



THE SIXTH FORM COLLEGE, COLCHESTER

**Minutes of Corporation Meeting No. 128  
19 May 2021**

[Virtual Meeting held via Microsoft Teams]

Chair: K Finnigan

Members Present: A Beatty, M Atherton, S Codling, N Gerrard, C Goldsworthy,  
H Hallworth, M Hyslop, J Leslie, I MacNaughton (Principal), D Morran,  
J Owens, H. Skeggs, I Vipond, M Waring, J Tallentire, D Stebbings

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

Clerk: T Johnson

The Chair opened the meeting by expressing thanks on behalf of the board to all the staff at the College, for their continued hard work. The Chair reminded those present that meeting that agendas reflect the ongoing triumvirate dialogue, aimed at ensuring statutory and urgent governance matters are prioritised, whilst also ensuring college staff are not over-burdened, during this exceptionally challenging time, which currently also requires significant resources to be expended on the teacher and centre assessment grading processes.

In the same context, following receipt of the supporting papers, all governors were provided with an opportunity to raise initial queries in advance. The responses, to these questions were circulated to all governors and made available to attendees prior to the relevant meeting, thus providing further opportunity to advance knowledge and thereby subsequently facilitating insightful strategic questions and challenges. These responses are included as appendix A to these minutes.

*The minutes reflect the order of the agenda*

**128.1 Apologies for Absence**

Apologies were received and accepted J Johnson and P Barker. It was noted that J Leslie would be late joining the meeting due to a family commitment.

**128.2 Any Other Business & Chair's Action**

No other business was requested.

The Chair confirmed that he had not been required to implement Chair's action since the last meeting.

**128.3 Declarations of Interest**

No interests, recorded on the registers, related to any of the matters proposed for discussion.

Governors were advised that if they were the parent or guardian of a student due for entry in the 2022/23 cohort they should make a declaration relating to agenda item 128.8(iv)

No governor or attendee declared any interests.

## **128.4 Minutes of Previous Meetings**

128.4.1 The minutes of corporation meeting No.127 held on 22<sup>nd</sup> March 2021 were agreed, as a true record of the meeting.

### **128.4.3 Matters arising**

Due to the impact of the ongoing coronavirus (COVID19) situation on workload, it was agreed to defer the following matters;

- the Equality and Diversity policy & report will be contained within the People Management Plan - to be received autumn 2021
- consideration of impact of the website (in the context of suggestions re web design and ease of navigation re accessibility regulations and engagement with stakeholders) - to be received July 2021
- strategic plan, mission and vision statements annual review – to be actioned autumn 2021
- complaints and compliments report - to be received July 2021

All other matters arising were identified on the agenda

*J Cadman joined the meeting*

## **128.5 Coronavirus (COVID-19)**

### **128.5.1 Risk and Mitigation Plan**

The summary report of the outcomes of the written resolution was presented by the Clerk.

The Corporation approved by ordinary written resolution and in its entirety the Phase 2 Operational Risk Management and Mitigation plan for the period commencing 19<sup>th</sup> April 2021. The date of circulation in accordance with the instrument of government, was noted as 13<sup>th</sup> April 2021 with the date to be effective 19<sup>th</sup> April 2021.

### **128.5.2 Update on phase 2 operational arrangements**

The Principal's update report was considered and in response to governor questions the Assistant Principal (risk, examinations, assessment and reporting) responded to governor questions on the following points:

The transition from phase 1 to phase 2 arrangements had fundamentally proceeded as expected.

The move to step 3 of the government's roadmap arrangements, had provided further relaxation of some rules in all sectors, although COVID-secure guidance remains in place. The only significant impact on the College had been the change in the government's guidance re face coverings. The College continues to take a pragmatic approach in the context of its own risk assessments and has therefore instigated a return to the autumn 2019 face covering arrangements i.e. face coverings to be worn by everyone in public areas including, when moving around the site and in communal and shared facilities areas. Face coverings are optional in lessons and when using study spaces.

*E. Gibson joined the meeting.*

In response to governor questions, it was noted that student compliance with required and requested mitigation arrangements remains very high. Student governors informed the meeting that in their particular lessons, the majority of students had made the

decision not to wear face coverings once seated. Students expressed some concern that a proportion of students may not fully appreciate the college requirement to wear a face covering in transit - the college explained that proportionally this number is very small and there were, for example, poster reminders around the college.

The health & safety executive have resumed their random spot checks on schools and colleges and if called upon, the College is ready to receive a visit.

*J Leslie and J Tallentire joined the meeting. The Chair welcomed J Tallentire to her first meeting, as a parent governor.*

The College has a good stock of rapid lateral flow home test kits. The Human Resources and Administration Manager clarified that records are kept of who takes the boxes of tests, for recall notification purposes.

*I MacNaughton and A Frost joined the meeting.*

### 128.5.3 College frameworks and arrangements and awarding of qualifications 2021

Governors considered the report and appendices, prepared by the Principal, which included further detail regarding the ongoing impact of the coronavirus (COVID-19) pandemic on teaching & learning, staff and student wellbeing and the impact on the wider college community.

**Summer 2021 - awarding of grades:** The College was required to submit to JCQ a teacher assessed grades (TAGs) policy for AS/A levels and GCSEs. The College also prepared a more detailed protocol for internal use (only to be revised if government guidance changes). The Principal gave a resume of these documents and an update on the work undertaken by departments in preparing for the awarding of TAGs/CAGs (centre assessed grades). Replicating the same process as adopted in June 2020, the College will be submitting draft TAGs/CAGs to an independent service provided by 6 Dimensions. The service will provide the College with feedback and additional quality assurance. Last year the College considered the process to be very valuable in finalising the grades to be submitted.

The Principal responded to governor questions as follows:

**Summer 2021 - awarding of grades potential queries:** In the context of the extraordinary pressures staff have been under over past 18 months and the draw forward of results dates for both GCSEs and AS/A levels, and the anxiety that the government's awarding framework has created for some students and parents, it is the College's intention that within the government framework and the College's policy and protocol, each course area will prepare a brief appendix to the protocol with specific reference to the processes used within each subject area. Therefore, should any query or concern arise whilst a staff member is on leave, the examinations department or a member of the senior staff will be able to assist with the query. It is therefore not envisaged that any non-managerial or exams or careers department members of teaching staff will have planned leave disrupted. The policy and a summary of the protocol will be made available to stakeholders via the website.

**Examination board support:** It had been expected that examination boards would provide new material as support for schools and colleges delivering recent internal assessments. However, there was general dissatisfaction across the sector as generally examination boards had simply re-supplied existing materials (predominately past papers).

**Examination fee refunds:** in a normal year the majority of the examinations and awarding of grades work would be undertaken by the examination boards. However, due to the exceptional circumstances this is again being undertaken by teachers and managers in individual institutions. Therefore, it is hoped that a higher level of reduction in the exam and assessment fees compared to the 25% reduction awarded by examination boards in 2020 will be made. The SFCA have reported that the government is unwilling to 'require' the boards to instigate a standard deduction.

**Coronavirus (COVID-19) Variants:** levels of COVID-19 nationally and locally are still increasing and new variants continue to emerge. The impact of the latest new variant will undoubtedly impact the dates around the government's decision to implement its Stage 4 arrangements and subsequently impact future college arrangements, for the remainder of the summer term including induction and enrolment arrangements and the format of parent consultation evenings.

**Funding:** the government has not yet released detail of whether the 2020/21 year 16-18 Tuition Fund will be extended for a further year. The College are aware of discussions around the provision of a 16-18 Recovery Fund, but so far, no further information has been received.

Governor's thanked the Principal and contributing staff members for the updates and for providing the responses to their queries.

## **128.6 Principal's Strategic Matters**

Governors considered the report, prepared by the Principal, including detail regarding the ongoing impact of the Coronavirus (COVID-19) pandemic on teaching & learning, staff and student wellbeing and the impact on the wider College community. [See also appendix A]

In response to governor questions the Principal and relevant senior managers responded as follows:

- 128.6.1 **Student enrolments 2021/22:** with the exception of the grammar schools, local school sixth forms have consistently reported a downward trend in sixth form student numbers over the past few years – in a context of 2013 to 2020, age cohort related 'demographic dip'. Building on last year's 'COVID' experiences management are confident that college student enrolments will again, increase. Although this can in part be attributed to the expected rise in demography (number of 16 year olds locally), there is again, expected to be an increase in the numbers of students opting to choose the College as their preferred post 16 provider. Additionally, the COVID-19 context implies that there may be some GCSE grade inflation at a local level, thereby influencing the post 16 choices of some students, who may not ordinarily have considered an academic post 16 pathway.

Year 1 - following applications received from year 11 students, offers made are currently 110 higher than the previous year. This indicates that the number of student enrolments will be approximately 90 higher than the 2020 to 2021 year.

Year 2 – it is expected that year 1 to year 2 retention will be higher than in the previous year. Overall, it is expected that the cohort will have approximately 85 students more than the previous years' cohort.

Overall the College expects the total number of students enrolled for the 2021/22 academic year to be approximately 3,260 - approximately 170 students more than in the previous year. In this context, the College has assumed, supported by comments

from the ESFA Director of Finance at an SFCA conference in the winter, that the ESFA will make some in year growth funding available.

If the level of new student enrolments remains unchanged in 2022/23 academic year (compared to 2021/22 year), the College expects there to be a further growth to approx. 3,340 in the 2022 to 2023 year.

128.6.2 **Capital funding:** no further announcements have been made regarding the government's Post 16 Capacity fund. It is expected that the application criteria will be an identified future rises in student numbers/a low ratio of space per student and that there will be a short window for applications to be submitted. If the College decides to submit an application it will be for re-modelling projects with the aim of increasing teaching and learning capacity<sup>1</sup> - some matched funding would be required.

128.6.3 **Safeguarding** [see also minute no 128.8.4.] peer-on-peer abuse/sexual harassment: following the allegations made on the Everyone's Invited national website, the government had asked Ofsted to carry out a rapid review of sexual abuse in schools and colleges. The review included visits to 32 schools and colleges. Two local schools are known to have received visits (one randomly selected re preparation of the reports, one more targeted having had multiple 'namings' on the website).

In response to governor questions, the Assistant Principal (pastoral) explained that for some students, the media reporting re sexual harassment and peer on peer abuse, had triggered past (pre-college enrolment) trauma and therefore, recently the College had been dealing with some serious safeguarding issues. No new incidents had been reported as a consequence of the increased media attention.

Historic cases reported via the Everyone's Invited website and mentioning the College, had been considered. The College stressed that any allegation concerning any of its students, whether occurring on or off site, would be taken very seriously.

## 128.7 **Strategic Plan and Priorities**

Governors reviewed the draft strategic priorities for 2021 to 2022 including the mission and vision statements.

It was agreed that reviewing and reporting progress against the 3-5 year Strategic Plan should be included as priority number 6 and that the review should be undertaken in the context of the current and anticipated post pandemic environments.

In the context that, the government had previously reported that it will not hold schools and colleges to account on the basis of exams and assessment data from summer 2020 or 2021 and additionally, that schools and colleges should not use the 2020/21 student results data as part of their teacher performance management process, governors recognised achieving the boards core purposes of holding the Principal to account for educational and staff performance and setting the senior management team ambitious but achievable quality performance targets would, without verified internal or external data be challenging.

It was agreed that the draft strategic priorities for 2021 to 2022 should be placed for approval at the next meeting.

*Action: college/clerk*

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<sup>1</sup> i) space within the performing arts studio remodelled to create additional music technology teaching and learning space, ii) storage space within the Midsite building converted to create an open access ICT area for student use (enabling the current open access facility to be converted into an additional classroom for courses requiring ICT facilities).

## 128.8 Cross College Operational & Statutory Reports

### 128.8.1 Finance

**Financial report:** The finance lead governors gave an overview of the current budgetary position as provided in the supporting papers.

The March 2021 report showed a deficit of £319k for the month, which resulted in a net operating deficit of £490k for the first eight months of the 2020 -2021 financial year. The budget showed an expected deficit of £892k and therefore the year to date (actual against budget), shows a positive variance of £402k. The full year forecast remains unchanged from the February revised forecast, of a £1k deficit. The finance lead governors highlighted that although the financial reports currently show a deficit, this is predominately due to the ESFA funding methodology. It is anticipated that there will be an improvement in the budget before the end of the financial year. The cash balance at the end of the year is predicted to be an improvement to £3.4m compared to £3.1m budgeted. The current financial position places the College on the edge of an outstanding ESFA health rating.

**Financial Regulations 2021 to 2022:** the revisions to the Financial Regulations as reviewed by the Audit Committee were agreed subject to; further clarification to point 4.6 - banking signatories and revision to 5.1 to delineate that where a staffing appointment would exceed the relevant budget for the year, the proposal should be referred to the Corporation for approval.

*Action: Clerk/Finance Manager*

**Gift Aid review:** the following points arising from governors' consideration of the paper outlining the College's position on the claiming of gift aid were discussed:

- donations made to the college fund could be gift aided with a small benefit. However, asking for the gift aid declaration would highlight the voluntary nature of the contribution and could potentially result in fewer payments.
- if document wording was changed to make all contributions eligible for Gift Aid then it becomes more of an 'option to contribute' - a reduction in voluntary contributions may then outweigh any gift aid gain.
- as an inclusive provider with an inclusive cohort of parents, it is anticipated that there would be minimal financial gains made from gift aid which would be disproportionate to the administrative burden.

In the context that one of the aims of the gift aid scheme is to encourage donations, governors asked the College to ascertain whether business managers in other colleges had found a solution to reclaiming gift aid (including via the small donations scheme) that does not require a donor declaration to be completed.

**Review of college charges:** In the context that the College is required to regularly review its current fees and charges, and to consider any other potential sources of income. Governors received the review of college charges and the Tuition and Fees policy.

Student governors requested clarification regarding the change in policy for student locker refunds. The Finance Manager explained that there is a large administrative burden associated with the refund of £2 for returning the locker key at the end of the academic year. Providing refunds during 2020 was particularly problematic due to the pandemic and therefore, students were given the option of nominating their £2 refund to be used as a donation to charity. In 2020, £496 was donated to charity. In future no refund will be given instead £1 will be given to a charity of the Student Councils choosing for each key returned.

A query was raised re the requirement within the financial regulations for a discretionary charges policy. The clerk confirmed the principles of Article 19 and the authority of the ESFA, as custodian of the public purse, to impose a check on the policy making powers of the Corporation by attaching terms and via the Funding Agreement

#### 128.8.2 Audit

The Chair of the Audit Committee provided a summary of the committee's activities and the requirements of the Post 16 Audit Code of Practice.

The policy for the review and retendering of the external auditor was approved.

#### 128.8.3 Personnel<sup>2</sup>

The Human Resources and Administration manager introduced the Gender Pay Gap<sup>3</sup> executive summary, which included a link to the full report published on the College website.

The data taken from 31 March 2020 showed that the college workforce was 33% male and 67% female. The mean Gender Pay Gap was 8% and the Median Gender Pay Gap was 11%. The College therefore reported a small gender pay gap. On average men are paid a higher hourly rate than women within the College. There was no significant pay gap in bonus payments (bonus payments relate to support staff only) 34% of men received a bonus comparable to 38% of women.

The Principal reported that long term the aim would be for the pay gap to be zero. There continues to be difficulty in attracting males to administrative posts particularly those that are part time/ term time only and a disproportionate number of males working at the higher levels of the organisation.

#### 128.8.4 Pastoral (see also minute no 128.6.3.)

**Harmful Sexual Behaviour/Peer on Peer Abuse policy:** in response to governor questions, the Assistant Principal (pastoral) explained that where issues raised with staff have occurred outside of the College, and in particular where those issues are affecting a student's ability to attend college and access their learning, regardless of whether all parties attend the college or not, the College will still act and respond proportionately to the gravity of the issue reported. Governors requested that the student council views and suggestions on the policy be obtained.

Governors approved the Harmful Sexual Behaviour/Peer on Peer Abuse policy. The policy will be made available to stakeholders via the website.

**Admissions policy:** the policy revised to; reference looked after children, take account of government funding guidelines re applications from European Union citizens 2.1(b) and the local framework of schools (adding new link schools including Beaulieu Park - 2.2(b)(ii) and newly-opened or opening 11-16 or 11-18 schools, including Paxman Academy, Holmwood House and The Trinity School 2.2(b)(iii)) was unanimously approved.

It was noted that the parents or guardians of any applicant who is refused a place have a right to request that the Principal undertakes a review of the decision made. Further,

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<sup>2</sup> The ESFA will be collecting further education workforce data annually (2020 to 2021 submission of data is voluntary– requirement thereafter). In return, for sending the data institutions will receive information helping them to:

- compare performance with other providers
- make informed business and planning decisions
- gain the same status as schools and higher education institutions

parents or guardians who wish to make a complaint regarding Principal's review decision, may refer their complaint to the Corporation via the clerk.

#### 128.8.5 Cross college

**Procedure for dealing with safeguarding allegations against adults in college:** the Assistant Principal (pastoral) introduced the new procedures which had been drafted in accordance with the DfE statutory guidance 'Keeping Children Safe in Education' and the Southend, Essex & Thurrock (SET) procedures. In response to governor questions, the Assistant Principal provided an overview of the procedures including how concerns and allegations in respect of any adults engaged to work or volunteer in the College will be dealt with, including where the allegation did not take place at the college or on college premises.

Governors unanimously approved the policy.

**Equality & Diversity Policy:** the Assistant Principal (pastoral) introduced the policy. In response to governor questions it was noted that the policy covers the entire college community and a lot of work is undertaken in college to promote equality of opportunity, and diversity. Governors unanimously approved the policy.

*20.15pm At this point all observers were invited to leave the meeting.*

#### 128.9 Governance Matters

##### 128.9.1 Membership

Governors received a report from the Clerk detailing membership matters including the process undertaken and outcomes of the 2021 parent governor, staff governor (teaching) and staff governor (support) elections.

**Parent governor election:** 6 candidates stood for election. 647 votes were cast. Subsequent to confirmation of eligibility and safeguarding checks, the Corporation confirmed the appointment of J. Tallentire as parent governor for a term of two years.

The 5 unsuccessful candidates had been offered the opportunity to express an interest in the community governor vacancy.

A complaint relating to the parent governor election had been received and dealt with in accordance with the corporation complaints policy. The complaint related to parent governors being 'elected' to post by other parents. In the complainant's view, the election process was therefore a popularity contest that disadvantaged minority groups. Governor's noted that the instruments and articles of government require the parent governor to be elected by the parent body and nominees provide their own wording for ballot papers - it is entirely a matter for the nominee whether they wish to highlight for example, any protected characteristics or cultural identity within this wording.

**Staff (Teacher) governor election:** 2 candidates stood for election. 93 votes were cast and Dan Stebbings was duly elected. Subsequent to confirmation of eligibility, the Corporation confirmed the appointment, for a four year term of office commencing 06.05.2021.

**Staff (Support) Governor Election:** 1 candidate stood and was duly elected unopposed. Subsequent to confirmation of eligibility, the Corporation confirmed the appointment of Hayley Hallworth as support staff governor, for a term of four years on 22.02.2021

#### 128.9.2 Meeting dates 2021 to 2022 academic year

It was noted that in line with previous years, two governor visit days had been included within the 2021/22 schedule. The viability of running the first visit day, due to take place in November 2021, will depend on the coronavirus(COVID-19) situation and the capacity of the College to accommodate a visit in the aftermath of the pandemic.

The meetings schedule included an additional spring term Audit Committee meeting (as per the post 16 ACOP) and provision for a virtual governance week programme, in the spring term. The governance week activities will be centred on the outcomes from the Corporation and individual governor self-assessment reviews and community matters at the time.

In response to governor requests for blended meeting options to be made available for governors not able to attend the scheduled face to face meetings, the clerk informed the meeting that this was being considered. A good multi-directional microphone and other hardware would be required to ensure all participants can access the meeting equitably.

The meeting dates for the 2021/2022 academic year were agreed.

*Action: Clerk*

#### 128.10 DfE White Paper – Strengthening Governance

Governors had been provided with access to a DfE/SFCA webcast and a DfE info graphic providing an outline of some of the priority areas encompassed by the themes of enabling board effectiveness and strengthening accountability and assurance. In addition, it is known that the Corporation will be involved in reviews of the college provision relating to the local area skills plans but as yet the level of involvement is not known, although it is expected that this will include publishing reports to stakeholders and tie in with the requirement for a 3 year external review of governance.

#### 128.11 Complaints meeting report

The Chair reported on the outcomes of the meeting of the complaints panel held on 05.05.2021 to consider a complaint regarding the awarding of grades.

There was a brief discussion on complaints and appeals to the board. The Principal advised that it was quite right that complaints should, where applicable be referred to governors. Further, the referral of complaints and where applicable, appeals in the context of the approach adopted by the board i.e. treating each complaint as individual, with a context requiring (within the framework of the complaints policy) a flexible approach, can be beneficial and positive for both the stakeholder and the College.

The Chair closed part A of the meeting at 20.24

At this point the Clerk and C Goldsworthy left the Meeting. D.Morran was appointed clerk for the duration of the following item.

#### 128.12 Confidential Matters

See confidential minutes No.128

There being no other business the Chair closed part B of the meeting at 20.59

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***Approved by the Corporation on***

***Minute No.***

Document Title	Queries/Questions	Management Response
128.5 Coronavirus	Teacher assed grades policy/ centre assessed grades – are these wholly the JCQ/ government templates?	There is a JCQ sample policy which we have adopted in its entirety. There are also sample forms that JCQ provide to aid with the process, that the College are also using. The College is following all JCQ requirements and guidance – but it is both a strength of and a frustration with the relatively vague Government frameworks that institutions have a good degree of freedom to work within the guidelines.
128.7 Strategic Priorities [2]	Where possible seek to make efficiency and productivity gains to enable the College to maintain financial wellbeing, - are there examples across the site?	<p>The most substantive operational productivity/efficiency gain, as has been previous reported to Governors, is that the large increase in 2020/21 student numbers was not proportionally matched by an increase in the numbers of teaching staff or support staff (largely because it was not possible and also a number of streams of additional Government income for 2020/21 year were not confirmed until Autumn/Winter 2021) – and the percentage of income spent on staffing in 2020/21 will reduce.</p> <p>The withdrawal of the IB Diploma programme through the 2020/21 year has also resulted in cost efficiencies as IB provision in recent years has involved relatively small average group sizes. We will also no longer need to pay the annual IBO registration fee or the relatively high cost IBO exam entry fees from Autumn 2021.</p> <p>There been a miscellaneous range of ‘micro’/operational efficiencies and productivities which have been or will also be achieved.</p>
128.8(iv) Admissions Policy	Section 1 ‘a place of sanctuary’	This wording was added in 2018 when College was awarded “College of Sanctuary” status by the City of Sanctuary organisation – this was part of a broader Colchester initiative. At that point, various documents were updated to reflect our new College of Sanctuary status and make clear our commitment to the values it

	<p>1.3 A right of admission - what does this mean? The use of the word 'right' may be open to misinterpretation almost like entitled, when that right is subject to the College's entrance criteria which makes it a conditional right.</p> <p>2.1 Disability act disclaimer - should this be included?</p>	<p>represented. The text used at the time was approved by all involved, in and outside College, and features in various documents – indeed, it reflected material directly supplied by The City of Sanctuary organisation. More specific details regarding applications from asylum seekers are given in the EFA funding guidelines that are heavily referenced (but intentionally not reproduced) in the Admissions Policy.</p> <p>It is, like most rights, conditional – but the context makes clear that this is the case and the policy, at various points, goes into much detail regarding what those conditions are. We are not sure that any reasonable reading of the policy would leave one with the impression that such rights were in any way absolute or unconditional and it is, of course, very difficult to fully guard against unreasonable readings of the policy.</p> <p>Without context, terms like 'right' and 'sanctuary' could be viewed as vague, or even problematic, but the Admissions Policy does provide a detailed range of contextual detail that makes clear that such terms need to be viewed within broader caveats, restrictions and conditions, as guided by ESFA guidelines and other factors.</p> <p>"It is important that applicants recognise that the College is a busy, town-centre community. Students, as young adults, are given the responsibility to manage their own independent studies, use of flexible time, decisions and behaviour, including time spent on and offsite. All applicants are offered places on the understanding that the College should be a safe and appropriate environment for their needs and that students are able to fit into College structures and arrangements. Exceptionally, where the College is concerned that it will not be able to provide a particular applicant with such an environment or that the wellbeing or educational progress of other members of the College community may be compromised, the College will enter into a discussion with the applicant about his/her needs, the result of which may be that the College will be unable to offer a place."?</p>
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		<p>This was reviewed and discussed by a small group of Governors in October 2017 and approved by John Owens and June Leslie – it reflects a number of lengthy discussions conducted amongst senior staff and with Governors at the time.</p>
<p>128.8(v) Equality &amp; Diversity Policy</p>	<p>Clause 3.6 the use of the term physical development. How is the College going to achieve that?</p> <p>4.1 ‘aiming to achieve’ consider replacing with ‘promote’.</p> <p>7.6 Isn’t part of the role monitoring and responding to the data?</p>	<p>Through promotion of healthier living (via Tutorial, for example), sport and fitness-related Additional Studies, development of refectories’ menu etc.</p> <p>‘aiming to achieve’ is intended acknowledge that the processes are ongoing / evolving / dynamic whereas ‘promote’ could suggest that they are fixed / immutable.</p> <p>Monitoring and responding to data occurs at various levels depending on the issue e.g. Senior Tutors / APs for pastoral matters, HODs / APs for academic etc. SMT has overview including Six Dimensions data etc. The intention is for responsibility / vigilance to be embedded across the College not focussed in a single role.</p>
<p>128.8(i) Financial Regulations Page 12</p>	<p>Should there be reference to what happens if the float is not kept according to policy?</p> <p>Should there be reference to disciplinary action being taken in the events not adhering to policy, or there being fraud?</p>	<p>Answer to both questions The Anti-Fraud, Corruption &amp; Bribery Policy sits alongside the Financial Regulations and details the necessary action should fraud be suspected.</p>

