre refurbishment. • Approve the Corporation Committees Memberships 2023-24. • Approve the Committees Terms of Reference 2023-24 noting the terms of reference for the Estates Committee will be reviewed further and circulated via email (Action: DG).
18.23	<p>MINUTES AND BOARD ASSURANCE REPORTS</p> <p>The Corporation Resolved to:</p> <ul style="list-style-type: none"> • Approve the non-confidential and confidential minutes of the Corporation meeting held on 28/3/23. • Note the updated rolling actions log (all actions completed). • Note the report and draft minutes of the Finance Committee meeting held on 17/6/23. • Note the report and draft minutes of the Search and Development Committee meeting held on 7/6/23. • Note the report and draft minutes of the Quality and Curriculum Committee meeting held on 13/6/23.

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	<ul style="list-style-type: none"> • Note the Remuneration Committee annual report 2021-22. The board assurance report and draft minutes of the Remuneration Committee meeting held on 8/6/23 had been circulated to the Independent Governors via email.
19.23	<p>STUDENT VOICE REPORT</p> <p>The APSES gave a verbal update on the significant progress made in introducing initiatives to increase student voice and engagement across college.</p> <p>This includes the launch of the new Student Engagement Team (SET), the “you said, we did” initiative, greater student involvement in open events and a marketing strategy involving student videos marketing what it’s like to be a student at the college.</p> <p>Interest has been received in the student governor roles for 2023-24 and appointments will be made shortly to ensure increased student voice and engagement at board level.</p>
20.23	<p>PRINCIPAL’S REPORT</p> <p>The Board considered the report which included an update on the Local Skills Improvement Plan (LSIP). The Board had approved the annual accountability agreement via email resolution as agreed at the last meeting and ratified earlier. The college has submitted an expression of interest (endorsed by Bucks Business First) in the Local Skills Investment Fund (LSIF) and the Board queried whether there was sufficient space to accommodate equipment detailed in the proposal. Assurance was provided noting wherever possible mobile equipment is being purchased to ensure longevity of use throughout campus moves.</p> <p>The Board queried and discussion took place regarding sector crossovers of skills needs (e.g. electricians in film and TV sector). The holistic approach to the film and TV sector was explained with the LSIP aim of having a physical and virtual hub for employers to access the skills and support they need.</p> <p>Following governors’ substantial involvement in the development and ownership of the strategic plan (and extensive staff, student and stakeholder engagement), the Board considered the final overarching plan and underpinning strategic plans for achieving the strategic goals. Each of the underpinning strategic plans had been considered by the relevant Board committee.</p> <p><i>6.20pm Eddie Weiss joined the meeting.</i></p> <p>The Board considered the ambition of the impact measures included in the plan and agreed it is an ambitious strategy with the key being the five-year roadmap to achievement. In terms of benchmarking it was confirmed these are informed by each college’s ILR across the sector.</p> <p>Assurance was sought in terms of the methodology for ensuring employer satisfaction and it was confirmed this is gathered from both ESFA/DfE feedback and the college’s own surveys.</p> <p><i>6.25pm Kish Sidhu joined the meeting.</i></p> <p>In terms of gaining employer and staff feedback to measure impact, the Board were assured that this would be included in marketing materials where possible with employers’ consent. The EDHR explained the staff survey process noting detailed feedback from these and a comparison with national results would be shared with the Finance and Resources Committee going forward.</p> <p>The Board received the updates on staffing changes and the latest health and safety report.</p>

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	<p>The Corporation Resolved to Approve the ‘Beyond Ambition’ Strategic Plan 2023-28 and the five goal related underpinning strategic plans.</p>
<p>21.23</p>	<p>CURRICULUM & QUALITY REPORT</p> <p>In considering the report, the Board raised and discussed the following points:</p> <ul style="list-style-type: none"> • Predicted achievement rates are higher than 2021-22 and broadly in line with national averages. The significant improvements in predicted achievements since March are largely due to teams taking a more cautious view previously and implementing individual student interventions to support achievement. The VPCQ and colleagues have been scrutinising student achievement on a line by line approach since March ensuring more accurate predictions. • The lower predicted achievement rates for apprenticeships is due to increased data cleansing to ensure a clear picture of the provision. The Chair of the Quality and Curriculum Committee reassured the Board that the committee had scrutinised this and received assurance of accurate data. Assurance was provided that data cleansing had only been required for apprenticeships data. • In terms of employers releasing apprentices for study time, the Board was reminded of the levy payment process and discussed how, in some cases, employers were more focused on employees’ competence in the job role rather than achievement of all elements of the apprenticeship programme. Risks for employers associated with this were highlighted and the importance of ensuring that employers are fully aware of their commitment. • Query was raised over the significant decline of ‘red’ safeguarding cases now at Wycombe campus and it was explained that this is due to a high number of asylum seekers being relocated out of the area. <p>The Corporation Resolved to Approve the Safeguarding, Child Protection & Vulnerable Adults and Prevent Policy 2023-24 and the Admissions Policy 2023-25.</p>
<p>22.23</p>	<p>FINANCE & RESOURCES REPORT</p> <p>In considering the report, the Board raised and discussed the following points:</p> <ul style="list-style-type: none"> • The VPCS is not expecting any significant changes to the financial position to the year end with the exception of those detailed in the report (pay review and capital payments). • Reassurance was provided that the ESFA had sanctioned the proposed subcontractor values and the Board were assured of the college’s position working with the two larger providers. Step in rights are a contractual provision insisted on for each subcontractor. • Staffing challenges remain the biggest concern and this is a key risk to the budget but the Board were assured of the positive recruitments achieved this term including recruiting to English and plumbing which had been notoriously hard to recruit to. • Query was raised in terms of the pillars of the strategic plan being built into the budget and reassurances were provided noting the importance of the strategic road maps and longer term financial growth. • The increase in interest rates is currently a benefit to the college’s financial position but the overall impact on the economy for staff and adult student recruitment is a concern. In the medium term the College needs to rebuild levels of adult income. In response to a query on College energy costs procurement, the VPCS confirmed the flexible supply arrangement that has been used previously provides comfort that we can manage any changes in the market over the medium to long term. • The proposed pay review was discussed in comparison with last year. It was confirmed the there is still no national recommendation from the Association of Colleges, as they are putting pressure on the DfE to support a specific pay award for colleges in the way that schools are supported. However, the College’s proposed pay review was expected to be comparable / favourable to other colleges and that the College’s trade unions were broadly supportive of what we are trying to achieve. The trade unions had requested a change to the way the pay investment

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	<p>fund was split – this was discussed and the management team’s recommendation was to revise the position outlined in the paper to 60% salaried and 40% one off.</p> <ul style="list-style-type: none"> • The proposed budget and target position was discussed including the need for defining a longer term investment strategy. The strategic plan shows the forecasted position with a strengthened financial position being achieved through completion of the estates strategy and increases in student income over the medium to long term. • It was agreed that the presented budget would be amended to show an underlying breakeven position by amending the interest assumption. • Justification for the proposed extension to the college’s current insurance arrangement was provided to the Board’s satisfaction. <p>The Corporation Resolved to Approve the:</p> <ul style="list-style-type: none"> • Subcontractor Values 2023-24 • 2023-24 Budget and Pay Review, amended as noting above • Extension to the Insurance Arrangements • Fees Policy 2023-25 <p>The VPCS informed the Corporation that the draft Treasury Management/Reserves Policy and Financial Regulations would be circulated to the Finance Committee for review and recommendation to the Corporation for approval prior to 31/7/23 (Action: VPCS/DG).</p>
23.23	<p>ANY OTHER BUSINESS</p> <p>As it was the Chair of Corporation’s last meeting, the Vice Chair thanked the Chair for his support and dedication to the college throughout the nine years he had served as governor. The Principal, VPCS and others all shared their thanks and best wishes for the future.</p>
24.23	<p>DATE OF NEXT MEETING</p> <p>TBC (October 2023)</p>

The Chair thanked all for attending and the meeting closed at 7.25

Approved as an accurate record of discussion 12th October 2023

Signed by Chair of Corporation:

