

**Minutes of the meeting of the Corporation held in H201, City Centre on Monday
17 October 2022 at 17:00**

Present

Andy Salmon (AS)	Chair
Neil Wilson (NW)	Joint Vice Chair
Victoria Downing-Burn	Joint Vice Chair
Erica Draisey (ED)	
Lisa Ford (LF)	
Adam Gould (AG)	
Mike Oram (MO) (to item 7)	
Ian Stevenson (IS)	
Ian Tavener (IT)	
Jenny Williams (JW)	
Jayne Davis (JD)	Principal and CEO
Bob Rashley (RR)	Staff Governor

In attendance

Anne Roberts (AR)	Head of Governance
Emma Channon (EC)	Assistant Principal (Facilities) (to item 12)
Sally Eaton (SE)	Assistant Principal and DSL (to item 12)
Paul Fletton (PF)	Director of Finance & MIS (to item 12)
Kate Hobbs (KH)	Deputy Principal (to item 12)
Emma Roberts (ER)	Head of Governance designate (to item 12)

Attendance: 100%

AGENDA ITEM

1. WELCOME AND APOLOGIES FOR ABSENCE

Welcome was given to Bob Rashley, the new Staff Governor and Emma Roberts, Head of Governance designate.

2. DECLARATIONS OF INTEREST

Declaration of interests were received from AG and AS in respect of the ISTART programme.

3. CONFIDENTIALITY OF ITEMS

The Board agreed that reports marked confidential on their cover paper were confidential.

4. PRESENTATION: Safeguarding and Prevent

The DSL lead reported that Cheri Fayers was the new DfE SW Prevent Education Coordinator with responsibility for both schools and colleges. There were over 250 feeder institutions to the college and the CPOMS system was helping access the referrals. She briefed governors on a major incident in Radstock during the summer holidays and the mitigations in place for students affected by this.

She reported on the excellent safeguarding and Prevent networks in place which meant that concerns were shared and actioned, providing a safety net for those affected. She presented a series of slides on Prevent to update governors on key trends and the use of smoothwall at the college. Students were given a tutorial programme, the DfE tool kit was a very useful resource and the Prevent Board met every 3 months.

Members asked whether there was anything further to add to the Prevent Action Plan, whether good practice was shared across colleges and how much engagement took place with parents and carers. SE reported that safeguarding information was shared with the local authority and good practice shared across the AoC and SW Principals networks. The college had set up a mental health forum and parent surveys took place as well as briefings and resources. She asked that governors continue to strategically challenge to test and assure themselves that the Safeguarding Policy and its delivery were effective.

5. MINUTES

5.1 Minutes of the meeting held on 11 July 2022 and any matters arising

The minutes of the meeting held on 11 July 2022 were APPROVED as an accurate record subject to one amendment to minute 6.2: 3rd sentence to read 'The Board noted the ONS review of the reclassification of FE Corporations. The Board would be updated further in due course'.

5.1.1 Approval of Student Governor

The Board APPROVED the appointment of Isabella Eddahar (Inclusion officer) and Hrishikumar Ganesh (HE Officer) as student members of the Corporation from 17 October 2022 to 30 June 2022.

5.2 Written Resolutions and update on pay negotiations

The Board noted the approval of written resolutions 10 and 11.

The Principal provided an update on the pay negotiations with the unions. The offer of a consolidated pay award for staff had not been accepted by the UCU and further strike action was planned this week. The college's financial information had

been shared with the union and an offer to renegotiate further in the new year on the non-consolidated pay award. Negotiations were continuing on the pay award and on the management guidelines. Members recognised the disruption the strikes would be causing to learners, particularly in certain subject areas. The Board agreed that it was committed to offering a pay award that recognised the dedication and hard work of its staff, but the decision had to be one that did not put the College at financial risk.

The Corporation agreed to continue to offer the consolidated pay award and to commit to re-entering pay and management guidelines negotiations with the UCU in January 2023 once firm data on student recruitment was known.

5.3 Action Register

The Head of Governance presented the Action Register.

- The Staff Capability Policy had been shared with the unions and had been approved by the Senior Staff Performance & Remuneration Committee on behalf of the Board
- The newly established People Working Group was scheduled to meet in November
- Follow up on the Risk appetite session in July would form part of Board discussions of the Strategic Risk Register

6. STRATEGY

6.1 Strategic Map and Refreshed Strategic Objectives and Targets

The Chair presented a strategic map reflecting the themes from the away day. He thanked the Head of Governance for the comprehensive output from the strategic discussions. The four key areas were discussed. Members commented that the diagram was an excellent representation of the distillation of the key priorities of the college and the internal and external drivers. It also included the shift in ambition in the sustainable environment. It was suggested that the diagram was shared with staff and key stakeholders.

Members discussed the importance of considering what the essential questions were on each of the priorities and the key actions arising.

The Principal reported that the refreshed objectives were designed to ensure that all staff could see where they fitted into the plan (personas were being developed). Actions and targets had been added. SMT had reviewed the 5 year strategy and curriculum and community remained the key priorities in order to achieve growth. A commitment to a net zero future had been added to the original 5 priorities.

Members discussed financial stability and growth plans and the link between the estates strategy and the net zero future. Reference to 'lean, clean, green' was made as it was not just about energy efficiencies.

The Board APPROVED the strategic objectives, subject to some minor amendments to the wording to ensure the strategic map matched the refreshed objectives.

6.1.1 Board Culture and Challenge

The Vice Chair (VDB) offered to present a piece on this at the December Board for governors to discuss the best opportunities for transformation and improvement. Challenge was healthy as the discussions today had shown and this would be a topic for further discussion.

6.1.2 Estates Strategy

The summary recommendations from the Consultants' Estates Strategy report were presented together with the recommendation from SMT. Members discussed growth vs utilisation and staff resource and asked how realistic the targets were in supporting the ambition. Sequencing was discussed and the interplay between low occupancy and better facilities as this needed to be made clearer. Members discussed financial stability and the importance of learner engagement to enable the ambition and the need to address the sustainability agenda in the current timeframe. The targets and risk appetite identified in the objectives should be aligned and underpinned by rigour.

The Board APPROVED option 4a to refurbish and reimagine both campuses with a pipeline of future projects (including ISTART) and asked that a plan for growth and sustainability be drawn up this Autumn. The Principal reported on current growth areas and plans in place, and the need to review the room utilisation data again. There were many opportunities for development, not least given the North Quays development as well as opportunities at the SVC campus. **ACTION: JD**

6.2 Principal's Update, including Partnerships

The Board received the Principal's report on sector, staffing and student news, bids and submissions. All governors had been issued with the new college full-time prospectus and a range of leaflets, including those on safeguarding. Members asked about the recent WECA audit and the Principal reported on progress.

7. SCRUTINY

7.1 Strategic Risk Register

The Director of Finance & MIS presented the updated Strategic Risk Register following discussions at SMT. He highlighted the risks that were key.

The Board considered that the risks identified by SMT were appropriate and covered key activities. They agreed the 11 strategic risks to be added to the Strategic Risk Register and asked that safeguarding be added as one of the risks that should always appear. Members discussed the reframing of the risks so that they were more strategic than operational. The Vice Chair (NW) offered to review these.

ACTION: NW

7.2 Strategic Dashboard

Members considered the October Strategic Dashboard. It was reported that the 16-18 learner enrolments had increased since the paper was produced. Members were pleased to have the transparent data RAG rated so clearly and discussed the factors that were within the college's control. It was important to retain learners and the recruitment numbers would be reviewed by the Curriculum & Quality Working Group in November.

7.3 End of Year Accounts, and Draft Members Report and Financial Statements

The Director of Finance & MIS presented the July accounts and current 2021-22 out turn that had been to Finance & Estates Working Group. The Board noted that the year end was positive with a portion of the predicted surplus achieved after a challenging year. It noted the updates on the two exceptional items and the progress on the external audit fieldwork. The draft financial statements included the impact of the actuarial changes to pension provisions.

It was noted that the members report and final accounts would be presented for approval, via the Audit Committee, in December.

7.4 Health & Safety Annual Report 2021/22

The Assistant Principal (Facilities) presented the annual report and highlighted key points. Veilig now provided external advice on Health and Safety. Members asked whether there were any themes and asked for clarification on movement on some of the data. It was reported that the reporting of accidents had been both paper and electronic and this would move to electronic in future. The numbers for 2021/22 reflected the better engagement of staff and therefore the recent data could not be truly comparable with previous years.

The Board noted the report and thanked EC for the excellent report which provided members with assurance.

8. GOVERNANCE

The Chair provided a verbal report. The Self-Assessment reviews had started and he recommended members attend one of these as they provided a deep dive into each of the college service and curriculum areas. He was continuing to hold 1:1s with each member and would reschedule those that had not yet taken place. This was proving very useful in discussing what was working well and what could be the next focus. The AoC Conference was being held in November which he, the Principal and JW would be attending.

The Head of Governance reported that following the resignation of Allison Herbert as external member on 12 September 2022, new governors with strategic expertise in either teaching, learning, inclusion or the skills agenda would be sought, to match the skills need required as a result of the last governor skills audit. **ACTION: AR**

The Chair thanked AR for her commitment and support to the college as Head of Governance, as this was her last Board meeting.

9 ITEMS FOR APPROVAL

9.1 Safeguarding Policy

SE reported on the changes to the Safeguarding Policy which was reviewed by SMT annually. ED, as Safeguarding link Governor, emphasised the importance of governor training and governors being aware and assuring themselves that the college was a safe environment for both young people and vulnerable adults. Safeguarding would be a leitmotif throughout the whole Quality Assurance programme so that every element had reference to safeguarding.

The Board APPROVED the updated Safeguarding Policy.

9.2 Health & Safety Policy

The Assistant Principal (Facilities) highlighted the key changes since the Policy was last approved. The Board APPROVED the updated Health & Safety Policy for signing by the Chair and Principal. **ACTION: JD**

10. ITEMS FOR INFORMATION

10.1 Finance & Estates Working Group

The confidential draft notes of the meetings held on 23 and 26 September 2022 were received.

11. ANY OTHER BUSINESS

None

12. CONFIDENTIAL ITEMS (External Members only)

12.1 Confidential Minutes of the Board held on 11 July 2022

The confidential minutes of the Board held on 11 July 2022 were approved as an accurate record.

12.2 Senior Staff Performance & Remuneration committee – 10 October 2022

Confidential minute

13. Next Meeting

15 December 2022 at City Centre