

MINUTES – PUBLIC
Of the Corporation
Thursday 27 January 22

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

Clerk: Gill Keogh

In attendance:

Items 1-14: Emma Cox (Vice Principal Finance & Resources); Jo Frith-Williams (VP QofE)
Item 2: Alex Clancy (AP for Employer Engagement)

Bold indicates attendance at the meeting

Item	Detail	Action
1	<p>Apologies for absence were received from Kevin Athersuch, Becky Bevins, Paul Clowes, Lee Harwood and James Scott</p> <p>The meeting remained quorate throughout.</p> <p>There were no Declarations of Interest made on this occasion.</p>	
2	<p>SUBCONTRACTING</p> <p>Alex Clancy introduced himself. The APforEE had previously sent an e-paper for the Mid-Year Review noting in particular:</p> <ul style="list-style-type: none"> - Subcontracts with continuing Subcontractors are signed, counter-signed and returned with due diligence, including Finance, which are all in place ready for Audit in March 2022. - Employer Engagement actions from the previous report have been completed including review of staff associated DBS, approvals and training, contracts signed earlier prior to year or contract start, revision of subcontracted learner written agreement, amendments to tracking processes and acquiring legal advice regarding Public Contracts Regulations for Funding Rule compliance. - YC Apprentice Survey went live 17/01/2022. <p>Increase to Subcontractor Contract. In line with previous years and based on current forecast and performance, and meeting current KPIs, it was proposed to award TSN an additional £48k MCV (£60k funded value), as a result the Corporation were asked to approve a proposed total £140k MCV / £175k fully funded subcontract. The Board unanimously Approved the Increase to Subcontractor Contract.</p> <p>It was noted the Lead Governor for Contracts and APforEE had had an introductory meeting.</p> <p>16:50 The AP for EE left the meeting.</p>	
3	<p>MINUTES OF THE LAST MEETING</p> <p>The Board unanimously Approved the public and confidential minutes as true and accurate records of the meeting held on 02 December 2021. Website publication of the public minutes was unanimously Approved.</p>	

4	<p>MATTERS ARISING (MA) The Action and Query sheets were Noted and accepted. Actions were either complete, included elsewhere on today's agenda or being appropriately tracked and carried forward.</p> <p>It was noted Sport had moved up 3 places on the survey results. The Principal is meeting regularly with the Sport department. Action: The Corporation would like an update on Sport at the next meeting in his report.</p>	Principal
5	<p>TEACHING AND LEARNING The Board noted a verbal update from the Principal regarding Equality and Diversity noting in particular</p> <ul style="list-style-type: none"> - We have a solid plan for implementation. - Meetings with the National Centre have been had and were very positive. - The Principal will share a full complete and integrated plan at the next EDI meeting. - The Survey and desktop audit will be completed by the end of March 22, in time for the awards. <p>The Lead Governor for Equality and Diversity, who has only recently been attending the EDI meetings as the new Lead Governor, noted it was an enormous task. The individual groups are making it more manageable. The Principal assured the Board it was realistic to carry forward.</p>	
6	<p>CHAIR'S REPORT The Board Noted the Chairs verbal report, noting in particular:</p> <ul style="list-style-type: none"> - The Chair noted how impressed he was with how much the College is coping with the current safeguarding issues. - The Strategy meeting had been a productive morning with good attendance. - The Governor 121 meetings with the Chair or Vice Chair will be arranged for March. There are several Board vacancies which will be discussed at that time <p>The Board Noted the Delegated authority for the Chair to signed the WEIOT Plus Funding Agreement.</p>	
7	<p>CLERK'S REPORT The Board Noted the Clerks report, noting the Prevent training is a mandatory requirement for all Governors to complete annually.</p>	
8	<p>PRINCIPAL'S REPORT AND OPERATING STATEMENT The Board Noted the Principals report which had particular emphasis on</p> <ul style="list-style-type: none"> - Recruitment of new staff - Ofsted pilot visit postponed - Official Opening of refurbished Ashdown Building - New Curriculum - Applications marketing - Covid response - Graduation, noting Jo Roundell Greene, current Board member, becoming a fellow. - Risks <p>17:05 Jo Howarth joined the meeting.</p>	

	<p>The Board Noted the Operating Statement presentation tabled by the Principal, which was subsequently distributed to the Board.</p> <p>There has been more progress on how the College manages the key objectives and how they relate to the risk register. It is still a work in progress. Action: It was agreed to discuss further the Operating Statement at the June Strategy meeting with regards to what are the appropriate measures for Corporation.</p>	All
9C	<p>FINANCIAL UPDATE Including Finance Committee Business</p> <p>The minutes for this item are recorded separately in a set of Confidential minutes.</p>	
10C	<p>INFRASTRUCTURE COMMITTEE</p> <p>The Board noted the minutes of the Infrastructure Committee, noting in particular</p> <ul style="list-style-type: none"> - Supply of vending machines – a direct award. - The Committee approved an invitation to tender publication for Stage 1 of the cleaning contract. - Project Completion of the HESC project. 	
11	<p>GOVERNOR UPDATES</p> <p>The Board noted updates from the Governors, noting in particular</p> <ul style="list-style-type: none"> - Staff Voice meeting 06 Jan – a positive and well attended meeting. <p>At this point of the meeting the Chair lost MS Teams signal.</p> <ul style="list-style-type: none"> - CPD at the end of term looked at gender identify, safeguarding and county lines. - Encouragement has been given to staff to not feel anxious about Covid. - The student governor noted that the security is giving an element of safety and reassurance to the students. - Ashdown is bringing learning to life for students. <p>The Chair re-joined the meeting.</p>	
12C	<p>LEGAL, POLICY and REGULATORY MATTERS</p> <p>The minutes for this item are recorded separately in a set of Confidential minutes.</p>	
13	<p>RISK MANAGEMENT and INTERNAL CONTROLS (including Audit Committee business)</p> <p>The Board noted there hadn't been an Audit meeting since the last Corporation meeting. The next Audit Committee meeting will be March 22</p> <p>There were no risk and internal control matters arising from the meeting.</p> <p>17:30 Non independent governors and attendees were asked to withdraw except for the Principal and Clerk.</p> <p>17:58 Jag Ner left the meeting</p>	
14SC	<p>MATTERS ARISING (MA) - Strictly Confidential</p> <p>The minutes for this item are recorded separately in a set of Confidential minutes.</p>	
15SC	<p>MINUTES OF THE LAST MEETING</p> <p>The minutes for this item are recorded separately in a set of Strictly Confidential minutes.</p>	
16SC	<p>LEGAL, POLICY and REGULATORY MATTERS</p> <p>The minutes for this item are recorded separately in a set of Strictly Confidential minutes.</p>	

17SC	REMUNERATION The minutes for this item are recorded separately in a set of Strictly Confidential minutes.	
18SC	ANY OTHER BUSINESS The minutes for this item are recorded separately in a set of Strictly Confidential minutes.	
	NEXT ORDINARY MEETING Thursday 24 March 22 @ 4:30pm.	
	18:28 The meeting closed.	