



THE SIXTH FORM COLLEGE, COLCHESTER

**Minutes of Corporation Meeting No. 124  
7<sup>th</sup> December 2020**

[Virtual Meeting held via Microsoft Teams]

Chair: K Finnigan

Members Present: I MacNaughton (Principal), M Atherton, I Vipond, R Wilson, J Owens, P Loveard, S Carmel, N Gerrard, A Beatty, C Goldsworthy, J Johnson, S Okpattah, D Morran, P Barker, J Leslie.

In Attendance: E Gibson, J Harker, S Williams, J Cadman, A Johnson, G Rayner, A Frost.

Clerk: T Johnson

The Chair opened the meeting by thanking, the senior management team and contributing governors for the wealth of supporting information provided and reminded those present that an additional meeting had been scheduled to take place on 05.01.2021, to consider future College arrangements including the risk management and mitigation plan in the context of the ongoing Coronavirus (Covid19) pandemic.<sup>1</sup>

**124.1 Apologies for Absence**

None.

The Chair informed the meeting that M. Perrin, staff governor, had resigned. The Chair expressed thanks to Michelle for her work during her tenure as governor.

**124.2 Any Other Business**

No other business was requested.

**124.3 Chairs Action**

Review of College operational arrangements - email to governors 02.11.2020

At the meeting held on September 28<sup>th</sup>, the Corporation agreed that the College would stay in 'Phase 1' arrangements until at least 13.11.2020, and that this would be kept under (regular) review. The Government's announcement on 31.10.2020, that a second national lockdown was to commence on 05.11.2020, gave rise to an urgent need to communicate to students, staff and parents/guardians future College arrangements.

Due to the timescales involved and, in the context, that a prior decision of the Corporation cannot be extended, altered or rescinded by exception, this was deemed to be an extraordinary matter warranting 'Chair's Action'. In this context, the Chair acted to agree, that Phase 1 arrangements at the College, should continue until at least the week beginning 11.01.2021. Governors were immediately notified of the action by email and asked to raise any queries or concerns about the action taken, prior to ratification at this meeting. No concerns were raised.

**Governors unanimously endorsed the action taken by the Chair.**

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<sup>1</sup> The January 5<sup>th</sup> 2021 meeting agenda was revised at short notice, due to the Government announcement on January 4<sup>th</sup> 2021 that a 3<sup>rd</sup> National Lockdown was to commence with Schools and College's being required to teach students remotely at least until the February half term. In this context, there were no operational decisions to be made and therefore the meeting was changed to an operational and strategic briefing.

#### **124.4 Declarations of Interest**

The Principal and Clerk declared an interest in agenda item 124.10(ii)(c) Senior Post Holder performance management, pay and conditions. The Clerk and Principal withdrew from the meeting for the duration of the item.

#### **124.5 Confidential Items**

None.

#### **124.6 Minutes of Previous Meetings<sup>2</sup>**

124.6.1 The minutes of the Corporation meeting No.123 held on 19<sup>th</sup> October 2020 were agreed, as a true record.

#### **124.6.2 Matters Arising**

There were no urgent matters arising that had not been identified on the agenda. The following matters were discussed.

Job retention scheme [123.7.5] – at the request of the Corporation, the College had looked in to the scheme however, the College does not meet the minimum criteria. The criteria require at least 30 employees to be enrolled on the scheme.<sup>3</sup> Temporary staff deployments, to other areas of the College, in addition to an increase in catering trade, has negated the need to consider any other efficiency gains.

Social Media [123.12] – the College’s YouTube channel, showcasing a vast range of aspects of the College, and introducing individual departments to prospective students, has been very successful. To date the channel has recorded thousands of views.<sup>4</sup> The College Instagram pages<sup>5</sup> are receiving interest with over 500 followers and ‘some very exciting things are planned for the future’.

Admission applications [123.7.6] – due to the pandemic, the usual face to face engagement activities year 11 students, parents and guardians, including opening evenings and visits to secondary schools have not been able to take place. Admissions materials (hard copy and online), have been distributed to all partner and link secondary schools. The College has also been very pleased by the positive responses of many other (non-partner) schools with sixth forms. However, as has been the historical norm, at least one school with a 6<sup>th</sup> form and the local grammar schools (who market their sixth form provision in the local secondary school sector) will not distribute the College’s admissions materials, to their students.

#### **124.7 Student Governor Matters**

124.7.1 Student governors gave a verbal report, on the impact of the pandemic on student activities. Almost all of the planned 2019-20 and autumn term 2020-21, student council activities had not been able to proceed. However, it is hoped that the 2020 -21 student council executive, will pick up and take forward many of the ideas and plans that had been put in place.

124.7.2 Student governors commended the College, for everything they are doing, to support students and provide them with an education at this difficult time. Although, in general, students understand the difficulties that the pandemic has caused, and the reason for the phased arrangements, it is a significant challenge for some students to remain

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<sup>2</sup> Governors are reminded that following each meeting, action point summaries are shared via SharePoint

<sup>3</sup> <https://www.gov.uk/guidance/claim-for-wage-costs-through-the-coronavirus-job-retention-scheme>

<sup>4</sup> <https://www.youtube.com/channel/UCEm9I4HKZ2GZ8WypbEZYg4g>

<sup>5</sup> <https://www.instagram.com/colchsfc/>

motivated when working from home. Also, now that the weather has become colder, finding suitable 'out of lesson' study space and areas to consume lunch in between lessons and without leaving the college site is very difficult.

- 124.7.3 The Chair thanked student governors for their report and explained to those present that due to the impact of the pandemic, the 2020/21 college council elections will not be taking place until the spring term. The current chair and vice chair of the college council (student governors) have therefore agreed to extend their term of office, until tutor reps have been appointed, and the hustings and elections for the council executive members have taken place. In this context, governors agreed to discuss item 124.10(b), at this point in order that the matter of student governor terms of office, could be considered

**124.8 Standing Orders** [agenda item 124.10(b) – see also minute No.124.15.2

- 124.8.1 Governors considered the supporting paper detailing the rationale for extending the current student governors' term of office.<sup>6</sup> Governors agreed to revise the Standing Orders to permit, in exceptional circumstances, student governors serving an extended term of office.
- 124.8.2 Due to the ongoing impact of the pandemic, and to ensure that the student voice is represented on the Board, governors agreed that the change should be effective immediately and the current student governors' term of office should be extended to the end of February 2021.

**Action: Clerk**

*S. Okpattah left the meeting*

**124.9 Principal's Strategic Matters**

Governors considered the report prepared by the Principal, including information detailing the ongoing impact of Coronavirus (Covid19) pandemic, on teaching & learning, staff wellbeing, students and the wider college community. Governors had been provided with the opportunity to raise queries and questions in advance of the meeting with the management response to those questions circulated to all governors prior to the meeting (appendix A)

*In response to governor questions the following points were discussed:*

- 124.9.1 Coronavirus (Covid19) Pandemic - Phase 1 Arrangements: The Principal informed governors that as previously agreed, Phase 1 arrangements are continuing but are being kept under review in the context of changing Government frameworks (including tiers of restrictions), formulated in response to the Covid Pandemic. The Phase 1 arrangements have without doubt prevented the spread of infection in the College and also reduce the numbers of isolations required due to maintaining social distancing arrangements etc. The arrangements are proving to be sustainable and have enabled the continuity of arrangements and therefore the College has not had to regularly change the frameworks in place.

The number of confirmed COVID-19 cases within college and the numbers of required isolations over the 13 weeks since the beginning of the academic year remain proportionally very low, 15 students, 4 staff and 48 isolations – the lowest level of Coronavirus (Covid19) cases across the six CENBASE colleges.

The next Government review, of the current national tiers of restriction, is due to take place on December 16<sup>th</sup> - it will be difficult for the College to move out of Phase 1 arrangements if Essex is still in National Tier 2 arrangements. The timing of Essex

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<sup>6</sup> Student governors are appointed by virtue of their office as chair and vice chair of the student council

moving to Tier 1 is a key consideration for the College re planning and timing of moving to Phase 2.

Although it is hoped that the College will be able to move to Phase 2 in the near future, the Government's relaxation of the tiers of restrictions over the Christmas period, has given rise to speculation that further, heightened restrictions may be required to contain an expected surge in Covid infection rates. Any announcements are not expected to have a bearing on the education sector, which will likely be expected to continue to operate as they are under the current 'tiering' arrangements.

- 124.9.2 Student Remote Learning: ESFA/DfE officials have recently been in contact with a number of colleges, pressing them to increase levels of student onsite provision. The College has not been contacted and are pleased that the Phase 1 arrangements are deemed to be satisfactory and in line with the Government expectations.
- 124.9.3 Progress Reviews: student progress reviews and parent consultation evenings have been held via Teams. Parent/guardian and student participation in parents' evenings was slightly higher when using Teams than is normally the case for the autumn term meetings.
- 124.9.4 Student Engagement and Attendance: student engagement and attendance continue to be very good. Students have generally been very positive and keen to make the most of their opportunities. Levels of participation in additional studies and extra-curricular activities has also been very good.
- 124.9.5 Safeguarding - mental health: the numbers of students' presenting with safeguarding/mental health issues has risen post the October half term and are above the second half autumn term, usual levels. In the context of the additional stresses that the pandemic causes, the rise is not surprising and may well continue to rise further moving forward. There is no regional or national benchmarking data available with which to compare the College's numbers of students presenting with mental health issues, to other providers.
- 125.9.6 In-year Growth in Student Numbers: The ESFA will provide notification of any additional in year growth funding allocation (for the extra 4.7% growth in student numbers) at the end of January/beginning of February - there is now some concern that the stringent ESFA funding criteria may not be met. However, the twenty 2021 student numbers will automatically bring an increase in the lagged funding allocation of approximately £600,000.
- 125.9.7 Funding: The Government have confirmed an increase to the 2021/22-year 16-18 education budget and confirmed that the Teachers' Pension Employer Contribution Grant will be paid to schools and colleges for a second year (to offset the costs of the increases in employers' contributions to teaching pensions).<sup>7</sup> Although this is a significant relief for the College, this commitment is not expected to continue for a third year.

The Government have also reported that they will continue to provide the 'high value course' uplift for the 2021/22 year.

The Government has created a new £83m 16-18 capital expansion fund to support colleges to increase student numbers. Colleges will be required to bid for the funding.

The recently announced public sector pay freeze, for those earning less than £24,000 per annum, is expected to commence from April 2021. The pay freeze has cast a shadow over the teaching unions rejection of the offer of 2.5% rise from January 2021, which was accepted by support staff unions - the teachers' pay award for 2021 is therefore still unresolved.

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<sup>7</sup> <https://www.gov.uk/government/publications/teachers-pension-grant-2020-to-2021-allocations>

The funding announced by the Government, to provide support those schools and colleges experiencing high levels of teacher absence due to Covid 19, is unlikely to benefit most schools and colleges due to the criteria for the level of staff absence being exceptionally high. The college's staff absence rate is currently well below the threshold.

- 124.9.8 University and College Admission Service (UCAS): the number of student applications received so far is higher than in previous years, which is very good news but does bring increased pressures for staff. Overall, the College expects applications to be approx. 10% higher than in previous years.

The Government, have informed universities that they can no longer give 'conditionally unconditional' offers. However, it is clear that universities want to do their best to accommodate students affected by the pandemic, and in this context, the College has seen some conditional reduction in entry grade requirement. For example, an entry criterion, of BBB reduced to CCC, if a student puts that particular university as their first choice.

- 124.9.9 Science Mark: the organisers of the science mark award have encouraged the College to make a submission for the highest, platinum level award. The bid is currently being finalised and if successful the College would be the second college/ first Sixth Form College in the country to hold this award.

- 124.9.10 Capital Projects: The College has engaged specialist consultants to prepare capital bids to be submitted in December. Two bids are to be submitted to the public sector decarbonisation scheme re the replacement of the site building management scheme – the current scheme being 35+ years old and replacement of the main building's boilers.<sup>8</sup> Two other bids to the condition improvement fund (CIF) will be submitted for the heating system and new windows in the performing arts building – if successful the two CIF bids would require the College to provide match funding of up to £80,000.

- 124.9.11 Summer 2021 awarding of qualifications: In November, the Government reiterated that the summer 2021 GCSE, A Level and equivalent exam would be going ahead. On December 3<sup>rd</sup> guidance was published re the awarding of qualifications, including a series of mitigations which the Government believe will provide a level of fairness and evenness re summer 2021 exams and assessments.

Whilst welcomed by staff, parents and guardians, the guidance lacks required detail re which topic and focus areas will be examined. There is also major concern, about the uneven impact of the Coronavirus (Covid19) re teaching and learning across schools and colleges in England, including the disproportionate impact on; disadvantaged students, schools and colleges residing in areas of deprivation and the impact on individual cohorts where infection rates have caused significant and prolonged student and staffing absences. The College believes an exam system, with a series of mitigations is the best way forward. The worst-case scenario would, in the opinion of the College, be a hybrid of centre assessed grades and exams not least as this would create a huge amount of additional work.

- 124.9.12 Government Review of Applied General Qualifications: The Government's 3<sup>rd</sup> review of Applied General courses has commenced. The review is relevant to the College as currently the College offers eight A level sized Applied General courses. There is a view that the Government are aiming for a 2-tiered system of; academic A Levels and vocational qualifications (T Levels).

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<sup>8</sup> This was later revised to one bid of just over £1m to also include Replacement of the IT Centre heating and ventilation system and replacement of approximately 50% of the lighting infrastructure in the Main Building (with LED systems)

- 124.9.13 Modern Foreign Languages: Introductory Italian lessons, delivered online by the College have been offered to over 20 local schools. Initial instruction commences in year 10 leading to a GCSE Italian course in Year 11 for applicable students.
- 124.9.14 UCAS: [see also minute no. 124.9.8] The current Year 13 will be competing for university places against last year's students who, due to the pandemic may have deferred secure places or who may have not applied to university last year but, due to the limited employment and training opportunities may now choose to do so. However, this is not thought to be a barrier to students at the College obtaining the university and courses of their choosing. The Principal explained that university places will likely be easier to attain next year, predominately due to the impact of the demographic dip, a reduction in the number of international students in the aftermath of Covid and Brexit and also because the stand-off between the British and Chinese Governments means that there is a re direction of Chinese students elsewhere, globally. In this context, the College has already witnessed a number of universities lowering their initial offers.
- 124.9.15 Capital bids: Public Sector Decarbonisation Fund (PSDF)<sup>9</sup> and Condition Improvement Funding (CIF). The College will not be including a deep source or air source, low carbon heat pump within the specification / bid for CIF for the Performance Arts building heating system. A low carbon heat pump feasibility study was undertaken when the mid-site building was constructed. However, after obtaining professional advice and taking into account other SFCs experiences, it was recognised that the initiative would not be feasible or practical. An update re the bid to the decarbonisation fund and suitability of air and deep source technology heat pump will be given at the next meeting.<sup>10</sup>

**Action: Principal**

*19.10 J. Leslie joined the meeting*

## **124.10 Principal's Annual Report**

- 124.10.1 The Principal introduced his annual report to the Corporation. [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.]

*19.15 J. Leslie joined the meeting*

The Principal advised governors to consider the data information sheet, in combination with the SAR, which provides governors with a range of key indicators.

The following points arising from governor questions were elucidated:

- 124.10.2 Staffing costs: staffing cost have risen by 3% to 81% of the budget allocation. The Principal explained that at the time the report was written, the College had assumed that there would be no in- year growth funding or teachers' pension top up grant. Therefore, the report had intimated that a pessimistic view would be staffing costs of 81%. The College is now aware that the Teachers' Pension Grant will be paid for a further year, (with the potential for growth funding to also be received) and therefore it is possible that staffing costs could be in the region of 78% to 79%.

<sup>9</sup> <https://www.salixfinance.co.uk/PSDS>

<sup>10</sup> *Governors were advised via email 09.12.2020 that the technical nature of the Main Building(s) is not assessed as suitable for the effective, introduction of an 'air source heat' technology. In general, this technology is only likely to be efficient and therefore applicable. The College has confirmed that the consultants had considered the option of using an 'air source heat pump' system for the Main Building. Unfortunately, the technical nature of the Main Building(s) is not assessed as suitable for the effective, introduction of an 'air source heat' technology. The 'deep source' heat pump systems that have in the past often been considered and sometimes adopted, are now not generally assessed as an effective option – and there are also specific complications with regard to the nature of our College site, including the archaeology underneath which further constrains this option.*

- 124.10.3 Academic class sizes: over the past 7/8 years the college has maintained an average group size of 16 or 17. The College buildings and the classrooms within provide little scope to increase class sizes, unless some significant extra building and remodelling of buildings is undertaken. Governors were reminded that in 2012 the Government converted a full-time student experience to 15 hours a week (540 hours a year), although students at the College are afforded 17-18 hours a week. As funding doesn't support as much provision, the college has by default been able to maintain class sizes.

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

## **124.11 Strategic Plan and Priorities**

### **124.11.1 Strategic Plan 2020-2023 – Annual Review**

*Item deferred to the next meeting*

**Action: Principal**

### **124.11.2 Cross College Self-Assessment Review 2019/20 - Quality Improvement Plan 2020/21**

*Item deferred to the next meeting*

**Action: Principal**

### **124.11.3 Departmental Headline SARS**

As reported at the last meeting and in the context of Covid and the ongoing staff pressures, departmental self-assessment reviews (SARs), will be formulated as headline SARs, and will be made available to governors when available.

**Action: Principal**

## **124.12 Curriculum Offer & Educational Quality (Remote Learning)**

The Assistant Principal (Teaching & Learning), introduced the Quality of Teaching, Learning & Assessment report, providing detail of the actions taken to provide and monitor remote learning for students. The report included information re student engagement levels and an overview of the strategies deployed to monitor and ensure the quality of the online delivery.

- 124.12.1 The Lead Governors for Curriculum Offer & Educational Quality, reported on the productive meeting held with the Assistant Principals; Performance and Quality Assurance and Teaching & Learning. During the meeting Lead Governors had reviewed and discussed an early draft the quality of teaching, learning and assessment report 2020/21 (autumn term) and explored the support afforded to students when undertaking self-supported/off site study. It was noted that departments and subject teams are given the discretion to determine the best approaches for their specific subject including; the nature of work being covered, the unit's final assessment methodology and arrangements for out of class/ off-site working where applicable. Departments are working towards ensuring all key assessments are standardised and ongoing assessments are undertaken to monitor the impact of catch up and recovery strategies deployed to tackle learning lost, during the national lockdown March to July 2020.

Lead governors informed the meeting of the 4 areas they will be considering moving forward; (structure and support for self-study - monitoring progress - support for students - measuring feedback)

- 124.12.2 The Assistant Principal Teaching and Learning, reported on the teaching staff survey undertaken as part of the recent staff inset day. The survey had covered matters including; how well blended learning is working at the moment and how better to support students with remote technologies how to work smarter and spread the increased workload

amongst colleagues within their subject teams. There is significant increased workload for teachers supporting students whose access to remote technology may not be reliable and for example supporting students isolating - ensuring that these students get all the materials they need and that they are supported in the time that they can't be in College at all.

- 124.12.3 Lead Governors requested that an overview of the support classes offered to students including the models adopted be presented at the next meeting. The Assistant Principal, (Teaching & Learning) informed the meeting that following the next lead governor visit she will prepare a triangulation of the teaching staff survey, the feedback on the lesson observations and the student survey feedback, that will form the basis of the next update on student progress.

**Action: Assistant Principal T&L**

- 124.12.4 Governor's recognised that despite the extreme and difficult challenges the pandemic has brought over the past 10 months, teachers continue to show exceptional dedication, working exceptionally hard to support, encourage and help students to achieve their full potential both academic and pastorally.

There are some elements of the online operations, that the College has been required to develop in response to the pandemic, that have proved to be positive developments. Looking into the future, and a return to a 'new normal', a number of previous arrangements will be reviewed. For example, the College, in response to feedback following the recent 'Teams' Parent's Consultation evenings, will consider giving parents the choice of 'in person' or 'online' meetings. Collaborative learning is also working well on Teams, and departments are being encouraged to develop for current and future use, the elements of Teams that works best for them.

The Chair thanked the Assistant Principal and all those involved with the production of the report and for the clarity of information presented.

*19.25 At this point N. Gerard and P. Loveard left the meeting*

## **124.13 Cross College Operational & Statutory Reports**

### **Audit**

The Audit Committee Chairman reported on the work of the committee, including the scrutiny of the annual report and financial statements

#### **124.13.1 Annual Report & Financial Statements for the year to 31st July 2020**

The Finance Manager confirmed there were only two adjustments to the year-end management accounts prior to audit.

- £5k reduction in the prepayment provision for computer software/licences
- the posting of the actuarial valuation relating to the LGPS.

The Chair reported that the auditor had presented the external auditors' final audit findings report to the committee during the November committee meeting and it is expected the completion of the ESFA Finance Record will result in the retention of the 'Good' financial health grade for the 2019/20 year.

The Audit Committee Chair presented to the Corporation, the Annual Report and Financial Statements for the year ended 31 July 2020

As delegated to the committee under the 2019-20 Audit Committee terms of reference, the Committee had scrutinised the Annual Report and Financial Statements, prior to presentation to the Corporation for approval. The Chair confirmed that the College continues to meet the necessary 'going concern' tests.

#### 124.13.2 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 2020 audit.

The last set of management accounts received by the Corporation were the July 2020 accounts, constructed before the audit. The operating deficit was at that time £350k whereas the financial statements show an operating deficit of £871k. The difference of £521k is made up of two elements.

- £6k adjustment of the year-end provision for Software Licences within IT Support costs.
- £515k Local Government Pension Scheme (LGPS) costs.

**The Annual Report & Financial Statements for the year to 31<sup>st</sup> July 2020 were unanimously approved by the Corporation.**

*Action: Finance Manager/Clerk*

#### 124.13.3 Audit Committee's Annual Report for 2019/20 year (incl Risk Management Report)

The Audit Committee Chair provided a summary of the annual report.

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

The Committee reviewed the risk register at each meeting and as a result confirms that there were no significant net risk areas during the year and no actions/deadlines not achieved.<sup>11</sup> During April 2020, a further update was given to the committee in light of the Covid-19 situation outlining the plans for new student induction, social distancing of students and staff continuing to attend college, and college communications with students and their parents. Subsequently, the Corporation agreed the College's discrete Covid Risk Management and Mitigation plan (and updates). The Committee agreed that the known risks faced by the College were, as far as possible, well controlled.

The Chair reported that the Committee are therefore of the opinion that as a result of its review of the Board Assurance Framework/Map, 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 2019/20 annual report, were approved.**

The Audit Committee recommendation that Scrutton Bland should be reappointed as external auditor for the 2020/21-year, subject to an agreement of fees, was unanimously agreed.

*Action: Clerk /Audit Committee*

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<sup>11</sup>Electronic copy of the Risk Action/Mitigation plan and Board Assurance Map/Framework was made available to all governors in advance of the meeting

## **124.14 Finance**

### **124.14.1 Cost Centre Review October 2020**

The Finance Lead Governor and Finance Manager gave a verbal report on the current budgetary position. Governors noted, that the October Cost Centre review did not take account of the recent announcement indicating that the College will be receiving the Teachers' Pension Employer Contribution Grant (for at least the 2021/2022 financial year), this adjustment will be reflected in the November management accounts. It is expected that the adjustment will cover the salaries of the four additional teachers employed as a result of the increase in student numbers.

The October report showed a surplus of £105K for the month, which has resulted in a net operating surplus of £1,187k for the first three months of the financial year. The budget showed an expected surplus of £1,003k (for this point in the year) and therefore the year to date (actual against budget), shows a positive variance of £184k. The balance sheet shows the cash and bank balances at 31 October 2020 at £4.68m against the budget figure of £4.26m

### **124.14.2 Insurance Levels and Claims**

The second year of a 3-year insurance contract was renewed earlier this year. The levels insured and the premium remained the same despite a high level of claims.

Claims made 2019/20:

- Cancellation of trip to India Dec 2019 - £22,128
- Escape of water in mid-site - £24,913.49 to college and iro £80k paid direct to contractors
- Extraordinary Large water bill due to broken water pipe - £11,565.66
- 3 claims for cancelled trips due to Coronavirus(Covid19) - £13,241. (£5,315.60 rejected for various reasons).

Overall the cost to the College of trips and visit cancellations due to Coronavirus(Covid19) is currently £2k.

*At this point observers were invited to leave the meeting*

## **124.15 Governance Matters**

### **124.15.1 Search and Governance Committee**

The minutes of the meeting held 09.10.2020 were received. It was noted that supporting documents including performance benchmarking had been made available to governors via SharePoint<sup>[1]</sup> There were no statutory or urgent matters arising.

### **124.15.2 Standing Orders**

The review had taken into account; confirmed changes to the operational model of governance, compliance monitoring/revisions and the replacement of superseded information, whilst also seeking to ensure that the Orders serve the functional purpose of recording the rules and byelaws of the Corporation. As reported to the Search and Governance Committee, a review of the appendices had also been undertaken.

As requested by the Search & Governance committee, procedures for e-signing documents were drafted and approved by the Chair and Vice Chairs, prior to inclusion within the Standing Orders [ appendix D]. It is expected that in most cases these procedures will only apply to the Corporation's internal governance documentation e.g.

signing of declarations of eligibility as most external firms, including our auditors, have secure, digitally protected portals for obtaining e-signatures.

The draft Standing Orders, including appendices, were unanimously approved.<sup>12</sup>

#### 124.15.3 Membership Matters

There are currently vacancies for a parent and staff governor. timing of the nomination and election process for these vacancies is being considered in light of the extraordinary situation it is likely that elections will be held after the February half term following nominations early February.<sup>13</sup>

The chair reported that members of the search and governance committee had interviewed 2 prospective governors. Both governors have a professional background one currently working in digital marketing within a further education setting and the other is an auditor with one of the top 5 UK auditing firms<sup>14</sup>. Having considered carefully the skills audit, and diversity of the Corporation the chair and vice chairs of the Corporation recommended appointment of both candidates.

The Corporation unanimously agreed to appoint Susan Codling and Hannah Skeggs as community governors, for a four-year term of office, subject to successful induction and DBS clearance.

#### 124.15.4 Lead Governors

The draft lead governor structure was considered and approved.

It was noted that J. Johnson will take up the post of child protection and safeguarding lead governor and J. Leslie will be the SEND link governor.

#### 124.15.5 Remuneration committee

The minutes of the meeting held 18.09.2020 were received. There were no urgent or statutory matters to consider.

The annual report of the remuneration committee [informing the Corporation's annual remuneration statement for inclusion in the annual report/financial statements] was discussed and the benchmarking data noted.

**Action: Corporation**

There being no other business the Chair closed part A of the meeting at 20.05

*At this point I MacNaughton, Principal and T Johnson, Clerk withdrew from the meeting.*

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### **PART B CONFIDENTIAL MATTERS**

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D.Morran (governor) was appointed clerk for the duration of the confidential section of the meeting.

#### 124.16 **Senior Post Holder Terms and Conditions of Service**

*See confidential minute No.124.16*

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**Approved by the Corporation on ..... Minute No.....**

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<sup>12</sup> Governors voted on the revisions to the Standing Orders via MS Forms. 13 votes were cast, 12 votes recorded (1 abstention)

<sup>13</sup> Subsequent to the meeting it was agreed that elections should commence January 2021

<sup>14</sup> <https://www.icaew.com/library/industry-guides/accountancy-industry/accountancy-firms-and-networks>