

Minutes of the Corporation Meeting held at 5.30pm on 10th February 2022 via Zoom

Governors Present: Max Hailey (Chair), David Bainton (Vice Chair), Karen Mitchell (Principal), Eddie Weiss, Nick Bevan, Caroline Hargrave, Ian Greggor, Chris Oakley, Bethan Waters, Julie Gillespie, Benedicta Duhoe, Adam Poland

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

Apologies: Ian Harper, Jackie Campbell, Taysha Sargeant, Amir Khaki, Kish Sidhu

Minute No.	AGENDA ITEM
1.22	<p>CHAIR'S WELCOME</p> <p>The Chair welcomed all to the meeting, in particular the new Business Support Staff Governor to his first Board meeting. Thanks were formally noted to the former Staff Governor for her eight years' service to the Corporation.</p> <p>The meeting was quorate and there were no new declarations of interests.</p>
2.22	<p>FEC RECOMMENDATIONS PROGRESS UPDATE</p> <p>The final two recommendations would be discussed during the Vice Principals reports and the Principal would be updating the Board in her report on the forthcoming progress visit.</p>
3.22	<p>CLERK'S REPORT</p> <p><u>Principal Recruitment Update</u> The Clerk updated the Corporation on progress to date regarding the recruitment process. The Corporation Resolved that the following approvals be ratified:</p> <ul style="list-style-type: none"> • Temporary amendment to Article 12 allowing the Selection Panel membership number to be amended for the purposes of this recruitment exercise only. • Selection Panel Membership • Selection Panel Terms of Reference <p><u>Temporary Leave of Absence Requests</u> The Corporation Resolved that the two Governors temporary leave of absence requests be approved as detailed in the report. On behalf of the Board the Chair wished Caroline Hargrave well for her maternity leave.</p> <p><u>Search and Governance Committee Membership</u> The Corporation Resolved that Adam Poland be appointed as a Member of the Search and Development Committee. Amir Khaki will take over as Chair of the Committee with immediate effect.</p> <p><u>Governor Links and Engagement</u> The Corporation Noted the latest Governor link and engagement record.</p>

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4.22	<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 9/12/2021. • Note the updated rolling actions log (the VPCS informed the Corporation that the process to review energy renewal options has commenced and includes both options for consideration). • Note the draft minutes and report of the Quality & Curriculum Committee meeting held on 29/12/2021. • Note the draft minutes and report of the Finance Committee meeting held on 19/1/2022. The Chair of the Committee informed the Boards that the Committee are working with the VPCS to allow further opportunity to consider income figures and provide support with planning and risk reduction. <p><i>Benedicta Duhoe joined the meeting at 5.45pm.</i></p>
5.22	<p>REVIEW OF KEY PERFORMANCE INDICATORS (KPIs) (<i>change in running of agenda to allow for the Student Governor to join to present the Student Union report</i>)</p> <p>Governors were reminded to consider the updated KPIs when scrutinising the management reports.</p>
6.22	<p>PRINCIPAL'S REPORT</p> <p>The Principal briefed Members on her report highlighting:</p> <p><u>COVID Safer Working and Learning Update</u> Members were updated on the latest measures in place following DfE guidance requirements. The risk assessment is updated. Attendance has been impacted as expected but is beginning to plateau. Staff cases are slightly lower but absences do continue to impact colleagues due to isolation requirements/children of staff testing positive however this should improve in the next few weeks.</p> <p><u>Ofsted Inspection Report</u> The inspection report is now published and has been well marketed in promotion of the College. Thanks were formally noted to all involved in the inspection process.</p> <p><u>FE Commissioner Diagnostic Assessment Follow Up Visit</u> Members were reminded of the diagnostic assessment which had been conducted last year. The follow up visit is scheduled for 1st March 2022 to review progress on recommendations received. The FEC had congratulated the College on the results of the Ofsted inspection.</p> <p><u>'Levelling Up' White Paper</u> The Principal is a member of the Buckinghamshire levelling up committee led by Buckinghamshire Council and so the College is well placed to provide and receive support on what will be coming out of the white paper. Buckinghamshire is not an education investment area in terms of the educational levelling up agenda but it was agreed the white paper is important for the Corporation to consider at a future strategic session.</p> <p><u>Health and Safety</u> The Board were reassured that while the list of incidents and accidents is longer than usually reported, it shows all cases rather than RIDDOR only. Also numbers do decrease towards the end of the year when students are more adept at use of materials and methods in practical areas of their courses.</p>

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	<p>Concern was noted relating to an isolated incident and reassurance was sought by Governors. <i>(Addendum 11/2/22: incident involved temporary removal of PPE, there was no injury but the group were reminded to always put PPE back on if removed for any reason.)</i></p> <p>Reassurance was provided in terms of the amount of outstanding staff training and it was agreed the report be adjusted to only show longer term out of date training. (Action: VPCS)</p>
7.22	<p>STUDENT UNION REPORT</p> <p>The Student Governor took Members through the report. Plans for a prom for students would be shared in the report for the next meeting. Query was raised over the timing of the Fresher's Fair and it was explained that usually this does take place every September but priorities with full return to face to face learning and changes in staffing had delayed the event this year.</p>
8.22	<p>LEARNING AND QUALITY REPORT</p> <p>The VPL&Q briefed Members on her report including progress of quality improvements against KPIs, progress around teaching, learning and assessment and student voice and an update on safeguarding. Focus was given to headline data on attendance, GCSE November results, apprenticeship progress in-year and student voice.</p> <p><u>Apprenticeships</u> On apprenticeships, it was noted that predicted achievements seem considerably higher and the VPL&Q explained the completion timeframe variances for the provision and where staff have been building on quality improvements the impact is now paying off for students to achieve to completion.</p> <p><u>Industry Placements</u> In terms of industry placements, query was raised over how realistic the target is to achieve. It was agreed the target set at the beginning of the year is being reviewed to be more realistic with regards to working with businesses that are able to take students on this year. There would still be a significant improvement on last year and there are other approaches (e.g. remote employability skills) which can be adopted to count towards work experience and industry placement. For T Levels, 78 of the 96 T levels students are already on industry placement.</p> <p><u>Impact Week</u> Governors were invited to attend learning walks during the next Impact Week (w/c 21/3/22) and the Clerk and VPL&Q would liaise to organise these to suit Governors' availability and choices of areas to observe and test targets themselves first hand (Action: Clerk/VPL&Q).</p> <p><u>Autumn Student Satisfaction Survey</u> The Corporation agreed it would be useful to see all percentage results of the survey and the VPL&Q confirmed that this would be the case for the Summer survey (Action: VPL&Q). There are no apparent concerning variances by level/group but the results will be followed up in success panels for individual areas to analyse and closer address findings for their student groups. Feedback is obtained on students who chose not to complete the survey and it is anticipated that more results will be received from the Summer survey.</p> <p><u>Creative Industries student opportunities</u> Members were briefed on examples of value-added activities and experiences the Creative Industries students are involved in as detailed in the report.</p> <p><i>Benedicta Duhoe left the meeting at 6.30pm.</i></p>

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9.22	<p data-bbox="245 232 675 259">FINANCE AND RESOURCES REPORT</p> <p data-bbox="245 302 1093 329"><i>Discussion throughout this item is recorded in the confidential minutes.</i></p> <p data-bbox="245 371 1437 439">The Corporation Resolved that the Financial Regulations 2022-24 be approved as recommended by the Finance Committee.</p>
10.22	<p data-bbox="245 483 517 510">ANY OTHER BUSINESS</p> <ul data-bbox="245 521 1445 622" style="list-style-type: none"> <li data-bbox="245 521 1445 622">• The Clerk reminded Governors that the Co-opted Member of the Audit Committee would be stepping down in March and asked that if anyone knew any accountancy contacts who might be interested in the role to let her know (Action: All).
11.22	<p data-bbox="245 663 547 689">DATE OF NEXT MEETING</p> <p data-bbox="245 696 405 723">5th May 2022</p>

The meeting moved into confidential business and closed at 7.15pm

Approved as an accurate record of discussions: 5th May 2022