

MINUTES OF THE CORPORATION BOARD MEETING
HELD ON FRIDAY 5 JULY 2019 AT BLACKBURN COLLEGE (ROOM BC-2-08)

PRESENT:

Phil Watson CBE	Chair
Mark Allanson	Member
Dr Fazal Dad	Principal and Chief Executive
Geoff Disley	Academic Staff Governor
Garth Hodgkinson	Member
Chris Johnson	Member
Amina Khan	HE Student Governor
Michael Lee	Business Support Staff Governor
Paul Levet	Member
Roger Spensley	Member
Les Stove	Member
Professor Mike Wright	Member

IN ATTENDANCE:

Nicola Clayton	Director: Business Development and External Engagement
Jennifer Eastham	Vice Principal: Finance and Corporate Services
Sharon Germaine-Cox	Director: Human Resources and Organisational Development
Peter Robinson	Vice Principal: Curriculum and Quality
Jean Tracy	Clerk to the Corporation
Caroline Wilson	Board Administrator

It was noted that the meeting commenced at 14:00 and was quorate.

The Chair welcomed all present to the meeting.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Lillian Croston, Shaheen Gul, Kathryn Lord, Denise Park, Eugene Sullivan and Steve Waggott.

2. DECLARATION OF CONFLICTS OF INTEREST

The Chair advised those in attendance that should members of the Corporation Board become aware of any potential conflicts of interest, they should be disclosed at the earliest opportunity during the meeting.

3. MINUTES OF THE CORPORATION BOARD MEETING HELD ON 15 MARCH 2019

The minutes of the Corporation Board meeting held on 15 March 2019 were **ACCEPTED** as a true and accurate record and were duly signed by the Chair.

4. MATTERS ARISING

There were no matters arising, the Board having noted the status of actions from the previous meeting.

5. CHAIR'S REPORT

The Chair advised that it was his intention to cover items 5 and 10 (item 10 being classified as Confidential – Not for Publication) together and these would be taken as the next items of business.

The Corporation Board **RATIFIED** the appointment of Mr Geoff Disley as the Academic Staff Governor; this followed the resignation of Mr Will Doherty. Mr Disley's Term of Office would be from 5 July 2019 until 31 March 2021 and he would serve on the Learning and Quality Committee. Mr Disley was welcomed.

14:04 Mark Allanson joined the meeting.

The Chair advised members of the following resignations from the Corporation Board:

- Denise Park from the Corporation Board and as a member of the Policy and Resources Committee;
- Eugene Sullivan from the Corporation Board and as Chair of the Audit Committee.

The Corporation Board **NOTED** these resignations and **APPROVED** the appointment of Chris Johnson as Chair of the Audit Committee.

14:01 The Corporation Board moved to Part II – Confidential Not for Publication items on the agenda.

15:06 The Corporation Board returned to Part I items on the agenda.

11. DRAFT STRATEGIC PLAN 2019-2022, INCLUDING PROPOSED KEY MILESTONES

The draft three-year Strategic Plan (2019-2022), which had been previously considered by the Executive Team, Learning and Quality Committee on 20 June 2019 and Policy and Resources Committee on 24 June 2019, was received.

The Vice Principal: Finance and Corporate Services explained that the draft Strategic Plan 2019/20 to 2021/22 had been formulated at the Governors' Strategic Seminar, held in November 2018, with the concept being widely tested with groups of staff, students and stakeholders.

The Strategic Plan set out clear priorities for 2019-2022 and included a set of key milestones for success. The Strategic Plan would also be underpinned by the Key Performance Indicators, approved by the Corporation Board in November 2018, which would be refreshed for the 2019/20 academic year, linking where possible to milestones in the Strategic Plan.

The Learning and Quality Committee had discussed and reviewed, at length, the key milestones for success, including whether these were realistic but at the same time being able to display stretch and ambition to become Outstanding. The key milestones had been updated and were now reflected within the Report. The Policy and Resources Committee had discussed the ideas contributing to the Strategic Plan, as suggested at the Strategic Seminar, and noted that these would be incorporated into an Operational Plan. Further, the Policy and Resources Committee had agreed members who would lead on one of the two Strategic themes which related directly to the Policy and Resources Committee.

On consideration of the Strategic Plan and the 'Partnership and Communities' section, one member asked whether the College was aware of and had considered claiming funding, via the Council, under Section 106. The Vice Principal: Finance and Corporate Services would investigate this further.

Action: Vice Principal: Finance and Corporate Services

A further comment received was the focus within the key milestones on the market and recruitment for the College.

The Corporation Board **APPROVED** the Strategic Plan 2019/20 – 2021/22 and which Committees would monitor progress against each of the delivery of the milestones..

12. i) FE AND HE STUDENT GOVERNORS INCLUDING CHANGES TO INSTRUMENT AND ARTICLES OF GOVERNMENT

Following the recommendation of the Governance Panel at its meeting on 29 April 2019, the Corporation Board **APPROVED** that there would be a Higher Education Student Governor, which would be a separate appointment to the Students' Union President, and a Further Education Student Governor. The Clerk to the Corporation clarified the background to this change. The Corporation Board further **APPROVED** the changes to the Instrument of Government.

The Board noted that the appointment of the Students' Union President would be a separate College appointment and **APPROVED** that the post holder could attend the Corporation Board meetings as an attendee. The Clerk to the Corporation noted that they would be invited to attend the Learning and Quality Committee, to present reports as and when required, and the Student Voice Committee.

The election process for the HE and FE Student Governors, as recommended by the Governance Panel, was also **APPROVED**.

ii) GOVERNANCE PANEL CALENDAR OF BUSINESS 2019/20 AND TERMS OF REFERENCE

The Board received a Report which provided the Calendar of Business for 2019/20 and a Review of the Terms of Reference for 2019/20 and Performance against the Terms of Reference for 2018/19 for the Governance Panel. The Report had been considered by the Governance Panel at its meeting on 24 June 2019.

The Clerk to the Corporation advised that the Terms of Reference would be amended for 2019/20 to reflect the change of Committee title of the Standards, Quality and Student Experience Committee to the Learning and Quality Committee.

For 2018/19, the Governance Panel had satisfied all but two of the requirements under its Terms of Reference, and it was reported that the 'partial' completion had been applied following receipt of the FE Commissioner's Diagnostic Assessment Report.

The Corporation Board:

- **APPROVED** the Governance Panel Calendar of Business for 2019/20;
- **APPROVED** the change of Committee title as noted above and did not wish to make any further amendments to the Governance Panel's Terms of Reference;
- **NOTED** the progress against the Terms of Reference for 2018/19;
- **AGREED** that going forward, the Governance Panel Calendar of Business would be approved by the Governance Panel and received by the Board 'for information'.

13. i) APPOINTMENT OF INTERNAL AUDITORS

The Chair of the Audit Committee presented a Report which provided the Audit Committee's recommendation on the appointment of the Internal Auditors.

At its meeting on 26 February 2019, the Audit Committee had agreed that a formal tender exercise would be undertaken to review alternative suppliers, services and prices of Internal Audit providers. Tenders were received from six companies, each of which had been evaluated and scored against an agreed matrix by the Vice Principal: Finance and Corporate Services. Four companies had been invited to present to the Panel on 23 May 2019, where each of the Audit companies were scored against an agreed matrix. The Panel's recommendation was to appoint RSM and the Board noted their staff experience and knowledge of the sector.

In response to a question, it was confirmed that RSM would be appointed for a period of three years (with the option to extend for a further one plus one), subject to annual review, with effect from 1 August 2019.

The Corporation Board **APPROVED** the appointment of RSM as the College's Internal Audit Provider for a further period of three years (with the option to extend for a further 1 + 1), subject to annual review, effective from 2019, the fee being as per the tender document.

ii) EXTERNAL AUDIT PLAN 2018/19

The Vice Principal: Finance and Corporate Services presented the External Audit Plan 2018/19 which had been previously considered by the Audit Committee at its meeting on 4 June 2019.

The Board was advised that the External Audit Plan 2018/19 had been prepared by the College's External Auditors, BDO, and identified the activity which needed to be focussed on for their work on auditing the 2018/19 Financial Statements. The proposed activity was in line with expectations and the Audit was planned for early October 2019.

The Corporation Board **APPROVED** the External Audit Plan 2018/19.

iii) FINANCIAL MANAGEMENT AND CONTROL EVALUATION (FMCE) 2018/19

The Board received a Report, which had been previously considered by the Audit Committee on 4 June 2019, on how financial management and control (including Governance) was exercised at the College. Whilst this was not now a mandatory return, it was noted that most colleges continued to undertake the annual review as good practice.

Members were advised that the checklist was available on the Governors' OneDrive folder and in future would be received as a 'for information' item.

iv) AUDIT COMMITTEE CALENDAR OF BUSINESS 2019/20 AND TERMS OF REFERENCE

The Board received the Calendar of Business for 2019/20 and a Review of the Terms of Reference for 2019/20 for the Audit Committee. These had been considered by the Audit Committee at its meeting on 4 June 2019.

There were no changes proposed to the Calendar of Business, however as it was a working document, it would be updated, as necessary, during the year.

The Board was advised that the Audit Committee had received a Report which detailed changes to the Post 16 Audit Code of Practice 2018/19 which would impact on the Audit Committee's Terms of Reference; the proposed amendments were received. The Clerk to the Corporation further explained that in accordance with the Committee's Calendar of Business, the review of

the Audit Committee's Terms of Reference and progress against for 2018/19 would be considered at its meeting on 24 September 2019 and presented to the Corporation Board in October 2019.

The Corporation Board:

- **APPROVED** the Audit Committee Calendar of Business for 2019/20;
- **APPROVED** the amendments to the Audit Committee's Terms of Reference;
- **AGREED** that going forward, the Audit Committee Calendar of Business would be approved by the Audit Committee and received by the Board 'for information'.

14. i) MANAGERIAL ACCOUNTS TO 31 MAY 2019

The Management Accounts Period Ending 31 May 2019 were received, having been previously considered by the Policy and Resources Committee on 24 June 2019.

It was reported that the current operating position was behind budget, which was to be expected given the changes in the reforecast to the deficit: the revised phasing of income and costs in the reforecast; and continued challenges around the Adult Education Budget and Apprenticeship income. Members were reminded that the reforecast had been approved in March 2019 which reflected the in-year recruitment and adjustments to expected expenditure.

Pay and Non-Pay costs were performing favourably against budget and reforecast. Close scrutiny in expenditure in both of these areas had resulted in savings against the in-year budget which would also contribute to efficiency in future years.

The Balance Sheet to May 2019 was consistent with expectations, given the reduced invoicing on HE fees; cash continued to be monitored on a monthly basis. Members were advised, as had been reported in an earlier item on the agenda, that the College was close to one of the Covenants and the Banks had been made aware of this position.

The College's Financial Health, as calculated by the Education and Skills Funding Agency (ESFA) remained in a positive position.

The Board considered the Report in detail and discussed at length the shortfall in recruitment, the subsequent cost savings that had to be made and the strategy for the future, including the College having a Unique Selling Point (USP), areas for curriculum growth and progression opportunities.

The Vice Principal: Curriculum and Quality clarified that a major shortfall in HE income in the 2018/19 academic year had been the non-validation of a programme within the University Centre. This issue had now been resolved.

The Corporation Board **APPROVED** the Management Accounts to 31 May 2019.

ii) COLLEGE BUDGET 2019/20 AND FINANCIAL PLAN 2019-2021

The Vice Principal: Finance and Corporate Services presented the College Budget for 2019/20 and Financial Plan for 2019-21 which had been reviewed by the Executive Team and considered by the Policy and Resources Committee on 24 June 2019.

Members received the Financial Planning Checklist, which provided assurance to Governing Bodies that all relevant matters had been considered when reviewing the Financial Plan and included references to the location of each item to the Financial Plan Commentary. The College was required to submit the Financial Plan for 2019-2021 to the Education and Skills Funding Agency (ESFA) by 31 July 2019 in accordance with the College Financial Planning Handbook issued in July 2019. New elements for the submission included a 24 month cash flow template,

which the Board received, and advance notice that a new financial return would be required before 31 January 2020.

The Vice Principal: Finance and Corporate Services advised that the Business Planning process for the 2019/20 academic year was drawing to an end and had included a review and plan of the curriculum offer for 2019/20; a review of the service area functions; and the associated staffing and resource implications. External factors had also been considered particularly when planning the 2020/21 year of the Plan.

The following information was considered to be commercially sensitive and it was therefore agreed that the following minutes (in italics) would be recorded as Confidential – Not for Publication.

Having received and considered the Report, the Corporation Board **APPROVED** the College Budget 2019/20 and Financial Plan 2019-2021, for use as relevant in College Financial Performance Management and submission to the Education and Skills Funding Agency (ESFA) before 31 July 2019.

iii) POLICY AND RESOURCES COMMITTEE CALENDAR OF BUSINESS 2019/20 AND TERMS OF REFERENCE

A Report received provided proposals for the Policy and Resources Committee Calendar of Business, an update on the Committee's performance against its Terms of Reference for 2018/19 and proposals for the Committee's Terms of Reference for 2019/20. These had been considered by the Committee at its meeting on 20 May 2019.

The Clerk to the Corporation proposed that delegation of the Governors' Expenses Policy be granted to the Policy and Resources Committee. The Committee would review the Policy and receive an Annual Report, informing the Board of any concerns in relation to expenses claimed. In addition, Policy and Resources Committee had also recommended that reference to the Principal in the quorum be removed.

Members were advised that the Committee had satisfied all but one of the requirements under its Terms of Reference for 2018/19; this relating to the Committee's responsibility to 'determine the employment policies adopted by the College'. The Board was reminded that the Corporation Board, at its meeting in March 2019, agreed to delegate to the Committee the scheme of delegation for approval of the College employment policies and thus compliance would be reported in the next year's Report. Policies relating to Senior Post Holders would continue to be approved by the Board.

The Corporation Board:

- **APPROVED** the proposed amendments to the Policy and Resources Committee's Terms of Reference for 2019/20;
- **NOTED** the progress against the Committee's Terms of Reference for 2018/19;
- **AGREED** that going forward, the Calendar of Business would be approved by the Policy and Resources Committee and received by the Board 'for information'.

15. i) SINGLE EQUALITY SCHEME 2018-2021

The Director: Human Resources and Organisational Development presented the Single Equality and Inclusion Scheme (SEIS) for 2018-2021.

The Report, which had been considered previously by the Learning and Quality Committee, provided information on the progress made and areas to focus on highlighted within the College's Single Equality and Inclusion Scheme. The Scheme had been finalised to incorporate feedback from consultation and involvement of key stakeholders. It was reported that the actions deriving

from the Single Equality Scheme would continue to form part of the Equality and Diversity Impact measures over the duration of the scheme.

The Corporation Board **APPROVED** Single Equality and Inclusion Scheme (SEIS) for 2018-2021.

ii) LEARNING AND QUALITY COMMITTEE CALENDAR OF BUSINESS 2019/20 AND TERMS OF REFERENCE

The Board received the Calendar of Business for 2019/20, a Review of the Terms of Reference for 2019/20 and Performance against the Terms of Reference for 2018/19 for the Learning and Quality Committee.

The Clerk to the Corporation reported that the Calendar of Business for 2019/20 had been reviewed with the Principal and Chief Executive/Vice Principal: Curriculum and Quality and a number of changes had been made to streamline the Reports which the Committee would be asked to consider.

There were no proposed amendments to the Terms of Reference for 2019/20 and since the Learning and Quality Committee had considered the Report on 20 June 2019, all requirements under its Terms of Reference for 2018/19 had been satisfied.

The Corporation Board:

- **APPROVED** the Calendar of Business for the Learning and Quality Committee for 2019/20;
- **NOTED** that there were no proposed amendments to the Committee's Terms of Reference at the time of reporting;
- **NOTED** the progress against the Committee's Terms of Reference for 2018/19;
- **AGREED** that going forward, the Calendar of Business would be approved by the Learning and Quality Committee and received by the Board 'for information'.

16. CORPORATION BOARD STANDING ORDERS

The Clerk to the Corporation advised that the Standing Orders had been amended to take account of the Board's decisions:

- To allow voting by written resolution and the use of video-conferencing in specific circumstances. (1.5.7 and 1.7.3)
- That upon a member becoming disqualified from being a Charity Trustee under the Charities Act 2011 (as amended from time to time) they shall cease to be a member with immediate effect and shall notify the Clerk as soon as they become aware of such disqualification (1.10.2)

The Corporation Board **APPROVED** the amendments to the Corporation Board Standing Orders.

17. CORPORATION BOARD AND COMMITTEE MEETING DATES 2020/21

The Corporation Board **APPROVED** the proposed meeting dates for 2020/21, noting that the information would be uploaded and available on the Governors' Portal.

The Corporation Board **APPROVED** delegated authority to the Chair for the Review of Confidential Minutes, with the Governance Panel receiving the details 'for information'.

The Corporation Board also **APPROVED** to give delegated authority to the Governance Panel to consider and approve Fellowship appointments.

18. APPLICATION OF THE CORPORATION SEAL

The Corporation Board **NOTED** that the requirements under the Financial Memorandum had been satisfied and formally **RATIFIED** the application of the Corporation Seal to the Deed of Dedication between Blackburn with Darwen Borough Council and Blackburn College. This related to the adoption by the Council of the land in front of the Old Victoria Building as part of their redevelopment plans for the Northgate/Blakey Moor area of the town.

It was AGREED that Items 28 and 29 would be taken as the next items of business.

28. GOVERNOR LINKS/CHAMPIONS

The Clerk to the Corporation presented a Report which provided proposals for the Curriculum Area Governor Links/Champions which would be in addition to the existing arrangements for Governor Champions.

Governors would have formal links to each Curriculum Area and be invited to attend the Quality Summit meetings (Student Progress meetings) which would take place once per term.

Governors were asked to consider the proposed Curriculum Areas and confirm their agreement to the Clerk to the Corporation.

Action: Corporation Board Members

29. FELLOWSHIP NOMINATIONS

The Chair advised that the Governance Panel had agreed that it would not be making a recommendation on the appointment of a HE Fellow for 2019.

19. PRINCIPAL AND CHIEF EXECUTIVE'S REPORT

The Principal and Chief Executive presented his Report and a paper was tabled which provided an indication of the predicted achievement for 2018/19. Members were advised that work continued over the summer to secure and support achievement. The paper covered Further Education class based learning, High Needs Students, Apprenticeships (both timely and overall achievement) and Retention for Higher Education. The Principal and Chief Executive advised that achievement needed to correlate with the improvement in Progress Observations to triangulate the impact of classroom activities.

The Report further provided detail on:

- the quality of Teaching, Learning and Assessment which was reported as being at 84% for those meeting or exceeding target compared to 45% previously;
- an overview of the FE Commissioner's Report following the Diagnostic Assessment visit on 9 May 2019;
- an update on the Business Planning process for the 2019/20 academic year;
- detail on the new Ofsted Education Inspection Handbook (EIF) which would apply to all Inspections from September 2019 onwards. The Inspection Report would be a four page document designed for students and parents to read.

In response to a question from a Governor regarding the progress being made to receive a better outcome at the next Inspection, the Principal and Chief Executive confirmed that the College was making progress and reminded the Board that the College would receive a Monitoring Visit in the first term of the new academic year, noting that the Report following the visit would be published. Ofsted would be expecting the College to demonstrate the progress made since the Inspection in December 2018.

- Detail on the Augar Review of Post 18 Education and Funding in England, which had taken place on 30 May 2019, was also received.

20. CURRICULUM REVIEW

The Vice Principal: Curriculum and Quality presented a Report on the Curriculum changes and main focus of the future Strategy for the College. The Review had culminated following discussions through Board Committees, the College Leadership Team and Executive Team and pulled together themes presented through the Business Planning process by Curriculum managers. The Curriculum Review had also taken into account external influences.

The Vice Principal: Curriculum and Quality talked through, in detail, changes in relation to Apprenticeships; Study Programmes; Adult provision; and Higher Education.

It was **AGREED** that a more detailed focus and discussion on the Curriculum would take place as part of the Strategic Seminar in October 2019 to ensure links with the Strategic Plan.

Action: Clerk to the Corporation

21. STAFF GOVERNORS' REPORT

The Business Support Staff Governor presented a Report which provided a reflection on the 12 months since his appointment and the changes that had happened. During this time, the appointment of the Principal and Chief Executive had taken place and staff had commented that there was a more positive atmosphere and focussed feel across the College.

The Report also provided the Business Support Staff Governor's reflection on the restructures that had taken place, the Ofsted Inspection Outcome and his thanks to the Board for its ongoing support.

22. STUDENT GOVERNORS' REPORT

A Report which provided an update on the Students' Union and Student Experience Team activity was received, which also detailed the ambitions and priorities for the future.

The HE Student Governor talked through the key issues and thanked the Corporation Board for its support. Key issues included a restructure of the Students' Union across the College; promotion of the Students' Union and Student Voice across the College to encourage participation from all students; and promotion of recruitment to student representatives and officer roles.

The Report further highlighted key events that had taken place, including the National Festival of Making, the Art and Design Exhibition and the Children's Literature Festival.

On behalf of the Executive Team, the Vice Principal: Curriculum and Quality thanked and congratulated the HE Student Governor for her work, on the outcome of her Degree and also her involvement with the Office for Students Improvement Plan.

23. GOVERNOR CHAMPIONS' UPDATE

Members provided updates on their role and involvement as Governor Champions across the College. The following was reported:

- Careers Strategy – an update meeting was planned to take place on Monday 8 July 2019.
- SEND and Safeguarding – the Governor Champion met with the Assistant Principal – Student Support and Engagement and received updates on Safeguarding as and when issues arose. They looked forward to the High Needs provision becoming a quality area.
- Student Experience – there was nothing to report, however the Governor Champion looked forward to the Student Voice Committee.

24. COLLEGE IMPROVEMENT PLAN – MAY 2019 MILESTONE

The Board received the College Improvement Plan which provided an update on the progress made against the targets based on the May 2019 milestone; this had been previously considered by the Learning and Quality Committee.

It was reported that 29 of the 148 actions had been 'RAG' (Red, Amber, Green) rated as 'Red', 37 rated as 'Amber' and 68 were rated as 'Green'. 13 actions could not be rated at the current stage of the academic year.

The Vice Principal: Curriculum and Quality advised that the area of greatest continuing focus was to meet planned improvements in achievements and progress against target, as indicated by snapshots. Attendance was below College target but remained around published sector norms. Teaching, Learning and Assessment was reported as having improved considerably but remained a core focus for the next academic year.

As this was the final milestone review for the academic year, the Board would receive a Report, at its first meeting of the 2019/20 academic year, which would provide detail on the outturn of the current academic year.

25. PERFORMANCE AGAINST STRATEGIC PLAN KEY PERFORMANCE INDICATORS 2018/19

A Report which provided the Board with an update on the performance against the Strategic Plan Key Performance Indicators 2018/19 was received. The Report had been previously considered by the Standards, Quality and Student Experience Committee on 20 June 2019 and the Policy and Resources Committee on 20 May 2019.

Of the 47 Key Performance Indicators, 8 were on target, 11 were on target in part, 15 were not yet reportable and 13 were under target. The Report provided an explanation and reason for each of the KPIs that were under target.

On consideration of the Report, one member expressed concern that percentages for the Student Progress Snapshot 4 and 5 and the Student Satisfaction Rating FE were declining. The Chair of the Learning and Quality Committee questioned whether the College was setting an unrealistic target for the Progress Snapshots.

In response, the Vice Principal: Curriculum and Quality explained that through the Snapshots, the perception of tutors on whether students were meeting target grades was subjective. At the time of reporting early indications suggested that the Value Added scores would not be where the College would want them to be, however this data would not be confirmed until the end of September.

26. OFFICE FOR STUDENTS (OfS) – LETTER TO CHAIRS OF CORPORATION BOARDS (DATED 3 APRIL 2019): FINANCIAL VIABILITY AND SUSTAINABILITY: INFORMATION FOR GOVERNING BODIES

The Principal and Chief Executive presented a Report which provided a copy of the Office for Students (OfS) correspondence titled 'Financial viability and sustainability: information for governing bodies' (July 2019); this had been previously received by the Policy and Resources Committee on 24 June 2019.

Overseeing all Higher Education (HE) provision in England and the greater focus around HE provision being overseen by Governing Bodies of HE providers, the Principal and Chief Executive explained that the OfS had responsibility to monitor educational providers' financial viability and sustainability.

The correspondence reinforced that Governors needed to closely monitor forecast assumptions, planned student numbers and have in place contingency plans to mitigate any risks. Appended to the correspondence was a document detailing 'Sector student recruitment forecasts 2018-19 to 2021-22' and members noted that most providers on the OfS register, as at 7 March 2019, were assuming some level of growth in numbers of their home, EU and International students over the forecasted period; 122 providers had ambitions for growth of more than 5%.

The Vice Principal: Curriculum and Quality advised that the Quality Assurance Agency (QAA) would be carrying out a Quality and Standards Review in the autumn term and a briefing visit would take place on Wednesday 10 July 2019. Governors may be required to attend meetings as part of the Review; confirmation would be sent as and when received.

Action: Vice Principal: Curriculum and Quality

The Board considered the information within the Report and one member advised that the College could not compare data on a like for like basis due to the cohort of students who enrolled on Higher Education provision at the College. A further suggestion to develop more niche provision was made.

27. KEY POINTS FROM COMMITTEE MEETINGS

The Key Points from the following Committee meetings were received and it was noted that many of the items discussed at these meetings had been covered within the Board agenda.

- i. Audit Committee on 4 June 2019;
- ii. Policy and Resources Committee on 20 May 2019 and 24 June 2019;
- iii. Learning and Quality Committee on 20 June 2019;
- iv. Governance Panel on 29 April 2019 and 24 June 2019.

The Chair of the Learning and Quality Committee took the opportunity to advise members that the meeting on Thursday 20 June 2019 had been the first meeting since the Committee had changed from the Standards, Quality and Student Experience Committee. Discussions had been positive, robust and honest and members received a good understanding and assurance that progress was being made on the improvements in teaching and learning.

30. OFFICE FOR STUDENTS (OfS) QUALITY IMPROVEMENT PLAN

An update on the College's Registration with the Office for Students (OfS) and the OfS Improvement Plan was received for information.

The Report reminded members that as part of the Registration, the College was subject to Condition B3 which focussed primarily on the College student continuation, completion and achievement rates. The Improvement Plan, which had been presented to the Corporation Board in March 2019, had been submitted to the OfS and the College had not received any further feedback.

The Learning and Quality Committee had received an update at their meeting on 20 June 2019 and noted its crucial role in providing real scrutiny and challenge against five critical areas which would be reporting back to the Corporation Board. The OfS Improvement Plan would be a standing agenda item for the Learning and Quality Committee going forward; this Committee would receive update reports against the agreed milestones at every meeting.

31. HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT UPDATE REPORT 2018/19

A Report providing the information on core Human Resources and Organisational Development data sets, for the period 1 February 2019 to 30 April 2019, was received by the Board, for information.

32. ANY OTHER BUSINESS

i) Governors Self-Assessment/Appraisal of the Chair – the Clerk to the Corporation requested members, if they had not already done so, to complete their Self-Assessment forms and Appraisal of the Chair and return this as soon as possible.

Action: Corporation Board Members

ii) Staff Conference (Friday 12 July 2019) – The Principal and Chief Executive invited Governors to attend the Staff Conference being held at The Grand Venue on Friday 12 July 2019 between 1.00pm and 4.00pm.

33. REVIEW OF MEETING

The Chair thanked members for their attendance and contributions to the meeting.

34. DATE AND TIME OF NEXT MEETING

Corporation Board - Friday 18 October 2019 at 2.00pm.

Governors' Strategic Seminar – Thursday (afternoon)/Friday (morning) 17/18 October 2019 – timings to be advised

Signed:

Date: