

**Minutes of the Corporation Meeting held on 12<sup>th</sup> December 2019**

**Present:** Ian Barham (Chair), Max Hailey (Vice Chair), Karen Mitchell (Principal), Eddie Weiss, David Bainton, Ian Harper, Julie Gillespie, Anne-Marie McNeill

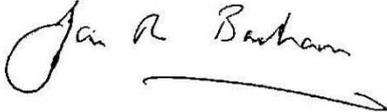
**In Attendance:** John McGrath (VP, Corporate Services (VPCS)), Clare Rooney (VP, Learning & Quality (VPL&Q)), Anna Smith (Clerk to Corporation)

<b>AGENDA ITEM</b>	<b>Evidence of Support &amp; Challenge (S / C)</b>
<p>1. <b>CHAIR'S ANNOUNCEMENTS</b></p> <p>Apologies for absence had been <b>Received</b> from Rabia Bhatti, Lina Ghosh and Jackie Campbell. The meeting was confirmed as quorate and there were no new declarations of interests.</p>	
<p>2. <b>CLERK'S PAPER: SELF-ASSESSMENT / QUALITY IMPROVEMENT</b></p> <p>a) <u>Effective Governance Quality Improvement Plan 2018/19</u> Governors considered the outcomes of the Plan and agreed that the impact had been measured satisfactorily for each item. Comments were added to the Plan for finalisation of the document.</p> <p>b) <u>Board of Corporation Self-Assessment 2018/19</u> Governors considered and <b>Approved</b> the new template Self-Assessment Review of Good Governance. This will be rolled out in the new year for governors to complete.</p> <p>c) <u>Chair's Performance Review</u> The recent chair's performance review conducted by the vast majority of Governors and Senior Post Holders had resulted in very positive feedback and a high overall score. The Clerk highlighted that some marks had skewed the data as comments reflected that some questions were marked low as did not apply. Results and feedback will be used in drafting a Chair's role description.</p>	
<p>3. <b>CONSENT AGENDA</b></p> <p>Governors <b>Approved</b> the following by consent:</p> <p>3.1 Minutes of the Corporation Meeting held on 24/10/2019 (duly signed); 3.2 Policy for Obtaining Independent Legal Advice; 3.3 Conflicts of Interest Policy; 3.4 Audit Committee Terms of Reference. Governors noted how useful RSM's FE Risk Register Analysis report is as a valuable reference for FE.</p> <p>Governors <b>Noted</b> the following by consent:</p> <p>3.5 Note of Remuneration Committee Meeting 24/10/19; 3.6 Note of Audit Committee Meeting 4/12/19. The Chair of the Committee added that Governors met with RSM without SPHs present as a matter of good practice.</p>	
<p>4. <b>REVIEW OF CORPORATION ROLLING ACTIONS</b></p> <p>Members considered the rolling actions and the document was updated (available separately).</p>	

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<p>5. <b>PRINCIPAL'S REPORT</b></p> <p><i>One item is recorded in the confidential minutes.</i></p> <p>The Principal briefed members on her report stressing the importance of Governors using the updated KPIs to drill down into reports. The workforce report was noted and the Principal informed Governors that the EDHR would be invited to attend for particular HR matters but going forward only SPHs will be in attendance at meetings in order to streamline the agenda as per Governor feedback from meeting evaluations. The Health &amp; Safety report was noted.</p>	
<p>6. <b>QUALITY REPORT</b></p> <p>The majority of the meeting focused on the SAR 2018/19 and the improvements for 2019/20. This has followed the moderation panel activity which included governors and an external moderator. The activity this evening is for Governors to ensure their ownership and understanding of the College strengths, progress from previous year and required improvements from the SAR and provide opportunities to challenge the grades and evidence.</p> <p><i>Discussion regarding the SAR is recorded in the confidential minutes.</i></p> <p>Governors confirmed their satisfaction at the evidence for the grades awarded to each section and their understanding of the strengths, progress and the key improvements that are required.</p> <p>The Corporation <b>Approved</b> the Self-Assessment Report 2018-19 and thanked the VPLQ and team for their hard work preparing the report.</p> <p>The VPLQ briefed members on her Quality report noting in particular that predicted achievement will be available for the next Corporation meeting together with feedback on the QAA inspection taking place in January.</p> <p>The Student Union report was <b>Noted</b>.</p>	<p><b>S</b></p> <p><b>S</b></p>
<p>7. <b>FINANCE AND RESOURCES REPORT</b></p> <p>The VPCS briefed members on the Annual Report. The Chair of the Audit Committee confirmed that the Audit Committee had scrutinised the report in great detail at its meeting on 4/12/19 and were happy to recommend the Board approve the document.</p> <p>Corporation members <b>Approved</b> the Annual Report and Financial Statements for the year ended 31<sup>st</sup> July 2019 and this (together with the accompanying letters of representation) were duly signed by the Principal and Chair of Corporation.</p> <p>The October management accounts had been shared and a verbal update on the November accounts was provided (and circulated following the meeting).</p> <p>The VPCS briefed members on the new timing process of returning financial information to the ESFA. As of next year there will be a combined process of budget approval and signing off of the accounts in a single process with a four-year picture (signing off previous year accounts; approving the current year and forecasting for the next two years).</p> <p>Members <b>Endorsed</b> the October management accounts and <b>Noted</b> the update on the ESFA financial information return process.</p>	<p><b>S</b></p> <p><b>S</b></p> <p><b>S</b></p>

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8.	<p><b>GOVERNOR LINK AND ENGAGEMENT RECORD</b></p> <p>The updated record was <b>Noted</b> and members were thanked for their increased engagement.</p>	<b>S</b>
9.	<p><b>ANY OTHER BUSINESS</b></p> <p>None</p>	
10.	<p><b>DATE OF NEXT MEETING</b></p> <p>5.30pm on 13<sup>th</sup> February 2020 at Aylesbury Campus</p>	

Approved as an accurate record of discussions.

Signed: 

Date: 13<sup>th</sup> February 2020