

LEEDS COLLEGE OF BUILDING

CORPORATION MEETING

Minutes of the meeting held on Monday 18 December 2017 at 4.00 pm in Meeting Room 1, North Street.

PRESENT:

Andrew Iveson (Chair - part)
Julia Evans (Chair – part)
Michael Berry
Ian Billyard
Emma Caven
Robert Crowe
Andrew Kenny
Dr Ivan Nip
Peter Norris
Rachel Smalley
Marc Townsend
Philip Williams

IN ATTENDANCE:

Derek Whitehead (Deputy Principal and Executive Director of Curriculum & Quality)
David Pullein (Executive Director of Finance & Resources)
Craig Williams (Clerk to the Corporation)
Cat Izzard (Marketing & Communications Manager – Item 7)
Nancy Fearnside (PA - minutes)

**ACTION
BY AND
TARGET DATE**

1. CHAIR'S AND GOVERNORS' COMMUNICATIONS

1.1

The Clerk reported that a request for Staff Governor nominations had been circulated. Only one nomination has been received, Simon Bray. The Clerk recommended the appointment of Simon Bray as Staff Governor for the period 1 January 2018 to 31 December 2021.

1.2

The Chair noted that N Fearnside had sent out the Governors' Communication on 6 December 2017 and B Tanna had sent out an update on the Portal on 4 December 2017.

1.3

The Chair noted that Kathryn Wilkinson had carried out a tour of Hunslet Campus with D Whitehead.

1.4

The Chair noted that due to a personal commitment he would need to leave around 5pm; the Vice Chair, Julia Evans, would then take over as Chair.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Kelvin Pollard, Mark Roper and Kathryn Wilkinson.

3. DETERMINATION OF OBSERVERS / ATTENDEES

The Corporation agreed attendees / observers at the meeting as per the attendance list above.

4. DECLARATION OF INTEREST

As a part-time Ofsted Inspector (supported by the College) D Whitehead declared an interest in Item 9.

5. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 21 November 2017 were approved as a true record.

6. MATTERS ARISING

6.1 Ref Min 1.1

Actioned.

6.2 Ref Min 1.5

Actioned.

6.3 Ref Min 6.1

The Clerk noted that the Equality & Inclusion / Human Rights Policy has been deferred until the March meeting.

DP/KR
20 Mar. 2018

6.4 Ref Min 7

Actioned.

6.5 Ref Min 11

Actioned.

13. MEMBERS' REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2017

D Pullein gave a brief presentation regarding the Members' Report and Financial Statements for the year ended 31 July 2017 for Leeds College of Building, LCB Enterprises Limited and Achieve Through Learning Limited.

The Statement of Comprehensive Income for the Group for 2016/17 was noted; in effect the Group has made a trading surplus of £839k. The other items on the Statement, such as pension charges, are out of the College's control.

The Consolidated Balance Sheet for 2016/17 gave an overview of the new accounting format compared to the previous year. Net current liabilities for 2016/17 were (£370k); in due course these liabilities will become assets.

Key Performance Indicators were noted. The Cash Balance for 2016/17 was £1,822,000; Current Ratio was 1.04:1; Pay as a % of Income was 61%; Cash Days in Hand was 36 and Dependency on Grant Income was 74%. The College's Financial Health Score has improved to Good (from Inadequate) and this is a very good result. D Pullein noted that the ESFA are very pleased with the progress made by the College.

13. MEMBERS' REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2017 (continued)

ATL's Statement of Income and Related Earnings was noted; overall a profit of £155k was made in 2016/17. D Pullein noted that it is anticipated that a break-even situation would be achieved in 2017/18.

D Pullein outlined the key facts regarding the Members' Report and Financial Statements for the year ended 31 July 2017:

- Income has increased by +10% for 2 years running.
- The College's financial health score has increased from 110 points (Inadequate) to 180 points (Good).
- Financial Health Grade: EBITDA – Outstanding
Current Ratio – Satisfactory
Borrowing – Satisfactory
- Bank Covenants met (any renegotiation of the bank loan would only take place if the bank covenants are not met).

A Kenny asked what the current situation was in regard to the Three Year Plan. D Pullein confirmed that the College is slightly ahead of the plan currently. He noted that in 2017/18 the financial health would drop to Satisfactory due to the new build.

The 2016/17 Directors Report and Financial Statements for ATL and LCB Enterprises were noted.

The Corporation approved the Members' Report and Financial Statements for 2016/17 for Leeds College of Building, LCB Enterprises and Achieve Through Learning Limited.

14. BOARD REPRESENTATION LETTER TO GRANT THORNTON

D Pullein gave a brief overview of the Board Representation Letter to Grant Thornton for Leeds College of Building; this had previously been presented to the Audit Committee, together with a revised letter which had been amended to include a paragraph regarding the misstatements on audit differences, with the adjustment summary attached for information.

The Corporation received the Board Representation Letter to Grant Thornton and authorised the signing of it by the Chair.

15. BOARD REPRESENTATION LETTERS TO GRANT THORNTON FOR ACHIEVE THROUGH LEARNING LTD AND LCB ENTERPRISES LTD

D Pullein explained that separate letters were required for Achieve Through Learning Ltd and LCB Enterprises.

A revised letter for Achieve Through Learning Limited has been prepared to include a summary of the adjustments, which will be signed by the Deputy Principal. The letter for LCB Enterprises Limited has been signed by the Deputy Principal.

The Corporation noted the Board Representation Letters to Grant Thornton for Achieve Through Learning Ltd and LCB Enterprises Ltd.

8. HUNSLET PHASE 2

D Pullein reported that a Project Team meeting would take place this week. The foundations are nearly completed and this will then be followed by the steelwork. All work will be monitored as appropriate.

7. PRESENTATION ON MARKETING AND PROMOTING STUDENT SUCCESS

Cat Izzard, Marketing & Communications Manager, joined the meeting at this point and gave a presentation regarding Marketing and Promoting Student Success.

Details of the Marketing Team were noted; a new member will be in place in January 2018 to cover for maternity leave.

The Marketing budget for 2016/17 was £125k and a breakdown of how this has been allocated was noted. The Clerk asked how the different aspects linked into recruitment of students; C Izzard stated that it is difficult to ascertain what has been generated by specific activities.

The Marketing team keep a log of all student successes and a number of case studies were noted. Becky Munro, who works for Mott MacDonald, is a fabulous role model for the College. She has been shortlisted for the ICE Jean Venables award, together with Harry Pennock. At the recent World Skills competition the College came 4th in the league table.

At the recent College Award Ceremony 59 awards were presented to students. The Ceremony was held at Leeds Town Hall and it was acknowledged that this was a prestigious venue.

C Izzard noted that the new 16-18 prospectus talks about careers, rather than courses and the importance of Maths & English is highlighted. The new HE prospectus has received some good reviews; this talks about courses rather than careers.

The Marketing team are focusing their efforts on digital marketing; this is here to stay and the College needs to maximise this.

A new website is currently being designed by Enjoy Digital who are a specialist website design agency. The planned launch is in February 2018 and the new site will have improved user experience, making it easier for visitors to enquiry / apply for courses.

Social Media activity requires interaction and the Marketing team are trying to increase engagement on this. Lecturer / student profiles are being utilised on Social Media.

An overview of the student journey was noted; Marketing are investigating how all the different ways for students to apply for courses can be managed better.

P Williams stated that he liked the focus on careers, rather than courses. He noted that he had attended one of the Levy presentations for employers. C Izzard confirmed that there would be a section on the new website for employers and Marketing are working with the Apprenticeship Contract Manager to ascertain what is required.

7. PRESENTATION ON MARKETING AND PROMOTING STUDENT SUCCESS
(continued)

M Berry thanked C Izzard for her presentation. He noted that last year the 16-18 target was achieved but this was not the case this year. He asked what the College can do to hit this target, particularly when the demographics change. C Izzard stated that Marketing are targeting a group of schools to concentrate on and then expand this wider in due course. An event is scheduled in January focusing on STEM (in conjunction with BAM).

C Izzard queried whether enough is being done to convert applications into enrolments.

The Clerk noted that schools will be measured in future by Ofsted about their relationships with FE colleges.

The Chair thanked C Izzard for her presentation. The Clerk confirmed that the PowerPoint presentation would be placed on the Governors' Portal for information.

CW
2 Jan. 2018

9. CONFIDENTIAL ITEM

See attached minute. During this item A Iveson left the meeting and J Evans took the Chair).

R Crowe left the meeting at the end of this item. The Clerk noted that this was Bob's last Board meeting and thanked him for all his contribution and support as a Staff Governor. On behalf of the Board, the Clerk presented him with a token of their appreciation.

10. PERFORMANCE MANAGEMENT REPORTS (AS AT 6 DECEMBER 2017)

D Whitehead presented the Performance Management Reports for 2017/18 and gave a brief overview.

Retention on Education & Training is as expected at this time of the year and is very high for both 16-18 and 19+.

Apprenticeship provision is based on Best Case Leavers (Retention for both Overall Achievement Rate [OAR] and Timely Achievement Rate [TAR]). OAR is currently -1.1% on the same period last year, with TAR -5.4%. Details of withdrawals over 5 were shown in the report. The Best Case Achievement for TAR is 81.6% and OAR is 86.4%. All teams are trying to narrow the gap and reverse the decline, particularly with TAR. D Whitehead also included Best Case for each level of Apprenticeship.

Higher Education remains high, with Retention at 94.1% (equal to the same point last year). Retention on 14-16 Skills Academy is currently 100%.

Attendance at College level is 88.6% and overall Maths & English is 78% (but an improvement on last year). An Attendance Officer is now in place but this still needs to show an impact as she settles into the post.

10. PERFORMANCE MANAGEMENT REPORTS (AS AT 6 DECEMBER 2017)

(continued)

D Whitehead drew the Board's attention to the Maths & English interventions and progress, this included: Maths & English exams are being carried out in year; there have been 104 confirmed passes since September 2017; a very small number of resits have taken place and the results for these are due in January 2018.

ATL Education & Training – 16-18 all levels (1&2) currently shows 100% retention (there are only 21 students currently). 19+ all levels is currently 99.5% (compared to 97.5% at the same period last year). Apprenticeships OAR is currently -2.2% and TAR -1.3% (Higher Apprenticeships are currently -33.3% but the low number of 6 was noted). Best Case Achievement for TAR is 86.2% and OAR is 88.1% (providing all achieve all elements of the Framework).

Background reports were attached for information. D Whitehead stated that at the current time Retention is very positive and staff will be reminded to contact / chase all students that do not attend after the Christmas break to ensure optimisation of retention.

P Norris asked if there were any underlying themes for Apprentices leaving. D Whitehead explained the impact of Apprentices leaving, particularly on three and four year Apprenticeships. There is no common theme for Apprentices leaving, some of the reasons included redundancy, dismissal, not the right course, financial / medical reasons etc.

M Berry felt that it was still too early to make many comments. He noted that Intermediate Apprenticeships were not much different to last year, however on Advanced Apprenticeships the gap between TAR and OAR seemed to be growing compared to the previous year. Attendance on Maths & English at 78% is not good and -10% below the College average; D Whitehead noted that attendance is +4% on last year. Interventions continue to be put in place and further explored and the Attendance Officer will concentrate on those with concurrent attendance issues etc.

With regard to TAR, D Whitehead stated that teams are chasing down every Apprentice with an expected planned end date in-year to ensure timely achievement and narrow the gap, which is crucial and understood by managers and staff involved, including support teams.

P Williams asked what skills the Attendance Officer has; D Whitehead explained that she was previously part of the Skills for Life support team and has extensive experience in supporting Maths & English students; her role is to chase up any continuous absentees to ensure any necessary support / intervention is put in place as appropriate.

The Corporation noted the Performance Management Reports as at 6 December 2017.

11. MANAGEMENT ACCOUNTS FOR 30 NOVEMBER 2017

D Pullein presented the Management Account Position Statement as at 30 November 2017.

Apprenticeship income is still very difficult to forecast; however an income forecasting system called Prime has now been installed to assist on this and will be fully operational once the College's November return has been released by the ESFA.

The Key Performance Targets were noted; D Pullein stated that the majority of the Amber rated targets would be achieved and he was not unduly worried about these.

E Caven queried the LCB Levy Apprenticeship numbers and asked if the 87 over target would be funded; D Pullein was confident that they would.

E Caven queried the HNC progressions; D Whitehead confirmed that they would progress on to HNDs or Higher Apprenticeships (dependent on employer choice) and the Faculty had a good idea who would progress onto which pathway but until enrolment this is subject to change.

P Norris noted that an ATL Board meeting had been held recently and asked what had come out of this. D Pullein stated that ATL would continue to offer the broader provision / levels and build upon the 16-18 ESFA contract. With regard to Apprenticeships various ways of incentivising recruitment is being investigated.

The Corporation noted the Management Account Position Statement.

12. AUDIT HIGHLIGHTS MEMORANDUM AND MANAGEMENT LETTER FOR 2016/17

D Pullein presented the Audit Highlights Memorandum and Management Letter for 2016/17; this had previously been presented to the Audit Committee and recommended to the Board.

The Corporation received the Audit Highlights Memorandum and Management Letter for 2016/17.

16. TUITION FEE LEVELS FOR 2018/19

D Pullein presented the proposed Tuition Fee Levels for 2018/19.

The Executive Team propose that tuition fees (excluding Apprenticeships) for 2018/19 are increased by 2% across the board with the normal agreement that the Principal has overall authority to amend this where market forces dictate. All Apprenticeships (where a fee applies) to be charged at 10% of the maximum funding band.

The Corporation approved the Tuition Fee Levels for 2018/19.



17. USE OF COLLEGE SEAL

The Corporation noted the use of the College seal on the following:

- Deed of collateral warranty by Landscape Architect – Re-Form Landscape Architecture Ltd
- Deed of collateral warranty by Project Manager and Employers Agent – CPC Project Services LLP
- Deed of collateral warranty by Building Contractor – Clugston Construction Ltd.

18. ESFA LETTER DATED 18 OCTOBER 2017 REGARDING THE COLLEGE FINANCIAL PLAN 2017-19 AND DASHBOARD

The Corporation noted the ESFA letter dated 18 October 2017 regarding the College Financial Plan 2017/19 and Dashboard.

19. ESFA LETTER DATED 6 NOVEMBER 2017

The Corporation noted the ESFA letter dated 6 November 2017.

20. LETTER FROM PETER LAUENER (ESFA) DATED 17 NOVEMBER 2017

The Corporation noted the letter from Peter Lauener (ESFA) dated 17 November 2017.

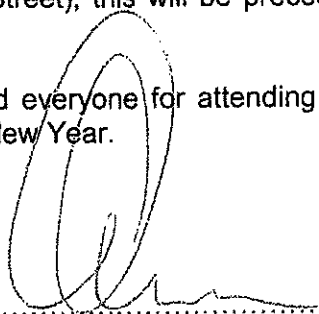
21. 2016-17 FINANCIAL PLAN TO ESFA

The Corporation noted the 2016-17 Financial Plan to ESFA.

DATE OF NEXT MEETING

The next meeting is scheduled to take place on Tuesday 23 January 2018 at 4.00pm (North Street); this will be preceded by a student discussion session from 3.00pm.

J Evans thanked everyone for attending and wished everyone a very happy Christmas and New Year.

Signed for Distribution: 

A Iveson – Chair (part)

Date: 03/01/2018

Cleared for distribution via email
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J Evans – Chair (part)

Date: 03/01/2018

Approved:
(Chair)

Date:

LEEDS COLLEGE OF BUILDING

CORPORATION MEETING – 18 DECEMBER 2017

CONFIDENTIAL ITEM

ACTION
BY AND
TARGET DATE

9. PROVISIONAL OFSTED GRADES

D Whitehead presented a report on the College Self-Assessment validated grades and the provisional Ofsted Inspection grades. The Board have previously commented on the Leadership & Management / Overall Effectiveness Self-Assessment reports. The full College Self-Assessment Report, following validation, was uploaded on to the Governors' Portal).

The College Self-Assessment Validation meeting took place on 24 November 2017 and the grades agreed are detailed on Page 2 of the report.

The College was notified of the Ofsted Inspection on Friday 24 November 2017 and a team of nine HMI Ofsted Inspectors were involved in the inspection, which took place from 28 November to 1 December 2017. The inspection / team were quality assured (for three of the four days) during the week by S Hailstone HMI. Link College managers had previously been identified to link with specific Inspectors.

The provisional Ofsted Inspection grades are detailed on Page 2 of the report. Apprenticeships and Adult Learning Programmes received Grade 2 but disappointingly, 16-19 Study Programmes was graded 3, together with all other key judgement areas.

The draft report is sent to the College for a factual accuracy check, prior to this being published (normally within four weeks of the inspection). The College is normally sent the report a day earlier than the formal publication. D Whitehead confirmed that this would be sent to Governors and staff for information; he emphasised that the report / grades are still confidential until published on Ofsted's website.

Following receipt of the final report D Whitehead will co-ordinate an Improvement Action Plan that will be produced. The Action Plan will be agreed / approved by SMT and the Board. The College will be assigned an Inspector that will carry out monitoring visit(s), the first normally being around 7 to 13 months after inspection and then a full College inspection will take place within two years (ie by November 2019). If the College is not making satisfactory progress / improvements then inspection monitoring visits could potentially schedule an earlier inspection.

D Whitehead circulated a paper detailing the key findings from the inspection. This detailed Areas for Improvement, Strengths and What the College needs to do to improve further and D Whitehead gave an overview of the key findings by the 9 Inspectors. Areas for Improvement and What the College needs to do to improve further will be incorporated into the Improvement Action Plan, together with other actions from the report text.

9. PROVISIONAL OFSTED GRADES (confidential)

D Whitehead noted that the main challenge of the Inspection had been on Study Programmes and he felt that Inspectors could have given more proportionality weighting on Apprenticeships and Adult Programmes when considering the final grades for the key judgement areas, which he did challenge as Nominee. Furthermore, almost all the key Areas for Improvement are based on Study Programmes. He acknowledged that the overall result was very disappointing and not where he or the College wanted to be.

I Billyard stated that he was not happy with the outcome and felt that too much emphasis had been put on 16-19 Study Programmes. The Adult Programmes have outstanding Pass and Achievement rates and he felt that this had not been taken into account.

I Billyard felt that a complaint should be made. D Whitehead noted that Stage 1 of the Ofsted complaint procedure states that concerns should have been raised during the Inspection. Stage 2 of the procedure needs to be submitted within 10 days following receipt of the final report.

D Whitehead felt that the Ofsted evaluation of the Inspection process could be better utilised to raise any inconsistencies. He did feel, however, that a complaint would make no difference to the outcomes and he would rather the College focused its energy on the Improvement Action Plan and concentrate on moving this forward.

A Iveson noted that any PR relating to the Inspection needed to be consistent and D Whitehead confirmed that he was working with the Marketing & Communications Manager regarding this and the Principal would approve any communications. The Clerk emphasised that Board members should not respond individually to any requests for comments; all responses should come through the College.

A Iveson left the meeting at this point and J Evans took over as Chair.

P Norris queried the evaluation process and what this entailed. D Whitehead explained that the College could comment on the Common Inspection Framework / Inspection Handbook, which Inspectors utilise and refer to, ensuring the Inspection has been carried out as it should be. The conduct of Inspectors could be looked at (although D Whitehead said there were no issues around Inspector conduct), together with the inconsistency. Any grade changes are very unlikely but the evaluation process would still get any points across, rather than an official complaint.

M Berry raised a number of points regarding the Inspection:

- Three types of provision were looked at and two of these were Graded 2, this equated to 70% of the College's provision. The Grade 3 for 16-19 Study Programmes equates to 30%.
- He found it inconceivable that all key judgements were Grade 3. The Outcomes for Learners from the last Inspection should have been considered (Grade 2 previously); 19+ and 16-18 are substantially better than the previous results, the only area that is worse is Intermediate Apprenticeships (which accounts for 30% of the Apprenticeship provision).

9. PROVISIONAL OFSTED GRADES (confidential)

- Personal Development, Behaviour and Welfare – the quality and number of students on work experiences are far better than seen in some other colleges, but agreed that there are no benchmarks.

M Berry did agree somewhat with D Whitehead that Ofsted do hold all the cards.

E Caven agreed that the outcome did feel unfair, particularly when Apprenticeships and Adult Learning Programmes had received Grade 2 but all other areas were Grade 3.

D Whitehead noted that Teaching, Learning & Assessment is the key focus of the Inspection that contributes to the grades and had challenged why 16-19 was any different on TL&A to Adults / Apprenticeships, when the same staff in a number of instances are involved in the delivery. He felt the comments regarding work experience had also been a key driver during the Inspection and at one point Inspectors were considering whether the College met the principles of 16-19 Study Programmes. Both he and College staff had managed to demonstrate, through the work placements / visits etc. that we did. However, Inspectors felt that not enough students were engaged in work placements (16-19) and these were not sufficiently recorded / linked to their programme / progress.

P Williams stated that he could see both sides regarding a complaint. He noted M Berry's point regarding proportionality. He suggested that a sub-committee could look at this further.

Dr I Nip raised the point that the College's Self-Assessment did not match Ofsted's opinion. D Whitehead stated that the College's Self-Assessment process is comprehensive in approach / process and evidence base to support the grades proposed. He can accept some points for Areas for Improvement identified by Inspectors but not that the grades are so far out. The College's rigorous Self-Assessment process has previously been commended by Ofsted.

B Crowe raised the question of the Quality of Teaching, Learning and Assessment. In 2016/17 this had been graded 93% Good or better which did not correlate with Ofsted's findings. He queried whether the College is over-rating these grades.

M Berry stated that if the College accepts the Inspection outcomes then it needs to also accept that the Observation of Teaching, Learning & Assessment (OTLA) process has not been accurate and requires improvement.

D Whitehead stated that the OTLA process has been revised by the Quality Unit and a new process is in place this year, as the Board are aware, to help move the College on. Last year Observations were moderated and standardisation meetings took place. Peer observations / walk-throughs take place and D Whitehead did feel that the process is accurate. D Whitehead stated that the Inspection dual observations were broadly in line with the College's observers during Inspection, as reported by the TL&A Inspector (but no grades by LCB staff or Inspectors were discussed).

9. **PROVISIONAL OFSTED GRADES** (confidential)

R Smalley asked if a complaint would be common knowledge. D Whitehead stated that it should, to his knowledge, be confidential, however, FE News (which is out weekly) tends to pick up on these issues very quickly and any complaint would only bring more potential negative publicity. He did feel that completion of the evaluation would achieve the same aim; it would not cost the College extra time and energy which would be better channelled into addressing the report.

D Whitehead also explained that Ofsted themselves had quality assured the first three (out of four) days of the Inspection, which would significantly contribute to Ofsted's case. Guidelines from Ofsted states that they do not normally withhold publication of an Inspection report or withdraw a published Inspection report whilst investigating a complaint. They also state that a challenge to the Inspection process or disagreement with the Inspection findings alone are not normally considered exceptional circumstances.

D Whitehead stated that the delivery of practical skills had come out strong but it was not balanced with the theoretical side. With regard to Maths & English, Ofsted did recognise that the College has taken this on board but there was not sufficient evidence of the impact at this stage.

I Billyard acknowledged that the grade outcomes would more than likely not change following a complaint but still felt that this was the right thing to do.

J Evans stated that in the event the College decides to submit a formal complaint then the decision to do this must be taken by the Governing body and asked what Governors felt about this. The majority of Governors agreed that a complaint should be investigated further but it was acknowledged that until the final report has been published this decision could not be made.

A Task & Finish Group was suggested to consider the full report and decide whether a complaint should be made; this was agreed and delegated authority was approved accordingly. I Billyard agreed to draft out the basis of the College's complaint over Christmas and would circulate the published report when received.

Approved
IB
2 Jan. 2018

M Berry stated that if a decision not to complain was made then the College has to accept all the grades (ie Teaching, Learning & Assessment and Leadership & Management). Dr I Nip queried whether the College has enough evidence to show that it is not Grade 3. M Townsend and R Crowe acknowledged that if no complaint was made then the grades needed to be accepted.

The Chair asked for volunteers to join the Task & Finish Group. I Billyard, M Berry, A Kenny and R Smalley agreed to join the Group. A Iveson would also be asked to Chair the Group. D Whitehead questioned whether it would be appropriate for him to attend, which he would like to as the College Nominee; I Billyard stated that it was wholly appropriate for him to attend. The Clerk would organise an appropriate date for this meeting.

CW
2 Jan. 2018

**ACTION
BY AND
TARGET DATE**

9. PROVISIONAL OFSTED GRADES (confidential)

The Clerk reiterated that the evaluation process was also available for the College to voice its concerns and I Billyard would complete this dependent on the outcome of the group above.

**IB
January 2018**

The Corporation noted the provisional Ofsted Grades.

LEEDS COLLEGE OF BUILDING
CORPORATION MEETING – MONDAY 18 DECEMBER 2017
SUMMARY OF ACTION POINTS

No.	Ref. Min.	Action	Responsibility	Deadline
1.	6.3	The Clerk noted that the Equality & Inclusion / Human Rights Policy has been deferred until the March meeting.	D Pullein / K Rolinson	2 March 2018
2.	7	The Chair thanked C Izzard for her presentation. The Clerk confirmed that the PowerPoint presentation would be placed on the Governors' Portal for information.	C Williams	2 January 2018
3.	9	Confidential Item A Task & Finish Group was suggested to consider the full report and decide whether a complaint should be made; this was agreed and delegated authority was approved accordingly. I Billyard agreed to draft out the basis of the College's complaint over Christmas and would circulate the published report when received.	Approved I Billyard	2 January 2018
4.	9	The Chair asked for volunteers to join the Task & Finish Group. I Billyard, M Berry, A Kenny and R Smalley agreed to join the Group. A Iveson would also be asked to Chair the Group. D Whitehead questioned whether it would be appropriate for him to attend, which he would like to as the College Nominee; I Billyard stated that it was wholly appropriate for him to attend. The Clerk would organise an appropriate date for this meeting.	C Williams	2 January 2018
5.	9	The Clerk reiterated that the evaluation process was also available for the College to voice its concerns and I Billyard would complete this dependent on the outcome of the group above.	I Billyard	January 2018

