

# PUBLIC MINUTES – APPROVED



Meeting of the Corporation  
Held on Thursday 07 October 2021 at 1630  
Via MS Teams

**Members:** Kevin Athersuch; Sam Best (Vice Chair); Becky Bevins; Mark Bolton (Principal); Paul Clowes; Ellimae Dunn (FE Student); Lee Harwood; Jo Howarth; Rebecca Marshall, Jag Ner; David Mills (Vice Chair); Paul Morey (Staff Teaching); **Gayle Pogson (Staff Business); Emma Read; Jo Roundell Greene; Scott Roy; James Scott; Peter Thomas (Chair)**

**Clerk:** Gill Keogh

**Invited attendees:**

**All Items:** Emma Cox [Vice Principal Finance & Resources]; Joanna Frith-Williams [Vice Principal Quality of Education]

**Item 2 :** Paul Sealey (Director of Employer Engagement and Curriculum)

**BOLD** indicates presence at meeting

Item	Detail	Action
1.	<b>MEETING PRELIMINARIES</b> <b>Apologies</b> for absence were received from James Scott and Paul Morey. The meeting remained quorate throughout. There were no <b>Declarations of Interest</b> made on this occasion.	
2.C	<b>SUBCONTRACTING</b> The Board <b>noted</b> the Executive Summary received prior to the meeting and verbal commentary from Paul Sealey, Director of EE&C. Further details on this item are recorded separately in a confidential set of minutes.	
3.	<b>MINUTES</b> The Board unanimously <b>Approved</b> the confidential and public minutes as true and accurate records of the meeting held on 8 July 2021. Website publication of the public minutes was unanimously <b>Approved</b> .	
4.	<b>MATTERS ARISING (MA)</b> The Action and Query sheets were <b>Noted</b> and accepted. Actions were either complete, included elsewhere on today's agenda or being appropriately tracked and carried forward.	
5.	<b>CHAIRS REPORT</b> The Board <b>Noted</b> the Chairs verbal report with emphasis on the resignation of David Mills, who is leaving on the 07 November 21. The Chair thanked him for his efforts and contribution to the Board and Committees. Meeting protocols document will be completed by the next meeting, it is hoped this will improve timeliness and result in a reduction of papers.	
6.	<b>CLERKS REPORT</b> The Board <b>noted</b> the Clerks report. Noting in particular the use of Governor IDs when on site and a reminder was given with regards to the careers filming taking place on 14 <sup>th</sup> and 15 <sup>th</sup> October, undertaken by Andy Iredale of Ariconsult.	
7.	<b>PRINCIPAL'S REPORT</b>	

	<p>Members <b>noted</b> the Principals report and particular emphasis was shown on the following;</p> <ul style="list-style-type: none"> <li>• A DfE Update</li> <li>• Ashdown Refurbishment Progress</li> <li>• EdTech Membership</li> <li>• Customer and Curriculum Help Zone Development</li> <li>• Vacancies for Important Roles</li> <li>• IoT+ Success Continues</li> <li>• Ofsted Pilot Inspection</li> <li>• Race for Life</li> <li>• Risks</li> </ul> <p>The Board <b>Noted</b> the Closing Operating Statement 2020/21 with Early indications for 21/22 Operating Statement Priorities report given by the Principal. The new version of the Operating Statement 21/22 will be presented at the next Corporation meeting.</p>	
8.	<p><b>SAFEGUARDING - Annual Review</b></p> <p>The Board <b>Noted</b> a verbal report from the VPQ&amp;E. The CQA Committee had reviewed and discussed the review and were impressed with the level of detail and were reassured the report recognised good practice and performance. The Board was comfortable that the College responsibilities were satisfactorily carried out within the College.</p>	
9.	<p><b>SEARCH AND GOVERNANCE</b></p> <p>The Chair of the Search and Governance Committee thanked the Corporation for their support in his time on the Board. He then shared the headlines from the Committee’s earlier meeting.</p> <p>Staff Governor elections are ongoing. The HE Student Governor has resigned, and the Clerk and HE Manager are in the process of recruitment.</p> <p>The overall Governor attendance rate for 20/21 was excellent.</p> <p>The Board unanimously <b>Approved</b>, on the recommendation of the Search and Governance Committee, the following extension to Members’ terms of office and transfers.</p> <ul style="list-style-type: none"> <li>- Becky Bevins transfers from the Audit Committee to the Finance and Remuneration Committee</li> <li>- Sam Best joins the Search and Governance Committee</li> <li>- Lee Harwood to extend his term for a further 4 years</li> <li>- Jag Ner to extend his term for a further 4 years</li> </ul> <p>David’s role of Chair within the S&amp;C and Infrastructure Committees was discussed, and members were asked to raise the issue of Chair at their next meetings. The Vice Chair position will also be available, and the Chair of the Corporation would be interested to hear from any members looking to take this role. The Chair informed the Board that his intentions are, subject to the Corporation being comfortable, to take on a further 2 years, which will take us through to the building completion – 2024. It is hoped to have these positions filled by the New Year.</p>	
10.	<p><b>TEACHING AND LEARNING</b></p> <p>The Board <b>noted</b> an update from the Chair of the Curriculum, Quality &amp; Assurance Committee from the recent meeting held on the 23 September 21. Arrangements and changes had been discussed and the VPQ&amp;E gave some headlines to the changes which she feels will make a serious difference to the quality of education the College can provide.</p>	

	<ul style="list-style-type: none"> <li>- A new head of Pedagogy and Innovation has been appointed.</li> <li>- Teaching and learning development coach will start in October. She is an expert in Digital Pedagogy and experienced in all types of Pedagogy.</li> <li>- P30 Quality Assurance and Improvement Policy review has been extended for a further 12 months to the next December 22 to enable work around the lecturing standards which needs to be reviewed and feedback needs to be gathered. <i>The Clerk subsequently confirmed it has been a policy approved by the Corporation but going forward will now be approved by SMT.</i></li> <li>- The Teacher Educators Team have moved into the Pedagogy Team.</li> </ul> <p>The VPQ&amp;E gave an enrolments update noting current learner number is 1509 for full time 1619-year-olds, which is 109% of the ESFA target we have been given and 95% of the curriculum planning target. Attendance on new students' day was much higher than it has been in the past, 80% compared to 60% in previous years. Behaviour, including no shows and low attendance were being thoroughly looked into. It was felt that students hadn't been in education and the regularity of it for some time is the possible cause. It was noted by the Principal for 50% of Y11 leavers in September, school destination data is not correct, and a percentage are at a different place, a significant proportion cannot be traced. The College is exploring bringing two new curriculum on-line courses, traineeships and the other online for Y12's who cannot leave the house. In the last 2 weeks the schools within Somerset have referred nearly 900 Y11's into the Somerset Works Programme.</p> <p>The CQA Committee had discussed attendance and the actions being taken to improve. There have been very positive outcomes for Apprenticeships.</p> <p>The Chair noted it was helpful to understand the positives and the difficulties with specific challenges as a direct result of Covid.</p> <p>17:30 Emma Read left the meeting.</p>	
11.C	<p><b>FINANCIAL UPDATE</b>  <b>Including Finance Committee Business</b>  Further details on this item are recorded separately in a confidential set of minutes.</p>	
12.	<p><b>INFRASTRUCTURE COMMITTEE</b>  The Board <b>noted</b> the business from the Infrastructure Meeting held on 04 October 21. The Chair of the Infrastructure Committee informed the Board, under assumed delegated authority and after the review of reports and presentations, the follow was approved.</p> <ul style="list-style-type: none"> <li>- Print Tender ITT</li> <li>- Student Transport Tender</li> </ul> <p>The T Level 3 bid was unsuccessful. T Level Wave 4 bid is expected early next year, and it was felt we would be in a good position to bid.</p>	
13.C	<p><b>DFE BUILD PROJECT</b>  Further details on this item are recorded separately in a confidential set of minutes.</p>	
14.C	<p><b>IOT</b>  Further details on this item are recorded separately in a confidential set of minutes.</p>	
15.	<p><b>GOVERNOR UPDATES</b>  Updates were given by the Staff, Student and Independent Governors noting in particular:</p> <ul style="list-style-type: none"> <li>- Staff Voice was well attended by staff members.</li> <li>- The changes to the way we monitor process, policies and procedures was discussed.</li> </ul>	

	<ul style="list-style-type: none"> <li>- Staff Governor Election was discussed.</li> <li>- People are happy to be back on site and are super busy.</li> <li>- Plans for the DfE were shared with staff.</li> </ul> <p>18:18 Rebecca Marshall left the meeting.</p>	
16.	<p><b>LEGAL, POLICY and REGULATORY MATTERS</b></p> <p>The Board unanimously <b>Approved</b> the P44 – Safeguarding Policy 2021, noting the request from the Lead Governor for Safeguarding asking for the acronyms to be taken out and replaced with words.</p> <p>Although an email approval, a good and healthy exchange via email had been noted and documented. The Board <b>Noted</b> an email <b>Approval</b> of the P70 Draft Sexual Misconduct and Harassment Policy.</p> <p>An update on Safeguarding, Equality &amp; Diversity was given by the Principal. The College has signed up for the Equality and Diversity award. The first scoping meeting will start in October.</p> <p>The Principal gave HE updates with tabled slides. The slides highlighted the following:</p> <ul style="list-style-type: none"> <li>- Recruitment is lower than hoped, although plans are in place to remedy this</li> <li>- Student Experience is incredibly positive and continuing to develop.</li> <li>- Gaps are closing for students from underrepresented groups</li> <li>- Regulatory compliance is in a good position, although the OfS consultation on Quality and Standards will perhaps need additional scrutiny.</li> </ul> <p>There were no incidents of whistleblowing or fraud since the last meeting. The VPF&amp;R gave a verbal update of RIDDORS (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) since the last meeting noting 1 cleaner had tripped on a kerb and is still struggling with a broken cheek bone and the other incident is a learner who cut themselves cutting vegetables.</p>	
17.	<p><b>RISK MANAGEMENT and INTERNAL CONTROLS</b> <b>Including Audit Committee Business</b></p> <p>The Board <b>noted</b> the business summary provided by the VP F&amp;R from the Audit Committee held on 15 September 2021.</p> <p>The Board unanimously <b>Approved</b> the External Audit Engagement Letter.</p> <p>The Board unanimously <b>Approved</b> the Internal Audit Plan 2021/22.</p> <p>The Board unanimously <b>Approved</b> the <b>Signing</b> by Chairman and Principal the Regularity Audit Questionnaire.</p> <p>There were no risk or internal control matters to note.</p>	
18.	<p><b>ANY OTHER BUSINESS</b></p> <p>There were no other items of business to note on this occasion.</p> <p>The Chair thanked the members and invited attendees for their attendance.</p> <p>The next ordinary meeting will be held on Thursday 02 December 21 @ 4:30pm.</p> <p>The meeting closed at 18:43</p>	

