

# PUBLIC MINUTES

## - Approved



Meeting of the Corporation  
 Thursday 02 December 21 at 16:30  
 Via MS Teams

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

**Clerk:**

**In attendance:**  
 Items 1-15 Julian Bisset (Teaching Staff Governor)  
 Emma Cox (Vice Principal Finance & Resources)  
 Jo Frith-Williams (VP Quality of Education)

Item 4: Hilary Yuille (Head of Pedagogy)

**BOLD** indicates presence at meeting

Item	Detail	Action
1.	<p><b>MEETING PRELIMINARIES</b></p> <p><b>Apologies</b> for absence were received from Kevin Athersuch, Becky Bevins and Jo Howarth.</p> <p>The meeting remained quorate throughout.</p> <p>There were no <b>Declarations of Interest</b> made on this occasion.</p>	
2.	<p><b>NEW CORPORATION MEMBERS</b></p> <p>The <b>Board</b> welcomed the new HE Governor, Jack Gibbs and Staff Teaching Governor, Julian Bisset. The Corporation gave individual introductions. An e-vote was held between Lee Doel and Gayle Pogson, current Staff Business Governor. Gayle was successful in her election and the Board congratulated her. A letter of thanks has been sent to Lee Doel for taking the time and effort to apply for the role. Staff Governors term starts from January 22.</p>	
3.	<p><b>STAFF SURVEY</b> item was deferred to the next meeting in January 22.</p>	
4.	<p>16:40 The Head of Pedagogy joined the meeting.          16:42 Paul Morey joined the meeting</p> <p><b>TEACHING AND LEARNING</b></p> <p>The <b>Board</b> noted a paper received in advance of the meeting for <b>2020-2021 Outcomes Summary and Headlines</b> from the head of Pedagogy.</p> <ul style="list-style-type: none"> <li>- The self-assessment has led to the actions listed in her report showing that the assessment works.</li> <li>- Impact of Covid may have caused some backwards movement, but that has happened nationally.</li> <li>- Advancing the assessment for learning across all curriculum areas</li> <li>- Narrow the achievement gap.</li> </ul> <p>The <b>Board</b> noted a paper received in advance of the meeting for the <b>Observation window 1 – feedback</b> from the Head of Pedagogy. Commentary was given noting the overall compliance with report deadlines and understanding what an observer is and the strengths and areas for development. The observers need to be</p>	

	<p>standardised with action plans. This will be taken to CQA then back to full Corporation.</p> <p>The Chair noted it would be interesting to see the 2<sup>nd</sup> and 3<sup>rd</sup> windows.</p> <p>17:04 Emma Read joined the meeting. 17:10 The Head of Pedagogy left the meeting.</p>	
5.	<p><b>MINUTES OF THE LAST MEETING</b></p> <p>The Board unanimously <b>Approved</b> the confidential and public minutes as true and accurate records of the meeting held on 07 October 2021. Website publication of the public minutes was unanimously <b>Approved</b>.</p>	
6.	<p><b>MATTERS ARISING (MA)</b></p> <p>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.</p>	
7.	<p><b>CHAIR'S REPORT</b></p> <p>The Board <b>Noted</b> the Chairs verbal report. Paul Morey was thanked by the Chair on behalf of the Corporation for his contribution. The Strategy Day agenda which will be the same format as the previous strategy day as it was noted it had been well attended. The suggestion of onsite meetings was taken and noted.</p> <p>The Chair asked for contributions towards the review for the Principal and Clerk, being held next week.</p> <p>The Chair is acting Infrastructure Committee Chair until March and asked members of the Board if they wanted to join the committee, they were welcome to do so.</p> <p>Unfortunately, the Board were informed of the passing of Derek Esp, a long-standing friend of the College and his contribution over the years was outstanding. His expertise in education and his knowledge will be missed. The Graduation will be dedicated to him and in time a permanent dedication to him will be made by the College.</p>	
8.	<p><b>CLERK'S REPORT</b></p> <p>The Board <b>noted</b> the Clerks report.</p>	
9.	<p><b>PRINCIPAL'S REPORT AND OPERATING STATEMENT</b></p> <p>Members <b>noted</b> the Principals e-paper report and particular emphasis was shown on the following.</p> <ul style="list-style-type: none"> <li>- 16-18 Numbers</li> <li>- Somerset NEETs</li> <li>- Lecturer Vacancies</li> <li>- DfE Build Progress.</li> <li>- SMT Capacity</li> <li>- IoT and Projects</li> <li>- CMT Planning Days</li> <li>- Ashdown Completion</li> <li>- HTQ Pilot Contract Signing</li> <li>- Twilights and Application numbers</li> <li>- Risks</li> </ul> <p>The Quality Improvement Plan – a folder with individual plans within was discussed.</p>	

	<p>The VP F&amp;R tabled the Operating Statement in its new form and its structure. The QIP will feed into the OS. A further discussion as to which elements come to Corporation is to be had. The Board noted it was an encouraging report.</p> <p>The Principal gave the members a verbal update on the SAR, noting it is being focused on the QIP plan. The full self-assessment will be tabled at the strategy day with a report prepared by Peter Green, giving guidance and making recommends to Corporation if they should accept or not. <i>Addendum, the SAR will initially go to the CQA meeting in March, then the Corporation meeting.</i></p> <p>A verbal update was given by the Principal regarding Climate Change Road Map. The SALIX bid was to help write a sustainability plan, unfortunately we were unsuccessful. Consultants have been instructed, Energise, who are developing a full campus wide plan.</p>	
10.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>	
11.	<p><b>FINANCIAL STATEMENTS PAPERWORK 2020-2021</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> there had not been a committee meeting since the last Corporation meeting. The next meeting will be Monday 6<sup>th</sup> December, 21</p> <p>However, it was noted the College is now providing catering services, an opportunity to make savings and tenders will be out shortly. Delegated authority to authorise the possible spend of £142K for food/vending supplies was requested for approval as it is not in budget.</p> <p>The Board unanimously <b>APPROVED</b> to give the infrastructure Committee delegated authority for the Infrastructure Committee to approve the Catering Contracts for food and vending machines.</p>	
13.	<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>- CMT rota has been reinstated asking staff to walk around campus ensuring lanyards and face masks are worn.</li> <li>- The staff questionnaire deadline was fast approaching.</li> <li>- The students are enjoying being back on campus and the majority have a good attitude towards wearing masks.</li> <li>- Students are excited about the Ashdown renovation.</li> </ul>	
14.	<p><b>LEGAL, POLICY and REGULATORY MATTERS</b>  Student Union Financial Arrangements item was deferred until the 27 January 22 Corporation meeting.</p> <p>The Board unanimously <b>Approved</b> the P23 2020-2021 Fees and Charges Policy.</p> <p>18:30 Rebecca Marshall left the meeting.</p> <p>The verbal summary from the Lead Governor of Equality and Diversity was deferred to the January Corporation meeting.</p> <p>The Board <b>noted</b> a verbal summary from the Lead Governor of Safeguarding giving an update on Safeguarding Refresher Training, noting Head of Student Experience is taking a lead on the action plan.</p>	

	<p>A whistleblowing or fraud item is noted in a separate set of Strictly Confidential set of minutes.</p>	
<b>15.</b>	<p><b>RISK MANAGEMENT and INTERNAL CONTROLS (including Audit Committee business)</b></p> <p>The Board <b>noted</b> the e-papers regarding the</p> <ul style="list-style-type: none"> <li>- Draft Annual Report 2020-2021 Risk Management.</li> <li>- Annual Fraud Risk Assessment, which was subsequently resent to the Board.</li> </ul> <p>The Board <b>noted</b> the Health and Safety Annual Report. The Chair noted it was an impressive document, which was encouraging, showing the College has an effective scheme.</p> <p>The Audit Committee Chair gave a verbal update from the Audit Committee Meeting held on 01 December 2021.</p> <p>The Committee felt confident in the event of a Cyber Attack that the College could still function. The wider aspects around business continuity were discussed and it was felt that the College was in a much better place than it was last year.</p> <p>The approval of the Audit Committee Annual report 20/21 will be finalised and emailed to Board for approval before the end of the term.</p> <p>The Audit Committee Self-Assessment and Assessment of Internal Controls 2020-2021 requires more tweaking to make it more effective. This will be approved for recommendation at the March Audit meeting.</p> <p>On the <b>Recommendation</b> of the Audit Committee the Board unanimously <b>APPROVED</b> the appointment of the External Auditors, Mazars for a further 2 years with the possibility to extend to 3 years.</p> <p>There were no risk or internal control matters to note during the current meeting.</p> <p>18:45 Non independent governors and attendees, including the Principal, were asked to leave except for the Clerk</p>	
<b>16.SC</b>	<p><b>MINUTES</b></p> <p>Further details on this item are recorded separately in a strictly confidential set of minutes.</p>	
<b>17.SC</b>	<p><b>LEGAL, POLICY and REGULATORY MATTERS</b></p> <p>Further details on this item are recorded separately in a strictly confidential set of minutes.</p> <p>19:02 The Principal re-joined the meeting.</p>	
<b>18.SC</b>	<p><b>ANY OTHER BUSINESS</b></p> <p>Further details on this item are recorded separately in a strictly confidential set of minutes.</p>	
	<p><b>NEXT ORDINARY MEETING</b></p> <p>Thursday 27 January 22 @ 4:30pm.</p> <p>The meeting closed at 19:30.</p>	

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