



THE SIXTH FORM COLLEGE, COLCHESTER

**Minutes of Corporation Meeting No. 119
16th December 2019**

Chair: D Morran

Members Present: I MacNaughton (Principal), N Gerrard, C Goldsworthy, M Atherton, P Barker, S Carmel, B Shahrabi, A Beatty, J Johnson, K Finnigan

In Attendance: J Harker, G Rayner, S Williams, J Cadman, T Harrison

Clerk: T Johnson

The Chairman welcomed Patrick Loveard (Chair elect of the Student Council) and Sedem Okpattah (Vice Chair elect of the Student Council) to the meeting.

[The numbering of the minutes reflects the order of discussion]

119.1 Apologies for Absence

119.1.1 Apologies for absence were received and accepted from governors: J Owens, M Perrin, I Hutchins, I Vipond, J Leslie, G Gardiner, D. Williams, R Wilson and observers: A Johnson and A Frost.

119.1.2 The Chair notified those present that S Nolan had tendered her resignation, for personal reasons.

119.1.3 It was noted that the current student governors' terms of office end on 31.12.2019. In recognition of his work as student governor, the Chair made a presentation, on behalf of the Corporation to B Shahrabi.¹

119.2 Any other Business

None

119.3 Declarations of Interest

119.3.1 None

119.4 Minutes of Previous Meetings

119.4.1 The minutes of meeting No.118 held 21 October 2019, were agreed and signed by the Chair as a true record of the meeting.

119.4.2 Matters Arising

There were no matters arising that did not appear elsewhere on the agenda.

¹ A similar presentation was subsequently made to student governor D. Williams

119.5 **Student Reports**

119.5.1 **Student Council Report** - see also tabled appendix A

Student Governor, B Shahrabi introduced Patrick Loveard and Sedem Okpattah as the Chair and Vice Chair elect of the Student Council and gave a verbal report on the work of the Student Council. The following points were highlighted

- There has been an increase in the number of students willing to 'get involved' with the work of the council and willing to give feedback about the College.
- Significant charitable funds have been raised this year. Money raised from the Winter Wonderland event has been donated to 'Water Aid'²
- The culture committee has had a positive impact on encouraging students to share their diversity. In addition to holding the annual arts and culture festival, the committee also designed the black history month tutorial programme for the 2019/20 Year 12 students.
- The new canteen committee has provided suggestions for additions to the catering menu including, a wider range of gluten free and vegan options.

The Principal reported that the 2018-19 College Council executive had been particularly strong, committing significant time to council activities as well as engaging and achieving very well academically.

The Chair stressed to the prospective student governors that the Board are very keen to hear the student voice and learn about the student experience, in addition to student governors fulfilling their role of providing student input and opinion on projects, initiatives and strategy before they are put into practice

119.5.2 b) **Appointment of Student Governors**

The appointment of Patrick Loveard and Sedem Okpattah as new student governors for a term of one year commencing 01.01.2020, was unanimously approved.

At this point it was agreed to discuss items 119.8b(v) & 119.8b(vi) Operational and Statutory Reports - IT and Estates at this point.

119.6 **Information Technology** [Agenda No.119.8(b)(v)]

The Director of Information, Systems and Estates (DISE), provided governors with an update re the installation of Windows 10 (long term, stable version C), new staff laptop purchases and the redistribution of reconditioned staff laptops, Veeam Cloud storage and wireless upgrade/ replacement options.

119.6.1 **Data Recovery**

In response to governor concerns re mitigating risks around potential IT failures, the DISE detailed how backups are made and stored and the option to recover data from file storage alternative to the Cloud option. In this context, governors were advised that at present there is no feasible reason for procuring additional Cloud based back up.

[remaining para has been redacted due to confidentiality]

² <https://www.wateraid.org/uk/>

The finance lead governor reminded those present that the perceived risk re data loss had been discussed in detail by the Audit Committee. The Committee had been satisfied that the measures taken by the College meant that the risks were suitably controlled.

119.6.2 Wireless

The current wireless system is fit for purpose and although increased demand and newer technologies mean that the system is 'showing its age', at present there is not thought to be a cost benefit to upgrading the system.

119.6.3 IT Department Staffing

In the context of staffing, the Chair expressed the view that as IT is central to everything that the College does, governors must be reassured that the College has the expertise to properly evaluate and continue to deliver the service should IT staff be unavailable. The DISE reported that in the event that the Network Manager is unavailable a contingency plan is in place. Staffing needs and expertise required by the department are reviewed on an ongoing basis and as staff leave or retire.

119.6.4 IT Sustainability - purchasing of IT equipment

The College has adopted a strategy of replacing old IT equipment with refurbished equivalents or keeping existing cases and replacing the main components. This allows the College to significantly reduce the cost of maintaining the network infrastructure, whilst ensuring that the environmental cost of producing the equipment is not duplicated.

119.7 Premises [Agenda No.119.8(b)(v)]

The Director of Information, Systems and Estates (DISE), provided governors with an overview of the report circulated in advance of the meeting including: an update re the flood damage to sections of the Midsite Building and subsequent remedial works, Condition Improvement Fund 2019-20, summer maintenance works and the Carbon Numbers initiative. In response to governor questions the following points were discussed:

119.7.1 Mid-site flood

The flood damage repair costs have been assessed at £130,000 - £140,000 which will be covered by the College's insurance. Although the College is proactively managing the situation to ensure that there is as little impact as on teaching & learning there is still a significant amount of disruption which will continue until after the remedial work is undertaken³. A specification for the works had been agreed and a tendering process has been undertaken, resulting in a series of requests for further information passed to relevant contractors. It is anticipated that works on levels 3 and 4 will take place at the start of the new year. However, level 2 is taking significantly longer to 'dry out' and therefore works are unlikely to take commence until late spring.⁴

³ Work cannot commence until the walls have dried out – currently estimated to take 3-4 months

⁴ Three separate insurers are involved (the College insurers, the contractor's insurers and the supplier/manufacture of the faulty component insurers) which has slowed progress

119.7.2 Buildings Insurance

Currently the College is at the start of a 3-year fixed premiums contract with FE Protect. It is anticipated that at the end of the 3 years, the College will have built a good record with the insurance company and therefore the recent claims will not negatively impact the cost of future premiums.

119.7.3 Condition Improvement Fund (CIF)

The College will be submitting the maximum permissible two bids to the annual bidding round 2020-2021.

- Bid 1 - to replace the flat roof of the Performance Studio (the building has a number of issues including leaks, causing some disruption to teaching & learning and general deterioration)
- Bid 2 - to replace the entire heating system in the Performance Studio (the current system is causing maintenance issues and concerns, impacting teaching and learning)

The bid writing and submission process is being supported by Ingleton-Wood, a construction & property consultancy firm the College use on an ongoing basis and whose work on the CIF bids is undertaken on a no win / no fee basis. Early indications are that both bids are likely to be in the £250k to £400k range (individual bids cannot exceed £600k). If the bids are successful then the College will be expected to fund 25% of the final costs (plus associated fees).⁵

In response to governor questions, the Principal explained that at present, excepting a very small devolved formula capital allocation, the CIF is the only capital funding available to sixth-form colleges, single and smaller multi-academy trusts and (non-diocesan) voluntary aided schools. As all of these institutions need to apply to the CIF for capital funding, to improve building conditions including addressing, health and safety issues, building compliance and poor building condition, the fund is considerably oversubscribed.⁶

119.7.4 Premises Sustainability – Energy Saving

Carbon Numbers had previously approached the College with a proposal to significantly reduce the amount of electricity and gas the College uses over a 10-year period. The reduction would be achieved by implementing a series of environmentally friendly modifications which would be funded directly by the savings made.

The Director of Information, Systems and Estates (DISE), reported that the College currently pays a total of approximately £200,000 per year on gas and electricity. If the College were to adopt the proposals from Carbon Numbers the firm would guarantee a saving of at least £192,000 over the period of the contract and provide a fund of £230,000 for energy efficiency projects – for example, one major project would be to upgrade the existing Building Management System to allow the College to monitor the temperature and lighting in rooms more effectively and maintain a more even temperature in the buildings, thereby saving on energy usage.

If the College subscribed to the scheme, the College expenditure on gas and electricity would be paid through Carbon Numbers. The College would then work

⁵ The Corporation had previously agreed that if the bids were successful, the 25% match funding could be payable from Reserves.

⁶ <https://www.gov.uk/guidance/school-capital-funding> These institutions do not receive the School Condition Allocations (SCA), given to eligible bodies responsible for maintaining school buildings e.g. Multi Academy Trusts with 5+ academies and more than 3000 students, local authorities for their maintained schools etc. Institutions given the SCA are not eligible to apply to the CIF.

with Carbon Numbers to reduce the College's carbon footprint, over the course of the 10-year project. The money saved through reduced energy expenditure would be used to improve energy efficiency of the buildings. Governors were assured that whatever happened the College, would make savings and be more energy efficient

At the end of the project Carbon Numbers guarantee that the College will have a reduction in its energy costs of iro £40k per year. The 40k cost saving after the 10-year period is guaranteed and is underwritten and therefore there is no risk to the College. At any time during the 10 year contract the College can withdraw from the scheme, but may be required to fund any project outlay that had not so far been covered by the energy savings.

In response to governor questions the following points were clarified:

- The current brokerage arrangement for energy suppliers would remain in place.
- The College would have a commercial contract with Carbon Numbers - which over a 10-year period would be a contract worth iro £2m. Although a contract of this size would ordinarily carry some risk, the College believe that there is no material risk as the College could withdraw from the project at any point. Whether Carbon Numbers could also withdraw from the project at any time would be looked into.
- There are no other companies offering the same service, and no grants available for such initiatives, that the College is aware of.

Governors agreed that more detailed investigations need to take place including a year by year cost/benefit analysis and due diligence on the company and any resulting contract.

It was agreed that governors; N Gerrard & A Beatty should meet with the Director of Information, Systems and Estates and the Finance Manager to discuss the matter in more detail and agree due process. A formal proposal will be given at the next meeting.

Action: NGe/ABe/EGi/THa

119.7.5 It was noted that following approval of the 3-5 year Strategic Business Plan a comprehensive review, of both the ILT and the Estates /Accommodation Strategies, will be presented for discussion at the March 2020 Corporation meeting.

Action: THa

Governors thanked the Director of Information, Systems and Estates for his informative reports.

6.30pm T. Harrision left the meeting

119.8 Principal's Strategic Matters

Governors considered the report prepared by the Principal. In response to governor questions the following points were noted:

119.8.1 Integrated Financial Model for Colleges (IFMC)⁷

⁷ The IFM return has been developed to replace the longstanding biannual returns - the December College Finance Record and the July College Financial Plan, as well as the Cashflow Against Debt Servicing return and cash flow template. These returns will be discontinued with effect from 2020. The Finance Record for the year ended 31 July 2019 will still need to be submitted by 31 December 2019.

The template for the new IFMC return, had not been released by the ESFA until late November. The ongoing problems with the template have caused significant issues for College Finance Manager's, who are now facing additional work to complete the extensive template for Corporation approval, before the ESFA's revised submission deadline of February 28th 2020.⁸

119.8.2 High Value Course Premium (HVCP)

The College has welcomed the news re the Government additional uplift for High Value Courses. Students studying Level 3 study programmes, which include 2 or more qualifying A Levels (or another qualification of 360 guided learning hours), will attract additional funding of £400 per year.⁹

119.8.3 Overall Resourcing

When estimating the range of costs increases applicable for the 2019 - 21 period, alongside the likely level of 2020 - 21 Government allocated re-current funding, the College currently estimates that there will be an increase of approximately 3% in the real terms level of resourcing per student (returning the College to the 2018-19 level of resourcing). Governors were reminded, that the level of resourcing per student that finally emerges is in part dependent upon the level of increase in the number of students enrolling for the 2020/21 year.

119.8.4 LGPS

The College has recently been notified by Essex Local Government Pension Scheme (ELGPS) that from 1st April 2020, the rate of the employers' contributions to the ELGPS will be increased from 18% to approximately 22.3%. This increase is in addition to the increase in the level of payments needed re the recently revised level of actuarially assessed LGPS deficit. The estimated full year cost of this increase will be approximately £75k per annum (£25k in the current 2019/20 budget year).

119.8.5 Teacher & Support Staff Pay Awards

Following the conclusion of the recent general election, it is expected that pay award negotiations will now resume. Recent SFCA information suggests that staff pay awards for the 2019 - 20 year may be eventually agreed, through the normal collective bargaining process, at a slightly higher level than the 1.5% the College had budgeted for. An update will be given at the next meeting.

Action: Principal

119.8.6 Programme for International Student Assessment (PISA) Report

The Organisation for Economic Co-operation and Development's (OECD) PISA report, published December 2019, made global comparisons regarding a number of educational progress issues re 15-year olds, and found that those in the UK had the biggest decline in 'life satisfaction' since its last survey in 2015. Overall the UK has some of the lowest scores for 'life satisfaction'. The report has provided further confirmation of the significant mental health issues now experienced by young people in the UK.

⁸ The ESFA recently announced that v6 of the template and submission details for the Corporations comprehensive would not be made available until early February.

⁹ According to ESFA guidance, subjects qualify as high value courses because they both have higher earnings outcomes and contribute to the UK Industrial Strategy. <https://www.gov.uk/guidance/16-to-19-funding-high-value-courses-premium#eel-SSAs>

The Principal advised governors that the OECD report helps the College to better understand the nature of a high proportion of students applying to and then enrolling at the College who have mental health, safeguarding or wellbeing issues.

119.8.7 Student Applications - September 2020

Current levels of early applications indicate that Year 1 student numbers for the 2020/2021 academic year are projected to be 'up' by 40+ students, compared to the 2019/20 student cohort.

119.8.8 Russ Foundation

Due to unforeseen circumstances, the India expedition had been cancelled. Monies paid by individual students for the trip was covered by insurance. Additional charitable funds raised by the students will be distributed to alternative charities, having first been discussed with the students.

119.9 Principal's Annual Report

The Principal introduced his annual report to the Corporation. For the benefit of newer governors, it was explained that the report provides a strategic summary, analysis and evaluation of the College's performance across a range of indicators as well as providing important analytical and evaluative considerations for strategies and operations going forward.

119.9.1 Self-Assessment

Governor's concurred with the overall self-assessment that College performance was excellent in 2018/19 (in line with an Ofsted Educational Inspection Framework criterion of 'Good', and in line with the judgement in the early summary SAR presented to, and considered by the Corporation at the last meeting).¹⁰

In response to governor questions the following points were elucidated:

119.9.2 Teaching & Learning

To respond to the ongoing reductions in resources, it has been necessary to further reduce costs and review and make changes to programmes of study, reduce levels of student contact hours and reduce the range of curriculum subjects offered. Alongside this, the College has also had to significantly reduce staffing levels, reduce the range of provision of student services including general levels of student support, and change timetable arrangement. Despite this levels of overall student academic results and achievement remain strong and no A Level subject has retained 3 successive years of negative Value Added. The Principal confirmed that the College has no area that would be considered an area of significant fundamental weakness.

119.9.3 Demographics

Over the next 15 years the anticipated growth in the number of 16-year olds locally, means that governors will need to explore and make decisions re expansion (or not) by 2025 - 2027. Such decisions will need to be made in a timely manner to enable, where relevant forward planning to take place.

¹⁰ Minute No.118.6

119.9.4 Risk

Resourcing: Continued declining levels of Government allocated re-current and capital resources per student in real terms in 2018/19 (and 2019/20) and the breadth of impacts and implications remain a significant risk. The trend in the real term recurrent resourcing levels per student 1987-2021 (recurrent funding allocation and costs) demonstrate that the real terms decline in resourcing is scheduled to continue to summer 2020 and the level of resourcing has fallen by approx. 50% since 2009. By 2020 the real term reduction from 1987 will be approx. 60%.¹¹ In addition, the very high levels of students with mental health and/or safeguarding and/or learning support issues and the rising levels of students with identified safeguarding issues, add further to the range of impacts and implications.

In this context, the quality of teaching & learning and the quality of the student experience at the College has been maintained due to the dedication of its staff. Substantial amounts of good will and voluntary time is given by staff over and above their designated roles, despite the scarcity of resources adding significant pressures on staff. Real wage levels for teaching staff have fallen by over 20% and most support staff have also seen a sizeable reduction in their levels of real wages.

Performance Data: Over the past 4 years, there has been substantial changes in the Government published performance data, in both the selection of data the Government chooses to include as performance measures and also changes to the specific methodologies adopted. The changes to the specific measures for A Level performance have served to statistically penalise inclusive providers and advantage those that 'select' high achieving students. Governors were reminded that the Government's current range of performance data also disadvantages institutions providing a broader and more substantial package of sixth form qualifications.

Government Policy: Further expansion of the selective sector is a possibility and could have significant strategic implications for the College.

The Chair advised Corporation members, that whilst recognising there are concerns re Government policies and the implication for the Sixth Form College sector, the Corporation should predominately be focussing its attention on matters that directly impact the College and its stakeholders, in particular:

- Working towards attaining an 'outstanding' Ofsted grading. Including considering balance of resource allocation re the teaching & learning component of the student experience opposed to the student support/pastoral component.
- Accentuating the College's attractiveness, to students considering post 16 study in the grammar or independent sector.

The Chair, on behalf of the Corporation thanked the Principal for his comprehensive and informative report.

119.10 Strategic Plan and Priorities

119.10.1 Strategic Priorities

¹¹ Approx. one third of the resource reductions per student since 2018 relate to funding cuts and two thirds are unfunded cost increases, many of which are Government imposed for example, increases in employer NI and pension contributions.

Early feedback on the progress made towards the 2019 - 20 strategic priorities was received and considered. A detailed and 'RAG' rated review will be presented at the spring term meeting (March 2020).

Action: College

119.10.2 Strategic Plan 2020-2023

Item deferred to the next meeting

Action: Strategic Planning Working Group

119.10.3 Cross College Self-Assessment Review 2018/19 - Quality Improvement Plan 2019/20

Item deferred to the next meeting

Action: College

119.11 OPERATIONAL & STATUTORY REPORTS

119.11.1 **Audit**

(i) Financial Statements for the year to 31st July 2019

The Audit Committee Chair and Finance Manager presented the Consolidated Financial Statements for the year ended 31 July 2019, to the Corporation.

The accounts had been audited by RSM UK Audit LLP and had previously been presented to the Audit Committee. Under the 2019 - 20 Audit Committee terms of reference the Committee had scrutinised the Financial Statements prior to presentation to the Corporation for approval.

(ii) Reconciliation of Financial Statements to Management Accounts & two-year forecast

The Finance Manager gave an overview of the documentation circulated in advance of the meeting. It was noted that there were no adjustments to the draft management accounts arising from the October 2019 audit.

The Financial Statements for the year to 31st July 2019 were approved by the Corporation and duly signed by the Corporation Chair and Principal.

(iii) Audit Committee's Annual Report for 2018/19 year (incl Risk Management Report)

The Audit Committee Chair provided a summary of the annual report and confirmed that the Committee had received a report detailing the external auditors final audit findings. It was noted that no significant concerns had been raised in relation to the construction of the accounts.

The Committee continues to be satisfied with the overall level of assurance and does not consider the appointment of internal auditors to be necessary. As in previous years, additional, bespoke internal controls testing would be commissioned as deemed appropriate.

The Committee reviews the risk register at each meeting and confirms that there were no significant net risk areas during the year and no actions/deadlines not achieved.¹²

¹² Electronic copy of the risk register was made available to all governors in advance of the meeting

The Committee are therefore of the opinion that as a result of its review of the Risk Register, the Self-Assessment Review and the work carried out by external auditors, that the College has an adequate and effective framework for governance, risk management and control processes for the efficiency and effective use of resources, the solvency of the institution and the safeguarding of its assets.

The recommendations detailed within the Audit Committee's 2018/19 annual report were approved.¹³

(iv) Statement of Policy re Mandatory LGPS discretions

The Audit Chair informed those present that the Committee had considered the statement of policy re the mandatory LGPS discretions document and had resolved that the policy should be recommended to the Corporation for approval and signing. The Committee would be further considering the content of the policy at a future point.

The HR Manager advised that policy is only required to be submitted to Essex Local Government Pension Scheme once i.e. when national changes were made to the scheme in 2014, and was, at that time signed off by Principal and Chair of the Corporation.

The Clerk provided guidance re the Corporation's statutory duty as Scheme Employer under the 2013 LGPS regulations i.e. *to formulate, publish and keep under review, a statement of policy concerning all mandatory discretions.*

The Chair duly signed the policy statement confirming that the Corporation approved without amendment, the mandatory LGPS discretionary decisions detailed within the document.

7.30pm N. Gerrard, J Harker, P Loveard, S Okpattah & B Shahrabi left the meeting

119.11.2

Health & Safety

The Health & Safety Lead Governor, provided an overview of the 2018 -19 annual report, which included information on training and briefings, policies and procedures, risk assessments, work station assessments, student care plans and health & safety audits. It was noted that at least two emergency evacuation practices had taken place in each of the College's buildings. including for lettings outside of college hours.

The Assistant Principal (Examinations, Assessments and Reporting) informed the meeting that there had been very little Health & Safety incidents to report during the 2018 - 19 year however, the recent flooding and burst pipes (previously reported) would notably feature in the 2019 - 20 annual report.

119.11.3

Finance

(i) Cost Centre Review May 2019

The Finance Lead Governors and Finance Manager gave a verbal report on the current budgetary position. Governors noted that the Cost Centre review reported a surplus of £119K for the month, which has resulted in a net operating deficit of £778k for the first three months of the financial year. The budget showed an expected surplus of £710k (for this point in the year) and therefore the year to date (actual against budget), shows a positive variance of £68k.

¹³ Scrutton Bland had been appointed as the Corporation's auditors following competitive tendering process completed May 2019.

The balance sheet shows the cash and bank balances at 31 October 2019 at £4.92m against the budget figure of £4.62m

The three positive variances within the income from grants were noted.

- The income from Essex County Council for High Level Needs (HLN) students is higher than budget, although the total for the year is not yet known it is anticipated that the increased income will be contra with the increased salary for learning support staff.
- The capital release grant is higher than budget due to the 'Little Extras' grant received during the 2018-19 year. The grant will be capitalised and will be released to Income and Expenditure over the next five years.
- Within budget the grant received from the ESFA for increased employers' contributions to the teachers pension scheme was netted off the increased cost.

(ii) Insurance Review

Governors received and reviewed a summary of the College's insurance cover. Governors were satisfied that adequate levels of insurance are in place, across the College.

J Harker re-joined the meeting

119.11.4

Human Resources

(i) 2019 People Management Plan (Staffing Strategy).

The HR Manager introduced the 2019 People Management Plan (Staffing Strategy). In response to governor queries the following points were discussed;

Recruitment & Retention

Staff retention remains high, despite the increased pressures and the real terms reduction in teaching staff salaries. The overall high rate of retention continues to be a strength and a positive indicator that staff value working at the College and remain highly committed.

The majority of staff turnover has been due to retirement, however there is a small increase in staff leaving for promotional reasons. The financial pressures faced by the College, impact the development and promotional opportunities the College is able to offer to staff and in this context some staff seek promotional opportunities in other institutions.

Recruitment, focused on areas of need continues but at a reduced rate. Feedback received by the College indicates that it remains an employer of choice for many local teachers and support staff. The Principal advised governors that moving forward recruitment to the subject areas of geography, maths and economics may prove to be difficult, due to a national shortage of teachers in these subject areas.

Governors had previously made the strategic decision that reducing the ratio of staff costs to income (currently 79%), was not feasible or desirable during the 2019 to 2021 period, predominately due to the anticipated increase in student numbers and agreed that cash reserves should be used to retain highly qualified staff within relevant departments.

Staff Wellbeing and Engagement

The College continues to support employees through its family friendly policies, flexible working practices and supportive approach to staff wellbeing.

The HR Manager was thanked for producing the 2018-19 Management Plan

(ii) Teacher's Salary Structure/Policy

The Teacher's Salary Policy was unanimously approved

119.11.5 Equality & Diversity

The 2018 -19 equality and diversity monitoring reports, circulated in advance of the meeting were discussed and the 2018-19 objectives reviewed. The Assistant Principal (Pastoral) highlighted sections of the reports and in response to governor questions, the following points were expounded:

Disadvantaged Students

As in previous years, there appears to be a direct correlation between family income and achievement, although students at the College, who receive free meals achieve considerably better than comparable students nationally. The College employs a range of strategies to help identify students affected by poverty and in need of assistance.

Ethnicity

Data continues to suggest that ethnicity is not a predictor of examination achievement.

Gender

Over the year, male students achieved a higher success rate than female students.

Six Dimensions Report

Assistant Principal (Pastoral) agreed to look further at the data presented within the Six Dimensions report, with a view to confirming the accuracy of the statistics re the attainment of students presenting with mental health and/or moderate or specific learning difficulties.

Equality Objectives 2019 -2020

- Reset financial disadvantage project, focusing on better identification of those students in need
- Develop peri / menopause and fertility policy / protocol
- Reduce incidents of bullying / harassment to zero
- Develop initiatives to promote engagement of BAME (black, Asian & minority, ethnic) students.

The 2019- 2020 Equality Objectives year were unanimously agreed.

Action: College

8.05pm At this point observers and all students left the meeting

119.12 **GOVERNANCE MATTERS**

119.12.1 Membership Matters

The appointment of the following Lead Governors was approved:
J. Johnson - Lead Governor Information Technology (IT)
S. Carmel - Lead Governor Curriculum Offer & Educational Quality

119.12. 2 Operational Committee Reports

The Appeal Committee reports for the following meetings were received and noted:

- Exclusion appeal 25.10.2019
- Exclusion appeal 04.11.2019

Committee Chairs gave a verbal overview of the formal operation of the meetings, including the implementation and execution of the student disciplinary of policy.

In response to the Corporation Chair's concerns re the resourcing of appeals, and the consistency of approach to appeals, governors were informed that the Chair would be presenting a report to the next meeting outlining proposals for revisions to the current appeals structure re the right of appeal to the Corporation.

Action: Chair

119.12.3 Governor Visit Day

The visit day held 15.11.2019 had been positively received by staff and students. The data awareness training delivered as part of the developmental aspect of the day was considered by governors to be a very valuable addition to the day. In this context, data awareness training will be considered as an addition to the induction schedule.

The next visit day will be held on March 6th 2020 and will focus on departmental self- assessments 2018-19 and quality improvement plans 2019-2020

Action: All Governors

119.12. 4 Confidential Minutes of the Previous Meeting

The confidential minutes of meeting No.118 held on 21 October 2019, were agreed and signed by the Chair as a true record of the meeting.

There being no other business the Chair closed the meeting at 20.15

Signed

Dated