

# Minutes – APPROVED

Meeting	Corporation
Date	12 July 2021
Time	4:45pm
Venue	E201/Microsoft Teams



Corporation member	Attendance		Item																	
	P	A	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
R.Beswick	V		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
L.Biffin		X																		
P.Birch	V					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
D.Blasczyk																				
G.Bleasby, Vice Chair	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C.Crane		X																		
W.Farrington-Chadd	V							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
G.Guest, Principal	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
P.Hinkins, Chair	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
G.Layer	V							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
R.Matthews	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C.Pallett	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
G.Real		X																		
C.Robinson		X																		
<b>Attendees</b>																				
S.Alder	V							✓	✓	✓	✓									
L.Arcscott	O												✓	✓	✓	✓				
D.Candlin	V		✓	✓	✓	✓	✓	✓	✓											
S.Morley, Clerk	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
J.Stephens	O		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
R.Wilson	O											✓								

(V – Virtual, O – On site)

No.	Item	Action
<b>CORPORATION BUSINESS</b>		
<b>1.</b>	<b>Welcome and apologies</b>	
	<p>The Chair opened the meeting. Apologies had been received from L.Biffin, C.Crane and G.Real.</p> <p>Post-meeting note- C.Robinson’s apologies were received the following day.</p> <p>The Chair reminded governors of the agreement to record meetings. The Clerk reported no objections to recording had been received in advance from either governors or presenting staff members and the Chair sought agreement to commence the recording. All Corporation members gave their consent to the recording and were advised it would be deleted within 30 days, as per college policy.</p> <p><b>*RECORDING COMMENCED AT THIS POINT*</b></p>	<i>Clerk to update register/records</i>
<b>2.</b>	<b>Procedural matters</b>	
2.1	<p><u>Declarations of interest</u></p> <p>There were no interests declared for the meeting.</p> <p>The following standing items were noted:</p> <ul style="list-style-type: none"> <li>- P.Hinkins, as Managing Director of Business Watch Guarding (the company used by the college for its security provision) and member of the Telford Business Board</li> </ul>	<i>Clerk to update register/records</i>

<p>2.2</p> <p>2.3</p>	<p>The Chair noted all governors' interests were recorded within the Corporation's Register of Interests, which was published on the website.</p> <p><u>Register of Interests update</u> There were no updates reported.</p> <p><u>Confidential matters</u> It was agreed there was a need to hold the following items in Confidential session:</p> <table border="1" data-bbox="135 436 1356 660"> <thead> <tr> <th>Item/report</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td>10 – Learning, teaching and assessment update</td> <td>17.2(d) – any matter, by reason of its nature, should be dealt with on a confidential basis (commercial sensitivity) To remain confidential until after grades have been finalised</td> </tr> <tr> <td>18 – Minutes of the Confidential session and matters arising</td> <td>17.2 (a) – relating to persons employed by the college To remain confidential permanently</td> </tr> </tbody> </table>	Item/report	Reason	10 – Learning, teaching and assessment update	17.2(d) – any matter, by reason of its nature, should be dealt with on a confidential basis (commercial sensitivity) To remain confidential until after grades have been finalised	18 – Minutes of the Confidential session and matters arising	17.2 (a) – relating to persons employed by the college To remain confidential permanently	<p><i>Clerk to update register</i></p>
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<p>3.</p> <p>3.1</p> <p>3.2</p>	<p><b>Minutes of the last meeting and matters arising</b></p> <p><u>Minutes of last meeting</u> The minutes of the meeting held 14 June 2021 were APPROVED as a true record.</p> <p><u>Matters arising</u> The following updates were provided further to the report:</p> <ul style="list-style-type: none"> <li>- Ref 5, J.Stephens confirmed there was no current national data available for care apprenticeship achievement figures, the most recent available being for 2018/19</li> <li>- Ref 8, J.Stephens confirmed the SLT had discussed the Corporation's requests for consideration when producing the first draft of the 2021/22 risk register</li> <li>- Ref 8, the Clerk confirmed charring arrangements for Kickstart would be discussed at the Kickstart Board meeting on 13/07/21. The Kickstart Board had been advised a replacement needed to be appointed prior to R.Beswick's departure in November 2021</li> </ul> <p>All other actions were noted as completed.</p>	<p><i>Clerk to update records</i></p>
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**ELT UPDATE**

<p>4.</p>	<p><b>COVID update</b></p> <p>J.Stephens delivered her presentation outlining the current COVID position. She explained the existing conditions remained place until 19/07/21 and advised the Government's press conference that evening was expected to confirm full removal of COVID restrictions from after that date.</p> <p>From 19/07/21</p> <ul style="list-style-type: none"> <li>- Bubbles and contact tracing would only apply in local control scenarios</li> <li>- There would be no mandatory requirements for mask wearing, social distancing and working from home where possible</li> </ul> <p>From 16/08/21</p> <ul style="list-style-type: none"> <li>- Bubbles and self-isolation following contact tracing would not be mandatory</li> </ul> <p>Vaccinations and testing</p> <ul style="list-style-type: none"> <li>- The booster vaccination programme was expected to follow the same priority order</li> <li>- Students would be required to undertake two onsite tests before fully starting in September, which would be facilitated by the planned staggered starts</li> <li>- Twice weekly testing would continue for staff until the end of September</li> </ul> <p>College position</p> <ul style="list-style-type: none"> <li>- Weekly meetings with the unions continued, ventilation and cleaning were the current topics of discussion</li> <li>- Risk assessments were regularly reviewed</li> </ul>	
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	<p>- In light of the national removal of COVID restrictions and considerably less people being on site over summer, the decision had been taken for mask-wearing to be a personal choice from 19/07/21. This would be reviewed nearer the time to determine the arrangements for the start of the academic year</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked if the need for students to take two onsite tests was a one-off requirement. J.Stephens confirmed it was at this point in time. It was noted the payment for the mass testing earlier in the year had not yet been received; however, the bigger impact had been on staffing as the whole HR team and volunteers from across the college had been involved running the test centre.</p> <p>The Corporation acknowledged the difficulty of enforcing mask-wearing for students in September (if deemed necessary) following the probable removal of national COVID restrictions.</p> <p>The Corporation asked what ventilation entailed and if there was a standard that should be adhered to. J.Stephens explained this involved opening windows and looking at air circulation where there was no natural air ventilation.</p>	
5.	<p><b>KPI spreadsheet</b></p>	
	<p>J.Stephens presented the KPI spreadsheet and highlighted the following:</p> <p>Apprenticeship achievements: overall achievement could potentially reach approx. 63%, against a national average of 60%. It was acknowledged between 58-60% was more realistic; however, staff and students were working hard to achieve the national average. Timely achievements had been significantly affected by COVID, with achievement projected to be 43-44% at year-end.</p> <p>There were no questions and the Corporation thanked J.Stephens for her report.</p>	
6.	<p><b>Management report – presentation</b></p>	
	<p>G.Guest delivered his report via presentation and highlighted the following</p> <p>Awaited (delayed) <b>funding decisions</b> - AEB tender, Capital Transformation bid, Tuition Fund, Strategic Development Fund (SDF) and the Local Skills Improvement Plan Trailblazer (LSIP)</p> <p>Full <b>Ofsted</b> inspections would resume from September 2021; planning was well underway, including the use of external quality support to help the college prepare for inspection, and the nominee would be J.Stephens. Possible themes included COVID response, how the catch-up funding was being used to support students who had missed learning and safeguarding/sexual harassment.</p> <p>General updates</p> <ul style="list-style-type: none"> <li>- The process for the transfer of the Kickstart Academy to the LCT continued and the capital bid for the new premises would now need Secretary of State and Treasury sign-off</li> <li>- The newly introduced ‘annual strategic discussion’ with the ESFA was set for 17 August 2021</li> <li>- The college had been notified that, subject to LEP Board approval, the contract for the funding received for the AR/VR suite had been met</li> <li>- Subject to approval, G.Guest would be joining the Marches LEP Board as the post-16 representative</li> <li>- C.Barker had been appointed to the Assistant Principal - Employer Engagement role and would start in the role during August 2021</li> </ul> <p>The workstreams for all <b>Digital &amp; Maths Hub at the Station Quarter</b> were now in place and chairing/co-chairing responsibilities had been equally split across the college and university. The Curriculum workstream, chaired by the college, was developing well and, to ensure both progressed at a similar pace, it had been agreed the university-chaired Resource workstream meetings would continue if the chair was unable to attend that meeting. Work had taken place to map the milestones and governor approval (early November), to ensure the wider business case deadlines could be met.</p>	

The project had a total cost of £12.69m (£7.75m Towns Fund/£4.94m TWC) and the college had stakeholder influence on the design. The Hub would be jointly managed by Telford College and University of Wolverhampton and was expected to be completed for occupation in September 2023. A pilot phase at Addenbrooke House (a town centre location) began earlier this year and would continue until the opening of the Hub at Station Quarter.

The formal launch of the **Strategic Plan** had taken place and positive feedback had been received for the 'video versions' of the plan. The two-page underpinning strategies had been developed and would be presented to the Corporation at its first meeting of 2021/22, with detailed implementation plans for each of the strategies in development. SLT members would be contacting their link governor prior to discuss the strategies/plans prior to the next meeting.

Following the publication of the **Skills for Jobs White Paper**, the draft guidance 'How well the education meets local needs' had been published. The guidance confirms the following:

- Reviews of how a college meets local need, in particular local employment, should be undertaken every three years and published on the college's website
- Collaboration was expected, as was consultation with the LSIP, LEP and employer groups
- Overall responsibility remains with the Corporation, although the ESFA/FEC must be informed of any proposed structural change (details to be confirmed)

#### CORPORATION QUESTIONS/COMMENTS

The Corporation asked for clarification of the college's costs in delivering the Digital & Maths Hub at the Station Quarter. J.Stephens confirmed the main cost to the college was the ongoing running costs of the Hub, as the premises would be leased from the local authority.

The Corporation asked if allocation of the building's floors had been decided. J.Stephens explained this was still in discussion – it was hoped the college would have its own dedicated space and also collaborative/shared space with the university. It was clarified that this was a partnership and not a joint venture and as such the college's part of the project was not dependant on the university, although the intention was to deliver this jointly with the university.

The Corporation asked if there was a cost to delivering the pilot at Addenbrooke House and when it would begin. J.Stephens advised the costs associated with the pilot were primarily equipment and furniture, which would be moved over to Station Quarter. J.Stephens explained the college had been using Addenbrooke House since January 2021 for a small number of classes and more timetabled classes would be delivered from there from September 2021.

The Corporation asked what feedback had been received so far from students attending classes at Addenbrooke House. G.Guest reported the feedback had been positive, with students liking a more central site. The Corporation asked which subjects were being taught at the site – J.Stephens advised the purpose of the pilot was to replicate the Station Quarter and therefore the classes taught from the site were Digital and maths. It was acknowledged the project involved a significant culture shift – working in a very different environment – so the pilot also provided time to embed this new way of working. The Corporation asked if staff would be required to work across the two sites – it was confirmed they would and this would be realistically reflected in the timetabling.

The Chair advised he had requested the Corporation be briefed by TWC on the wider Station Quarter/ Towns Fund programme to provide governors the bigger picture. The Clerk advised she was planning a strategic focus for the first Corporation meeting of the year, which would look at the underpinning strategies of the Strategic Plan and also involve a briefing on the Digital & Maths Hub/Station Quarter, which could incorporate this request.

The Corporation asked if there were contractual implications for asking staff to work from multiple sites. G.Guest confirmed this had been reviewed when the college was operating across two campuses and a clause of 'within reasonable distance' was contained within contracts.

7.	<b>Health &amp; Safety Policy Statement</b>	
	<p>D.Candlin presented the reviewed Health &amp; Safety Policy Statement and Organisational Responsibilities document for approval, with all proposed changes presented in track-change format. He advised there were no major changes, with the proposed updates primarily relating to clarification of roles and responsibilities. The addendums incorporated last year due to COVID remained and would be updated as required going forward.</p> <p>CORPORATION QUESTIONS/COMMENTS</p> <p>The Corporation asked for confirmation of the annual health and safety report incorporating near misses. D.Candlin confirmed near misses were categorised as incidents at the college and were therefore reported and interrogated in the same way as incidents.</p> <p>The Corporation APPROVED the Health &amp; Policy Statement and Organisational Responsibilities document.</p>	
<b>LEARNING, TEACHING AND ASSESSMENT</b>		
8.	<b>Safeguarding update</b>	
	<p>S.Alder presented her report and highlighted the following:</p> <ul style="list-style-type: none"> <li>- During the reporting period (04/06/21 to 29/06/21) there had been no cases requiring immediate DSL action</li> <li>- There had been 13 reported cases for concern, which were mental health related and resulted in students being referred for mentoring or support from the college counsellor</li> <li>- An audit of CPOMS was being undertaken by the BeSafe Manager to ensure all cases were closed down and actioned before the Summer break</li> <li>- A review of peer-on-peer abuse was being undertaken following the Ofsted report and recently published KCSIE September 2021 update</li> <li>- As done previously, governors would be asked to read and confirm they have understood the KCSIE update</li> <li>- From September 2021, the tutorial programme would include peer-on-peer abuse and healthy relationships and increased mentoring support for students would be in place</li> </ul> <p>There were no questions and the Corporation thanked S.Alder for her report.</p>	
9.	<b>Policy documents – annual review</b>	
	<p>S.Alder presented the following policies for approval, which had both undergone their annual review and were presented with track changes to show the proposed changes:</p> <ul style="list-style-type: none"> <li>- Admissions Policy</li> <li>- Learner Support Fund Policy</li> </ul> <p>S.Alder advised the proposed changes to the Admissions Policy were minor and version control related. For the main Learner Bursary Fund Policy proposed amendments, the centrally-prescribed name change from Guaranteed Bursary to Vulnerable Bursary had been reflected, the list of supporting evidence had been updated and the household income threshold had been increased to £35k to maximise the number of students eligible for the bursary.</p> <p>The Corporation asked, for clarification purposes, if the reference to Kickstart in the Admissions Policy was the PRU or the government initiative – it was confirmed this referred to the Kickstart PRU.</p> <p>The Corporation APPROVED the Admissions Policy and Learner Support Fund Policy.</p>	
10.	<b>LTA spotlight – Maths (CONFIDENTIAL)</b>	
	<p>*A confidential minute of this item was taken*</p> <p>R.Wilson presented the report, covering:</p> <ul style="list-style-type: none"> <li>- Risks to achievement</li> <li>- The teacher-assessed grade (TAG) process</li> </ul>	

- Applications

## FINANCIAL MANAGEMENT

### 11. Management accounts to 31 May 2021

L.Arscott referred the Corporation to the management accounts for the period ending 31 May 2021 and highlighted the following:

- **YE outturn (Amber, decreased risk):** the year-end outturn had been updated to £778k surplus, a favourable movement since the previous month's accounts due to further non-pay savings being identified. AEB clawback (£607k) was profiled for repayment in December 2021
- **Apprenticeships (Amber, decreased risk):** year-end income was forecast as £60k above budget. The full-year enrolment target had been exceeded by 60 learners (319 to date). Focus was on achieving June/July enrolment targets to mitigate the risk of late withdrawals and secure 2021/22 carry-in
- **AEB (Red):** this continued to be the highest income risk, with delivery to date under budget (although variance to budget had reduced this month). Increased uptake in short courses/ SWAPs, combined with increasing class sizes, had made a positive impact. Partnership work with the WMCA had also increased, which reduced the risk of additional clawback
- **HE (Red):** no change to report since the last meeting
- **Pay costs (Green):** pay costs were £534k favourable to budget YTD, which was less than the previously reported variance due to the agreed pay award being paid in May 2021
- **Cash (Green):** at month end the cash balance was £5.78m and the year-end position was forecast to be £4.32m. Payments for the partnership work and AEB clawback were planned for August and December 2021 respectively
- **Capital projects (Green):** capital spend at the end of the month was £1.02m. All planned expenditure was now committed and would be paid to the suppliers/contractors upon completion of the final quality checks
- **Bank loan (Green):** Oakdene House was going to auction on 29 July 2021 and was expected to sell at market rate. The £150k loan repayment would be made following completion of a sale
- All **financial health indicators**, with the exception of the adjusted current ratio (ACR), were rated **Green**. The ACR was rated as **Amber** as the FE Commissioner's new target of 1.4 would not be met by year-end; however, the college's own target of 1.0 was forecast to be met

#### CORPORATION QUESTIONS/COMMENTS

The Corporation congratulated the team on the completion of the works funded by the capital grant.

The Corporation asked what the college's current pay-to-income ratio was. L.Arscott reported this was currently 62.6%. The Corporation noted the progress made with reducing the ratio and acknowledged having a ratio of lower than this figure would raise questions about quality.

The Corporation noted the significant telecoms refund paid to the college and asked for assurance the issue would not occur again. L.Arscott explained BT had been adding recurring overcharges for some time and the college had been contesting this. The matter was referred to the ombudsman and had taken over 12 months to resolve. The Corporation acknowledged this and thanked L.Arscott for the work undertaken to recoup the charges.

The Corporation asked what potential there might be for the further work and expansion with AEB and the combined authorities, given the constantly changing and challenging environment. G.Guest agreed the landscape for FE was changing and that this way of funding was likely to be the future. It was therefore important for the curriculum to be re-designed to focus on outcomes and jobs, which would align with funding requirements. He was conscious Telford College was not in the combined authority's physical area, which could be addressed through having a base within the WMCA area.

The Corporation noted the ongoing increasing costs for the Cosford contract and asked if the college had identified a tipping point for viability. L.Arscott advised the projects for the Autumn term were showing a staff utilisation rate than was less than ideal and confirmed the business case would be reviewed. G.Guest explained this exercise was routinely undertaken for any courses where the

	<p>business case was under question. It was acknowledged the Cosford contract had previously been good for the college; however, COVID/lockdown had impacted on the ability to deliver as online delivery had not been permitted.</p> <p>The Corporation compared the current/future position with the financial situation several years ago and acknowledged the significant improvement that had been made to ensure the college was in a sustainable financial position now and going forward.</p>	
12.	<p><b>Telford College Financial Plan (and budget) 2021-23</b></p>	
	<p>L.Arscott presented the Financial Plan 2021-23 for approval, which included the 2021/22 budget. She explained the information within the financial plan would be used to complete the Colleges Financial Forecasting Return (CFFR) to the ESFA, which had replaced the Integrated Financial Model for Colleges (IFMC).</p> <p>Financial health – an end of year outturn of ‘Good’ was expected, with an improved position of ‘Outstanding’ in 2021/22 and 2022/2023.</p> <p><u>Key assumptions/items of note</u></p> <ul style="list-style-type: none"> <li>- 16-19 funding was per the allocation statement</li> <li>- AEB income from the ESFA and WMCA was as per the allocation statement, which was similar to the previous year’s figure plus the inclusion of the National Skills Fund. The outcome of an additional ESFA AEB tender bid was not yet known and had not been included in the budget</li> <li>- From this year’s enrolments, apprenticeships carry-in funding would be £1.5m and a further £1.2m would be generated through 322 enrolments during 2021/22</li> <li>- HE numbers were expected to increase from 121 to 138. HE income had significantly reduced following the direct funding grant from the OfS reducing again by 50% to £28k</li> <li>- Cosford had been included in the budget on a break-even basis</li> <li>- Tuition fees income was based on the student figures within the Curriculum Plan</li> <li>- A prudent approach to income from hire of premises had been taken</li> <li>- Pay costs were based on the existing staffing structure, plus vacancies and a pay award similar to the 2020/21 amount</li> <li>- Non-pay costs had been informed by the Curriculum plan/through discussions with managers</li> <li>- A large amount of the capital budget focused on improving the college’s IT infrastructure</li> <li>- By the end of 2021/22, the ESFA Restructuring Loan would be completely paid and just under £3m would remain outstanding to Barclays. Discussions around refinancing the loan would begin in December 2021 to ensure this was in place prior to the current arrangement ending in December 2022</li> <li>- £712k unspent AEB allocation would be repaid to the ESFA in December 2021</li> <li>- Cash flow had improved significantly over past several years and was in a healthy position. The low points would be in March/April, as per the typical FE funding cycle, but did not cause concern due to the amount of headroom</li> </ul> <p><u>Key risks and sensitivities</u></p> <p>The following areas had been identified as risks to delivering the budget and would be monitored closely by the SLT through the agreed risk management processes:</p> <ul style="list-style-type: none"> <li>- 16-19 recruitment</li> <li>- AEB budget</li> <li>- National Skills Fund</li> <li>- Full cost contracts</li> <li>- Teachers’ Pension Grant</li> <li>- Apprenticeships</li> <li>- Cash</li> </ul> <p><b>CORPORATION QUESTIONS/COMMENTS</b></p> <p>The Corporation asked for the rationale behind the expected increase in HE enrolments given the target had not been met this year. L.Arscott explained there were several reasons behind this</p>	

	<p>projection – a new HND/C was being introduced which was anticipated to attract additional students, there were more continuing learners than this year and the number of applications had increased.</p> <p>The Corporation asked if any provisions had been made for further impact of the pandemic or if there should be reference to the ongoing impact of the pandemic within the Financial Plan. L.Arscott reported that, although a separate budget line for COVID costs was not included in this year’s plan, contingency costs had been incorporated into the Premises costs. She advised she would continue to report on costs associated with responding to COVID within the management accounts.</p> <p>The Corporation asked for further information about the £150k within the capital budget allocated for curriculum development. L.Arscott explained this a contingent budget for a capital bid process where managers would be able to bid for funds in order to invest in their department and improve outcomes for students.</p> <p>The Corporation asked if the SAN (storage area network) upgrade was a necessary expenditure when the business case for a college-wide move to SharePoint was creating additional storage capacity. J.Stephens advised this would need to be checked as the Capex programme had been informed by the IT &amp; Digital Strategy.</p> <p>The Corporation noted the projects within the Capex list did not have the same total as the overall total quoted in the Financial Plan. L.Arscott explained this was due to only the larger projects being listed but would check the figures prior to submission.</p> <p>The Corporation acknowledged the projected financial health grades of Outstanding for the next two years, which was a significant achievement in light of the college’s financial situation several years ago and the impact of the pandemic and its lockdowns.</p> <p>The Corporation APPROVED the Financial Plan 2021/22, subject to the check of Capex figures/total.</p>	<p><i>Director of Finance to check</i></p> <p><i>Director of Finance to Capex check figures</i></p>
<p><b>13.</b></p>	<p><b>Financial policy documents – annual review</b></p>	
	<p>L.Arscott presented the following the Financial Regulations and Procurement Policy for approval, both of which had undergone annual review and were recommended for approval by the Audit Committee. She advised any proposed amendments had been presented in track-change format and the key proposed changes were highlighted as follows:</p> <p><u>Financial Regulations</u></p> <ul style="list-style-type: none"> <li>- Removal of references to the OJEU</li> <li>- Removal of references to the college’s (now closed) subsidiaries</li> <li>- Update to the debt write-off policy following a benchmarking exercise</li> <li>- Clarification of the purchase order process</li> <li>- Update of Finance team’s details</li> </ul> <p><u>Procurement Policy</u></p> <ul style="list-style-type: none"> <li>- Removal of reference to the OJEU</li> <li>- Contracts up to £10k per annum to be signed off by the Director of Finance, those above to require ELT approval</li> </ul> <p><b>CORPORATION QUESTIONS/COMMENTS</b></p> <p>The Corporation asked, as the college moved into a more sound financial position and in acknowledgement of the national focus on ‘green jobs’, if there was potential for the Procurement Policy to have a greater emphasis on sustainable procurement practices. L.Arscott advised this was covered in part within the current policy and added she would look at this in more detail during the next review of the policy.</p> <p>In light of the proposed amendments to the approval thresholds, the Corporation asked how much bad debt was typically written off by the college and what had prompted the proposed change.</p>	



	<p>L.Arscott advised last year the figure had been approx. £420, whereas this year it was more due to the situation explained at the last meeting. She explained the change was to bring the college's Financial Regulations in line with that of other colleges.</p> <p>The Corporation APPROVED the Financial Regulations and Procurement Policy.</p>	
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<b>LEADERSHIP &amp; GOVERNANCE</b>		
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<b>14.</b>	<b>Internal and external audit provision</b>	
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	<p>L.Arscott presented her report containing recommendations for the appointment of the college's internal and external auditors. She explained the proposals had been considered by the Audit Committee and were recommended for approval by the Corporation.</p> <p>L.Arscott informed the Corporation the current internal and external auditors' contracts ended at the end of the year and a thorough and robust tender process had been carried out through the CPC framework to appoint the college's new auditors from September 2021. The tender submissions received (four for internal audit and two for external audit) had been independently scored by four separate people. The scoring outcome, which was set out in the report, had been consistent across the board and based on those scores, the following was proposed (with effect from 01/09/21):</p> <ul style="list-style-type: none"> <li>- That Haines Watts be appointed as the college's internal auditor; and</li> <li>- That Bishop Fleming be appointed as the college's external auditor</li> </ul> <p>L.Arscott informed the Corporation, as the companies were already on the CPC, due diligence had already been undertaken and references had been sought from current FE clients.</p> <p>The Corporation APPROVED the following appointments, with effect from 01/09/21:</p> <ul style="list-style-type: none"> <li>- Bishop Fleming as the college's external auditors</li> <li>- Haines Watts as the college's internal auditors</li> </ul>	
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<b>15.</b>	<b>Corporation matters</b>	
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<p>15.1</p> <p>15.2</p>	<p><u>Audit Committee update</u> W.Farrington-Chadd provided a verbal update on the meeting of the Audit Committee held on 21 June 2021 and highlighted the following:</p> <ul style="list-style-type: none"> <li>- Audit provision: a group of committee members had been involved in the audit tender process prior to consideration by the full Audit Committee. The committee had supported the recommended appointments for approval by the Corporation</li> <li>- Risk management: the risk management process was being reviewed to reflect the new Strategic Plan and also address the issues of risk appetite and accumulation</li> <li>- Audit tracking: really good progress had been made by the SLT with the implementation of recommendations from previous audits and there were now no outstanding actions</li> <li>- Internal audit: a number of reports were presented, including Learner Number Systems, Key Financial Controls, Data Protection and IT/Cyber Security, all of which were either assessed as giving 'Reasonable' or 'Substantial Assurance'</li> <li>- Changes to the Post-16 Audit Code of Practice: discussed by the committee</li> <li>- Policies: the Financial Regulations and Procurement Policy were reviewed and recommended for approval by the Corporation</li> </ul> <p><u>Digital Focus Group (DFG) update</u> C.Pallett provided a verbal update on the meeting of the DFG held on 24 June 2021. He highlighted the key areas discussed by the group:</p> <ul style="list-style-type: none"> <li>- The draft IT/Cyber security internal audit report</li> <li>- The work underway to update the college's website</li> <li>- Future plans for the use of digital platforms for teaching and learning</li> </ul>	
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15.3

C.Pallett raised the issue of the continuation of the DFG as at present there were no more scheduled meetings and he was aware under the next item the Corporation would be agreeing the membership of its committees/groups for 2021/22.

The Corporation discussed the future of the DFG, which was a time-limited group set up for a specific purpose – to provide governor oversight of the IT & Digital Strategy in light of the quick and college-wide move to digital learning and working. It was agreed the DFG had carried out its role well and had provided both challenge and support to the college’s managers.

The Corporation took the decision to draw the DFG to a close and decided a focus on the college's capital projects was a more appropriate use of senior managers' and governors' time and energy at this point, given the Station Quarter was underway (plus the potential for further capital projects through the Transformation and SDF bids) and the need to respond to the changes introduced following the Skills for Jobs White Paper/Bill.

On behalf of the Corporation, the Chair thanked the Chair and members of the DFG and acknowledged the contribution it had made. He noted the value of being able to set up time-limited groups like this to focus on emerging priorities.

Committee membership

The Clerk presented the proposed committee membership for 2021/22, which was based on the current year’s membership. She highlighted the need to find a replacement for G.Layer on the Search Committee following his retirement in December 2021 and she suggested this be addressed during next term’s governor recruitment activity.

The Corporation APPROVED the proposed committee membership as follows:

<b>Audit Committee</b>	<b>Search Committee</b>	<b>Remuneration Committee</b>
5 members	4 members	4 members
W.Farrington-Chadd (Ch)	P.Hinkins (Ch)	G.Bleasby (Ch)
P.Birch	G.Bleasby	P.Hinkins
C.Crane	G.Layer	P.Birch
C.Pallett	R.Matthews	R.Matthews
L.Biffin		

The Clerk referred to her report and in light of the discussion so far proposed the creation of a focus group for capital projects. She suggested a core membership of L.Biffin, G.Bleasby and P.Hinkins, with the ability to draw in additional members at appropriate times based on their expertise.

The Corporation APPROVED the establishment of a capital focus group and the proposed membership as set out above.

15.4

Meeting calendar

The Corporation NOTED the 2021/22 meeting calendar. The Clerk advised she would send out meeting invitations later that week to confirm all the dates.

The Corporation agreed to retain the ability to attend meetings either in person or virtually, with the preference being in person, in acknowledgement of the flexibility this provided to governors. The Clerk noted she would add this to the 2021/22 version of the Corporation Handbook, which would be presented for approval in October 2021.

The Corporation asked for an update on the plan for recruiting replacements for the outgoing governors in the Autumn term. The Clerk advised the recruitment activity would begin at the beginning of the new academic year.

*Clerk to send out meeting invitations*

*Clerk to include within the handbook review*

**FINAL BUSINESS**

**16. Self-assessment and reflection**

<p>16.1</p> <p>16.2</p> <p>16.3</p> <p>16.4</p>	<p><u>Draft Governance section of the SAR and Governance position statement</u> The Clerk presented the DRAFT Governance section of the Self-Assessment Report and welcomed feedback from the Corporation. The Clerk noted the feedback provided during the meeting and the Corporation requested further time to provide comment. It was agreed feedback could be sent to the Clerk before close of play on 16/07/21 to ensure the college's internal deadline could be met.</p> <p>The Clerk presented the DRAFT Governance position statement and welcomed feedback. It was agreed the document needed to place more emphasis on pre-merger governance, alongside the good practice now in place, in order to fully demonstrate the journey the college had been on.</p> <p><u>General improvements/better ways of working</u> None identified.</p> <p><u>Risk identification</u> There were no risks identified for inclusion within the risk register. The Clerk suggested the wording of this item be amended for future agendas to consider risk in general, rather than only identification. The Corporation was supportive of this approach.</p> <p><u>Any further comments/questions not raised during the meeting</u> There were no further comments/questions from the Corporation.</p>	<p><i>Corporation members to provide feedback</i></p> <p><i>Clerk to re-draft</i></p> <p><i>Clerk to amend on future agendas</i></p>
<p><b>17.</b></p>	<p><b>Any other business</b></p>	
	<p>G.Guest thanked Corporation members for the support they had provided the college throughout another challenging year.</p> <p>There was no further formal business for discussion. The Chair thanked everyone involved for their continued hard work during what had been another very challenging year.</p> <p>*RECORDING CEASED AT THIS POINT*</p>	
<p><b>CONFIDENTIAL SESSION</b></p>		
<p><b>17.</b></p>	<p><b>Minutes of the Confidential sessions from the last meeting and matters arising</b></p>	
	<p>The minutes of the Confidential session at the meeting held 14 June 2021 were APPROVED as a true record.</p> <p>There were no matters arising.</p>	<p><i>Clerk to update register/records</i></p>

**The meeting closed at 7:10pm**